

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Monday, November 16, 2020 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
 - a) [Pecuniary Interest Form](#) 5
- 5. APPROVAL OF MINUTES**
 - a) [Previous Meeting Minutes - November 2nd, 2020](#) 6 - 11
 - b) [Public Meeting Minutes - November 2, 2020](#) 12 - 13
 - c) [Special Meeting Minutes - November 6, 2020](#) 14
- 6. PRESENTATIONS AND DELEGATIONS**
- 7. NEW BUSINESS**
 - a) **Staff Reports**
 - i. [Create - Discretionary Reserve Funds](#) 15 - 16
 - ii. [2021 Council Meeting Schedule](#) 17 - 19
 - iii. [2020 - PSAB Excluded Expenses](#) 20 - 22
 - iv. [Cornwall Electric LED Street Light Conversion](#) 23 - 24

v.	<u>Road Needs Study RFP # 22-2020</u>	25 - 27
vi.	<u>Route Optimization Study/Public Works Facility Tender</u>	28 - 32
vii.	<u>To Adopt an Interim Control By-Law to Prohibit Cannabis Cultivation, Production and Processing</u>	33 - 37
viii.	<u>Schreck & Seale Zoning By-law Amendment</u>	38 - 44
ix.	<u>Electronic Building Permit Application Processes (Cloudpermit)</u>	45 - 47
x.	<u>1939133 Ontario Inc. Zoning By-Law Amendment</u>	48 - 54
b)	Other Business	
c)	Committee Reports	
i.	<u>Cornwall Regional Airport Commission Minutes - October 21st, 2020</u>	55 - 57
ii.	<u>Committee of Adjustment November 2, 2020 Meeting Minutes</u>	58 - 62
d)	For Information Only	
i.	<u>Resolution - Proposed Regulation under the Ontario Heritage Act (Bill 108) (Grimsby)</u>	63 - 64
ii.	<u>Resolution - Proposed Changes to the Municipal Elections Act (Prince Edward County)</u>	65 - 66
iii.	<u>Resolution - Bill 218 Opposition (Meaford)</u>	67 - 68
iv.	<u>Resolution - AODA Web-Site Support (Belleville)</u>	69 - 70
v.	<u>Resolution - Amending AGCO Process to Consider Radial Separation from Other Cannabis Locations (Hamilton)</u>	71 - 73
vi.	<u>Notice - Enbridge Gas Inc Application for Fixing Just & Reasonable Rates (Ontario Energy Board)</u>	74
vii.	<u>Letter - Request for Comprehensive Study to Change Property Designation (D. Thompson)</u>	75
viii.	<u>South Glengarry Holiday Shopping Event 2020</u>	76 - 77
ix.	<u>Departmental Update- CAO - October 2020</u>	78 - 80

x.	Fire Department Monthly Update Oct 2020	81 - 82
xi.	Departmental Update - Corporate - October 2020	83 - 87
xii.	Departmental Update - Community Services- October 2020	88 - 93
xiii.	Departmental Update- Infrastructure Services - October 2020	94 - 97
xiv	Departmental Update- Recreation & Facilities- October 2020	98 - 102
.		
xv.	Consent Summary 2020	103 - 104
xvi	Consent Applications B-94 & B-95-20	105 - 110
.		
xvii	Consent Application B-91-20	111 - 114
.		
xvii	Consent Application B-85-20	115 - 118
i.		

8. UNFINISHED BUSINESS

a)	Unfinished Business Report - November 16, 2020	119 - 121
----	--	-----------

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,

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

10. CONFIRMING BY-LAW

a)	Confirming By-law - 79-2020	122
----	---	-----

11. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

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

Signature

MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON NOVEMBER 2, 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 McDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

Resolution No. 334-2020

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 7:00pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 335-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

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

Item added to New Business:

7. a) xii. Staff Report 165-2020 – Sale of Part 1 on RP 14R-6380 on Glen Walter Park Rd

Items moved to Other Business:

7. d) iii. Notice - Improving Ontario's Blue Box - Proposed Producer Responsibility Regulation (RRPB)

7. d) v. Letter - South Glengarry Environment Committee Request for Garbage Bag Limit Review

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 November 2, 2020: Staff Report #19-2020, Realtor Services RFP the agent is a co-owner along with myself in the real estate company we own. Staff Report #165-2020 which is land that was listed and sold through the real estate company that I am part owner of.

