

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

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
 - a) [Declaration of Pecuniary Interest Form](#) 4
- 5. APPROVAL OF MINUTES**
 - a) [Previous Meeting Minutes - July 6th, 2020](#) 5 - 10
- 6. PRESENTATIONS AND DELEGATIONS**
- 7. NEW BUSINESS**
 - a) **Staff Reports**
 - i. [Review - Asset Management Plan \(AMP\)](#) 11 - 20
 - ii. [De Saulniers Site Plan Control Agreement](#) 21 - 33
 - iii. [Website Upgrades](#) 34 - 36
 - iv. [CIPAC Recommendations to Council - Community Improvement Grants](#) 37 - 49
 - v. [Lancaster Heights Surplus Lot Sale Approval](#) 50 - 52

vi.	<u>Township Office and Jack Danaher Community Centre Roof</u>	53 - 54
vii.	<u>Arena Reopening</u>	55 - 94
b)	Other Business	
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v.	<u>Monthly Departmental Update- June 2020- Recreation & Facilities</u>	113 - 120
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8.	UNFINISHED BUSINESS	
a)	<u>Unfinished Business Listing - July 20th, 2020</u>	140 - 142
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;

i. Information Report (T. Mills)

ii. Performance Review

-identifiable individual

10. CONFIRMING BY-LAW

a) [Confirming By-Law 46-2020](#)

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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 AS AN ELECTRONIC MEETING IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON JULY 6, 2020

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

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

1. CALL TO ORDER

Resolution No. 200-2020

Moved by Deputy Warden
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry now be opened at 7:01pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 201-2020

Moved by Councillor Jaworski
Seconded by Deputy Warden

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

Items moved to Other Business:

7. d) i. 2019 Review of Expenses

7. d) v. St. Lawrence River Restoration Council Seat Vacancy

7. d)vii. Resolution – Long Term Care Homes (Sarnia)

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) Declaration of Pecuniary Interest Form – I, Frank Prevost, declare a pecuniary interest on Agenda Item(s) for the meeting of July 6/20: Staff report 89-2020 the offer is with an agent in the real estate office that I am an owner of.

5. APPROVAL OF MINUTES

- a) Previous Meeting Minutes - June 15, 2020

Resolution No. 202-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

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

CARRIED

- b) Public Meeting Minutes June 15 2020

Resolution No. 203-2020

Moved by Councillor Jaworski
Seconded by Councillor McDonell

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

CARRIED

6. PRESENTATIONS AND DELEGATIONS

a) Water Rate Review- Marco Vincelli EVB

Marco Vincelli provided Council with an analysis of how rate changes may affect different systems and how a regional water rate would affect billing. Council directed Mr. Vincelli to analyze how commercial and industrial users are presently being billed and using water.

7. NEW BUSINESS

a) Staff Reports

i) Staff Report - Disposal of Used Vehicle

Resolution No. 204-2020

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 86-2020 be received and that the Council of the Township of South Glengarry deems the 1997 GMC Topkick Fire Pumper apparatus (VIN ending # J519357) to be surplus as per Bylaw 36-07, Section 5.1 and 5.2 and authorizes that this surplus property be posted for sale.

CARRIED

ii) Municipal Office Design

Resolution No. 205-2020

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Procurement 12-2020 Phase 1 be awarded to the firm of J.L. Richards and Associates in the amount of \$7,500.00 and that Phase 2 and 3 be awarded to the same firm pending their presentation and Council approval on July 20th, 2020 and further that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

iii) Road Needs Study RFP

Resolution No. 206-2020

Moved by Councillor Jaworski
Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 88-2020 and that Administration be directed to issue an RFP for a Road Needs Study to be completed in 2020; and furthermore, that the funds for the Study be drawn from the Modernization Fund.

CARRIED

iv) Glen Walter Park Road Lot Closing Date Extension

Resolution No. 207-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 89-2020 and that Council approve the request to extend the closing date for the sale of Lot 1 on Glen Walter Park Road to November 1, 2020, and furthermore; that the Deputy Mayor & Clerk be authorized to sign any relevant documents.

CARRIED

v) Blue Box Transition

Resolution No. 208-2020

Moved by Deputy Warden
Seconded by Councillor Jaworski

BE IT RESOLVED THAT The Council of the Township of South Glengarry

receive Staff Report 90-2020 and that the Township advise AMO that South Glengarry will transition the Blue Box Program to full producer responsibility in 2024; and, THAT the Association of Municipalities of Ontario understand that the proposed date for transition submitted by the Township of South Glengarry is for informational purposes only and is in no way legally binding. The Township will retain its right to amend any proposed transition date as more information becomes available.
CARRIED

vi) Health and Safety Boards
Resolution No. 209-2020

Moved by Councillor Lang
Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 91-2020 be received and that the purchase of 11 Health and Safety boards be awarded to Cornwall City Press for a total cost \$5,507.25 and that funds be allocated from departmental Administration and Operations budgets.
CARRIED

vii) Place St. Laurent Phase 5 Draft Plan of Subdivision
Resolution No. 210-2020

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 92-2020 be received and that the Council of the Township of South Glengarry recommend to the United Counties of Stormont, Dundas and Glengarry Director of Transportation and Planning to issue draft plan approval of phase V of Place St. Laurent Subdivision subject to the conditions as requested by the Township, located in Glen Walter and legally described as Part of Lot 3, Registered Plan No. 101, former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry. The Council of the Township of South Glengarry carefully considered the comments from the public however these comments did not negatively impact the decision of the Council to recommend approval.
CARRIED

viii) Legroulx Zoning By-Law Amendment
Resolution No. 211-2020

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 93-2020 be received and that Council adopt by-law 38-2020, being 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 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 19711 County Road 25 be rezoned from Rural (RU) to General Commercial (CG) which will recognize and permit the existing use of an Agricultural Equipment Wholesale and Retail Business be read a first, second and third time, passed, signed and sealed this 6th day of July, 2020. 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.
Select Result

ix) MacDonell Zoning By-Law Amendment
Resolution No. 212-2020

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 94-2020 be received and by-law 39-2020, being a by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry and for the property legally described as Part of Lot 20, Concession 6, in the geographic

Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from Agriculture (AG) to Agriculture – Exception Twenty-Four (AG-24) to reduce the Minimum Lot Area from 20 hectares to 16 hectares and to prohibit residential construction be read a first, second and third time, passed, signed and sealed this 6th day of July, 2020. 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.

CARRIED

x) Amendment to Mobile Food Premise Bylaw (Martintown)

Resolution No. 213-2020

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 95-2020 be received and that the Council of the Township of South Glengarry approves By-Law 40-2020 being a by-law to amend By-Law #23-11 to permit a mobile food premise located at 18526 Dundas Street, Martintown, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, be read a first, second and third time, passed, signed and sealed this 6th day of July, 2020.

CARRIED

xi) Township Signage Policy

Resolution No. 214-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 96-2020 be received and that Council chooses Option 3 of the proposed sign design which will become the approved design for future signage throughout the Township of South Glengarry.

Option #1: Includes “Ontario’s Celtic Heartland” in the official font of the Township along the top, with the “Township of South Glengarry” below the pictorial section.

Option #2: Includes “Ontario’s Celtic Heartland” in the official font of the Township along the top, with the “Township of South Glengarry” below the pictorial section, and the United Counties of SDG’s “Where Ontario Began” slogan in the banner.

Option #3: Includes “Ontario’s Celtic Heartland” in the official font of the Township in the banner, along with the “Township of South Glengarry” included at the top of the sign.

Option #4: Includes “Ontario’s Celtic Heartland” in the official font of the Township in the first banner, “The Township of South Glengarry” is included along the top of the sign, and the United Counties of SDG’s “Where Ontario Began” is included in the second banner below.

Option #5: Includes “Ontario’s Celtic Heartland” in the official font of the Township, along with the “Township of South Glengarry” included in the banner.

Option #6: Includes “Ontario’s Celtic Heartland” in the official font of the Township along the top, the “Township of South Glengarry” included in the banner, and a second banner that would include the United Counties of SDG’s “Where Ontario Began” slogan.

CARRIED

b) Other Business

i) 2019 Review of Expenses

Council directed staff to prepare a report for the next Council meeting in response to questions to be forwarded to administration.

ii) St. Lawrence River Restoration Council Seat Vacancy

Resolution No. 215-2020

Moved by Deputy Warden
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry appoints Stephanie Jaworski to be South Glengarry's representative on the St. Lawrence River Restoration Council.

CARRIED

iii) Resolution – Long Term Care Homes

Council directed administration prepare a resolution for the next Council meetings on the topic of Long Term Care Homes.

Resolution No. 216-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

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) Cornwall Regional Airport Commission - March 4, 2020

ii) Cornwall Regional Airport Commission May 6, 2020

iii) Committee of Adjustment Minutes - March 16, 2020

iv) Committee of Adjustment Minutes - May 19, 2020

v) Committee of Adjustment Minutes - June 15, 2020

d) For Information Only

i) Process - Tax Sales - Outside Services

ii) Glen Walter Waterfront Draft Plan

iii) Building Permit Statistics Second Quarter 2020

iv) Newsletter - RRCA Board of Directors Highlights June 18, 2020

v) Resolution - Review Farm Property Tax Class Program (Town of Puslinch)

vi) Resolution - Universal Basic Income (West Elgin)

vii) Resolution - Broadband Access (Grey County)

viii) Resolution - Economic Motion (Town of Renfrew)

8. UNFINISHED BUSINESS

a) Unfinished Business Listing - July 6, 2020

9. CLOSED SESSION

10. CONFIRMING BY-LAW

Resolution No. 217-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law No. 41-2020 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed and sealed in Open Council.

CARRIED

11. ADJOURNMENT

Resolution No. 218-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:04pm.

CARRIED

Mayor

Clerk



STAFF REPORT

S.R. 98-2020

PREPARED BY: L. McDonald, GM of Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 20, 2020

SUBJECT: Review - Asset Management Plan (AMP)

BACKGROUND:

1. In 2019 we passed a resolution to adopt a Strategic AMP
 - Staff Report 75-2019 (June 17, 2019)
 - By-law 40-2019
2. The policy is one of four steps, the next being core assets for July 1, 2021.
 - A student is currently working on the written component of this step
 - Our data is mostly present and will require some further manipulation
3. Administration is hopeful that an AMP will increase our odds of success for provincial and federal funding as South Glengarry is often cited for 'fiscal circumstances' as a reason to not receiving grant money.
4. Despite our 'fiscal circumstances', well managed and funded assets are desirous vs. deterioration of assets in hopes that other levels of government will offset the costs based on poor fiscal circumstances.

ANALYSIS:

5. The policy provided is the same one as last year and reflects the Counties policy with minor changes to accommodate our lower tier differences.

IMPACT ON 2020 BUDGET:

6. Nil

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability.



- Improve and implement asset management plans based on capital condition assessments.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 98-2020 be received and that the Council of the Township of South Glengarry receive and file this report.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Appendix "A"

POLICY MANUAL	Policy No. By-law 40-2019
The Corporation of the Township of South Glengarry	Effective Date: June 17, 2019
Subject: Strategic Asset Management Policy	Department: Corporate Services

1.0 Purpose

The purpose of this policy is to provide a framework for the development and implementation of the Township's asset management program. It is intended to guide the consistent use of **asset management** across the organization, to facilitate logical and evidence-based decision-making for the management of **municipal infrastructure assets** and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the Township will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Township in focusing on service driven, rather than budget driven, asset management approaches.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to be accountable and transparent to the community through the adoption of best practices regarding asset management planning.

2.0 Background

The Township is responsible for providing a range of essential services to the community, including transportation networks, water and wastewater, fire protection, landfill and recycling, land use planning, parks and recreation. To provide services, the Township owns and manages a diverse municipal infrastructure and asset portfolio of roads, bridges, culverts, fleet, land & land improvements, water and wastewater network, storm water network, buildings, and equipment. As the social, economic, and environmental wellbeing of the community depends on the reliable performance of these municipal infrastructure assets it is critical to maintain a systemic, sustainable approach to their management.

Asset management is such an approach, and refers to the set of policies, practices and procedures that allow an organization to realize maximum value from its municipal infrastructure assets. Asset management allows organizations to make informed decisions regarding the planning, building, operating, maintaining, renewing, rehabilitation, replacing and disposing of municipal infrastructure assets through a wide range of **lifecycle activities**. Furthermore, it is an organization-wide process that involves the coordination of activities across all Township departments. As such, it is useful to adopt a structured and coordinated approach to outlining the activities, roles and

Appendix “A”

responsibilities required of organizational factors, as well as the key principles that should guide all asset management decision-making.

A comprehensive and holistic asset management approach will support efficient and effective delivery of **established levels of service** and ensure that due regard and process are applied to the long-term management and stewardship of all municipal infrastructure assets. In addition, it will align the Township with provincial and national standards and regulations such as the Infrastructure for *Jobs and Prosperity Act, 2015* and Ontario Regulation 588/17, enabling the organization to take full advantage of available grant funding opportunities.

The approval of this policy is an important step towards integrating the Township’s strategic mission, vision and goals with its asset management program, and ensuring that critical municipal infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

3.0 Alignment with the Township’s Strategic Direction

This policy aligns with the Township of South Glengarry’s Mission Statement and the United Counties of Stormont, Dundas, and Glengarry’s Official Plan. The following strategic priorities have been identified to meet the municipality’s service goals.

1. Invest in infrastructure and its sustainability
2. Improve and implement asset management plan based on capital and condition assessments
3. Pursue funding sources and partnerships to maintain infrastructure
4. Develop internal financial strategy to support infrastructure sustainability
5. Review and assess levels of service

The Official Plan identifies several objectives within the document, the following closely align with asset management initiatives:

1. To promote development where it can be adequately serviced with existing capacity or planned expansion of public service facilities and infrastructure to ensure development is financially viable.
2. To maintain the well-being of Hamlets and main streets by encouraging development of Township-centered, pedestrian, and active transportation communities that promote well-designed built form that conserves and protects cultural heritage resources
3. To conserve and protect natural heritage features and areas and biodiversity and consider the impacts of a changing climate in the design, development and maintenance of land uses and activities

Appendix "A"

4. To develop public services and infrastructure that are accessible, available, cost-effective, and efficient at meeting the needs of existing and new development and considers the effects of climate change
5. To provide a level and quality of public service facilities and infrastructure commensurate with planned growth and development of settlement areas and the rural area of the Township
6. To improve and enhance the quality of existing public service facilities and infrastructure

4.0 Policy Statement

To guide the Township, the following policy statements have been developed:

1. The Township will implement an enterprise-wide asset management program through all departments. The program will promote lifecycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
2. The Township will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - i. Complete and Accurate Asset Data;
 - ii. Condition Assessment Protocols;
 - iii. Risk and Criticality Models;
 - iv. Whole Lifecycle Management;
 - v. Financial Strategy Development;
 - vi. Level of Service Framework
3. The Township will develop and maintain an asset inventory of all municipal infrastructure assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated repair, rehabilitation or replacement costs.
4. The Township has developed an **asset management plan** that incorporates all municipal infrastructure assets that meet the **capitalization threshold** for tangible capital assets. The asset management plan will be updated at least every five years in accordance with O. Reg. 588/17 requirements, to promote, document and communicate continuous improvement of the asset management program.

For management purposes, it can be advantageous to inventory, track, and document municipal infrastructure assets that fall below the relevant capitalization

Appendix "A"

threshold. Recognizing that it may be beneficial to include these types of assets in the asset management plan &/or inventory database, the Township will consider incorporating such assets at their own discretion, based on the objective of sustainably managing municipal infrastructure assets.

5. The Township will integrate asset management planning and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.
6. The Township will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public-private partnerships (P3), alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.
7. The Township will consider the risks and vulnerabilities of municipal infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
8. The Township will align where applicable, all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*, shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.
9. The Township will coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its neighbouring municipalities or jointly-owned municipal bodies wherever viable and beneficial.
10. The Township will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.
11. The Strategic Asset Management Policy will be reviewed and, if necessary, updated at least every five years.

Appendix "A"

12. Council will conduct an annual review of the Township's asset management progress on or before July 1 in each year, to meet the requirements outlined in O.Reg. 588/17

The annual review must address:

- i. The Township's progress in implementing its asset management plan;
- ii. Any factors impeding the Township's ability to implement its asset management plan;
- iii. A strategy to address the factors identified as impeding the Township's ability to implement its asset management plan.

13. The Township will post its asset management policy and asset management plan on a website that is available to the public and will provide a copy of the policy and plan to any person who requests it.

5.0 Roles and Responsibilities

The development and continuous support of the Township's asset management program requires a wide range of duties and responsibilities. The following passages outline the persons or bodies responsible for these tasks:

1. Council

- i. Approve the Asset Management Policy and provide direction;
- ii. Maintain adequate organizational capacity to support the core practices of the asset management plan;
- iii. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets;
- iv. Establish and monitor levels of service;
- v. Review & approve the Asset Management Plan by resolution every 5 years;
- vi. Review the Township's asset management progress annually

2. Senior Management Team

- i. Development of policy and policy updates;
- ii. Provide corporate oversight to goals and directions and ensure the asset management program aligns with the Township's mission;
- iii. Ensure that adequate resources are available to implement and maintain core asset management practices;
- iv. Provide departmental staff coordination;
- v. Develop and monitor levels of service and make recommendations to Council;
- vi. Track, analyze and report on asset management program progress and results

Appendix "A"

3. Executive Lead Treasurer

- i. Manage policy and policy updates;
- ii. Provide organization-wide leadership in asset management practices and concepts;
- iii. Provide corporate wide staff coordination;
- iv. Monitor levels of service;
- v. Coordinate and track asset management program implementation and progress;
- vi. Endorse and champion the Asset Management Plan

4. Township Staff

- i. Utilize any new business processes and technology tools developed as part of the asset management program;
- ii. Participate in implementation task teams to carry-out asset management activities;
- iii. Implement and maintain levels of service;
- iv. Provide support and direction for asset management practices within their department;
- v. Track and analyze asset management program progress and results

6.0 Key Principles

The Township shall consider the following principles as outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*, when making decisions regarding asset management:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should consider the needs of citizens by being mindful of, among other things, demographic and economic trends.
2. Infrastructure planning and investment should consider any applicable budgets or fiscal plans.
3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.
4. Infrastructure planning and investment should ensure the continued provision of core public services.
5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.

Appendix "A"

6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
 - i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
 - ii. information with implications for infrastructure planning should be shared between the Township and broader public sector entities and should factor into investment decisions respecting infrastructure.
9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Township, as the case may be, the Township should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.
10. Infrastructure planning and investment should promote accessibility for persons with disabilities per Accessibility for Ontarians with Disabilities Act (AODA) requirements
11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change as much as practical.
12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.
13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project

Appendix "A"

7.0 Definitions

1. **Asset management (AM)** – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset.
2. **Asset management plan (AMP)** – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives.
3. **Capitalization threshold** – the value of a municipal infrastructure asset at or above which municipality will capitalize the value of it and below which it will expense the value of it.
4. **Green infrastructure asset** – an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
5. **Level of service** – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, Legislative requirements, Minimum Maintenance Standards, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability.
6. **Lifecycle activities** – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.
7. **Municipal infrastructure asset** – an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.



STAFF REPORT

S.R. 99-2020

PREPARED BY: Joanne Haley, GM Community Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 20, 2020
SUBJECT: De Saulniers Site Plan Control Agreement

BACKGROUND:

1. The subject property is legally described Part of Lot 14, Concession 1 Front, in the geographic Township of Charlottenburgh, also known as 19126 County Road 2.
2. The subject property was created by consent in 2014 and is currently vacant. The property owner is proposing to construct a single detached dwelling that is 285.60 square meters (3,084.27 square feet).
3. Prior to a building permit being issued, as per our Site Plan Control By-Law 14-18, all development located on the south side of County Road 2/South Service Road along the St. Lawrence River where the properties are less than 1 acre in size are subject to Site Plan Control.

ANALYSIS:

4. The subject property is 3195.55 square meters (Approximately 0.79 acres) in area and is required to be serviced by a private septic system and a well. The property is designated Rural Settlement Area and is zoned Residential One & Floodplain-Holding (FPH). This proposed use conforms to both the Official Plan and the Zoning By-law.
5. The proposed site plan was circulated to, reviewed and approved by the Building Department, the United Counties of SDG and the RRCA. The site plan conforms to the Township's Site Plan Control By-Law. The RRCA requires a regulation permit to be issued prior to a building permit being issued and the United Counties had not comments.
6. The attached Site Plan Control Agreement contains the typical clauses to ensure that the development proceeds as per the approved plan. The proposed Site Plan



including grading and drainage information can be found in Schedule B within the agreement as attached.

7. The Site Plan Control Agreement and the Site Plan will be registered on title following the execution of the agreement.
8. A building permit may be issued following the execution of the Site Plan Control Agreement.

IMPACT ON 2020 BUDGET:

None.