5. APPROVAL OF MINUTES

- a) Previous Meeting Minutes - October 19, 2020

Resolution No. 336-2020

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 October 19, 2020 be

adopted as circulated.
CARRIED

- b) Public Meeting Minutes - October 19, 2020
Resolution No. 337-2020 Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on October 19, 2020 be adopted as circulated.
CARRIED

6. PRESENTATIONS AND DELEGATIONS

- a) History of South Lancaster Promotion Project (Bev Bethune)
Ms. Bethune presented on behalf of a group of South Lancaster residents who are interested in promoting the history of South Lancaster and enhancing the waterfront with historic plaques and benches.
- b) 2019 Financial Statements MNP
Mr. Murphy provided an overview of South Glengarry’s 2019 draft financial statements.

7. NEW BUSINESS

- a) Staff Reports
 - i) Airport Lands Purchase & Transfer
Resolution No. 338-2020 Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry authorize the transfer of lands to the Cornwall Regional Airport Commission as per the schedule of properties in Staff Report 155-2020 and in particular Part A, B, C & G on the Historical Lands Overview Appended. PIN #'s 671240254, 671310075, & 671310407; and furthermore, that the Mayor & Clerk be authorized to sign any relevant documents.
CARRIED

- Resolution No. 339-2020** Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT the Township of South Glengarry purchase lands from the Cornwall Regional Airport Commission, legally described as Part 1 & 2 on Registered Plan 14R-6513, Part of PIN 67131-0075 at a sale price of \$50,000.00 plus all Survey and Legal Costs; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.
CARRIED

- ii) Removal of 1-Foot Reserve Samuel Drive
Resolution No. 340-2020 Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 153-2020 be received and that the Council of the Township of South Glengarry Adopt By-law 68-2020 to remove the 1-Foot Reserve shown as Block 22 on Plan 14M-2, Registered Plan 101, PIN 67120020, Read a First, Second, And Third time this 2nd day of November 2020.
CARRIED

- iii) Environment Committee By-law
Resolution No. 341-2020 Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 154-2020 be received and that the

Council of South Glengarry adopt By-Law 69-2020 for the Establishment of an Environment Committee; Read a first, Second & Third Time passed signed and sealed this 2nd day of November 2020.

CARRIED

- iv) Realtor Services RFP # 19-2020

Resolution No. 342-2020

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 156-2020 be received and that the Request for Proposal 19-2020 be awarded to Troy Vaillancourt from Century 21 Shield Realty as per the fee proposal for a Commission of 4% of any final sale or 3.5% of any final sale should the agent represent both the buyer and the seller; and furthermore that the Deputy Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

- v) Seasonal Sidewalk Closures

Resolution No. 343-2020

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 157-2020 be received and that the Council of the Township of South Glengarry adopt By-Law 70-2020 being a By-Law to close the Section of Sidewalk on the north side of SDG 18 in the hamlet of St. Raphael's for the winter season; Read a First, Second & Third time this 2nd Day of November 2020.

CARRIED

- vi) Winter Maintenance Agreement SDG

Resolution No. 344-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 158-2020 be received and that the Council of the Township of South Glengarry adopt By-Law 71-2020, being a By-law to Enter into a Winter Maintenance Agreement for SDG 17 from Williamstown to SDG 27; and furthermore, that the GM of Infrastructure Services be authorized to sign the Agreement. Read a First, Second & Third Time, passed signed and sealed this 2nd Day of November 2020.

CARRIED

- vii) 679637 Ontario Ltd. Site Plan Control Agreement

Resolution No. 345-2020

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 159-2020 be received and that the Council of the Township of South Glengarry approves By-Law 72-2020, and the Site Plan Control Agreement for 679637 Ontario Ltd. for the property legally described as Part of Lot L, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, being Part 2 on Registered Plan 14R6145, also known as 5510 County Road 34 and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

Select Result

- viii) Mitchell Zoning By-Law Amendment

Resolution No. 346-2020

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 160-2020 be received and that Council adopt by-law 73-2020, 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 L, Concession 1 Front, being Part 1 on Reference Plan 14R 4370, located on the south west corner of

County Road 34 (Military Road) South Beech street, Lancaster, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from Flood Plain -Holding (FP-H) to General Commercial (CG) & Flood Plain (FP) be read a first, second and third time, passed, signed and sealed this 2nd day of November, 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

ix) Proposed Interim Control By-Law for Cannabis Operations

Resolution No. 347-2020

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 161-2020 be received and that the Council of the Township of South Glengarry directs administration to prepare an Interim Control By-law to prohibit any new or expanded growing, cultivation, processing or production of cannabis in the Township; the Interim Control By-Law shall not apply to the growing and cultivation of up to 4 plants on any property for personal consumption. This will permit administration to undertake a study and review best land use planning practices and policies for cannabis production and processing facilities.