ALIGNMENT WITH STRATEGIC PLAN:

None.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 99-2020 be received and that the Council of the Township of South Glengarry approves By-Law 42-2020, and the Site Plan Control Agreement for the property legally described as Part of Lot 14, Concession 1 Front, in the geographic Township of Charlottenburgh, also known as 19126 County Road 2 and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

**THIS AGREEMENT made in quadruplicate this
20th day of July, 2020**

BETWEEN:

DE SAULNIERS CONSTRUCTION LTD.

**Hereinafter called the "OWNER"
OF THE FIRST PART**

AND:

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
Hereinafter called the "TOWNSHIP"
OF THE SECOND PART**

WHEREAS the Owner has applied to the Township for approval of a site plan for the Owner's lands, which site plan is annexed hereto as Schedule "B" and the Township has approved the said site plan subject to the Owner entering into this Agreement with the Township.

NOW THEREFORE this Agreement witnesseth that in consideration of the approval by the Township of the site plan for the development on the Owner's lands and the implementation of the conditions in the said approval, the Owner and the Township agree as follows:

1. IN THIS AGREEMENT:

"TOWNSHIP" means the Corporation of the Township of South Glengarry, and its appointees;

"OWNER" De Saulniers Construction Ltd.

"LANDSCAPING" means any rock, brick, poured concrete or treated wood retaining walls intended to withhold soils or rock at a higher grade or elevation, trees, hedges, shrubs or other similar vegetation.

"RRCA" means the Raisin Region Conservation Authority

LANDS

2. The Owner hereby agrees and acknowledges that the lands affected by this Agreement are the lands described in Schedule "A" attached hereto and forming part of this Agreement.

PERMITS

3. (a) The Township agrees that upon execution of this Agreement by all parties and upon submission and approval of the plans and specifications in accordance with Township by-laws and regulations, a building permit or permits for the development of the lands as contemplated by this Agreement shall be issued.
- (b) The owner agrees that placement of structures and site services on the property shall be in accordance with the site plan attached to this agreement.
- (c) The owner must obtain an RRCA Ontario Regulation 175/06 Permit prior to the issuance of a building permit.

GRADING

4. The Owner shall provide to the Township of South Glengarry a Site Plan containing grading and drainage information that includes the location of the proposed single detached dwelling and conforms to the Township's Site Plan Control By-Law. The Site Plan is included in "Schedule "B" -Approved Site Plan" as attached to this document.

LICENSE TO ENTER LAND

5. (a) The Owner hereby grants to the Township, its servants, agents and contractors, the license to enter the Owner's lands for the purpose of inspection of the works and to perform such work as may be required as a result of a default.

DEFAULT

6. (a) In the event of a default by the Owner or it's successors or assignees in the provision and maintenance of all matters and things required to be done by it pursuant to this Agreement, and after thirty (30) days written notice to the Owner, the Township may, at the expense of the Owner, enter upon the Owner's lands and do all such matters and things as are in default. "Cost" and "Expense of the Owner" in this clause shall be the actual cost incurred by the Township plus 25% of such cost as a charge for overhead. Any costs incurred by the Township pursuant to this Agreement shall be paid by the Owner to the Township within thirty (30) days of the mailing of an invoice by the Township addressed to the Owner and costs referred to in this clause may be recovered by the Township in like manner as municipal taxes pursuant to the provisions of the *Municipal Act*, as amended.
- (b) The Owner further agrees that the entry and performance of works or procedures by the Township as herein provided shall not constitute a

trespass.

AGREEMENT BINDING ON SUCCESSOR ON TITLE

- 7. (a) The Owner covenants and agrees that each and every covenant herein contained shall be binding upon the Owner of the Owner's lands and upon each and every successor on title.
- (b) The Owner covenants and agrees with the Township that if it subsequently sells or conveys the Owner's lands or any part thereof, each transfer or grant shall contain a covenant on the part of the grantee therein binding it, its successors and assigns, to the terms of this Agreement, and any further amendments thereto, and a further covenant on the part of the grantee or its successors and assigns to include a similar covenant in all subsequent transfers or grants of the Owner's lands, until the duties and obligations of the Owner under this Agreement have been fully performed. This Agreement does not relieve the Owner from complying with any other building and/or zoning requirements under the provisions of the *Ontario Building Code Act* and *Planning Act*.

SCHEDULES

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

SCHEDULE "A"	Legal Description of the Owner's Property;
SCHEDULE "B"	Approved Site Plan
SCHEDULE "C"	SECURITIES

IN WITNESS WHEREOF the said **OWNER** and **THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY** have hereunto affixed their Hand and Corporate Seal duly attested by the hands of their respective proper signing officers.

WITNESS

VANCE DE SAULNIERS DATE
DE SAULNIERS CONSTRUCTION LTD
(I HAVE AUTHORITY TO BIND THE
COOPORTATION)

THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY

PER:_____

MAYOR FRANK PREVOST DATE

PER:_____

DEPUTY CLERK KAYLYN MACDONALD DATE

SCHEDULE "A"

LEGAL DESCRIPTION **OF THE OWNER'S LANDS**

THOSE LANDS AND PREMISES located in the Township of South Glengarry, in the County of Glengarry and Province of Ontario AND BEING COMPRISED OF: Part of Lot 14, Concession 1 Front, in the geographic Township of Charlottenburgh, also known as 19126 County Road 2.

SCHEDULE "B"**APPROVED SITE PLAN**

Drawing Name:	Drawing Date:	By:
Plan of Survey	August 18, 2014	Ron M. Jason Surveying Ltd.
Site Plan	June 23, 2020; as revised July 10, 2020	Christopher Simmonds Architect
Lot Grading Plan	July 3, 2020; as revised on July 13, 2020	McIntosh Perry

SCHEDULE "C"

SECURITIES

Securities in the amount of \$1,000.00 shall be provided to the municipality.

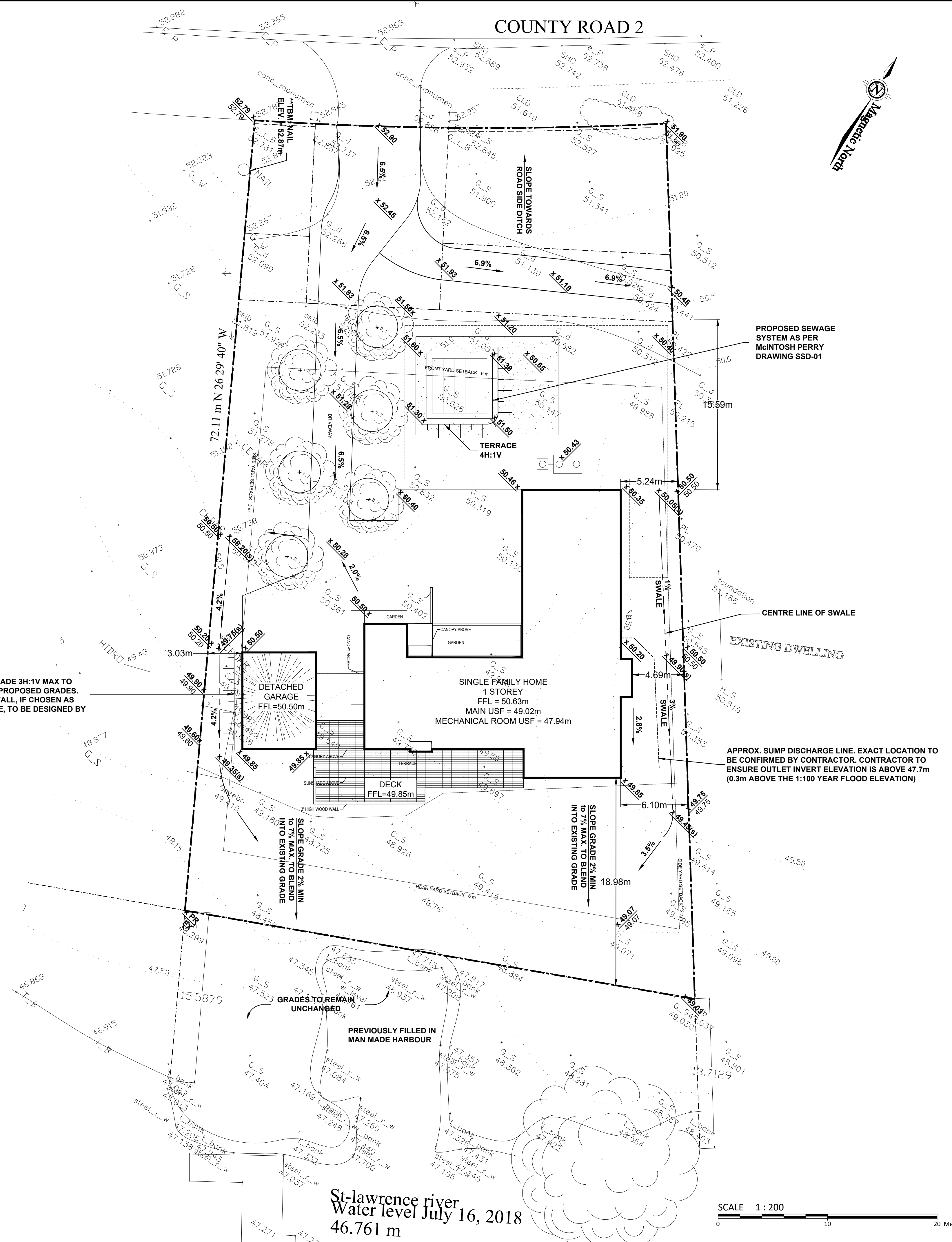
Securities in the form of irrevocable letters of credit automatically renewed annually, cash or negotiable bonds written in the name of the municipality shall be provided to cover the period of time for which the development of the property is to be completed.

The security deposit will be released upon the completion of construction and the approval of a final inspection as well as the submission and approval of an "as- built" site plan.

GENERAL NOTES:

- ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION. IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE ENGINEER PROMPTLY.
- ORIGINAL TOPOGRAPHY, GROUND ELEVATION AND SURVEY DATA SHOWN WAS PROVIDED BY OTHERS FOR INFORMATION PURPOSES ONLY AND IMPLY NO GUARANTEE OF ACCURACY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL INFORMATION OBTAINED FROM THEM PRIOR TO CONSTRUCTION.
- THIS PLAN IS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL PLANS, LANDSCAPING PLANS, STRUCTURAL PLANS, ELECTRICAL PLANS, AND ANY OTHERS WHICH MAY APPLY.
- CONTRACTOR TO OBTAIN AND PAY FOR ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWNSHIP OF SOUTH GLENGARRY BEFORE COMMENCING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT.
- THE CONTRACTOR SHALL MANAGE AND DISPOSE OF ALL EXCESS MATERIAL AS PER OPSS 180.
- ALL DISTURBED AREAS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER UNLESS OTHERWISE SPECIFIED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD, INCLUDING THE SUPPLY, INSTALLATION, AND REMOVAL OF ALL NECESSARY SIGNAGE, DELINEATORS, MARKERS AND BARRIERS.
- DO NOT ALTER GRADING OF THE SITE WITHOUT PRIOR APPROVAL FROM THE TOWNSHIP OF SOUTH GLENGARRY.
- ALL FOOTINGS, FOUNDATIONS, CONCRETE SLABS AND TILE DRAIN INSTALLATION MUST CONFORM TO THE REQUIREMENTS OF THE ONTARIO BUILDING CODE.
- ENSURE POSITIVE DRAINAGE AWAY FROM THE HOUSE AND SEPTIC SYSTEM.
- THE SITE GRADING CONTRACTOR IS RESPONSIBLE FOR ENSURING INSTALLATION OF EROSION AND SEDIMENT CONTROLS PRIOR TO COMMENCING CONSTRUCTION. CARE SHALL BE TAKEN AT THE REMOVAL STAGE TO ENSURE THAT ANY SEDIMENT THAT HAS ACCUMULATED IS PROPERLY HANDLED AND DISPOSED OF.
- MINIMUM 2% AND MAXIMUM 7% SLOPES REQUIRED FROM THE SPECIFIED TERRACE GRADE AROUND THE HOUSE. GRADING OVER 7% TO BE TERRACED.
- A BAND, 0.5m IN WIDTH, WILL BE MAINTAINED AT THE SITE PERIMETER THAT MATCHES THE EXISTING GRADE OF ABUTTING LANDS.
- ALL SWALES TO HAVE A MINIMUM GRADIENT OF 1% WITH A PREFERRED MAXIMUM SIDE SLOPE OF 4:1; MAXIMUM SIDE SLOPES OF 3:1 ACCEPTABLE WHERE REQUIRED.
- ALL SWALES TO HAVE A MINIMUM DEPTH OF 200mm WITH A MAXIMUM DEPTH OF 600mm.
- EXISTING GRADING AND DRAINAGE PATTERNS TO BE MAINTAINED.
- THIS PLAN TO BE READ IN CONJUNCTION WITH ANY APPLICABLE PERMIT APPLICATIONS (I.E. TOWNSHIP OF SOUTH GLENGARRY AND/OR THE RAISIN RIVER CONSERVATION AUTHORITY).
- IT IS RECOMMENDED THE SUMP PIT TO BE OUTFITTED WITH DUPLEX PUMPS WITH VISIBLE AND AUDIBLE HIGH WATER ALARM. SUMP PIT APPURTENANCES TO BE CONNECTED TO AN AUTOMATIC BACK UP POWER SUPPLY IN CASE OF ELECTRICAL OUTTAGE.
- LOCATION OF DRILLED WELL TO BE CONFIRMED BY OWNER PRIOR TO INSTALLATION IF THE PROPOSED DWELLING WILL NOT BE SERVICED FROM RIVER WATER INTAKE. ANY NEW WELL SHALL BE INSTALLED IN CONFORMANCE WITH O.REG. 903 AND SHALL MEET MINIMUM HORIZONTAL SETBACK REQUIREMENTS FROM THE SEWAGE SYSTEM COMPONENTS AS PER OBC.

TERRACE GRADE 3H:1V MAX TO BLEND INTO PROPOSED GRADES. RETAINING WALL, IF CHOSEN AS ALTERNATIVE, TO BE DESIGNED BY OTHERS



BELOW INFORMATION BASED ON CHRISTOPHER SIMMONDS ARCHITECT DRAWING AO-3, JOB No. 679-18

LEGAL DESCRIPTION
PART 2, CON. 1 LOT 14
REG. PLAN No. 14R-6156
SUMMERSTOWN
PIN#67130-0130(LT)

CIVIC ADDRESS
9126 S.D.G COUNTY RD. 2
SUMMERSTOWN (SOUTH GLENGARRY),
ONTARIO, K6H 5R5

ZONING
MAX. BUILDING HEIGHT - 11m
(PROPOSED BUILDING HEIGHT 4.7m)
BUILDING WIDTH - 24.45m
BUILDING DEPTH - 26.29m

BUILDING AREA - 429.76m²
LOT AREA - 3,195.65m²

LOT COVERAGE - 13.4% (429.76m²)
MAX. LOT COVERAGE - 35% (1,118.48m²)

REQUIRED SETBACKS
MIN. FRONT YARD - 6m
MIN. EXTERIOR SIDE YARD - 6m
MIN. INTERIOR SIDE YARD WITH GARAGE - 1.2m
MIN. INTERIOR SIDE YARD DRIVEWAY SIDE - 3m
MIN. INTERIOR SIDE YARD OTHER SIDE - 1.2m
MIN. REAR YARD - 6m

FINISHED FLOOR AREAS
BASEMENT - N/A
GROUND - 3,074 ft² (285.60m²)
TOTAL - 3,074 ft² (285.60m²)

TBM: TOP OF NAIL (SEE PLAN)
BACKGROUND TOPOGRAPHIC INFORMATION PROVIDED BY OTHERS
APPROXIMATE GEODETIC ELEVATION = 52.87m

No.	Revision/Issue	Date
2	REVISED AS PER TOWNSHIP COMMENTS	JUL/13/20
1	REVISED AS PER TOWNSHIP COMMENTS	JUL/03/20
0	ISSUED FOR PERMIT	FEB/03/20

Check and verify all dimensions before proceeding with the work. Do not scale drawings

McINTOSH PERRY
115 Walgreen Road, RR 3
Carp, ON K0A 1L0
Tel: 613-836-2184 Fax: 613-836-3742
www.mcintoshperry.com

Stamp: Stamp:

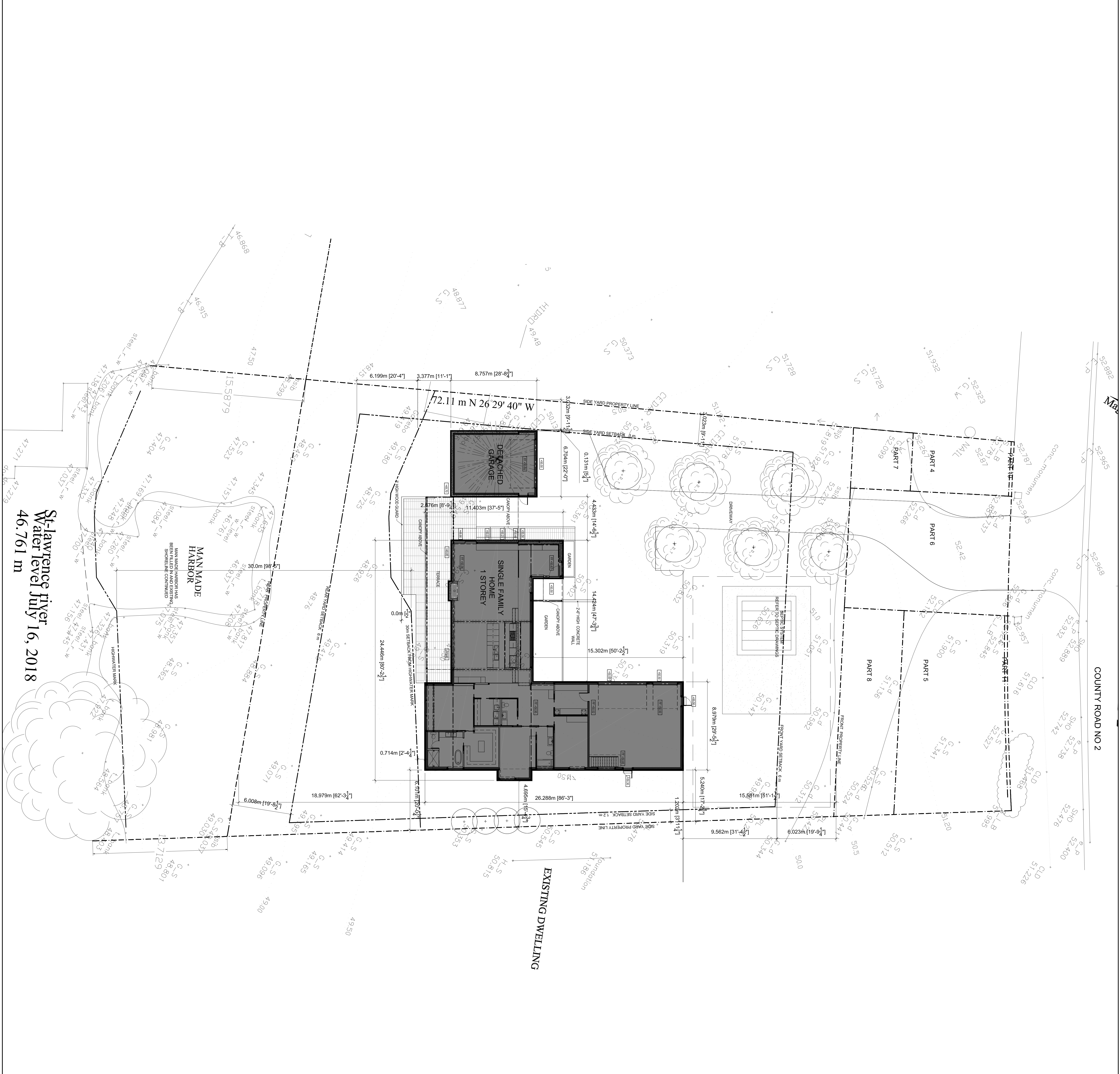
Client:
VANCE DESAULNIERS
9126 S.D.G. COUNTY ROAD 2, SUMMERSTOWN

Project:
9126 S.D.G. COUNTY ROAD 2
PROPOSED SINGLE FAMILY DWELLING
SUMMERSTOWN ONTARIO

Drawing Title:
LOT GRADING PLAN

Scale: 1:200	Project Number: CP-19-0052
Drawn by: BA	Checked By: PL
Designed By: BA	Drawing Number: LGP-01
Date: JUL/03/20	SHEET 1 of 1

FILENAME: C:\Users\perry\Documents\Projects\CP-19-0052\Drawings\CP-19-0052_Vance Desaulniers_LGP-01.dwg
 DATE PLOTTED: Monday, July 13, 2020 10:58 AM
 PLOTTER: HP DesignJet T1100e



St-Lawrence Flyer
Water level July 16, 2018
46.761 m

EXISTING DWELLING

SITE LOCATION



SITE / BUILDING STATISTICS

- LEGAL DESCRIPTION**
 PART 2 CON. LOT 14
 REG. PLAN No. 14R-6156
 SUMMERSTOWN
 PIN# 67130-0130(LT)
- CIVIC ADDRESS**
 9126 S.D.G. COUNTY RD. 2
 SUMMERSTOWN (SOUTH GLENGARRY),
 ONTARIO, K6H 5R5
- ZONING - R1**
- MAX. BUILDING HEIGHT - 11m**
 (PROPOSED BUILDING HEIGHT - 4.7 m)
 BUILDING WIDTH - 24.45 m
 BUILDING DEPTH - 28.29 m
 BUILDING AREA - 429.76 m²
 LOT AREA - 3195.65 m²
- LOT COVERAGE - 13.4% (429.76 m²)**
MAX. LOT COVERAGE - 35% (1118.48 m²)
- REQUIRED SETBACKS**
- MIN. FRONT YARD - 6 m
 - MIN. EXTERIOR SIDE YARD WITH GARAGE - 1.2 m
 - MIN. INTERIOR SIDE YARD DRIVEWAY SIDE - 3 m
 - MIN. REAR SIDE YARD OTHER SIDE - 1.2 m
 - MIN. REAR YARD - 6m
- FINISHED FLOOR AREAS**
- BASEMENT - N/A
 - GROUND - 307.4 sq. ft. (285.60 m²)
 - TOTAL - 307.4 sq. ft. (285.60 m²)

GENERAL NOTES

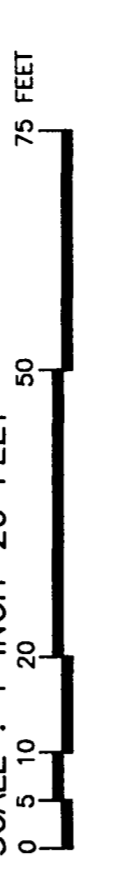
- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS TO THE ARCHITECT.
- DO NOT SCALE DIMENSIONS.
- RELIANCE ON THE OVERLAP, DIMENSIONS AND THE REQUIREMENTS OF ALL THE DRAWINGS IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- CHRISTOPHER SIMMONDS ARCHITECT INC. IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.