CARRIED

x) Regional Incentive Program Financial Agreements

Resolution No. 348-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 162-2020 be received and that the Corporation of the Township of South Glengarry enter into six Regional Incentives Program financial agreements with the Cooper Marsh Conservators, the Martintown Mill, the Cornwall Golf and Country Club, the RRCA, the Glengarry Fencibles Trust and the Friends of the Summerstown Trails and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

xi) Deferral of Site Plan Control Process Martintown Animal Hospital

Resolution No. 349-2020

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 164-2020 be received and that the Council of the Township of South Glengarry permits the Site Plan Control Approval process and Agreement for the Martintown Animal Hospital located at 4910 Nine Mile Road, Martintown, be deferred due to COVID-19 only, to permit the issuance of a building permit providing that the site plan control process and agreement is approved by December 31, 2021.

CARRIED

xii) Sale of Part 1 on RP 14R-6380 on Glen Walter Park Rd

Resolution No. 350-2020

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 165-2020 be received and that the Council of the Township of South pass By-Law # 75-2020 being a by-law to authorize the sale of Part 1 on 14R-6380, Glen Walter Park Road be read a first, second and third time, passed, signed and sealed in Open Council this 2nd day of November 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

b) Other Business

- i) Notice - Improving Ontario's Blue Box - Proposed Producer Responsibility Regulation (RRPB)

Councillor Jaworski asked Mr. MacDonald to explain the new proposed regulation.

- ii) Letter - South Glengarry Environment Committee Request for Garbage Bag Limit Review

Council requested administration prepare a report to bring to a future Council meeting on options for the Township to consider.

Resolution No. 351-2020 Moved by Councillor Jaworski
Seconded by Councillor McDonell

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) Environment Committee Minutes - February 21, 2020
 - ii) Airport Commission Minutes - September 10, 2020
 - iii) Committee of Adjustment Minutes - October 5, 2020
 - iv) Airport Commission Minutes - October 7, 2020
- d) For Information Only
 - i) Resolution - Request for Support to Declare Snowsports Essential in Stage 2 (Twp of Oro-Medonte)
 - ii) Notice - Proposed Change to an Approved Renewable Energy Project (Cornwall Solar Project)
 - iii) Integrity Commissioner General Annual Report 2019 (Cunningham Swan)
 - iv) Letter - Request for Extension to the AMP Deadline (MFOA MOI)
 - v) Notice of Consent Decisions
 - vi) Consent Application B-77-20

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - November 2nd, 2020

9. CLOSED SESSION

Resolution No. 352-2020 Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 9:11pm 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,

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

-Waterfront Properties

(d) labour relations or employee negotiations;

CARRIED

Resolution No. 353-2020 Moved by Deputy Warden
Seconded by Councillor McDonell

THAT Council now rise and reconvene at 9:55pm into Open Session without reporting.

CARRIED

Resolution No. 354-2020

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT Council directs administration to proceed as noted in the Closed Session minutes.
CARRIED

10. CONFIRMING BY-LAW

Resolution No. 355-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT By-law No. 74-2020 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.
Select Result

11. ADJOURNMENT

Resolution No. 356-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:56pm.
CARRIED

Mayor

Clerk

MINUTES

THE PUBLIC 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 NOVEMBER 2nd, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley

PUBLIC PRESENT: Sarah Seale, Jacqueline Milner

1. OPEN PUBLIC MEETING

Mayor Prevost opened the public meeting.

2. DECLARATION OF PECUNIARY INTEREST

I, Lyle Warden, declare a pecuniary interest on Agenda Item(s) for the meeting of Schrek and Seale Zoning Amendment Monday November 2, 2020. The subject property is listed with the Real Estate Brokerage (Remax Marquis) that I sell with.

3. PRESENTATIONS AND DELEGATIONS

a) Schreck & Seale Proposed Zoning Amendment

Ms. Haley welcomed Council and any members of the public in attendance. Ms. Haley explained that the public meeting was being held under section 34 of the Ontario Planning Act and the rules and procedures for the meeting.

Ms. Haley explained that the subject property is located at Part of Lots 18 & 19, Concession 2 SSR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry. The applicants recently applied for a severance to dispose of the surplus dwelling to the farming operation and the zoning amendment is one of several conditions of the severance. The purpose of this Amendment is to rezone the subject property from Agriculture (AG) and Natural Hazard (NH) to Agriculture – Exception Twenty-Five (AG-25) & Natural Hazard to reduce the Minimum Lot Area from 20 hectares to 17.93 hectares and to prohibit residential construction.

The subject property is vacant and is currently being farmed. If this amendment is approved no residential construction will be permitted and the land should continue to be farmed.

The subject property is currently designated Agricultural Resource in the County Official Plan. This proposed amendment conforms to the Official Plan and the PPS. No written comments have been received to date from members of the public. This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future

There were no questions or comments from Council or members of the public.

4. ADJOURNMENT
The meeting was adjourned at 6:36pm.

Mayor

Clerk

MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AS AN ELECTRONIC MEETING AT THE TOWNSHIP OFFICE, LANCASTER ON NOVEMBER 6, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson, Director of Recreation and Facilities Rick Ladouceur, Roads Manager Chris Leblanc, Executive Assistant Crystal Lebrun

1. CALL TO ORDER

Resolution No. 357-2020

Moved by Councillor Lang

Seconded by Councillor Jaworski

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

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 358-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

a) Declaration of Pecuniary Interest – None.

4. NEW BUSINESS

a) 2021 Draft Budget

i) Council reviewed and discussed the 2021 Draft budget. A second meeting will be held on November 20, 2020.

5. ADJOURNMENT

Resolution No. 359-2020

Moved by Deputy Warden

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 2:26pm.

CARRIED

Mayor

Clerk



STAFF REPORT

S.R. 163-2020

PREPARED BY: Lachlan McDonald, GM Corporate Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: November 16, 2020
SUBJECT: Create - Discretionary Reserve Funds

BACKGROUND:

1. Council has the right, by resolution, to create discretionary reserves.
2. Council had shown interest in creating a reserve for Modernization Funding in order to keep it separate from General Reserves.

TOWNSHIP OF SOUTH GLENGARRY



GL5030 (S) Page: 1
 Date : Nov 04, 2020 Time : 3:54 pm

General Ledger Summary

Fiscal Year : 2020
 Account : 1-3-99??-???? To 1-3-99??-????
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Opening Balance	Debit	Credit	Balance
FUND	1							
CLASS	3			Equity				
CATEGORY	9900			General Reserves				
1-3-9900-9800				General Reserve	-2,903,556.97	622,025.00	-25,000.00	-2,306,531.97
1-3-9900-9801				Modernization Reserve	0.00	0.00	-602,025.00	-602,025.00
1-3-9900-9802				COVID FUnding Reserve	0.00	0.00	0.00	0.00
1-3-9900-9803				Risk Manaoement Reserve	-70,000.00	0.00	0.00	-70,000.00
1-3-9900-9804				Administration Building Reserve	-125,500.00	0.00	0.00	-125,500.00
1-3-9900-9807				Scanning Project Reserve & Tablets	-30,000.00	0.00	0.00	-30,000.00
1-3-9900-9808				Gas Tax Funding Reserve	-849,329.43	0.00	0.00	-849,329.43
1-3-9900-9809				Development Reserve Act Reserve Fui	-321,845.88	0.00	0.00	-321,845.88
Category Total					-4,300,232.28	622,025.00	-627,025.00	-4,305,232.28

3. It would also be prudent to create a reserve to keep COVID-19 related funding separate from General Reserves as well.

ANALYSIS:

4. To date we have received:
 - a. \$602,025 - Modernization Funding
 - b. \$115,000 – Social Services Relief Fund (COVID-19 related)
 - c. \$360,200 – Safe Restart Funding (COVID-19 related, non-capital)



5. Administration anticipates more COVID-19 offset money to be incoming.
6. Approximately half of Modernization Funding has been spent or accounted for. We will still transfer all of the money from General Reserves > Modernization Reserve which will then be transferred from Modernization Reserve > Revenues to offset specific projects.