DATE	06/27/2020	DRAWING NO.	
SCALE	1:200	DRAWING BY	
PROJECT	DE SAUNIERS RESIDENCE 9126 S.D.G. COUNTY RD. 2 SUMMERSTOWN, ON		
DRAWING TITLE	SITE PLAN		
NO.	DATE	DESCRIPTION	
01	JANUARY 21, 2020	PROGRESS SET	
02	JANUARY 21, 2020	PROGRESS SET	
03	FEBRUARY 20, 2020	ISSUED FOR BALANCED PERMIT	
04	JULY 02, 2020	REVISION	

PLAN 14R-6154
 RECEIVED AND DEPOSITED
 August 18, 2014
 August 18, 2014
 R. M. JASON, O.L.S.
 R. M. JASON, O.L.S.
 REPRESENTATIVE FOR THE LAND
 REGISTRAR FOR THE LAND TITLES
 DIVISION OF GLENHARRY (No. 14)

PART	PART LOT	CONCESSION	PIN	REMARKS
1			1.022 AC.	
2			0.832 AC.	
3			1.002 AC.	
4			0.015 AC.	
5			0.058 AC.	
6	W 3/4	1 FRONT	0.051 AC.	BEING ALL OF PIN 67130-0130(LT)
7			0.009 AC.	
8			0.032 AC.	
9			0.004 AC.	
10			18.2 sqft	
11			0.001 AC.	
12			0.003 AC.	

PLAN OF SURVEY OF
 PART OF WEST 3/4 OF LOT 14
 CONCESSION 1 FRONT
 GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH
 COUNTY OF SOUTH GLENHARRY
 R. M. JASON O.L.S.
 SCALE: 1 INCH=20 FEET



IMPERIAL
 DISTANCES AND COORDINATES SHOWN ON THIS
 PLAN ARE IN FEET AND CAN BE CONVERTED
 TO METRES BY MULTIPLYING BY 0.3048.

NOTES
 DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY
 MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.99961049.
 COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH
 CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
 COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH
 SECTION 14 (2) OF O. REG. 216/10.
 BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS
 A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS
 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75W)
 MAGS (GARS) (1987).
 BEARING COMPARISONS SHOWN ARE WITH ASTROMETRIC BEARINGS ON
 UNDERLYING PLANS.

STATION	NORTHING	EASTING
A	1636868.356	1752239.891
B	1636877.253	1752251.442

LEGEND
 □ DENOTES PLANTED MONUMENT
 ■ DENOTES FOUND MONUMENT
 ○ DENOTES STAKE
 SSB DENOTES STAKE-SET
 IB DENOTES IRON BAR
 CM DENOTES CONCRETE MONUMENT
 IP DENOTES IRON PIPE
 P DENOTES ROUND
 ACC DENOTES ACCEPTED
 MEAS DENOTES MEASURED
 MIST DENOTES MISTAKE
 P1 DENOTES PLANT
 P2 DENOTES DEPOSITED PLAN
 P3 DENOTES ATTACHED TO INST. No. A7592

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH
 THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT
 2. THE SURVEY WAS COMPLETED ON THE 18th DAY OF AUGUST 2014.
 August 18, 2014
 R. M. JASON
 ONTARIO LAND SURVEYOR

Ron M. Jason Surveying Ltd.
 ONTARIO & CANADA LAND SURVEYORS
 ALEXANDRIA
 PRESCOTT REF: 14-10-1045



FROM	TO	BEARING	DISTANCE	REMARKS
1	2	S64°00'50"W	167.2±	WATER'S EDGE
2	3	S67°47'40"W	161.9±	WATER'S EDGE
3	4	S68°27'00"W	154.8±	WATER'S EDGE
4	5	S68°30'00"W	137.5±	WATER'S EDGE
5	6	S68°35'00"W	116.4±	WATER'S EDGE
6	7	S68°35'00"W	89.4±	WATER'S EDGE
7	8	S68°35'10"W	93.4±	WATER'S EDGE
8	9	S68°32'00"W	64.3±	WATER'S EDGE
9	10	S17°48'30"W	477.7±	WATER'S EDGE
10	11	S16°22'40"E	49.4±	WATER'S EDGE
11	12	S33°55'20"E	66.1±	WATER'S EDGE
12	13	S45°02'50"E	75.0±	WATER'S EDGE
13	14	S81°50'00"E	77.8±	WATER'S EDGE
14	15	S68°23'10"E	86.3±	WATER'S EDGE
15	16	S78°23'40"E	103.4±	WATER'S EDGE
16	17	S68°38'30"E	126.5±	WATER'S EDGE
17	18	S67°42'50"E	126.8±	WATER'S EDGE
18	19	S68°47'00"E	149.4±	WATER'S EDGE
19	20	N77°12'10"E	198.4±	WATER'S EDGE
20	21	N78°54'00"E	227.7±	WATER'S EDGE
21	22	N76°44'20"E	254.0±	WATER'S EDGE
22	23	N72°17'50"E	283.4±	WATER'S EDGE
23	24	N71°11'30"E	288.5±	WATER'S EDGE
24	25	S74°33'30"E	77.4±	MANMADE HARBOUR
25	26	S67°30'50"E	69.5±	MANMADE HARBOUR
26	27	N76°50'10"E	45.0±	MANMADE HARBOUR
27	28	N70°45'30"E	79.0±	MANMADE HARBOUR

(TRANSFERRED BY O.I.C. 504/97, INST No. ARI09824, M.T.O. P-1689-34)
 COUNTY ROAD No. 2 (FORMERLY KING'S HIGHWAY No. 2)

INTERSECTION OF LINE BETWEEN LOTS
 14 AND 15 TO THE SOUTH AND O.R.
 DEPOSITED PLAN No. 544 (M.T.O. P-1689-6)

LOT 15
 PIN 67130-0322(LT)

LOT 14
 WEST 3/4
 CONCESSION 1
 FRONT
 PART 2, 14R-3462 INST No. G114817 PIN 67130-0130(LT)
 PART 1, 14R-5436 INST No. G114817 PIN 67130-0144(LT)

ST. LAWRENCE RIVER

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 42-2020
FOR THE YEAR 2020**

BEING A SITE PLAN AGREEMENT BY-LAW AND A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A SITE PLAN AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY AND DE SAULNIERS CONSTRUCTION LTD.

WHEREAS the Council of the Township of South Glengarry deems it necessary and in the public interest to enter into a Site Plan Agreement with De Saulniers Construction Ltd. being the owners of the land described as Part of Lot 14, Concession 1 Front, in the geographic Township of Charlottenburgh, also known as 19126 County Road 2.

AND WHEREAS the Council of the Township of South Glengarry passed By-law No. 14-18, being a by-law to establish a Site Plan Control Area pursuant to Section 41 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, on the aforementioned subject property.

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

1. **THAT** the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with De Saulniers Construction Ltd., a copy of which is attached hereto as Schedule "A" and is hereby declared to form part of this by-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20th DAY OF JULY, 2020.

MAYOR:

CLERK:



STAFF REPORT

S.R.100-2020

PREPARED BY: Meggin Roberts, Communications Coordinator

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 20, 2020

SUBJECT: Website Upgrades

BACKGROUND:

1. In order to upgrade and improve service excellence on our website, administration is seeking to upgrade the current Township website to be able to provide AODA accessible forms to residents.

ANALYSIS:

1. eSolutions, the provider that hosts the Township website, offers a Form Builder program which would give the municipality the ability to collect information (forms, surveys) and potentially provide payment services onto the website. The Form Builder program can easily create accessible, responsive forms that integrate smoothly with the Township site and is available as an extension of the Township's already existing subscription through eSolutions.
2. By January 2021, all websites and content must be accessible under AODA compliance. eSolutions' Form Builder is WCAG 2.0 Level AA compliant which would allow all of our PDF documents to become fully accessible to all residents and allow our website to become completely AODA compliant. The upgrade is also mobile-friendly.
3. Form Builder gives the Township the ability to create an unlimited number of online forms, through the subscription, without additional cost. The forms can be used to improve external and internal communications (i.e. "Report a Problem"), which has been used and recommended by both the Cornwall and South Stormont municipalities. This would streamline resident submitted problems and concerns vs. residents going through multiple channels. This feature also facilitates the uploading of videos or photos for resident concerns which is difficult to do with our current set-up.



4. Communications can then customize email notifications to ensure forms are sent to the appropriate Department which would reduce wait time and simplify response tracking, a requirement of Ontario Municipal Bill 8.
5. Response reports and Excel exports can also be generated to organize collected information to help the Township get a better view of how concerns are being addressed and how we are communicating with the community.
6. The cost to upgrade the Township's current website subscription through eSolutions to incorporate Form Builder would include an initial implementation and setup cost of \$3,500, a 3-hour Webex training module for \$450 and an ongoing yearly license fee of \$1,200 added to the website's existing hosting & licensing agreement.
7. With Form Builder, the Township would be able to later upgrade to an e-commerce extension that could allow the township to accept online payments, should the option prove worthwhile.

IMPACT ON 2020 BUDGET:

8. The estimated cost of \$5,150 (range \$4,500 to \$6,500) would come out of the Corporate Services IT budget. If overages occur, they will be identified at a future date and administration recommends that they would come out of the modernization fund.

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 100-2020 be received and that the Council of the Township of South Glengarry approves the upgrades to the website using eSolutions Form Builder.



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

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



STAFF REPORT

S.R.101-2020

PREPARED BY: Meagan Bingley, Acting Economic Development and Tourism Coordinator

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 20, 2020

SUBJECT: CIPAC Recommendations to Council - Community Improvement Grants

BACKGROUND:

1. The Township of South Glengarry Community Improvement Grants have changed to a continuous intake process.
2. Two (2) complete applications were received and reviewed by administration and forwarded to the CIPAC for review and consideration.
3. CIPAC met on July 7, 2020 to review the two (2) applications, general discussions about the CIP program also occurred.
4. Two (2) applications were recommended to Council to be approved as applied for.

ANALYSIS:

5. In order for the projects to begin Council must approve the CIPAC recommendation and an agreement must be entered into with the applicant.

The following are the recommendations from the CIPAC Committee:

1. Application: 1623603 Ontario Inc. o/a Jack's Pub

Program 2, Building Improvement (Front Façade and Secondary Façade):

- Located at 19700 John Street, Williamstown, ON, K0C 2J0
- Grant Request: \$4556.00
- Project Description: Restore the front façade by removing the stucco and stone and replacing it with James Hardie fibre cement siding, reclaimed barnboard and new trim along the windows and doors
- Purpose: Improve curbside appeal to attract residents and tourists to the Pub



Program 3, Commercial Signage:

- Located at 19700 John Street, Williamstown, ON, K0C 2J0
- Grant Request: \$1538.64
- Project Description: Remove the existing outdoor signage and install a new aluminum, black pin mounted signage with gooseneck lighting
- Purpose: Updated signage will improve the new look and feel, and attract residents and tourists to dine at the Pub

Program 4, Landscaping (Secondary Façade):

- Located at 19700 John Street, Williamstown, ON, K0C 2J0
- Grant Request: \$1977.16
- Project Description: Removal of the existing retaining wall along the west side of the parking lot and replacing it with a new wooden retaining wall. Building a wooden fence enclosure around the outdoor garbage, recycling and grease containers, and installing four (4) window planters.
- Purpose: Improve the overall appearance and greenery of the Pub

This application has been recommended to Council for approval for a CIP grant of \$8071.80.

2. Application: Laurie Harnden o/a Lancaster Massage Therapy

Program 2, Building Improvement (Secondary Façade):

- Located at 2 Oak Street, Lancaster, ON, K0C 1N0
- Grant Request: \$1617.17
- Project Description: Replace the siding, soffit, fascia, and garage doors on their garage that faces Oak Street (secondary façade) to match their primary façade facing Military Road.
- Purpose: Improve the visual appeal and create unity between the primary building and the garage.

Program 4, Landscaping (Secondary Façade):

- Located at 2 Oak Street, Lancaster, ON, K0C 1N0
- Grant Request: \$1937.50
- Project Description: Remove a concrete slab in the driveway (located on Oak St.) along with patio stones and replace it with pavement
- Purpose: Improve the curbside appeal, and access to the client entrance

This application has been recommended to Council for approval for a CIP grant of \$3554.67.

IMPACT ON 2020 BUDGET:



Council allocated \$60,000 to the Community Improvement Plan Program for 2020. The total combined grant request is \$11,626.47.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity
Goal 3: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 101-2020 be received and that the Council of the Township of South Glengarry approves By-Law 43-2020, through to By-Law 44-2020 and enters into a CIP Agreement with Jack's Pub and Lancaster Massage Therapy and authorizes the Mayor and Clerk to execute the CIP Agreements.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



COMMUNITY IMPROVEMENT PLAN AGREEMENT

made in Duplicate this

20th day of July, 2020

BETWEEN:

1623603 Ontario Inc. – Jack's Pub

**Hereinafter called the "RECIPIENT"
OF THE FIRST PART**

AND

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

**Hereinafter called the "TOWNSHIP"
OF THE SECOND PART**

WHEREAS:

The Recipient(s) is the registered owner of the property located at 19700 John St. Williamstown, ON, K0C 2J0;

The Recipient(s) has applied for and the Township has agreed to provide financial assistance for Program #2 Building Improvement (Front and Secondary Façade), Program #3 Commercial Signage and Awnings and Program #4 Landscaping of the Township's Community Improvement Plan (CIP);

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein;

1. The Township will provide financial assistance to the Recipient(s) for the work(s) described in 'Schedule A' under the Building Improvement Grant, Signage and Awning Grant and Landscaping Grant as follows:
 - a) An amount of up to \$3144.00 (three thousand one hundred and forty four dollars) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Building Improvement Grant (Front Façade) upon receipt of the paid invoice(s);
 - b) An amount of up to \$1412.00 (one thousand four hundred and twelve dollars) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Building Improvement Grant (Secondary Façade) upon receipt of the paid invoice(s)
 - c) An amount of up to \$1538.64 (one thousand five hundred and thirty eight dollars and sixty four cents) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Signage and Awnings Grant upon receipt of the paid invoice(s);
 - d) An amount of up to \$1977.16 (one thousand nine hundred and seventy seven dollars and sixteen cents) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Landscaping Grant upon receipt of the paid invoice(s);
2. Building Improvement, Signage and Awnings and Landscaping Grant funds are released once the work is completed. The Applicant must present receipts and proof of payment of eligible costs for the work as well as before and after photos of the entire project prior to the payment of funds. Funds will be paid within 30 days of receipt of the required items listed above. Receipts for paid invoices are the only acceptable proof of payment that will be considered by the Township.
3. Works under the Community Improvement Plan shall be completed within eighteen (18) months of the date of this Agreement or the Agreement shall become null and void. Funds advanced shall be repayable within thirty (30) days following the voiding of this agreement.

IN WITNESS WHEREOF the said OWNER and THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY have hereunto affixed their Hand and Corporate Seal duly attested by the hands of their respective proper signing officers.

WITNESS

**BONNIE CATTANACH,
1623603 ONTARIO INC. O/A JACK'S PUB
(I HAVE AUTHORITY TO BIND THE
CORPORATION)**

DATE

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

PER: _____

MAYOR: FRANK PREVOST

DATE: _____

PER: _____

DEPUTY CLERK: KAYLN MACDONALD

DATE: _____

SCHEDULE "A"

DESCRIPTION OF THE WORKS

Program #2: Building Improvement Grant (Front and Secondary Façade), Program #3 Commercial Signage and Awnings and Program #4 Landscaping Grant:

Total Cost of Works: \$6288.00 excluding HST for Building Improvement (Front Façade), \$2825.00 excluding HST for Building Improvement (Secondary Façade), \$3077.28 excluding HST for Signage and Awnings, and \$3954.32 excluding HST for Landscaping (based on the lowest quote(s) provided in the application) for a total of \$16,144.60.

Grant Approved: \$8071.80

Proposed Works: Replace the front and secondary façade stucco and stone siding to James Hardie fibre cement siding, reclaimed barnboard and new trim around the windows and doors, installation of an aluminum, black pin mounted sign with gooseneck lighting; and the removal of the existing retaining wall along the westside of the building with the replacement of a new wooden retaining wall, a wooden fence enclosure around the garbage, recycling and grease containers, and the installation of four (4) 6x6 window planters.

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 43-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO ENTER INTO A COMMUNITY IMPROVEMENT PLAN (CIP) AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY AND 1623603 Ontario Inc. o/a Jack’s Pub.

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 the *Planning Act, R.S.O. 1990*, Section 28 (7) states that the municipality may make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan;

AND WHEREAS Council of the Township of South Glengarry desires to enter into a CIP Agreement for the purpose of carrying out the provisions of the municipality’s CIP.

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

1. **THAT** the Township of South Glengarry enter into a CIP Agreement for Program 2 – Building Improvement, Program 3 – Commercial Signage and Commercial Awnings, and Program 4 -- Landscaping with 1623603 Ontario Inc. o/a Jack’s Pub for the property described as Plan 19, PT LOT 33, in the Geographic Township of Charlottenburg, in the Township of South Glengarry, County of Glengarry, also known as 19700 John Street.
2. **THAT** the Mayor and Clerk are hereby authorized to execute the Agreement of which is attached hereto as Schedule “A” and is hereby declared to form part of this by-law.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 20th DAY OF JULY, 2020.**

MAYOR: _____ DEPUTY CLERK: _____



COMMUNITY IMPROVEMENT PLAN AGREEMENT

made in Duplicate this

20th day of July, 2020

BETWEEN:

Laurie Harnden – Lancaster Massage Therapy

**Hereinafter called the "RECIPIENT"
OF THE FIRST PART**

AND

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

**Hereinafter called the "TOWNSHIP"
OF THE SECOND PART**

WHEREAS:

The Recipient(s) is the registered owner of the property located at 2 Oak Street, Lancaster, ON K0C 1N0;

The Recipient(s) has applied for and the Township has agreed to provide financial assistance for Program #2 Building Improvement and Program #4 Landscaping of the Township's Community Improvement Plan (CIP);

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein;

1. The Township will provide financial assistance to the Recipient(s) for the work(s) described in 'Schedule A' under the Building Improvement Grant and Landscaping Grant as follows:
 - a) An amount of up to \$1617.17 (one thousand six hundred and seventeen dollars and seventeen cents) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Building Improvement Grant upon receipt of the paid invoice(s);
 - b) An amount of up to \$1937.50 (one thousand nine hundred and thirty seven dollars and fifty cents) (such sum not to exceed 50% of the value of the receipts submitted), shall be paid to the Recipient(s) in the form of a Landscaping Grant upon receipt of the paid invoice(s);
2. Building Improvement and Landscaping Grant funds are released once the work is completed. The Applicant must present receipts and proof of payment of eligible costs for the work as well as before and after photos of the entire project prior to the payment of funds. Funds will be paid within 30 days of receipt of the required items listed above. Receipts for paid invoices are the only acceptable proof of payment that will be considered by the Township.
3. Works under the Community Improvement Plan shall be completed within eighteen (18) months of the date of this Agreement or the Agreement shall become null and void. Funds advanced shall be repayable within thirty (30) days following the voiding of this agreement.

IN WITNESS WHEREOF the said OWNER and THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY have hereunto affixed their Hand and Corporate Seal duly attested by the hands of their respective proper signing officers.

WITNESS

**LAURIE HARNDEN – LANCASTER MASSAGE
THERAPY
(I HAVE AUTHORITY TO BIND THE
CORPORATION)**

DATE

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

PER: _____

MAYOR: FRANK PREVOST

DATE: _____

PER: _____

DEPUTY CLERK: KAYLYN MACDONALD

DATE _____

SCHEDULE "A"

DESCRIPTION OF THE WORKS

Program #2: Building Improvement Grant (Secondary Façade) and Program #4 Landscaping Grant:

Total Cost of Works: \$3234.35 excluding HST for Building Improvement and \$3875.00 excluding HST for Landscaping (based on the lowest quote(s) provided in the application) for a total of \$7109.35.

Grant Approved: \$3554.67

Proposed Works: Replace the siding, soffit, fascia and garage doors and to remove the concrete slab and repave a portion of the driveway leading to the client entrance located on 2 Oak Street, Lancaster, ON, K0C 1N0.

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 44-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO ENTER INTO A COMMUNITY IMPROVEMENT PLAN (CIP) AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY AND Laurie Harnden o/a Lancaster Massage Therapy.

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 the *Planning Act, R.S.O. 1990*, Section 28 (7) states that the municipality may make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan;

AND WHEREAS Council of the Township of South Glengarry desires to enter into a CIP Agreement for the purpose of carrying out the provisions of the municipality's CIP.

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

1. **THAT** the Township of South Glengarry enter into a CIP Agreement for Program 2 – Building Improvement (Secondary Façade), and Program 4 -- Landscaping with Laurie Harnden o/a Lancaster Massage Therapy for the property described as PLAN 26, PT LOT 25, in the Geographic Village of Lancaster, in the Township of South Glengarry, County of Glengarry, also known as 2 Oak Street.
2. **THAT** the Mayor and Clerk are hereby authorized to execute the Agreement of which is attached hereto as Schedule "A" and is hereby declared to form part of this by-law.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20th DAY OF JULY, 2020.

MAYOR:

DEPUTY CLERK:



STAFF REPORT

S.R. 102-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 20, 2020
SUBJECT: Lancaster Heights Surplus Lot Sale Approval

BACKGROUND:

1. An offer to purchase Part 45 on Reference Plan No R-2974, Part Lot 7, Concession 9, former Township of Lancaster, in Lancaster Heights was received from Kelly M. Harding.

ANALYSIS:

2. The purchase price of \$22,000.00 is as per the list previously approved by Council in 2015.
3. The lots in Lancaster Heights were previously declared surplus by the Township and sales of the lots have been on a first come first served basis.

IMPACT ON 2020 BUDGET:

4. The sale of the lot will provide additional revenue to the Township that was not included in the 2020 Budget

ALIGNMENT WITH STRATEGIC PLAN:

5. N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 102-2020 be received and that the Council of the Township of South Glengarry approve the sale of Part 45 On Reference Plan 14R-2974, PART LOT 7 CONCESSION 9, to Kelly M. Harding as per the offer received and that



By-law 45-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 20th day of July 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

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

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

SG-J-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 45-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO AUTHORIZE THE SALE OF SURPLUS LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 11-18, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF 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 By-law 7-95 passed by the Council of the Corporation of the Township of Lancaster (predecessor to the Corporation of the Township of South Glengarry) declared PT LT 7 CON 9 LANCASTER PT 45 14R2974, SOUTH GLENGARRY as surplus.

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

1. **THAT** the lands described as PT LT 7 CON 9 LANCASTER PT 45, 14R2974, SOUTH GLENGARRY be sold and transferred to Kelly M. Harding pursuant to the Agreement of Purchase and Sale or as otherwise authorized.
2. **THAT** the Mayor and Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF JULY, 2020.

MAYOR: _____ **CLERK:** _____



STAFF REPORT

S.R. 103-2020

PREPARED BY: Rick Ladouceur – Director Recreation & Facilities
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 20, 2020
SUBJECT: Township Office and Jack Danaher Roofing

BACKGROUND:

1. Tender 14-2020 was issued on June 18, 2020 for Metal Roof Installation for the Municipal Office and Jack Danaher Park Community Centre. Submissions were due electronically by the Township Clerk; until 1100 hours (11:00 a.m.) local time on July 3, 2020.
2. The funding allocated in the 2020 Budget for the Municipal Office and Jack Danaher Park Community Centre is \$70,000.00.

ANALYSIS:

3. The Township Office and Jack Danaher Park Community Centre have gone through a restoration review by Garland Canada Inc.
4. The RFP for the Township roof received only one response from Grant Marion with a quote for a Metal Roof Installation for the Municipal Office of \$58,900.00, which is acceptable to administration.
5. The RFP for Jack Danaher Park Community Centre roof received only one response from Grant Marion with a quote for a metal roof installation for Jack Danaher Park Community Centre for \$23,500. This price is not acceptable to administration.

IMPACT ON 2020 BUDGET:

1. Impact of the 2020 Capital Budget would be \$58,900, with the additional \$11,100.00 budgeted for the project to be put in reserves for the Jack Danaher Park Community Centre roof.



ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Invest in infrastructure and its sustainability.

RECOMMENDATION:

BE IT RESOLVED THAT Council receives Staff Report 103-2020 and that Tender 14-2020 to install a new roof at the Township office building be awarded to Grant Marion at a cost of \$58,900.00 and that the Mayor and Clerk be authorized to sign any documents required.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 104-2020

PREPARED BY: Rick Ladouceur, Director of Recreation & Facilities

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 20, 2020

SUBJECT: Arena Reopening

BACKGROUND:

1. On March 17, 2020, at 7:30 am, an emergency was declared throughout Ontario related to COVID-19. Following the Provincial directive, on March 16, the Township closed all city facilities to the general public and user groups, and this included Char Lan Recreation Centre.

ANALYSIS:

2. There are many factors to consider in this decision and different ways to evaluate the impacts on health, financial and community expectations. Administration have attempted to summarize the issues in the options for Council's consideration.
3. User groups were engaged by the Director of Recreation and Facilities and attached are a number of documents which outline the return to play impacts from Hockey Canada, Skate Ontario and CARHA on how the restart would look and a summary from ice user groups.
4. Township staff have made all parties aware of this report and the pending Council decision. There are unknowns of when and what protocols Stage 3 will bring should the Province permit communities to move forward. This continues to cause a lot of speculation, angst, and uncertainty. Pending Council's decisions, staff are planning to start the installation of ice in late August in order to have it available early September.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community



IMPACT ON 2020 BUDGET:

Regular Year
Char-Lan Recreation Centre - 2018,2019 Actual | 2020 Estimate



- This graph represents a 'regular year' and the data is 2018 and 2019 Actuals and 2020 estimates (based on the average of 2018 and 2019)

COVID-19
Char-Lan Recreation Centre - 2018,2019 Actual | 2020 Estimate



- This graph represents administration estimates of the impacts of COVID-19
- The lighter numbers are like the graph above and the darkened lines represent the following assumptions:
 - Expenses will increase \$4,000 due to extra cleaning requirements
 - Revenues will decrease by 1/3 as we will not be able to rent the ice on the hour, every hour due to cleaning requirements



- Revenues could stabilize if Council were willing to increase the ice rental fee to the equivalent of 1.5 hours for every 1.0 hour of ice time
- The monthly (deficit)/surplus are listed under both scenarios below (\$):

	September	October	November	December	Sept-Dec
Regular – Expenses	30,800	41,600	45,100	51,800	(169,300)
Regular – Revenue	7,300	27,600	19,400	61,600	115,900
Regular – Net	(23,500)	(14,000)	(25,700)	9,800	(53,400)
COVID – Expenses	34,800	45,600	49,100	55,800	(185,300)
COVID - Revenue	4,867	18,400	12,933	41,067	77,2267
COVID - Net	(29,933)	(27,200)	(36,167)	(14,733)	(108,033)

- Note this is excluding reserve transfers and capital items

In a scenario where we do not put ice in the arena until January, costs could be further reduced by the following items (including but not limited to): heat, hydro, etc., ice making supplies and equipment, and cleaning and sanitization supplies. Budgeted at \$70,000 for the 2020 budget year.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 104-2020 be received and that Council of the Township of South Glengarry directs administration to proceed with putting the ice in for the Char-Lan Recreation Centre in accordance with health unit guidelines.

Recommended to Council for
Consideration by:
CAO – TIM MILLS



Release Date: June 1, 2020

Recommendations for Resuming the Sport of Adult Recreational Hockey

CARHA HOCKEY HAS CREATED THE FOLLOWING SET OF RECOMMENDATIONS TO BE CONSIDERED WHEN IT HAS BEEN DEEMED SAFE TO RESUME ADULT RECREATIONAL HOCKEY ACTIVITIES

Public Health Regulations:

- All applicable federal, provincial and municipal laws must be adhered to, including any and all regulations from applicable public health authorities
- League and event coordinators are advised to review their local ice and facility contracts to ensure they understand all regulations and requirements for use of public and/or private facilities

Personal Protection

- Players/Coaches/Participants are advised to not attend if they are ill, or they show any signs or have been around someone who is ill
- If a player is or has been ill, or is showing any symptoms of being ill from being around someone who is ill, they should self-quarantine and not return to play for a minimum of 14 days
- The use of a full facial visor is recommended for all players except goaltenders
- The use of individual antibacterial hand sanitizer is recommended before and after games
- Players/Coaches/Participants should avoid touching their eyes, nose or mouth
- Players/Coaches/Participants must cover their mouth and nose with a tissue or into your elbow when coughing or sneezing
- Players/Coaches/Participants are to be mindful and abstain from spitting
- Players/Coaches/Participants should wash their hands frequently and before and after each game or practice

Arrival/Departure at the Arena

- Players/Coaches/Participants should arrive no more than fifteen (15) minutes before any scheduled ice-time
- Players/Coaches/Participants should leave the facility as soon as possible after completion of hockey related activities
- Players should not use shower facilities and be mindful of limiting skin contact in the dressing room
- Players/Coaches/Participants should not congregate in dressing rooms, parking areas, or public areas before or after hockey related activities

Physical Distancing During the Game

- Players/Coaches/Participants shall limit all physical contact outside the normal parameters of adult recreational hockey (ie. there shall be no handshakes or high fives)

- Players/Coaches/Participants must use individual water bottles – the sharing of water bottles is prohibited
- It is recommended that teams forego having coaches or non-players on the bench or in the dressing room, unless required by applicable law
- It is recommended that only Players/Coaches/Participants attend the facility
- It is recommended that a no spectator policy is implemented (including children, spouses and general public)
- If spectators do attend, they shall adhere to the principal of physical and social distancing
- Players/Coaches/Participants shall not huddle or conference in close quarters before, during or after the game/practice
- All garbage must be collected and removed from the bench and from the dressing room by each team after use

PLEASE NOTE THAT THESE RECOMMENDATIONS ARE A GUIDELINE ONLY AND SHOULD NOT BE CONSIDERED AN EXHAUSTIVE LIST OF THE RISKS AND PRECAUTIONS ASSOCIATED WITH THE RETURN TO ADULT RECREATIONAL HOCKEY. THESE RECOMMENDATIONS ARE FOR INFORMATION PURPOSES ONLY AND DO NOT CONSTITUTE HEALTH OR LEGAL ADVICE. AT ALL TIMES IT IS THE PLAYERS/COACHES/PARTICIPANTS RESPONSIBILITY TO ASSESS AND MANAGE THE RISK ASSOCIATED WITH THE RETURN TO HOCKEY AND HOCKEY RELATED ACTIVITIES. THESE GUIDELINES DO NOT REPLACE OR OVERRULE ANY NATIONAL, PROVINCIAL, TERRITORIAL, MUNICIPAL, OR ANY OTHER APPLICABLE PUBLIC HEALTH LAWS OR REGULATIONS. CARHA SHALL NOT BE RESPONSIBLE FOR ANY LOSSES, CLAIMS OR DAMAGES RELATING TO COVID-19 ARISING UPON THE RETURN TO ADULT RECREATIONAL HOCKEY.



Suite 610, 1420 Blair Place, Ottawa, ON K1J 9L8

Tel: (613) 244-1989 / (800) 267-1854 • Fax: (613) 244-0451 / (866) 345-1975



HEO Hockey Canada Licensed Skill Development Program

Hockey Eastern Ontario, in conjunction with Hockey Canada, the Ontario Provincial Sport Organizations (Ontario Hockey Federation, Hockey Northern Ontario and the Ontario Women's Hockey Association), has developed the HEO Hockey Canada Licensed Skill Development Program to provide skills coaches the opportunity to become certified to deliver training within the Province of Ontario.

Coaches who complete the HEO Hockey Canada Licensed Skills Development Program will be compliant with the Ontario Government's Emergency Order that has allowed for the opening and controlled use of sporting facilities by a national sport organization funded by sport Canada or a member club of such an organization, **a provincial sport or multi-sport organization recognized by the Ministry of Heritage, Sport, Tourism and Culture Industries or a member club of such an organization;** or a professional sport league or a member of such a league.

Hockey Canada Licensed Development Specialists are qualified, skilled and capable of running the highest quality programs on the ice for Minor Hockey Associations (MHAs), Female Hockey Associations (FHAs) Coaches and Players. The certification process equips skills coaches to deliver approved curriculums as set out by Hockey Canada Development, Men's High Performance and Female High Performance and ensures all participants engaging in private skill development are covered by Hockey Canada insurance.

On completion of the certification process coaches will be considered a Hockey Canada Licensed Development Specialist, which includes:

- o Hockey Canada Certified Skills Instructor
- o Hockey Canada Certified Goaltender Instructor
- o Hockey Canada Subject Matter Expert/Skating Specific Instructor

Once certified, Hockey Canada Licensed Development Specialists can then operate both individual and group skill development sessions, Hockey School / Day Camp (if not hockey only additional insurance rider may be required) and/or Coach Mentoring Sessions provided for sanctioned hockey associations according to provincial regulations.

Benefits of Becoming Certified through the Hockey Canada Licensed Skills Development Program

- o Ability to deliver training within Ontario
- o Full Hockey Canada / Member Insurance coverage
- o Endorsement through the HEO
- o Opportunity to attend National / Member training and certification
- o Opportunity to deliver Hockey Canada and Member approved programming
- o Opportunity for Professional Development webinars throughout the hockey season.
- o Hockey Canada/ Member promotion on website under certified / licensed programs to MHAs / Parents / Players
- o Opportunity to be Skills Instructors at Member / Hockey Canada High Performance programs
- o Opportunities to attend Hockey Canada / Member Professional Development Workshops
- o Ability to market themselves to MHAs / Coaches / Players in conjunction with Members and Hockey Canada
- o Use of specific certified / licensed logo



How to Become Certified

1. Please apply online by using the following links specific to your area of interest:
 - o [Skill Instructor](#)
 - o [Goaltender Instructor](#)
2. HEO will then work with applicants to ensure they receive the following prerequisite training:
 - o Vulnerable Sector Screening (VSS) or Criminal Record Check (CRC)
 - o Respect in Sport – Activity Leader Course
 - o Gender Identity and Expression Course
 - o Rowan’s Law Concussion Awareness and Acknowledgment Form
 - o Hockey Canada Licensed Skill Development Program In-Process License Agreement
3. Following the completion of the Prerequisite Training, candidates will be provided with details to the online training course.
 - o **The first initial training sessions being offered by HEO will start the week of June 22, 2020 and will include:** Skills Analysis /Teaching Skills, Skating, Puck Control, Developing Defencemen, and Shooting and Scoring.
4. Post-Seminar Tasks will be issued following the completion of the online course.
5. Complete In-Person Training Weekend, which will consist of in-class and on-ice sessions.
6. Complete a Field Evaluation.

The fee for the HEO Hockey Canada Licensed Skill Development Program is \$1500.00 + applicable taxes.

How to Become Licensed

1. Must have been certified as a Hockey Canada Certified Skills Instructor, Hockey Canada Certified Goaltender Instructor or a Hockey Canada Subject Matter Expert/Skating Specific Instructor.
2. HEO will then work with applicants to ensure they receive the following prerequisite training:
 - o Vulnerable Sector Screening (VSS) or Criminal Record Check (CRC)
 - o Respect in Sport – Activity Leader Course
 - o Gender Identity and Expression Course
 - o Rowan’s Law Concussion Awareness and Acknowledgment Form
 - o Hockey Canada Licensed Skill Development Program License Agreement

The annual licensee fee for Hockey Canada Licensed Development Specialist is \$1500.00 + applicable taxes.



RETURN to HOCKEY

COVID-19 RESPONSE

Return to Hockey Framework

Revised June 9, 2020

SECTION 1

Purpose

Hockey Eastern Ontario has worked in conjunction with Hockey Canada the National Sport Organization (NSO) for hockey and the Ontario Government as one of its recognized Provincial Sport Organizations (PSO) to ensure that in every phase of our return the safety of our Players, Coaches, Officials, Administrators and volun-teers are at the center of our plan and decision making. This plan focuses on making the return to hockey fluid while enhancing the experience.

SECTION 2

Disclaimer

The information in this document is not intended or implied to be a substitute for professional medical advice, diagnosis, or treatment. Hockey Eastern Ontario makes no representation and assume no responsibility in respect of their information concerning COVID-19 as the circumstances are constantly changing, and any information on COVID-19 should be obtained from your Public Health Authority.

SECTION 3

Framework for Return to Hockey

The impacts of the COVID-19 outbreak have been felt across Ontario, by families, workers, businesses, and communities. Our hockey family has also felt the impacts of this.

COVID-19 has created a unique situation for every person, business, and government body to deal with. Sport for our youth and adults alike closed on March 12, 2020 with no identified return. While the situation is still evolving, the OHF continues to work with its partners to prepare for a return to programming with the necessary measures in response to COVID-19.

Our plan to return recognizes that although hockey was shut down with us all playing 5 on 5 traditional hockey our return to traditional hockey will be by way of a planned phased in approach. The Hockey Eastern Ontario, in conjunction with the Ontario Hockey Federation and Hockey Northwestern Ontario have developed a phased approach to return with programming aligned to the Ontario Government - Framework for the Reopening of Ontario.

Phase 1 - Protect and Support



HEO's primary focus in Phase 1 was the reintroduction of the sport of hockey for the health and well-being of stakeholders in the game, their families, and the greater community following the cancellation of the 2019-2020 hockey season.

During this phase, HEO's developed the standards of operations and certification protocols by individuals that provide hockey programming, as well unique and innovative strategies to bring hockey into the lives of our stakeholders and participants, in a safe – distanced manner.

Phase 2 - Restart, Protect and Support



Following the guidance of the Ontario government, HEO will be implementing a careful, stage-by-stage approach to reintroducing hockey activities across our provincial jurisdictions. The safety of all participants and stakeholders will continue to be the priority, while balancing the needs of individuals within the game. This staged approach does not have a specific time frame, but will evolve further to guidelines of the public health authorities, the provincial government, and our governing body, Hockey Canada. At any point during the progression, we may need to pause or return to a previous stage in order to protect and support our participants and the public.

Stage 1 - Individual In-Person Training and Group Virtual Training

In-Person Training

Instructional Training – individual athlete training on or off ice sanctioned by HEO in compliance with the Ontario Government Emergency Order and HEO policies.

- HEO may conduct programming with the use of an instructor who meets the qualifications under the HEO Hockey Canada Licensed Skill Development Program Policy.
- Minor Hockey Associations may conduct ,with the approval of their *District* instructional, training for players registered with their MHA during the 2019-2020 season, where such training is conducted by a registered coach with the MHA during the 2019-2020 season.
- Private skills instructors may conduct training of individuals once the lead skills instructor on the ice has qualified as a Hockey Canada Licensed Development Specialist or as compliant with the HEO Hockey Canada Licensed Skill Development Program Policy.
- If utilizing a private skills instructor, MHAs will need to validate that the skills instructor qualifies under the HEO Hockey Canada Licensed Skill Development Program Policy.
- Junior hockey Teams may conduct programming with the approval of their Member for players that they have registered for the 2020-2021 season or any players that are on their protected list. If utilizing a private skills instructor will need to validate that the sills instructor qualifies under the HEO Hockey Canada Licensed Skill Development Program Policy.

Virtual Training

Sport Science – sleep, nutrition, fitness, training, dance, flexibility, yoga, mental training and mental health.

- Such programming that is being offered will be done with approval of HEO for the purpose of sanctioning and insurance.

Professional Development

Training of stakeholders on-line in groups and one on one or small groups in compliance with the Ontario Government Emergency Order and HEO policies

- HEO Hockey Canada Licensed Skill Development Program
- Gender Identity and Expression
- Hockey Canada Safety Program/Hockey Trainers Certification Program
- Officials On-Line Recertification
- Respect-In-Sport

Stage 2 - Group Development Programming

In-Person Training

Instructional Training – individual and small group training on ice or off ice sanctioned by HEO in compliance with the Ontario Government Emergency Order and HEO policies.