IMPACT ON 2020 BUDGET:

7. Nil

ALIGNMENT WITH STRATEGIC PLAN:

8. Nil

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 163-2020 be received and that the Council of the Corporation of the Township of South Glengarry approve the creation of two new reserve funds: Modernization Reserve and COVID-19 Reserve fund, and that the appropriate funds be allocated to said reserves.

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. 166-2020

PREPARED BY: K. MacDonald, Deputy Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: 2021 Council Meeting Schedule

BACKGROUND:

1. As per the Township's Procedural By-law 59-16, the Township of South Glengarry shall hold regular meetings of Council on the first and third Monday of each month. If a meeting falls on a holiday Monday, the meeting is held the following Tuesday.
2. The schedule of Council Meetings must be approved by Council resolution. The proposed schedule for 2021 Council meetings is attached.

ANALYSIS:

3. Council meetings typically take place twice per month, with the exception of January and August.
4. It is recommended that only one meeting be held in January due to the Christmas office closure, which takes place from December 24th at noon until January 1st. As a result of the closure and Christmas holidays, there is insufficient time to prepare an agenda for the first Monday on the month (January 4th). The only meeting in January is presently scheduled for the third Monday in January.
5. The proposed Meeting schedule does not conflict with the Ontario Good Roads Association Conference or the Rural Ontario Municipal Association Conference.
6. Included in this year's schedule are proposed meeting dates for the 2022 Draft Budget discussions.

IMPACT ON 2020 BUDGET:

N/A



ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 166-2020 be received and that the Council of the Township of South Glengarry approves the recommended 2021 Council Meeting Schedule.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

South Glengarry Council Meetings 2021

<u>Month</u>	<u>First Meeting</u>	<u>Second Meeting</u>	<u>Notes</u>
January	January 18 th **		Office Closed Dec 24 th to Jan 4 th (Christmas Holidays) **One meeting in January
February	February 1 st	February 16 th **	** Tuesday due to Family Day Holiday
March	March 1 st	March 15 th	
April	April 6 th **	April 19 th	** Tuesday due to Easter Monday
May	May 3 rd	May 17 th **	
June	June 7	June 21	
July	July 5 th	July 19 th	
August	August 3 rd **		** Tuesday due to Civic Holiday
September	September 7 th **	September 20 th	** Tuesday due to Labour Day Holiday
October	October 4 th	October 18 th	
November	November 1 st	November 15 th	
December	December 6 th	December 20 th	

Budget Meeting Dates:
November 5, 2021 and November 19, 2021



STAFF REPORT

S.R.167-2020

PREPARED BY: Lachlan McDonald, GM of Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: 2020 - PSAB Excluded Expenses

BACKGROUND:

1. Ontario Regulation 284/09 permits a municipality to exclude three specific expenses from their annual budget. If expenses are excluded, the municipality shall prepare a report on the impact and adopt the report by resolution.
2. The three expenses that may be excluded are: amortization expenses, post-employment benefits and solid waste landfill closure/post-closure expenses.
3. Effective January 1, 2009, under section 3150 of the Public Sector Accounting Board Handbook (PSAB), municipalities are required to record the cost of tangible capital assets and related amortization expenses on their annual financial statements.
4. The new accounting standards do not require that budgets be prepared on the same basis, therefore, most municipalities continue to prepare budgets on a cash basis. The property tax rate is determined on a cash basis without costs for non-cash transactions such as amortization.
5. Therefore, in order to comply with the Regulation, we must pass a resolution accepting the attached PSAB Excluded Expenses Report for 2020.

ANALYSIS:

6. The Excluded Expenses Report has no direct financial impact on the Township since it is simply providing information on non-cash transactions.
7. The Township's budget is cash based. Non-cash transactions, such as amortization, have not been included.
8. The Excluded Expenses Report reconciles the two reporting methods and this information is included in the Township's audited financial statements.



IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 167-2020 be received and that the Council of the Township of South Glengarry hereby adopts the PSAB Excluded Expenses Report for 2020.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Township of South Glengarry
Excluded Expenses Report 2020
per Ontario Regulation 284/09

	2020 Budgeted	2019 per FIR (Actual)
Opening Balance of Cost	107,844,723	107,946,390
Acquisition of Capital Assets (per Budget)	7,032,200	1,051,921
Additions in Work in Process	0	0
Estimated Disposals & Deletions	-115,000	-1,153,588
Balance at Year End	<u>114,761,923</u>	<u>107,844,723</u>

Opening Balance of Accumulated Amortization	58,518,160	57,166,127
Estimated Amortization during the Year	2,344,939	2,505,621
Estimated Amortization on Disposals	-115,000	-1,153,588
Balance at Year End	<u>60,748,099</u>	<u>58,518,160</u>

Notes:

Estimated Acquisition of Capital Assets (per Budget) includes:

Administration	70,000
Fire Department	1,187,000
Roads	3,368,500
Landfill Sites	0
Sewer & Water	1,825,000
Medical Centre	0
Recreation	581,700
	<u>7,032,200</u>

Estimated Amortization Expense includes:

		Actual 2019
General Government	30,546	27,394
Airport	449	500
Protection Services - Fire	179,193	181,439
Landfills	0	1,000
Medical Centre	208	4,500
Recreation	126,000	143,911
Transportation Services - Roads	1,429,650	1,564,715
Sewer & Water	578,893	588,162
	<u>2,344,939</u>	<u>2,511,621</u>



STAFF REPORT

S.R. 168-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: Cornwall Electric LED Street Light Conversion

BACKGROUND:

1. The Township and Cornwall Electric have discussed the conversion of the current streetlights to LED Fixtures for the past couple of years.
2. There are 364 Streetlights in South Glengarry that are owned by Cornwall Electric.
3. Cornwall Electric has advised that they would be receptive to reviewing a formal proposal to upgrade the streetlights to LED.
4. The firm that completed the Hydro One Conversion (ERTH Corp) in 2017 is currently working in the City of Cornwall and in the 2017 Proposal they had included an inventory of the Cornwall Electric Street Light Infrastructure in South Glengarry.

ANALYSIS:

5. ERTH Corp has updated and submitted a detailed spreadsheet showing the design and costs for the LED Conversion based on the wattage and number of streetlights in the service area.
6. The estimated cost for a Conversion to LED Fixtures that are similar to the current fixtures is \$289,243.80
7. The estimated savings in energy are 62% per year. This is consistent with the savings that were realized with the LED Conversion completed in the Hydro One service area.
8. The current operating costs for the streetlights are \$197,923.00.



9. With the anticipated savings the pay back on the Capital Investment would be within the first 3 years.
10. Cornwall Electric has advised that the cost for this project would be the responsibility of the Township.
11. The next steps should Council wish to proceed would be to provide the proposal to Cornwall Electric. A formal Agreement would then be drafted to proceed with the project and establish a financial plan to reimburse the Township for the investment through the energy savings.
12. The Township could also consider exercising its Right to Purchase the Streetlights as per the condition in the Franchise Agreement. The notification period specified in the Agreement for the purchase of assets is 5 years.

IMPACT ON 2020 BUDGET:

13. The cost of the project would be drawn from reserves and replenished over the next 3 years from the energy savings generated.

ALIGNMENT WITH STRATEGIC PLAN:

- Goal 2: Invest in infrastructure and its sustainability
- Goal 3: Strengthen the effectiveness and efficiency of our organization
- Goal 4: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 168-2020 be received and that Council direct Administration to present the LED Conversion Project Proposal to Cornwall Electric and that an Agreement to establish the terms and conditions for the project be developed and provided to Council for consideration at a future meeting.

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. 169-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: Road Needs Study RFP # 22-2020

BACKGROUND:

1. The Township last completed a Road Needs Study in 2016 and typically it is recommended that a Road Needs Study's be completed every five years so that the information is current.
2. An RFP for a Road Needs Study was issued on October 15th.
3. The Services to be provided in the Study were as follows:

The Professional Services that are to be included in the scope of the project are as follows:

- Review and update if required the municipal road section inventory. This should include confirmation of the accuracy of the existing road section inventory and inputting the new roads where required and/or applicable.
- Perform a comprehensive evaluation of the entire Township road network consistent with the MTO Inventory Manual for Municipal Roads criteria;
- Capital Budget planning needs and values based on 10-year capital plan with years specified for each type of improvements including but not limited to:
 - o Update of benchmark construction costs;
 - o Provide timing and estimates for major and minor reconstruction/rehabilitation strategies in the following Categories:
 - Now Needs
 - 1-5 Year Needs
 - 6-10 Year Needs
 - o Map showing current needs of entire road network;
 - o Map showing recommended work over next 5 years (sorted by year) for entire road network;



- o A general summary of the findings of the road needs study
 - Provide Council with a summary presentation of the Road Needs Study (January 2021);
- 4. The RFP closed on November 5th
- 5. Two (2) Submissions were received.