- HEO may conduct programming with the use of an instructor who meets the qualifications under the HEO Hockey Canada Licensed Skill Development Program Policy.
- Minor Hockey Associations may conduct, with the approval of their **District** instructional training for players registered with their MHA during the 2019-2020 season, where such training is conducted by a registered coach with the MHA during the 2019-2020 season.
- Private skills instructors may conduct training of individuals once the lead skills instructor on the ice has qualified as a Hockey Canada Licensed Development Specialist or as compliant with the HEO Hockey Canada Licensed Skill Development Program Policy.
- If utilizing a private skills instructor, MHAs will need to validate that the skills instructor qualifies under the HEO Hockey Canada Licensed Skill Development Program Policy.
- Junior hockey Teams may conduct programming with the approval of their Member for players that they have registered for the 2020-2021 season or any players that are on their protected list. If utilizing a private skills instructor, they will need to validate that the skills instructor qualifies under the HEO Hockey Canada Licensed Skill Development Program Policy.

Virtual Training

Sport Science – sleep, nutrition, fitness, training, dance, gymnastics, yoga, mental training, and mental health.

- Such programming that is being offered will be done with approval of HEO for the purpose of sanctioning and insurance

Professional Development

Training of stakeholders on-line in groups and one-on-one or small groups in compliance with the Ontario Government Emergency Order and HEO policies.

- HEO Hockey Canada Licensed Skill Development Program
- Gender Identity and Expression
- Hockey Canada Safety Program/Hockey Trainers Certification Program
- Officials On-Line Recertification
- Respect-In-Sport

Stage 3 and Stage 4

At this time, stages 3 and 4 are conceptual and further detail and requirements will be set out in the future prior to HEO progressing with these stages.

Stage 3 - Informal Programming

- Larger group development in compliance with the Ontario Government Emergency Order and HEO policies.
- Non-traditional programming in compliance with the Ontario Government Emergency Order and HEO policies.

Stage 4 - Traditional Hockey

This stage will involve the introduction of traditional hockey (5 on 5). Any such introduction will be in compliance with the Ontario Government Emergency Order and HEO policies.

Phase 3 - Recover, Protect, and Support



Stage 1 - Registration Numbers

Implementation of a collective recruitment initiative in conjunction with the Ministry of Heritage, Sport, Tourism, Culture, and Industries, and Hockey Canada to bring participants back to hockey to pre-COVID-19 numbers for the 2021-2022 season.

Stage 2 - Internal Events

Planned approach to operating and hosting of tournaments across HEO with teams from Ontario.

Stage 3 - Integration Outside of the Province

Identifying National and International hosting opportunities for events and tournaments.

SECTION 4

Facilities

Public and Private facilities that are providing training to hockey need to ensure that they maintain their own insurance on their facility and are in compliance with the Ministry of Labour Protocols and those protocols specific to the Ontario Government Emergency Order.

All hockey programming providers that are sanctioned by the Provincial Sport Organizations in Ontario will:

- be listed on the HEO website and will be able to present a Hockey Canada Insurance Certificate and PSO Certificate of Sanctioning.
- be required to complete a tracking document of participation use and an ice surface by ice surface training attendance form; and
- be required to have a COVID-19 Contact Person.

Facilities are directed to utilize the information provided by the Ontario Recreation Facilities Association (ORFA) as an industry standard material: [ORFA Reentering and Reopening](#).

Ontario Ice Sports Harmonized Ice Sports Facility Procedures

Facility Entrance - No Dressing Rooms - Come Dressed – Entrance to Arena is based on facility plan and all sport groups collectively are required to have a meeting with the facility based on the following agenda.

- Parking Lot Entrance
- Entrance Doors
- Entrance Process
- Entrance Time
- Changing of equipment location process
- Dropping off Minor participants – Parents/Attendance – number of attendees permitted to support and watch
- Conduct of Parents in the stands (i.e. food and beverage maintaining facility cleanliness)
- Items allowed in the facility (bags, food, and beverage)

Facility Entrance - Dressing Rooms - Come Dressed – Entrance to Arena is based on facility plan and all sport groups collectively are required to have a meeting with the facility based on the following agenda.

- Parking Lot Entrance
- Entrance Doors
- Entrance Process
- Entrance Time
- Changing of equipment location process
- Dropping off Minor participants – Parents/Attendance – number of attendees permitted to support and

watch

- Conduct of Parents in the stands (i.e. food and beverage maintaining facility cleanliness)
- Items allowed in the facility (bags, food, and beverage)

Facility Entrance - Dressing Rooms - Option to Change at Facility – Entrance to Arena is based on facility plan and all sport groups collectively are required to have a meeting with the facility based on the following agenda.

- Parking Lot Entrance
- Entrance Doors
- Entrance Process
- Entrance Time
- Changing of equipment location process
- Dropping off Minor participants – Parents/Attendance – number of attendees permitted to support and watch
- Conduct of Parents in the stands (i.e. food and beverage maintaining facility cleanliness)
- Items allowed in the facility (bags, food, and beverage)
-

Other Facility Specific Issues

- Tenant Dressing Room Requirements must be dealt with in a meeting with facility to determine contractual agreements on responsibilities
- Elite hockey rental requirements (i.e. longer break if require warmups)
- Look to plan for longer Ice-times rental
- Warming up within the facility

Reporting of incidents of injury or COVID-19 to facility personnel

- Until a standardized form is approved with all facilities the form that is provided by the facility will be the required form.

Equipment Storage

- Each rink will have to determine private storage requirements and if applicable should be part of your meeting agendas.

SECTION 5

Certification of Validation and Insurance

To comply with the Government of Ontario’s Emergency Order, declaring the opening and operation of facilities only done so by a national sport organization funded by Sport Canada or a member club of such an organization, a provincial sport or multi-sport organization recognized by the Ministry of Heritage, Sport, Tourism and Culture Industries or a member club of such an organization, or a professional sport league or a member club of such a league, through a validation process for facilities that are open on who is eligible to be on the ice. In accordance with the Government of Ontario’s Emergency Order the following validation process will be put in place to ensure that each group or individual operating meets the Government and HEO standards that focus on athlete safety.

This validation process is provided to support current member clubs through our Minor Hockey Associations (MHA), and Junior Teams while ensuring operators that are not currently sanctioned by an NSO or PSO have a pathway to begin operation through the HEO Hockey Canada Licensed Skill Development Program Policy.

Facilities will be able to verify who is on the ice based on the Certificate of Validation and Certificate of Insurance that will be provided once the requirements to operate have been met by the organization.

Certification of Insurance: Each organization will be required to have a valid Certificate of Insurance present with them for any hockey activities.

Certification of Validation: As a certified organization, you will be required to have a Certificate of Validation indicating that you have completed the training provided by HEO. The certificate will be presented to you on your meeting all the requirements set out in the HEO Return to Hockey Framework.



SECTION 6

Chief Medical Officer

Mandate:

The Chief Medical Officer Ontario Hockey is responsible for providing the Provincial Sport Organizations (being the Ontario Hockey Federation (OHF), Hockey Eastern Ontario (HEO), Hockey Northwestern Ontario (HNO) and Ontario Women's Hockey Association (OWHA) hereinafter referred to as the PSOs), Boards and staff with medical advice and comprehension regarding decisions and the impact of those decisions due to COVID-19 and the direction from the Ontario Government and Public Health Authorities.

Key Duties:

- Act as the medical consultant for the PSOs to respect of COVID-19 with the mandate to abide by the Ontario Government and Public Health.
- Act as the medical consultant for the individual PSOs in respect of COVID-19 if the Ontario Government opens regionally.
- Maintain professional status and be in good standing with their respective licensing College.
- Be the medical spokesperson for the PSOs.
- Advise the PSOs on risk management issues especially with respect to medical issues.
- Advise the PSOs on research projects and issues especially with respect to medical issues.
- Advise the PSOs on event sanctioning.
- Act as a consultant for international tournaments held in the PSOs jurisdiction.
- Act as a liaison with the Hockey Canada Chief Medical Officer concerning medical issues.
- Such additional duties as may be delegated to the Chief Medical Officer Ontario Hockey by the PSOs from time to time

Authority:

The Chief Medical Officer Ontario Hockey, will exercise their authority as set out by any Hockey Canada or PSO regulation or in accordance with this job description.

Appointment:

For the role of Chief Medical Officer Ontario Hockey there will be a short canvassing period of the PSO's Boards and OHF Members Boards for potential candidates. Based on the potential candidates the Chief Medical Officer Ontario Hockey shall be appointed by the PSOs Chairs of the Board, in consultation with the CEO/EDs, for a one-year term that is renewable. The Chief Medical Officer Ontario Hockey has no voting rights.

Meetings:

The Chief Medical Officer Ontario Hockey will attend meetings in person and via conference call, via invitation from any of the PSO's Chair of the Boards. PSO's members must obtain the approval of their respective PSO Chair of the Board before making any such invitations.

Resources:

The Chief Medical Officer Ontario Hockey will receive the necessary resources from the PSOs, to the



extent approved in the annual budget, to fulfill his or her mandate. They will also receive the necessary administrative support from the PSOs office.

Reporting:

The Chief Medical Officer Ontario Hockey will report to the PSO's Board as required and to the CEO/ED.

Requirements:

The Chief Medical Officer Ontario Hockey will be licensed to practice as a Physician in the Province of Ontario. Experience as a Sport Medicine Physician and membership in CASEM will be considered an asset.

Remuneration:

The Chief Medical Officer Ontario Hockey is a volunteer role with no remuneration except for expenses related to the attendance of meetings for the purpose of this role and other expenses as determined by the PSOs.

Insurance Coverage:

The Chief Medical Officer Ontario Hockey will fall within the Hockey Canada Insurance program including the Directors and Officers Insurance for the activities of the Chief Medical Officer Ontario Hockey related to this specific role.

Regional Chief Medical Officer:

It is determined that we require Regional Chief Medical Officers to support implementation as we continue to proceed through the Return to Hockey Framework, they will be appointed at that time.

SECTION 7

Stakeholder Requirements

The following chart outlines the requirements that individuals in different leadership positions must have in order to train, support and/or coach registered hockey players.

	Coach	Trainer	Team Manager	On-Ice Volunteer	Skills Instructor	On-Ice Official
CAC Training/ Certification	☑					
HEO Hockey Canada Licensed Skill Development Program					☑	
Trainers Program		☑				
HCOP						☑
Rowan's Law	☑	☑	☑	☑	☑	☑
Gender Identity and Expression	☑	☑	☑	☑	☑	
VSS/CRC	☑	☑	☑	☑	☑	☑
Respect in Sport- Activity Leader	☑	☑	☑	☑	☑	

SECTION 8

Hockey Canada Safety Guidelines

- [Hygiene - Safety Protocols](#)
- [Positive Covid-19 Test in Hockey Environment](#)
- [Return to Hockey Procedures](#)

SECTION 9

Appendix A

Ontario Government Resources

- [Ontario Provincial Government COVID-19](#)
- [Ontario Emergency Orders](#)
- [A Framework for Reopening our Province](#)
- [Ontario Law and Safety](#)

Hockey Canada Resources

- [Hockey Canada's Safety Guidelines.](#)

SECTION 10

Appendix B

HEO Hockey Canada Licensed Skill Development Program

Hockey Eastern Ontario, in conjunction with Hockey Canada, the Ontario Provincial Sport Organizations (Ontario, Hockey Northern Ontario and the Ontario Women's Hockey Association), and its Members developed the Hockey Canada Licensed Skill Development Program to provide skills coaches the opportunity to become certified to deliver training within the Province of Ontario.

Coaches who complete the HEO Hockey Canada Licensed Skills Development Program will be compliant with the Ontario Government's Emergency Order that has allowed for the opening and controlled use of sporting facilities by a national sport organization funded by sport Canada or a member club of such an organization, **a provincial sport or multi-sport organization recognized by the Ministry of Heritage, Sport, Tourism and Culture Industries or a member club of such an organization**; or a professional sport league or a member of such a league.

Hockey Canada Licensed Development Specialists are qualified, skilled and capable of running the highest quality programs on the ice for Minor Hockey Associations (MHAs), Female Hockey Associations (FHAs) Coaches and Players. The certification process equips skills coaches to deliver approved curriculums as set out by Hockey Canada Development, Men's High Performance and Female High Performance and ensures all participants engaging in private skill development are covered by Hockey Canada insurance.

On completion of the certification process coaches will be considered a Hockey Canada Licensed Development Specialist, which includes:

- Hockey Canada Certified Skills Instructor
- Hockey Canada Certified Goaltender Instructor
- Hockey Canada Subject Matter Expert/Skating Specific Instructor

Once certified, Hockey Canada Licensed Development Specialists can then operate both individual and group skill development sessions, Hockey School / Day Camp (if not hockey only additional insurance rider may be required) and/or Coach Mentoring Sessions provided for sanctioned hockey associations according to provincial regulations.

How to Become Certified

1. Please apply online by using the following links specific to your area of interest:
 - [Skill Instructor](#)
 - [Goaltender Instructor](#)
2. HEO will then work with applicants to ensure they receive the following prerequisite training:
 - Vulnerable Sector Screening (VSS) or Criminal Record Check (CRC)
 - Respect in Sport – Activity Leader Course
 - Gender Identity and Expression Course
 - Rowan's Law Concussion Awareness and Acknowledgment Form



○ *Hockey Canada Licensed Skill Development Program In-Process License Agreement*

3. Following the completion of the Prerequisite Training, candidates will be provided with details to the online training course.
 - The first initial training sessions being offered by the HEO will start the week of June 22, 2020 and will include: Skills Analysis / Teaching Skills, Skating, Puck Control, Developing Defencemen, and Shooting and Scoring.
4. Post-Seminar Tasks will be issued following the completion of the online course.
5. Complete In-Person Training Weekend, which will consist of in-class and on-ice sessions.
6. Complete a Field Evaluation.

The fee for the HEO Hockey Canada Licensed Skill Development Program is \$1500.00 + applicable taxes.

How to Become Licensed

1. Must have been certified as a Hockey Canada Certified Skills Instructor, Hockey Canada Certified Goal-tender Instructor or a Hockey Canada Subject Matter Expert/Skating Specific Instructor.
2. The HEO will then work with applicants to ensure they receive the following prerequisite training:
 - Vulnerable Sector Screening (VSS) or Criminal Record Check (CRC)
 - Respect in Sport – Activity Leader Course
 - Gender Identity and Expression Course
 - Rowan's Law Concussion Awareness and Acknowledgment Form
 - Hockey Canada Licensed Skill Development Program License Agreement

The annual licensee fee for Hockey Canada Licensed Development Specialist is \$1500.00 + applicable taxes.

HOCKEY EASTERN ONTARIO

One Team, One Mission, One Goal

Bulletin: 2019/20-32



To: District Chairs, MHA's, Junior League Presidents, Junior Teams

CC: HEO Board of Directors, HEO Minor Executive, HEO Staff, HEO Minor Office

From: Debbie Rambeau, HEO Executive Director

Date: June 10, 2020

Re: **HEO Return to Hockey Framework**

HEO Board of Directors has approved the HEO Return to Hockey Framework and specifically the implementation of Phase 2- Stage 1 and Stage 2, following Canada's Return to Hockey's Board of Directors decision last week and based on the current Ontario Government Emergency Order Amendment.

HEO has worked in conjunction with guidance from Public Health, the Government of Ontario and Hockey Canada to develop this Return to Hockey plan that will promote the health and safety of all stakeholders in the game. It is important to keep in mind that as both the environment and Emergency Order evolve within the province, so will the framework detailed in the document.

Within the Return to Hockey Plan, HEO has provided a detailed Phased approach to reintroduce hockey activities across our provincial jurisdictions. The safety of all participants and stakeholders will continue to be the priority, while balancing the needs of individuals within the game. This staged approach does not have a specific timeframe, but will evolve at the guidance of public health, the provincial government and our governing body, Hockey Canada. At any point during the progression we may need to pause or return to a previous stage in order to protect and support our participants and the public. Currently there is no programming approved to be run anywhere in Ontario.

In addition, the HEO Board of Directors has also approved the HEO Hockey Canada Licensed Skill Development Program Policy to certify Hockey Canada Licensed Development Specialists (HCLDS). HCLDS will be certified by HEO to perform hockey activities within the province of Ontario. According to the Ontario government's Emergency Order, the opening and controlled use of sporting facilities can be done so by a national sport organization funded by sport Canada or a member club of such an organization, a provincial sport or multi-sport organization recognized by the Ministry of Heritage, Sport, Tourism and Culture Industries or a member club of such an organization or a professional sport league or a member of such a league. By providing a certification to become a HCLDS this will allow for such instructors wishing to operate hockey activities within the province of Ontario the opportunity to do so, while guaranteeing that programming is both in line with Hockey Canada's Safety Guidelines and the Ontario governments Emergency Order for the safety of all participants involved.

A number of benefits are associated with becoming a Hockey Canada Licensed Development Specialist including:

- Full Hockey Canada/Member Insurance coverage
- Endorsement through HEO
- Opportunity to attend National/Member training and certification

- Opportunity to deliver Hockey Canada and Branch approved programming
- Opportunity for Professional Development webinars throughout the hockey season
- Hockey Canada/Member promotion on website under certified/licensed programs to MHA's/Parents/Players
- Opportunity to be a Development Specialist at Member/Hockey Canada High Performance Programs
- Opportunities to attend Hockey Canada/Member Professional Development Workshops
- Ability to market themselves to Minor Hockey Associations/Coaches/Players in conjunction with Members and Hockey Canada.
- Use of specific certified licensed logo

HEO will be hosting its first virtual training session in partnership with the OHF starting the week of June 22. Information on the program where to register, can be found on the OHF site: [Hockey Canada Licensed Skill Development Program](#)

We support the Province's encouragement for the public to continue to adhere to public health measures, including practicing physical distancing or wearing a face covering when physical distancing is difficult or not possible and regular handwashing and staying home when ill.



Return to Play Protocols

Version 2.0 – June 29, 2020



Skate Ontario Return to Play Protocols (these “Protocols”)

Effective June 29, 2020

These Protocols are Skate Ontario’s rules and policies intended to enable a safe return to the sport. These Protocols are based on current Ontario statutes and regulations, current public health requirements and directives, and Skate Ontario’s desire to make our sport safe for all. These Protocols may be updated at any time; please be sure that you are referring to the most recent Version which will be posted from time to time on Skate Ontario’s website at www.skateontario.org. These Protocols are subject to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time.

Skate Ontario will communicate in subsequent Versions of these Protocols updated information as it becomes available.