Firm	Fee Proposal
The Greer Galloway Group	\$28,385.00 Plus HST
Golder Associates Ltd.	\$39,840.00 Plus HST

ANALYSIS:

- 6. The Submissions have been evaluated and the low bidder also scored the highest in the evaluation.
- 7. Although it is not 5 years since the last report it would be prudent to have this study completed in 2020 given the pending retirement of the General Manager of Infrastructure Services. The report would then provide the next General Manager with a current condition study and a 10-year Capital Program projection to assist with the transition.

IMPACT ON 2020 BUDGET:

- 8. The Cost of the Report in 2016 was \$36,800. This Study was not included in the 2020 Budget. It is proposed that the funding for the Study be drawn from the Modernization Fund and therefore, would have no impact on the 2020 budget.

ALIGNMENT WITH STRATEGIC PLAN:

- Goal 1: Invest in infrastructure and its sustainability
- Goal 2: Strengthen the effectiveness and efficiency of our organization
- Goal 3: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report #169-2020 be received and that the Council of the Township of South Glengarry award RFP # 22-2020 for a Road Needs Study to the



Greer Galloway Group as per their submission of \$28,385.00 Plus HST and furthermore; that the Mayor and Clerk be authorized to sign any relevant documents.

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

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



STAFF REPORT

S.R. 170-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: Route Optimization Study/Public Works Facility Tender

BACKGROUND:

1. The Township's Consultant, KPMG, has completed the Route Optimization Study and presented their Draft Report at the October 5th Council Meeting.
2. The Route Optimization Study reviewed the winter maintenance routes and developed scenarios for the following options:
 - Option 1 – Deploy all Routes from Airport Road
 - (a) Without Optimization
 - (b) With Optimization
 - Option 2 – Deploy Routes from North Lancaster & Airport Road
 - (a) Without Optimization
 - (b) With Optimization
3. The recommendation from the report is to run 3 optimized routes from the North Lancaster Public Works Facility and 7 optimized routes from the Airport Road Public Works Facility.
4. Council had directed Administration to issue a Tender for the Airport Road Public Works Facility in April.
5. Subsequent to the direction to issue the tender, Council directed that Administration hold off on the Tender for the Airport Road Public Works Facility pending the outcome and findings of the Route Optimization Study.

ANALYSIS:

6. The findings of the Route Optimizations are consistent with the current deployment of winter routes and further efficiencies can be realized with the construction of the new Public Works Facility on Airport Road.



7. There was a question about the priority for the Glen and Tyotown Road Route. The optimized model for Route 1 would provide for 3 passes in a day whereas the other routes would only see 2 passes.
8. The Township will be able to use the modeling program in future if modifications to the routes are considered. This will provide Administration with a tool to continually review the winter maintenance routes to find further efficiencies based on priorities and resources.
9. The floor plan that was presented to Council in May for the new Public Works Facility has been revised to reflect the feedback from Council. (attached)
10. Energy Efficiency has been taken into consideration in the design and specifically with the HVAC System

The Office & Stock Room Area is heated with a 97% efficient propane furnace and 85% EFF Energy Recovery Ventilator;
The Garage Area is heated with Infrared Tube Heaters with radiant efficiency of 70%+.
11. All lighting for the new facility is LED.
12. The design for the building has been thoroughly reviewed by Staff and the Design Team with consideration for all comments provided from Council. The current design (Revision 9) is a functional and cost efficient facility for the needs of the Public Works Roads Division and will improve the effectiveness of the organization.

IMPACT ON 2021 BUDGET:

13. The new Public Works Facility was approved for 2020 with a Budget of \$1,320,000.00.
14. The project will be carried forward in 2021 with the funding coming from the reserve.

ALIGNMENT WITH STRATEGIC PLAN:

- Goal 3: Invest in infrastructure and its sustainability
Goal 4: Strengthen the effectiveness and efficiency of our organization



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 170-2020 be received and that the Council of the Township of South Glengarry Receive and File the Route Optimization Study.

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

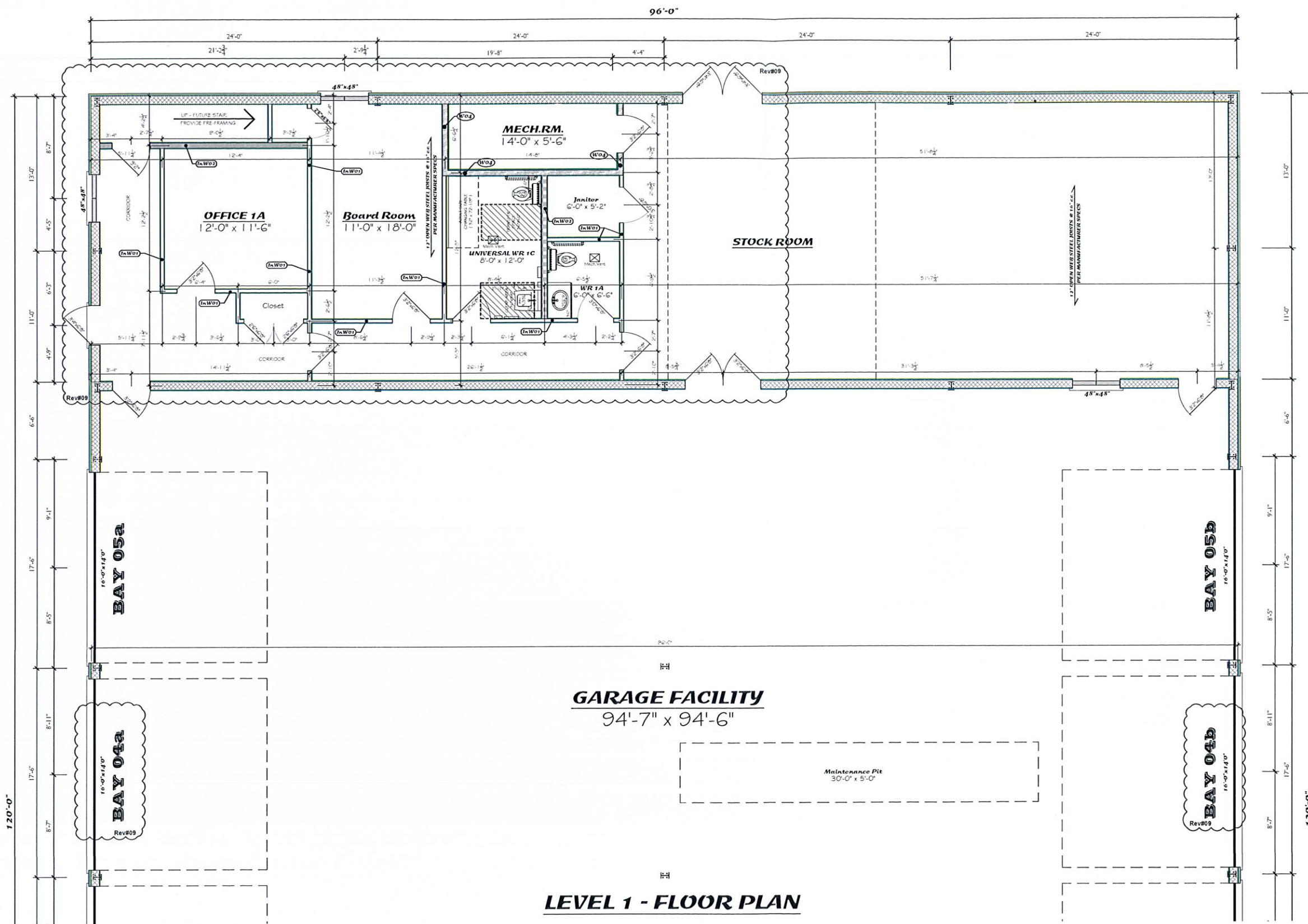
**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

2020

Annable Designs

www.AnnableDesigns.ca

Copyright 2020 - All Rights Reserved
Annable Designs Co. Ltd.



Interior In-W01	Interior In-W02	Interior In-W03	WALL TYPE (W04)
1/2" Gyp. Wallboard 2x4" Frame Wall (SPF#2) @ 16" on centre 1/2" Gyp. Wallboard	1/2" Gyp. Wallboard 2x4" Frame Wall (SPF#2) @ 16" on centre 1/2" Gyp. Wallboard	1/2" Gyp. Wallboard 2x4" Frame Wall (SPF#2) @ 16" on centre R5 Cont' Insul (min) 1/2" Gyp. Wallboard	1HR FRR ULC W205 - 1 Layer of 5/8" Type 'X' Gypsum Wallboard - 2x4" Wood Studs @ 16" oc