Club and Skating School Operations

Area	Item	Protocol
Club / Skating School Operations CSO – 001	Compliance with regulations	<p>All figure skating activities must adhere to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time. This includes but is not limited to compliance with:</p> <ul style="list-style-type: none"> • Physical distancing measures • Health and safety regulations • Size of permitted gatherings • Skate Canada rules, policies and procedures • Skate Ontario rules, policies and procedures • All Safe Sport policies and procedures • Applicable occupational health and safety requirements
Club / Skating School Operations CSO – 002	Compliance with these Protocols	<p>Each club, skating school and coach conducting training (whether or not on rented non-club ice) must implement and comply with the current Version of these Protocols. Each club, skating school and coach is also responsible for implementing and complying with any updated Version of these Protocols as posted from time to time.</p> <p>The Acknowledgement, Release, Indemnity, and Assumption of Risk regarding COVID-19 form provided as part of these Protocols must be completed by each participant in club or skating school activities (including staff, skaters, coaches, choreographers and volunteers). This form must be completed prior to the start of participation in club or skating school activities. <u>This form is only required to be completed one time by each participant.</u> The club or skating school must keep this form on-file for each participant. It is not necessary to submit this to Skate Ontario, but it may be requested by Skate Ontario at any time.</p> <p>Any non-implementation or non-compliance may have consequences and could jeopardize insurance coverage.</p>



Club and Skating School Operations (continued)

Area	Item	Protocol
Club / Skating School Operations CSO – 003	COVID-19 Education	<p>Each club and skating school must ensure that staff, coaches, skaters, parents, members and volunteers receive education on new safety and hygiene protocols within the club / skating school as well as Government-approved information on ways to limit the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Respiratory etiquette • Hand hygiene • Physical distancing • Use of Personal Protective Equipment (e.g. face masks) <p><i>Note: Please see Appendix A for samples of these education tools</i></p>
Club / Skating School Operations CSO - 004	COVID-19 Response Plan	<p>Each club and skating school must develop a COVID-19 Response Plan which must include provisions:</p> <ol style="list-style-type: none"> 1. Designating groups of individuals to oversee the implementation of health and safety guidelines 2. Establishing a protocol to address situations where individuals become unwell or show signs of COVID-19 symptoms during club or skating school activities 3. Establishing a protocol for individuals to report to club and skating school members and external stakeholders (i.e. Skate Ontario, facility management) if they have developed, or been exposed to someone with COVID-19 symptoms 4. Establishing a protocol for the club or skating school to inform staff, coaches, skaters, parents, members and volunteers if there has been an exposure to COVID-19 within the club or skating school 5. Establishing procedures to modify, restrict, postpone or cancel training sessions or other activities based on the evolving COVID-19 pandemic 6. Establishing a communication plan to keep staff, coaches, skaters, parents, members and volunteers informed during Return to Play stages 7. Establishing a protocol for staff, coaches, skaters, parents, members and volunteers after a COVID-19 diagnosis <p><i>Note: Please see Appendix B for sample COVID-19 Response Plan protocols</i></p>
Club / Skating School Operations CSO – 005	Club / Skating School Offices	All club administrative activities should be conducted on-line and virtually whenever possible.
Club / Skating School Operations CSO - 006	Scheduling	Scheduling of on-ice sessions should be done on-line. Coordination with the relevant facility may be required in order to ensure staggered time between each session in order to allow for requisite cleaning and sanitizing of or by the facility between different user groups.
Club / Skating School Operations CSO - 007	Multiple facilities	<p>Coaching and skating at multiple locations are strongly discouraged. Clubs and skating schools may ask skaters, coaches or choreographers to inform them if they are attending training sessions in multiple locations. Individuals should consider the following:</p> <ul style="list-style-type: none"> • Use new face mask and gloves at each location • Managing schedules to avoid entering different facilities on the same day



Club and Skating School Operations (continued)

Area	Item	Protocol
Club / Skating School Operations CSO - 008	Facility Coordination	<p>Each club and skating school must coordinate with the relevant facility in order to ensure compliance with these Protocols. This includes at minimum:</p> <ul style="list-style-type: none"> • Implementing effective measures to manage the flow of traffic in and out of the facility • Ensuring that any person who enters or uses the facility maintains a physical distance of at least 2m from any other person who is using the facility • Scheduling and implementing cleaning between each training group on the ice or the use of any other facility • Wiping down / sanitizing high touch areas such as entry / exit doors to the ice, etc. • Ensuring closure of dressing rooms, locker rooms, change rooms, showers and clubhouses in the facility, except to the extent they provide access to a washroom or a portion of the facility that is used to provide first aid • Ensuring that team sports or other sports or games that are likely to result in individuals coming within 2m of each other are not practiced or played within the facility • Facilitating compliance by the facility operator with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting
Club / Skating School Operations CSO - 009	Self-screening measures	<p>All individuals taking part in club / skating school activities must self-screen in accordance with current public health guidelines before each training session. Individuals must not attend any training sessions or club activities if they:</p> <ul style="list-style-type: none"> • Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts • Have been in contact with someone with COVID-19 in the past 14 days • Have returned from travel outside of Canada (must quarantine for 14 days at home) <p>Individuals who are considered a vulnerable or at-risk (individuals over 70 years, weakened immune system or medical conditions such as heart disease, lung disease, cancer etc.) should strongly consider their participation in club/skating school activities.</p>
Club / Skating School Operations CSO - 010	Health Screening of Individuals	<p>Conduct a screening protocol whereby individuals are screened on-site on a daily basis before participation in any club or skating school activities. This screening may be conducted verbally.</p> <p>When skating is taking place on rented ice in a non-club setting, the coach is responsible for ensuring this screening is taking place.</p>
Club / Skating School Operations CSO - 011	Tracking of participants in club and skating school activities	<p>Track all skater / coach / choreographer participation in club or skating school activities on a daily basis. This must be recorded and kept in order to assist with contact tracing in the event of any positive COVID-19 cases within the club or skating school.</p> <p>When skating is taking place on rented ice outside of a club setting, the coach is responsible for ensuring this logging and tracking is taking place.</p>



Club and Skating School - Programming

Area	Item	Protocol
Club / Skating School Programming CSP - 001	Programming	<p>Clubs and skating schools shall limit programs as follows:</p> <p>Effective June 29, 2020: Competitive Skate – Pre-Novice, Novice, Junior and Senior - Singles, Pairs and Ice Dance. STARSkate - STAR 5 to Gold, Pre-Juvenile, Juvenile and Adult - Singles, Pairs and Ice Dance.</p> <p>STAR 1-4 – <u>All disciplines.</u> SYS in <u>Beginner levels and higher.</u></p> <p>CanPowerSkate</p> <p><u>Please note, CanSkate should not be skating at this time.</u></p> <p><u>Special Olympics programming will not begin before July 31, 2020. Further information about this will be communicated by Special Olympics Ontario.</u></p>
Club / Skating School Programming CSP - 002	Assessment Days	<p>No Assessment Days will be scheduled before August 15th.</p> <p>Skate Ontario will communicate updated information about Assessment Day guidelines as they are known.</p>
Club / Skating School Programming CSP - 003	Limitations on size of training groups	<p>All training sessions must follow provincial and local public health as well as facility guidelines with respect to the size of gatherings.</p> <p>Limitation on size of training groups: Follow current Ontario Provincial guidelines regarding gathering restrictions. As of 12:01am June 12, 2020 no more than 10 people are permitted in a gathering.</p> <p>Note: Subject to facility guidelines, all individuals on the ice count as part of gathering size, including coaches and choreographers.</p> <p>Skate Ontario will communicate in subsequent Versions of these Protocols updated information as it becomes available.</p>
Club / Skating School Programming CSP - 004	Pairs and Ice Dance	<p>Pairs / Ice Dance teams should follow the guidelines below in resuming training:</p> <ul style="list-style-type: none"> • Skaters are not permitted to contact each other on the ice • Skaters must respect physical distancing guidelines within all parts of the facility by staying at least 2m apart at all times. • All warm-ups and off-ice training should comply with current physical distancing requirements <p>Skate Ontario will communicate in subsequent Versions of these Protocols updated information as it becomes available.</p>
Club / Skating School Programming CSP - 005	Synchronized Skating	<p>All Synchronized Skating training must comply with current Ontario Provincial Gathering guidelines.</p> <p>SYS should consider the following:</p> <ul style="list-style-type: none"> • Alternating athletes between on-ice and off-ice training • Skaters are not permitted to contact each other on the ice • Skaters must respect physical distancing guidelines within all parts of the facility by staying at least 2m apart. • All warm-ups and off-ice training should comply with physical distancing requirements <p>Skate Ontario will communicate in subsequent Versions of these Protocols updated information as it becomes available.</p>



Off-Ice Activities

Area	Item	Protocol
Off-Ice Activities OFA – 001	Facility access and traffic flow	Individuals shall follow facility guidelines by using designated entry and exit doors in the facility and any guidelines to manage the flow of people within the facility.
Off-Ice Activities OFA – 002	No Spectators	No spectators are permitted at the facility, other than up to one accompanying parent, guardian or other adult for each athlete under the age of 18. Anyone accompanying such an athlete is expected to follow facility guidelines with respect to physical distancing, must remain at least 2m apart, and is encouraged to wear a face mask.
Off-Ice Activities OFA – 003	Personal Hygiene	Individuals should wash / sanitize hands upon entry to facility.
Off-Ice Activities OFA – 004	Warm-up / Cool down	Warm-ups and cool downs will be conducted outside following physical distancing protocols by remaining at least 2m apart. If weather does not permit warming up outside, skaters may (if permitted by the facility) warm-up inside in an area designated by the facility while following physical distancing protocols by remaining at least 2m apart.
Off-Ice Activities OFA – 005	Personal Protective Equipment	Coaches: <ul style="list-style-type: none"> Recommended to wear a non-medical face mask when in open areas of facility Skaters: <ul style="list-style-type: none"> Recommended to wear a non-medical face mask when in open areas of facility and if warming up inside facility
Off-Ice Activities OFA – 006	Dressing Rooms	Skaters must arrive at the arena in their skating clothes. Dressing rooms, locker rooms, change rooms, showers and clubhouses in the facility shall remain closed, except to the extent they provide access to a washroom or a portion of the facility that is used to provide first aid.
Off-Ice Activities OFA – 007	Skates On /Off	<u>Skaters should follow facility guidelines with respect to putting their skates on. They may put their skates on / remove skates outside of the arena respecting physical distancing protocols and remaining at least 2m apart. Skaters can use their own vehicles, outdoor benches or bring their chairs (i.e. camping chairs). Alternatively, skaters may put their skates on / remove skates using open areas of the arena while following physical distancing guidelines and remaining at least 2m apart.</u>
Off-Ice Activities OFA – 008	Personal Items	Personal items like skating bags should be left in the relevant individual's vehicle if available (in a safe and secure location) and where possible, not be brought into the arena. Skaters and coaches may carry their own water bottle, tissue box etc. into the arena.
Off-Ice Activities OFA – 009	Entry / Exit from ice	Skaters must follow physical distancing protocols and remain at least 2m apart from any other individual while waiting to enter and exit the ice.
Off-Ice Activities OFA – 010	Off-Ice Classes	<u>Off-ice classes may be conducted within the facility following facility and physical distancing guidelines that require remaining 2m apart. Off-ice classes may be conducted outside the facility following all provincial guidelines re: physical distancing/social circles.</u>



On-Ice Activities

Area	Item	Protocol
On-Ice Activities ONA-001	Personal Protective Equipment	<p>Coaches:</p> <ul style="list-style-type: none"> • <u>May choose</u> to wear a non-medical face mask while coaching • Any winter gloves that are worn should be washed daily <p>Skaters:</p> <ul style="list-style-type: none"> • Not required to wear a non-medical face mask while skating • Any winter gloves that are worn should be washed daily
On-Ice Activities ONA-002	Physical Distancing	<p>Skaters are required to maintain a physical distance of at least 2m from any other skaters and coaches during the session.</p> <p>All coaching should be done using verbal cues.</p>
On-Ice Activities ONA-003	Personal Items	Skaters must use individual water bottles, tissue boxes etc. during training sessions. No sharing of these items is permitted. Skaters must have their own closed containers (i.e. Ziploc bag) for disposing of used personal items such as tissues. These must be disposed of at home or in a lidded garbage container in the facility.
On-Ice Activities ONA-004	Playing Music	<p>Determine safe way to play music while following physical distancing and hygiene measures. Consider the following:</p> <ul style="list-style-type: none"> • Designating one person per session to play music • Providing access to music playing equipment in an open area (i.e. long cord to rinkside for use with phones) • Providing sanitizing wipes to be used in between each session or user of music equipment • Permitting individuals bring their own speaker for use in playing music
On-Ice Activities ONA-005	On-Ice Coaching	<p>Coaches and choreographers <u>are recommended to</u> coach from one spot on the ice or over the boards at rinkside. Coaches, choreographers and skaters must remain at least 2m apart from each other.</p> <p>Clubs may assign to each coach a numbered area (at least 2m apart from the next) and instruct them to coach from their designated coaching area. Designated coaching areas can be rotated to allow coaches different areas throughout the day / week.</p>
On-Ice Activities ONA-006	Harness	<p>There will be no use of harnesses during on-ice training sessions.</p> <p>Skate Ontario will advise when this restriction is updated.</p>
On-Ice Activities ONA-007	Skating Lessons	Skate Canada coaches may resume teaching lessons to hockey players, provided they have a current Skate Canada membership.





Health Screening Questionnaire

This questionnaire must be completed by each individual prior to participation in each on-ice or off-ice club/skating school activity. This includes participation in sessions on rented ice outside of a club/skating school setting

This questionnaire may be completed verbally.

The answer to all questions must be “No” in order to participate in each on-ice activity.

1. Do you have a fever? (Feeling hot to the touch, a temperature of 37.8C or higher)

Yes No

2. Do you have any of the following symptoms?

- Cough
(continuous, more than usual) Yes No
- Shortness of breath Yes No
- Runny nose, sneezing or nasal congestion
(not related to other known causes such as seasonal allergies etc.) Yes No
- Sore throat Yes No
- Difficulty swallowing Yes No
- Lost sense of taste or smell Yes No

3. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

Yes No

4. Have you had close contact in the past 14 days with anyone with a new cough, fever or difficulty breathing or a confirmed case of COVID-19?

Yes No

If an individual answers “Yes” to any of these questions, they are not permitted to participate in any on-ice or off-ice club/skating school activities.

Please note: This Health Screening questionnaire has been developed based on the current Ontario Ministry of Health Self-Assessment Tool.



Appendix A: COVID-19 Education Resources

Clubs/skating schools must ensure that staff, coaches, skaters, parents, members and volunteers receive education on new safety and hygiene protocols within the club / skating school. Members should be sent Government-approved information on ways to limit the spread of COVID-19.

The following links can be sent by clubs/skating schools to their members:

Ontario Public Health Public Resources: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

The following resources are also available on the Ontario Public Health website. Please ensure you are using the most up-to-date version of these tools by consulting the address above.

Topic	Tool
Hand Hygiene	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en
Physical Distancing	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en
How to self-monitor	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en
When and How to Wear a Mask	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en
How to Self-Isolate	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en

Ministry of Health – Ontario: COVID-19 Reference Document for Symptoms:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Ontario COVID-19 Online Self-assessment Tool

<https://covid-19.ontario.ca/self-assessment/>



Appendix B: COVID-19 Club Response Plan

The following draft information has been developed to assist clubs and skating schools develop and implement a COVID-19 Club Response Plan.

Contents

1. Contact list for COVID-19 Club Oversight Group
2. Club/skating school COVID-19 Protocols
3. Club/skating school COVID-19 Communication Plan





Contact List for Club COVID-19 Oversight Group

The purpose of this group is to oversee the implementation of safety and health guidelines within the club/skating school. Depending on the size of the club/skating school we recommend 3-5 people aged 18 and older.

This information should be communicated to club/skating school members in an e-mail communication and posted to the club website if applicable. We recommend a minimum of 3 individuals be designated as the COVID-19 Oversight Group.

Dear Club/Skating School Members,

We would like to inform you of the individuals who will be acting as the COVID-19 Oversight Group as we transition back to skating activities. The following people will comprise this COVID-19 Oversight Group.

Name	Position	Phone	E-mail

Should you have any questions about any aspects of the Return to Play protocols or other policies and procedures related to COVID-19, please contact one of the individuals above.



Club/Skating School COVID-19 Protocols

Clubs and skating schools must create and follow a set of protocols to deal with situations related to the COVID-19 pandemic that might occur. These protocols should be included in an e-mail to members before skating activities resume. Clubs and skating schools should also consult with their facility to ensure alignment between facility and club/skating school protocols. Skate Ontario has developed the draft information below for consideration by clubs and skating schools in creating their protocols.

Completion of Skate Ontario COVID-19 Waiver

All individuals participating in club/skating school must complete the Skate Ontario Acknowledgment, Release, Indemnity and Assumption of Risk regarding COVID-19 ("**COVID-19 Waiver**"). Failure to do so means that individual must not participate in club/skating school activities.

Any individual participating in club or skating school activities is required to complete a COVID-19 Waiver, or have a signed COVID-19 Waiver on-file with Skate Ontario:

- Skaters
- Coaches
- Staff
- Board Members
- Volunteers
- Officials (please note: this will be kept on file with Skate Ontario)

An individual becomes unwell with symptoms of COVID-19

- If an individual becomes unwell with symptoms of COVID-19, or if someone is aware of an individual that becomes unwell with symptoms of COVID-19, that individual must immediately stop participation in club or skating school activities.
- The individual should be isolated from all others in a well-ventilated area, or outside and provided with a non-medical face mask if one is available
- The individual shall be sent home and instructed to follow public health guidelines regarding self-isolation and testing
- The facility should be informed in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting
- A member of the COVID-19 Oversight Group should be informed of the situation and should contact the individual or their parent/guardian to determine if next steps are being taken regarding testing

An individual is tested for COVID-19

- Any individual that is part of a club or skating school that has been tested for COVID-19 must not participate in club or skating school activities while waiting for the results of the test
- The club/skating school will consult the Session Participation tracking sheets to inform other club/skating school members who might have been in close contact with the individual
- Any club/skating school members who were in close contact with the individual should not participate in club/skating school activities and should follow public health guidelines until the diagnosis of COVID-19 is ruled out by health professionals



An individual tests positive for COVID-19

- If an individual tests positive for COVID-19, they should inform a member of the club/skating school COVID-19 Oversight Group
- The COVID-19 Oversight Group will work where requested with the facility and public health officials to assist in contact tracing. The Session Participation tracking sheets may be used to assist public health officials in informing other club/skating school members who may have been in close contact with the individual
- Any club/skating school members who were in close contact with the individual should not participate in club/skating school activities for 14 days and should follow public health guidelines regarding self-isolation and testing
- It is recommended to also inform all club/skating school members of a positive COVID-19 result within the club/skating school setting
- The club/skating school should inform and work with the facility in the case of a positive COVID-19 result and determine if any additional cleaning/disinfecting should be performed as per the facility's guidelines
- The club/skating school will inform Skate Ontario of a positive COVID-19 diagnosis by e-mailing clubsupportservices@skateontario.org

Return to club/skating activities following illness

- If no test was performed, or the COVID-19 test was negative, the individual may only return to club/skating school activities once they no longer have any symptoms of COVID-19

Return to club/skating activities following COVID-19

- Following a positive COVID-19 test, an individual must follow all public health guidelines regarding return to activities.

Modification/restriction/postponing or canceling of club/skating school activities

- Based on the evolving COVID-19 pandemic, the club/skating school must be prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or canceling activities
- Clubs should establish a program cancellation policy if one does not exist already
- Clubs/skating school members should be informed as soon as possible of any modifications/restrictions or cancelations
- Clubs/skating schools must keep any modifications and restrictions in place until advised that it is safe to resume activities by public health, government or sport officials

Public Health Guidelines

Club and skating school members should follow all public health guidelines regarding COVID-19. These may include:

- Any club/skating school members who themselves have travelled outside of Canada, or has someone in their household who has travelled outside Canada must self-isolate and not participate in club/skating school activities for 14 days
- Any individual who has been exposed to someone with a confirmed case of COVID-19 should self-isolate and is not permitted to participate in club/skating school activities for 14 days
- Any individual with symptoms of COVID-19 is not permitted to take part in club or skating school activities
- Any individual who has someone in their household showing symptoms of COVID-19, should not participate in club/skating school activities



Club/skating school COVID-19 Communication Plan

Clubs and skating schools should ensure effective communication is taking place with their membership during the Return to Play Stages. The following should be considered by the clubs/skating schools.

1. Ensure up to date contact information for all club/skating school members is on-file
2. Determine best method to distribute information (i.e. Facebook page, direct e-mail lists, webinars...)
3. Determine the responsibility for communication within the club/skating school during the Return to Play stages (i.e. staff, volunteer, COVID-19 Oversight Group)
4. Establish consistent cadence of communication to maintain connection with club/skating school members during Return to Play (i.e. Weekly. Bi-weekly)
5. Consider holding a virtual Town Hall / Webinar to deliver information on Return to Play protocols and answer any questions / concerns
6. Consider where communications/documents can be stored on a website or social media site for future reference by club/skating school members
7. Designate member of COVID-19 Oversight Group to follow up with any individuals who become unwell with symptoms of COVID-19 during club/skating school activities
8. Determine paper or virtual storage location for daily Session Participation Tracking sheets
9. If it is determined that a club/skating school member has been tested for COVID-19, inform all club/skating school members that may have been in close contact with that individual
10. If it is determined that a club/skating school member has tested positive for COVID-19, inform all club/skating school members that may have been in close contact with that individual
11. Ensure the facility and Skate Ontario are informed if a club or skating school member is diagnosed with COVID-19.





CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO _____

SECONDED BY

DATE July 20, 2020

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada’s long-term care (LTC) homes and some of Ontario’s LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care homes in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes, and that this resolution be forwarded to Premier Ford, the Minister of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

CARRIED

DEFEATED

POSTPONED

Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	___	___
Deputy Mayor Warden	___	___
Councillor Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___



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July 7, 2020

MINUTES OF
CIPAC COMMITTEE

Township of South Glengarry

A meeting of the Community Improvement Plan Advisory Committee (CIPAC) was held at 6:00pm July 7, 2020 via a ZOOM conference call due to the COVID-19 Pandemic.

Committee Members present: Chair Councillor Sam McDonell, Lyle Warden, Trevor Bougie, Linda Allison, Barbara Menard, Ron Brennan and Staff Resource/Secretary – Joanne Haley and Meagan Bingley.

The CIPAC meeting of July 7, 2020 was called to order at 6:16pm.

Approval of Agenda

MOVED BY: Trevor Bougie
SECONDED BY: Lyle Warden

BE IT RESOLVED THAT the agenda be approved as presented.

CARRIED

1. J Haley provided a summary of the CIP application process, and what is required for a complete application and briefly mentioned updated proposed changes to the existing CIP program that will be discussed in this meeting.
2. M Bingley discussed community interest to date. To date there have been discussions with sixteen (16) businesses through out South Glengarry to determine their eligibility. Two (2) applications were received and reviewed for the July 7, 2020 meeting.

There were no declarations of pecuniary interest.

Review of Applications:

Application – 1623603 Ontario Inc. o/a Jack’s Pub

M Bingley introduced the Jack’s Pub application. Jack’s Pub is applying for three (3) grants: Building Improvement (Front Façade and Secondary Façade), Commercial Signage and



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Awnings and Landscaping (Secondary Façade). M Bingley reviewed the details of the application and the scope of work which included:

Building Improvement (Front Façade): restore the front façade by removing the stucco and stone and replacing it with James Hardie fibre cement siding, reclaimed barnboard and new trim along the windows and doors. The total requested costs based upon 50% of the lowest quotes was \$3144.00.

Discussion:

The Committee reviewed and had no questions regarding the application and chose to support the application as presented.

Building Improvement (Secondary Façade): restore the west façade by removing the existing stucco siding and replacing it James Hardie fibre cement siding, reclaimed barnboard and new trim along the windows and doors. The total requested costs based upon 50% of the lowest quotes was: \$1412.00

Discussion:

J Haley explained that the intent of the secondary façade was for corner lots, but this is not clear and therefore it conforms with the approved CIP. The Committee reviewed and had no questions regarding the application and chose to support the application as presented.

Commercial Signage and Awnings: Remove the existing outdoor signage and install a new aluminum, black pin mounted signage with gooseneck lighting. The total requested costs based upon 50% of the lowest quotes was \$1538.64.

Discussion:

The Committee reviewed and accepted the application as presented.

Landscaping: Removal of the existing retaining wall along the west side of the parking lot and replacing it with a new wooden retaining wall. Building a wooden fence enclosure around the outdoor garbage, recycling and grease containers, and installing four (4) window planters. The total requested costs based upon 50% the lowest quotes was \$1977.16.

Discussion:

The Committee reviewed and accepted the application as presented.

MOVED: Lyle Warden

SECONDED: Trevor Bougie

To recommend to Council to approve the application for 1623603 Ontario Inc. o/a Jack's Pub for Program #2: Building and Improvement Grant (both the front façade and the secondary façade),



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Program #3: Commercial Signage and Awnings, and Program #4: Landscaping for a total cost of \$8071.80

CARRIED

Application – Laurie Harnden o/a Lancaster Massage Therapy

M Bingley provided to the CIPAC Committee the purpose of the grant request is to improve Lancaster Massage's secondary façade that fronts on Oak Street (2 Oak Street). M Bingley explained to the committee that Lancaster Massage Therapy has applied successfully for the CIP program in the past for the front façade of their building. Meagan then proceeded to explain the grant request as follows:

Building Improvement (Secondary Façade): Replace the siding, soffit, fascia, and garage doors on their garage that faces Oak Street (secondary façade) to match their primary façade facing Military Road. The total requested costs based upon 50% of the the lowest quotes was \$1617.17.

Discussion:

The Committee reviewed and accepted the application as presented.

Landscaping (Secondary Façade): Remove a concrete slab in the driveway (located on Oak St.) along with patio stones and replace it with pavement. The total requested costs based upon 50% of the lowest quotes was \$1937.50.

Discussion:

The Committee reviewed and accepted the application as presented.

MOVED: Ron Brennan

SECONDED: Lyle Warden

To recommend to Council to approve the application for Laurie Harnden o/a Lancaster Massage Therapy for Program #2: Building and Improvement Grant (the secondary façade) and Program #4: Landscaping for a total cost of \$3554.67.

J Haley provided an update regarding the recommended changes to the existing Township CIP Program, these changes will be reviewed on July 20, 2020 at 6:30 pm via a public meeting. J Haley encouraged the CIPAC members to attend this meeting.

Recommended changes include:

- Increasing the maximum limits for Accessibility from \$5000 to \$10,000
- Including that parking lots must comply with AODA standards
- Elimination of the phases
- Clarification regarding secondary façades
- Minor changes to terminology
- Updates to reflect the 2020 Provincial Policy Statement



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The Committee also discussed the need to market the CIP Program further, including testimonials and promoting the need for businesses to update their buildings as per the 2025 Accessibility changes (AODA).

Adjournment

Meeting was adjourned at 6:48 pm.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 20, 2020

SUBJECT: Monthly Departmental Update - June 2020 - CAO

PREPARED BY: Tim Mills, CAO



Completed Work:

- Weekly Senior Management Team meetings
- Prepared work for Council and committee meetings
- Completed General Insurance Requirement RFP
- Completed Office Renovations RFP and initial meetings with the successful bidder
- Route Optimization Study RFP review
- Attended Kick Off Meeting Route Optimization Study with KPMG
- Reviewed performance evaluation process with General Managers
- Met with City of Cornwall Administration staff re: Boundary Rd servicing
- Advocated for and secured Canada Summer Jobs Grant
- Attended Summer Student Orientation
- Attended Public Information Centre – Glen Walter Water & Wastewater Master Servicing Plan
- Submitted delegation requests for AMO
- Attended Agricultural Committee Meeting
- Met with constituents re: complaints process
- Successful Tracking of Facility Inspections completed by Health & Safety Representatives
- Attended COVID-19 meetings for municipal officials
- Board meeting with Community Futures Development Corp.
- Meeting with Cornwall & Area Chamber of Commerce Executive Director
- Meeting with Grand Chief Abram Benedict of Akwesasne and Executive Director re: Truth and Reconciliation, shared land use, and training of staff
- Reviewed security and risk assessment next steps
- Return to work processes and policies related to COVID 19 & return to work protocols.
- Reviewed Township Office space layout and Tartan Hall for safety, security, efficiencies and confidentiality
- Conducted Departmental Budget Reviews with Treasurer and General Managers
- Review and forward to General Managers, draft Health and Safety Policies & Telecommuting Policy – part of Human Resources Policy review

- United Counties of SD & G Head of Council meetings with MP, MPP, Warden and Mayors.
- Public Health meetings – Provincial and EOHU related to COVID 19
- Development of a business plan for Cornwall Regional Airport with consulting firm
- Attended meeting with Williamstown Fair Board Members re: Light Installation and funding.
- Attended Glen Walter and Wastewater Master Servicing Plan virtual meeting.

Work in Progress :

- See attached Critical Path Document



CAO

Responsibility

Researching/Planning

In Progress

Nearing Completion

Completed

On-going

Activity

January

February

March

April

May

June

July

August

September

Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.

Activity	Responsibility	January	February	March	April	May	June	July	August	September
<i>Identify what council needs to move infrastructure projects forward. The nonnegotiable.</i>	CAO/Council	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress			
<i>Evaluate offices space.</i>	CAO/EA	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress			
<i>Initiate review for security, health and safety, asset management, capital plan, I.T. and digital.</i>	CAO/GMs	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress			
<i>Consolidate files such as contracts (i.e., snow, grass, copiers, leases) consulting (i.e., bridges, water) and regular ongoing bills.</i>	EA/GMs	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress			
<i>Evaluate configuration of our office space (township hall, other options).</i>	CAO/EA/GMs	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	Nearing Completion			
<i>Professional learning plans by department (i.e., office, water, fire, roads, rec).</i>	CAO/HR	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning			
<i>Initiate the development of business plan for the Cornwall regional airport.</i>	CAO/ECDEV	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning			
<i>School partnerships and youth engagement strategy.</i>	CAO	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning			
<i>Internal financing strategy to support infrastructure sustainability.</i>	CAO/GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning			
<i>Establish a branding strategy.</i>	CAO/Communications/GM	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress			
<i>Connectivity and community. Pursue - Opps to extend services, internet, water, cell, natural gas.</i>	CAO/Council	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress			
<i>Strategy for internal/external communication. Diversify communication methods.</i>		Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress			
<i>Staff recognition strategy/plan. Celebrations (When? How?)</i>	CAO/EA	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning			
<i>Improve and implement asset management plans based on capital condition assessments.</i>	CAO/GM	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress			

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: July 20, 2020

SUBJECT: Monthly Departmental Update - June 2020 - Corporate Services

PREPARED BY: Lachlan McDonald, GM Corporate Services

Treasurer

- Completed Reconciliations (Airport, Banks, Refundable Deposits)
- Completed Extension Agreement for Mainstreet Funding Initiative (unspent money)
- Completed Financial Component for the LIDAR/NDMP Report
- Continued IT Reminders on e-mail-based attacks
- Hired, trained summer students (focus on Asset Management Planning)

Clerk

- Continued Success with Electronic Meetings for Council and committees
- Amended Procedure by-law to allow for electronic meetings and have been successfully using Zoom for this purpose since April 6th.
- Reviewing customer service policy
- Working with departments on document retention
- Assisting with office renovation project and developing plans for council meetings in Tartan Hall
- Officiated 10 weddings (8 since March 13)
- Continuing professional development (completing OMTRA course and AMCTO Municipal Law Program Unit 1)

Communications

Website Traffic Stats:

- 1 Day Active Users: 227 (+67 users since June 9th, 2020)
- 7 Day Active Users: 1, 459
- 14 Day Active Users: 2, 806
- 28 Day Active Users: 5, 029

Pages Users Visited Most (within the last 7 days):



















- Garbage & Recycling: 214 Page Views
- News/Notices: 182 Page Views
- Applications/Licenses/Permits: 118 Page Views
- COVID-19 Updates: 110 Page Views
- Agendas and Minutes: 105 Page Views

- Contact Us: 101 Page Views

Social Media Reach (As of July 9th – 2020):

- Facebook: 3,087 Subscribers from 3,043 Subscribers in June (+44 followers)
- 11,759 (people) post reach this week (Facebook)
- Twitter: 834 Followers from 818 Followers in June (+16 followers)
- Instagram: 107 posts, 962 Followers from 944 Followers, in June (+18 followers)

Comparative review of engagement vs. other municipalities:

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  North Glengarry	4.3K 	▲0.1%	12	2.3K 
2  North Dundas	3.4K 	▲0.5%	13	6.3K 
3  Township of South Stor...	3.2K 	▲0.3%	6	1.3K 
YOU 4  Township of South Glen...	2.8K 	▲0.5%	15	2.2K 
Keep up with the Pages you watch. Get More Likes				
5  Municipality of South D...	2.6K 	▲0.5%	11	7.3K 
6  Township of North Stor...	1.5K 	▲0.5%	3	481 

Current Projects:

- Adopting e-service capabilities to the website to help residents pay for Township services quickly and easily. Possible uses: To pay for dog tags, permit fees, taxes, etc.
- An e-service provided by the host website entitled “Form Builder” also offers the capability of making all forms we upload to the website accessible, which may help the Township to meet our accessibility requirements more quickly.
- Community Guide
 - 60 Community Guides and SDG Discovery Guides were delivered out within Lancaster community. 30 x Glen Cairn Lodge and 30 x Lancaster Medical Center who would not have received the guide by mail. Additional Guides should be distributed to local businesses as well.
 - Ongoing: Discussions for the next Community Guide (2020-2021)
- Corporate Communications Strategy
 - Developing 2019-2022 Communications Strategy

Human Resources

- Summer students were hired - funding success (\$31,360)
 - HR Download training assignments (121 more assigned | 329 in total | 92% completion)

Work in Progress:


- Ongoing Accessibility training
- Organize files to meet retention by-law.
- Advocate for thoughtful investments in community. "Level of service".
- Provide and improve on service excellence
- Water Rate Review
- Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long-term thinking.
- Improve internal and external documents to meet AODA standards.
- Improve file storage and research paperless.
- Asset Management plan
- Improve accessibility of documents across all department.

Statistics

- Call Statistics ("Call Volume" below) remind us that when another Department is busy, Corporate Services are directly affected (call volume, transaction volume, etc.)
- Continued payment movement to electronic means (less cheques)
 - 86% (2017), 88% (2018), 89% (2019), 91% (2020)
- Township Expenditure to date (Jan 1 – Jun 30, 2020)

Training

- WHMIS (department-wide)

							
CORPORATE SERVICES	Responsibility		Researching/Planning	In Progress	Nearing Completion	Completed	Ongoing
Activity		January	February	March	April	May	June
Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.							
Accessibility training (docs, website).	Clerk /Communications	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Organize files to meet retention by-law.	Clerk	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Work with communication coordinator on "Council Update" to send out externally after meetings (external communications).	Clerk/Communications	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Successful grant application (FCM) to offset consultant costs for AMP (Asset condition ratings).	GM	In Progress	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion
Advocate for thoughtful investments in community. "Level of service".	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Provide and improve on service excellence	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Water Rate Review	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress
Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long term thinking.	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Improve internal and external documents to meet AODA standards.	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Improve file storage and research paperless.	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
AMP student.	GM	Researching/Planning	Researching/Planning	Nearing Completion	Completed	Awaiting Funding	Completed

<i>Support infrastructure for major infrastructure grant applications.</i>	GM						
<i>Asset management plan.</i>	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
<i>Work with other departments to meet retention standards.</i>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<i>Improve accessibility of documents across all department.</i>	Clerk	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
<i>Reserve policy. Re-align reserves to fund entire municipality instead of silo driven reserves.</i>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<i>Long term financial plan that ties AMP to budget.</i>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<i>Investment policy to help finance infrastructure projects.</i>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<i>Work with departments to make sure meeting accessibility guidelines.</i>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: July 20, 2020

SUBJECT: Monthly Departmental Update - June 2020 - Infrastructure Services

PREPARED BY: Ewen MacDonald, GM Infrastructure

Completed Work:

- Road Patrol
- Grade Granular Roads
- Patch Hard Top Roads
- Granular Overlay Program – 30,000 Tonnes on Roads East of SDG 34
- Dust Suppressant – All Granular Roads
- Replaced Culvert Maple Road
- Routine Fleet Maintenance and CVOR Safeties on Roads & Fire Fleet
- Landfill Maintenance, pack and cover North Lancaster
- Water & Sewer routine operations and Hydrant Flushing
- Attended Weekly Management Meetings
- Attended Regional PW Directors Waste Management Group Meeting
- Attended Health & Safety Meeting

Work in Progress (Critical Path):

- See Attached
- Met with City of Cornwall Administration Re: Boundary Road Servicing
- Participated in Kick -off Meeting for Route Optimization Study
- Participated in Virtual Public Meeting Re: Glen Walter Master Servicing Plan

Training

- AODA Customer Service Standards Training (Comprehensive Content)
- WHMIS

Good News Stories

- Safely removed patch of Japanese Knotweed from William Street Reconstruction Project – Joint effort with SDG County Weed Inspector and the RRCA.
- Worked with the South Glengarry Restaurant to enter into an Encroachment Agreement for an outdoor patio allowing them to open.



Infrastructure Services Activity	Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going	
		January	February	March	April	May	June
<i>Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.</i>							
Secure Approval for Public Works Garage	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	Completed	Completed	Completed
Finalize Glen Walter Master Servicing Plan	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion
Deploy COMTRACK System for Complaints	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Completed	Completed	Completed	Completed
Compile asset management Data.	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress
Consolidation asset management capital plans.	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Complete roads capital projects.	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress
Review Waste Management Study	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress
Provide training to water staff to update certification.	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress
Transition plan for GM.	CAO Tim Mills	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress
Asset Management Risk Assessment	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Complete public works facility project.	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress
Route Opimization Study	General Manager Infrastructure Services					In Progress	Nearing Completion
Prioritize asset management plan and risk assessment with defined levels of service	Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 20, 2020

SUBJECT: Monthly Departmental Update- June 2020- Fire Services



PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS and RESPONSES:


- Please see attached Critical Path Document
- Motor Vehicle Collisions: 3
- Alarms: 3
- Medical: 1
- Burn Complaint / Unauthorized Burns: 1
- Fire – Structural: 2
- Fire – Brush / Grass: 2
- Fire – Vehicle: 1
- False: 0
- Public Hazard: 4
- Notes of interest
 - o Martintown Restaurant. Kitchen area with heavy fire damage. Historic structure saved with no structural damage due to skilled fire attack by staff.
 - o With the easing of COVID-19 restrictions, Station and Equipment maintenance duties have resumed fully.

TRAINING:

- In-station training resumed with theory-based topics while maintaining physical distancing. Staff are eager for these opportunities and the ability to work with Training Officer Walker.

BUDGETED CAPITAL ITEMS:

- Pumper 4 placed into service at the Lancaster Station
- The 1996 Freightliner pumper transferred to the Martintown Station.

								
FIRE SERVICES		Responsibility		Researching/Planning	In Progress	Nearing Completion	Completed	Ongoing
Activity			January	February	March	April	May	June
Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.								
<i>Posting /Hiring of position</i>	Fire Chief	Researching/Planning	Researching/Planning	Completed				
<i>Initial Requirements developed</i>	Fire Chief	Researching/Planning	Completed					
<i>Designing & Onboarding Deputy Chief/Training Officer Role</i>	Fire Chief	Researching/Planning	Researching/Planning	In Progress	Completed			
<i>Assess historical staff training</i>	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed		
<i>Design & Implement training plan for all staff</i>	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed		
<i>Implement tools to track training of staff.</i>	Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed		
<i>Develop staff communication tool for volunteers.</i>	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	Ongoing
<i>Onboard all Township Staff to tracking tool for training</i>	Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Nearing Completion	Completed	
<i>Report on deliverables</i>	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress	Ongoing	Ongoing	Ongoing
<i>Evaluate growth & achievement of benchmarks</i>	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress	Ongoing	Ongoing	Ongoing

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 20, 2020

SUBJECT: Monthly Departmental Update- June 2020- Recreation & Facilities

PREPARED BY: Rick Ladouceur, Director of Recreation & Facilities



Completed Work :

- H&S Facility Inspection Audits completed
- Cleaned out storage area under stairs at arena
- Website information all current including Recreation facilities
- Staffing Rec analysis completed
- Jr. B Rebels meetings
- Staff Trained on Asset Management system
- Fob System Replaced with Master Web based lock box system
- Recreation research (competitive analysis, community demographics, programs in surrounding communities, costs, offerings)
- Work calendar completed
- Preventative maintenance calendar created i.e. septic tank cleaning/repairs

Work in Progress :

- See attached Critical Path document
- 7 summer students hired
- H&S inspection items being addressed
- Contacting ice users for upcoming season
- Writing standardized operating procedures
- Creating emergency section in SOP binder
- Building tool inventory
- Peanut Line business case
- Information Report for Accessibility Plan
- Information Report for Arena Preventative Maintenance
- 4 more locations to be installed Master Vault Lock Boxes

Good News Stories

- Flower beds throughout SG have been taken care of by recreation staff
- Paul Rozon Park rink painted
- Cenotaph in Martintown- planning is progressing
- Martintown sewage line repaired

- Peanut Line bridge temporary repairs completed
- Grass Cutting – internal staff plan is going well
- Installed New Lights/AC Unit at Lan-Char Centre
- RFP completed for Township Office roof
- Completed clean out of arena & Glen Walter sheds (summer equipment to be stored)
- Wharf docks installed in South Lancaster and Martintown

Student Training

- Completed WHIMIS Training
- Completed Workplace Violence and Harassment Training for Employees
- Completed AODA Customer Service Standards Training
- Completed Occupational Health and Safety Awareness Training for Workers



Recreation & Facilities	Completed	On-going		
Activity	April	May	June	July
<i>Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.</i>				
Recreation Research				
Competitive analysis	Nearing Completion	Completed		
Each community demographics	Nearing Completion	Completed		
Programs surrounding communities (partners)	Nearing Completion	Completed		
3 similar communities offerings/cost	Nearing Completion	Completed		
Local & similar communities staffing	Nearing Completion	Nearing Completion	Completed	
Engaging the Community				
Schools	Nearing Completion	Completed		
Create a SG recreation working committee	Nearing Completion	Nearing Completion		
Create a SG recreation working committee terms of reference	Nearing Completion	Nearing Completion	Nearing Completion	
Meet with stakeholders	In Progress	In Progress	In Progress	
SOP's/Operations				
Writing standardized operating procedures	In Progress	In Progress	In Progress	
Organizing & laminating SOP's	Researching/Planning	In Progress	In Progress	
Create emergency section in SOP binder	Researching/Planning	In Progress	In Progress	
Testing & improvement of SOPs	Researching/Planning	In Progress	In Progress	
Implement the audits, SOP's, LOGS & checklist	Researching/Planning	In Progress	In Progress	
Opening/closing				

<i>Tool inventory</i>	Nearing Completion	Completed		
<i>Log books</i>	In Progress	In Progress	In Progress	
<i>Incident reports</i>				
<i>Work order system</i>				
<i>Asset management software</i>	Nearing Completion	Nearing Completion	Nearing Completion	
<i>Staffing & Scheduling</i>				
<i>Scheduling</i>	In Progress	On-going	On-going	On-going
<i>Safety courses</i>	Researching/Planning	Nearing Completion	Nearing Completion	Completed
<i>Staff meeting</i>	On-going			
<i>Job descriptions review</i>	In Progress	Completed		
<i>Lead hand/maintenance job description</i>				
<i>Orientation staff/students</i>	In Progress	In Progress	In Progress	Completed
<i>Performance reviews</i>	In Progress	In Progress	In Progress	In Progress
<i>Uniforms</i>	In Progress	In Progress	In Progress	In Progress
<i>Summer maintenance list</i>	Completed	On-going	On-going	On-going
<i>Winter maintenance list</i>	Nearing Completion	Nearing Completion	Nearing Completion	
<i>Training</i>				
<i>Operations manual staff</i>	Researching/Planning	In Progress	In Progress	In Progress
<i>Orientation agenda and event planning</i>	Researching/Planning	In Progress	In Progress	In Progress
<i>Job shadow checklist</i>	Researching/Planning	In Progress	In Progress	In Progress
<i>Tracking training certificates</i>				
<i>Casual staff training and development</i>				
<i>Training for staff</i>	In Progress	In Progress	In Progress	Completed
<i>CIT program</i>	In Progress	In Progress	In Progress	Completed
<i>Budget</i>				
<i>Review budget/ understanding the numbers</i>	Researching/Planning	In Progress	In Progress	Completed
<i>Accounting software</i>	In Progress	In Progress	In Progress	In Progress
<i>Start coding</i>				
<i>EMS system</i>	In Progress	In Progress	In Progress	Completed
<i>Pricing/services</i>	In Progress	In Progress	In Progress	Completed
<i>Facility vs. recreation separation</i>	In Progress	In Progress	In Progress	In Progress

H&S				
Health & Safety facility inspections (AED, Fire Extinguisher, and Water Fountain)	In Progress	In Progress	In Progress	Completed
Employee board				
2 Way Radio's				
Recreational Programs				
Grant oppportunities/local contact/assigned point person	In Progress	In Progress	In Progress	Completed
Program audits	In Progress	In Progress	In Progress	In Progress
Community engagement	In Progress	In Progress	In Progress	In Progress
Community Centre's				
North Lancaster				
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco Key	In Progress	Completed		
Facility audits	In Progress	In Progress	In Progress	In Progress
Website information	Nearing Completion	Completed		
Programming	In Progress	In Progress	In Progress	In Progress
Facility Issues				
Canapy	In Progress	In Progress	In Progress	
Garbage container	In Progress	In Progress	In Progress	
Paint job	In Progress	In Progress	In Progress	
Beach volleyball sand	In Progress	In Progress	In Progress	
Internet	In Progress	Completed		
Coat hanger				
Ball diamond	In Progress	In Progress	In Progress	In Progress
Green Valley				
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco key	Nearing Completion	Completed		
Facility audits	In Progress	In Progress	In Progress	In Progress
Website information	In Progress	Completed		
Programming	In Progress	In Progress	In Progress	In Progress

Bainsville				
Roof & play structure	In Progress	In Progress	In Progress	Nearing Completion
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco key	Nearing Completion	Completed		
Facility audits	In Progress	In Progress	In Progress	In Progress
Website information	In Progress	Completed		
Programming	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	In Progress	In Progress	In Progress	In Progress
Paul Rozon				
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco key	Nearing Completion	In Progress	In Progress	In Progress
Facility audits	In Progress	Completed		
Website information	In Progress	Completed		
Programming	In Progress	In Progress	In Progress	
Park/sports facilities audit	In Progress	In Progress	In Progress	In Progress
Splash pad	In Progress	In Progress	In Progress	Completed
Martintown				
Scheduling	In Progress	Completed		
Medco key	Nearing Completion	Completed		
Facility audits	In Progress	In Progress	In Progress	
Website information	In Progress	In Progress	Completed	
Programming	In Progress	In Progress	Completed	
Good Timers				
Park/sports facilities audit	In Progress	In Progress	In Progress	In Progress
Smithfield				
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco key	Nearing Completion	Nearing Completion	Nearing Completion	
Facility audits	In Progress	In Progress	In Progress	In Progress
Website information	In Progress	In Progress	In Progress	Completed
Programming	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	In Progress	In Progress	In Progress	In Progress

Construction	In Progress	In Progress	In Progress	Nearing Completion
Glen Walter				
Scheduling	In Progress	In Progress	In Progress	In Progress
Medco key	Nearing Completion	Completed		
Facility audits	In Progress	In Progress	In Progress	
Website information	In Progress	In Progress	In Progress	Completed
Programming	In Progress	In Progress	In Progress	
Park/sports facilities audit	In Progress	In Progress	In Progress	
Wharf	In Progress	In Progress	In Progress	Completed
SG Arena				
Rec director office				
Expansion plans	In Progress	In Progress	In Progress	In Progress
Ice sales manual	Completed			
Rental contracts				
Medco key	Completed			
Canteen contract	Researching/Planning	Researching/Planning	Researching/Planning	
RFP	Researching/Planning	Researching/Planning	Researching/Planning	Completed
Operated by rec/analysis	Researching/Planning	Researching/Planning	Researching/Planning	Completed
Server/one drive back up				
Arena Hall				
Programming	In Progress	In Progress	In Progress	In Progress
Bar procedures	In Progress	In Progress	In Progress	In Progress
Event security	In Progress	In Progress	In Progress	In Progress
Jr. B Rebels				
Bar procedures	In Progress	In Progress	In Progress	Completed
Bar pay-out	In Progress	In Progress	In Progress	Completed
Regularly scheduled meetings	In Progress	In Progress	In Progress	In Progress
Events				
Possibilities (i.e. wrestling, teen skate, kilt skate, circus, etc.)	In Progress	In Progress	In Progress	In Progress
EAP				

<i>Emergency action plan procedures (indoor/outdoor)</i>	In Progress	In Progress	In Progress	In Progress
<i>Facilities</i>				
<i>Asset management program</i>	In Progress	Nearing Completion	Nearing Completion	Completed
<i>Asset management program data entries</i>	In Progress	Nearing Completion	Nearing Completion	Completed
<i>Asset management program training</i>	In Progress	Nearing Completion	Nearing Completion	Completed
<i>Asset management program what reports??</i>	In Progress	Nearing Completion	Nearing Completion	Nearing Completion
<i>Tour</i>	In Progress	Nearing Completion	Nearing Completion	Nearing Completion
<i>Create audits</i>	In Progress	Nearing Completion	Nearing Completion	Nearing Completion
<i>Fob access</i>	Researching/Planning	Nearing Completion	Nearing Completion	Completed

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 20, 2020

SUBJECT: Community Services Departmental Activity Update-
June 2020

PREPARED BY: Joanne Haley, GM Community Services



Building

- Completed Site Plan reviews
- Planning Application Fee review
- Conducted inspections
- Followed up on maintenance agreements for tertiary septic systems
- Prepared work order reports for lawyers
- Conducted septic system file researches
- Prepared statistical reports for MPAC and Statistics Canada
- Provided updates to Tarion on new residential builds
- Received applications for and assigned civic addresses
- Ordered, retrieved, and distributed civic address signs and posts
- Conducted staff meetings and collaborated on policy in response to provincial COVID19 regulations

Economical Development

- Gathered information pertinent to businesses for assistance during COVID-19
- Completed an internal vacant land inventory of properties for commercial or industrial development
- Prepared business newsletter for email distribution
- Commenced an internal vacant land inventory of properties for commercial or industrial development
- Worked on community signage policy

Planning

- Conducted staff meetings
- Formatted amended CIP
- Prepared for CIPAC meeting
- Prepared, held Committee of Adjustment meeting
- Prepared Staff Reports for Council meeting
- Completed research on CIP for possible changes
- Prepared for LPAT hearing as directed by Township Lawyer

- Commenced review of County OP agricultural and rural lands for LPAT hearing
- Assisted with vacant land inventory
- Assisted with CIP implementation
- Completed site visits

By Law

- Monitored COVID 19 orders and enforced when necessary
- Commenced review of the By-Law enforcement policy
- Commenced research on animal control and dog tags to prepare to update by-law
- Responded and investigated By Law Complaints
- Completed weekly aggregated data report and submitted to the Ministry of Attorney General's Office.

Emergency Planning

- Participated in weekly calls with Dr. Paul of EOHU
- Participated in weekly calls with EMO

Statistics

- Community Services is pleased to provide to Council some interesting statistics that demonstrate the usage of staff time, the number of permits, applications and complaints and the interest in our newsletters.
- If Council would prefer to see different or additional information on a monthly basis, please let us know as we are willing to explore different options to keep Council informed.

Community Services Monthly Report:

Planning, Building, By-Law, Economic Development

109

Meetings



6317

E-mails Received



646

Phone Calls Received



50

Site Inspections- Building



14

By-Law Complaints Received



Economic Development- Newsletters



755

Sent



409

Open

144

Clicks

2390

E-mails Sent



48

Site Inspections- By-Law



66

Building Applications Received



8

Planning Applications



47


Permits Issued



627*

Phone Calls Returned

*does not include calls initiated

 <p>PLANNING, BUILDING & ENFORCEMENT Activity</p> <p><small>Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.</small></p>		Responsibility		Researching/Planning	In Progress	Nearing Completion	Completed	On-going
		January	February	March	April	May	June	
		Building & By Law						
Continue training and cross-training	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Implement new & service request management software	General Manager Community Services Joanne Haley	Implemented new Building Permit Software- service request management software is on-going				On-going	On-going	On-going
Introduce new by-laws for building and fees, fences, clean yards, etc.	General Manager Community Services Joanne Haley	In Progress	In Progress	Clean Yards By-law will receive third and final reading on April 20, 2020 and it is anticipated on being approved.	Fence By-Law will receive third and final reading on April 20, 2020 and is	Completed		
Transition planning and staff retention	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Maintain and improve on service excellence	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Improvement file management	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Land Use Planning								
Maintain and improve on service excellence	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
CIP	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress	On-going	Nearing Completion	
Cross training	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Complete flood plain mapping project	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	Completed for the purposes of the NDMP Grant	Completed for the purposes of the NDMP Grant	Completed for the purposes of the NDMP Grant	
Improve file management	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	On-going	On-going	On-going
Communicate new flood plain mapping	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Assess staffing levels	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Housekeeping By-Law amendment	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress
Review planning application fees	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	Nearing Completion	Nearing Completion	
Cultural and heritage planning	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Look at expanding services (i.e. subdivision, consents)	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Re-evaluate the need for GIS and purchase software	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Research application software	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Economic Development								
Awards Gala	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	Cancelled	Researching/Planning	Researching/Planning	
CIP & RIP	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Establish and foster relationships with business community	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	In Progress	On-going	On-going	On-going
Development a plan to implement BR&E	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	
Connectivity Committee commence	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Completed	Completed	On-going	On-going	On-going
Plan business events for support & training for business community	General Manager Community Services Joanne Haley	On-going				On Hold due to Covid 19	On Hold due to Covid 19	
Work with CAO with promotion of airport	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Establish & implement branding strategy	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going
Promote tourism & events in South Glengarry	General Manager Community Services Joanne Haley	On Hold due to Covid 19				In Progress	In Progress	

Work closely with Non Profit & volunteers for promotion and advertising opportunities	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Continue to increase social media presence	General Manager Community Services Joanne Haley	On-going				On-going	On-going
Community sign policy	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	Nearing Completion
Create a vacant land inventory	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	Nearing Completion
Organize files to meet retention By Law and filing System	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Implement BR&E	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19
Evolve Connectivity Committee	General Manager Community Services Joanne Haley	On-going				On-going	On-going
Strategize locations and designs for industrial parks/areas	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Identify areas needing municipal services to expand commercial & industrial uses	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Monitor and update vacant land inventory	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Develop draft designs for industrial parks/areas	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Establish a new approach for the annual Business and Community Awards Gala	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Plan for land uses/business for existing vacant land & new industrial park	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Emergency Planning							
Monitor significant events threats and possible emergencies	General Manager Community Services Joanne Haley	On-going				On-going	On-going
Participate in training, if and when offered	General Manager Community Services Joanne Haley	On-going	On-going	On-going	On-going	On Hold due to Covid 19	On Hold due to Covid 19
Appoint an alternate EP	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Meet with EP Committee to establish 2020 plan	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress
Participate in EP Week	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Completed	
Assess needs & areas to improve	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	On-going	On-going
Schedule exercise and annual training	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Update EP plan	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	On-going	On-going	On-going	On-going
Complete exercise & annual training	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Complete year end annual compliance	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 20, 2020

SUBJECT: Provincial Fee Increases

PREPARED BY: Joanne Haley- GM Community Services

Effective July 1, 2020, application fees for the Assessment Review Board (ARB), the Landlord and Tenant Board (LTB), the Licence Appeal Tribunal (LAT) and appeal fees for the Local Planning Appeal Tribunal (LPAT) were increased by the Province.

The ARB, LTB and LAT fees are increasing by six per cent. These fees are still structured so that services are reasonable and accessible. Under LPAT's new fee model, different filing fees will be charged based on tribunal time and resources required to resolve different types of appeals.

LPAT fees are received by the Planning Department when an appeal is filed for a land use planning process and forwarded to the LPAT office with the required documentation. Prior to this fee increase, the cost to appeal all land use planning processes was \$300.00.

Please see below the new fees:

Development Charges	\$1,100.00
Land Compensation	\$400.00
Minor Variance and Consents	\$400.00
Municipal & Miscellaneous	\$1,100.00
Municipal Finance	\$1,100.00
Official Plans and Amendments	\$1,100.00
Plan of Subdivision / Condominium	\$1,100.00
Subdivision	\$1,100.00
Zoning By-law	\$1,100.00
Request for Review	\$400.00

The fees listed above that are highlighted are the most common land use planning processes. The fees that are valued at \$1,100 may be reduced to \$400 if the appellant files a request and is eligible.

ARB Fees are also received by the Township; the new fees are:

The new residential fee is \$132.50 per appeal, regardless of taxation year.

The new non-residential fee is \$318.00 per appeal, regardless of taxation year.

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** July 20, 2020**SUBJECT:** Consent Summary Form 2020**PREPARED BY:** Joanne Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2020**

#	Application #	Recommendation	Decision
1	B-3-20	Recommended	Approved
2	B-9-20	Recommended	Approved
3	B-23-20	Recommended	Approved
4	B-27-20	Recommended	Approved
5	B-31-20	Recommended	Approved
6	B-35-20	Recommended	Approved

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: July 20, 2020

SUBJECT: Notice of Decisions for Consents

PREPARED BY: Joanne Haley, GM- Community Services

RE: Notice of Consent Decision

Please find attached Two "Notice of Decision" letters from the United Counties of Stormont, Dundas, and Glengarry as well as the memo for the application recommending approval. The recommendations and conditions requested have been included in the decisions as requested.

INFORMATION REPORT

REPORT TO: Council



MEETING DATE: May 19, 2020

SUBJECT: Consent Application B- 27-20

PREPARED BY: Joanne Haley

RE: B-27-20

Part Lot 12, Concession 7

Former Township of Charlottenburgh

Horan/Marcotte

Type of Consent: To Create a Building Lot

Subject:

The subject property is located on part of lot 12, Concession 7, on the west side of Glen Roy Road. The purpose of this application is to sever approximately 9.7 acres of vacant land and to retain approximately 10 acres of developed land.

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

Zoning By-law: The subject property is zoned Rural in the Township’s Zoning By-Law. This proposed consent conforms to the Zoning By-law.

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

Respectfully submitted by: Joanne Haley

Date: April 29, 2020

TITLE:

INFORMATION REPORT

REPORT TO: Council



MEETING DATE: June 1, 2020

SUBJECT: Consent Application B- 31-20

PREPARED BY: Joanne Haley

RE: B-31-20

Part Lot 37, Concession 7

Former Township of Lancaster

MacDonald

Type of Consent: To Create a Building Lot

Subject:

The subject property is located on part of lot 37, Concession 7, on the south side of Concession Road 7. The purpose of this application is to create a parcel approximately 2.6 acres in size and retaining 2.8 acres.

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

Zoning By-law: The subject property is zoned Rural in the Township’s Zoning By-Law. This proposed consent conforms to the Zoning By-law.

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.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. 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. That Road widening must be deeded to the Township on both the severed and retained parcels.

Respectfully submitted by: Joanne Haley

Date: May 25th, 2020



NOTICE OF DECISION

APPLICATION NO. B-31-20

NAME: Gary & Margaret MacDonald

MUNICIPALITY: Township of South Glengarry (Former Geographic Charlottenburgh Twp.)

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

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

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

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

Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.

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

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

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: June 29, 2020

Date of giving of this notice is: June 9, 2020

Katie Coristine
Administrative Assistant-Planning
Email: kcoristine@sdgcounties.ca



UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY
DECISION

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, June 9, 2020**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-31-20

OWNER: Gary & Margaret MacDonald

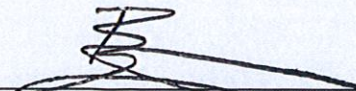
MUNICIPALITY: South Glengarry

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

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

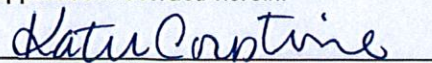
1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. A Parkland fee of \$1,000.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. 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. That Road widening must be deeded to the Township on both the severed and retained parcels. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:



Benjamin de Haan, P. Eng
Approval Authority

I, Katie Cristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.



Katie Cristine, Administrative Assistant

NOTE: The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

June 09, 2021

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: **JUNE 29, 2020**



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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, June 9, 2020**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

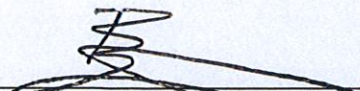
APPLICATION NO. B-27-20 **OWNER: Lana Horan & Marcel Richard Marcotte**
MUNICIPALITY: South Glengarry

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

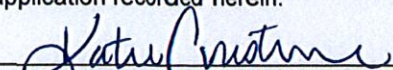
Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. A Parkland fee of \$1,000.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. That Road widening must be deeded to the Township on both the severed and retained parcels. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. The Township of South Glengarry will complete a site visit of the retained lands to confirm that there are no issues with the existing septic system. 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. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
5. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:


 Benjamin de Haan, P. Eng
 Approval Authority

I, Katie Cristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.


 Katie Cristine, Administrative Assistant

NOTE: The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

June 09, 2021

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JUNE 29, 2020



**DEPARTMENT OF TRANSPORTATION
AND PLANNING SERVICES**

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

STORMONT · DUNDAS · GLENGARRY

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca • www.sdgcounties.ca

NOTICE OF DECISION

APPLICATION NO. B-27-20

NAME: Lana Horan & Marcel Richard Marcotte

MUNICIPALITY: Township of South Glengarry (Former Geographic Charlottenburgh Twp.)

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

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

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

- a) the Decision of the Approval Authority; and/or
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Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.

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

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

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: June 29, 2020

Date of giving of this notice is: June 9, 2020

Katie Coristine
Administrative Assistant-Planning
Email: kcoristine@sdgcounties.ca



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

June 29, 2020

The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario
Legislative Building, Queen's Park
Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips (rod.phillips@pc.ola.org)
Minister of Finance
Frost Building South; 7th Floor
7 Queen's Park Crescent
Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

391-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;

And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

CARRIED

Thank you for your consideration.

Sincerely,



Jennifer Astrologo, Director of Corporate Services/Clerk
Corporate Services Department

jastrologo@kingsville.ca

/sjk

CC: Taras Natyshak, MPP (tnatyshak-qp@ndp.on.ca)

CC: All Ontario Municipalities

UNFINISHED BUSINESS REPORT
Presented to Council July 20, 2020

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Summer 2020	Ongoing	Met with Residents on Tuesday March 3 rd . Will pursue option of selling lands to adjacent property owners. Property was declared surplus at the April 20 th Council Meeting. Draft Survey Plan to be Registered. Offer of Sale being completed by our Lawyer
2.	Fire Protection Ponds	MAY 2016	Summer 2020	Ongoing	Design completed for Richmond Road Pond. Awaiting confirmation from PacTiv for a meeting to discuss project. Further discussion on the options for the Midway Pond to be scheduled in August
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2020	Ongoing	Administration for Township and City met on June 15 th to review draft agreement. Will be developing cost estimates for the properties on Boundary Road. Will set up meetings with the property owners to review costs.
4.	Private Roads (development of document)	FEB 2017	Fall 2020	Ongoing	Will collect and review Policy's from other Municipalities over the summer

					and draft Policy for Council review in the fall.
5.	Williamstown Garage & Fire Hall	MAY 2018	2021	Ongoing	Funding approved in Budget. Location approved at the April 6 th Council Meeting Staff Report to provide Council will a copy of plans on May 19 th Agenda Further amendments and review of design to be completed by the end of June. Route Optimization Study awarded at June 4 th Council Meeting. Route Optimization to be completed in September/October
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2020	Ongoing	Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions. Cornwall Electric to review inventory of lights and provide estimated costs for the LED Conversion.
7.	Glen Walter Looping Project	June 2020	Fall 2020	Ongoing	2020 Capital Project Awaiting response on Grant Will issue Tender in August
COMMUNITY SERVICES					
12.	Hamlet Signage Policy	JUNE 2019	DEC 2019	Ongoing	Preparing sign policy and by-law for first and second reading for the August or September 8, 2020 Council meeting
12.	Review of Water Rates	APR 2019	SUMMER 2020	Ongoing	Presentations on June 1 and July 6 resulted in subsequent research, which is currently underway.

14.	Water Bill Design	AUG 2019	SUMMER 2020	Ongoing	Pending results from water rate review
FIRE					

SG-M-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 46-2020
FOR THE YEAR 2020**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of July 20th , 2020 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 20th DAY OF JULY 2020.***

MAYOR:

CLERK: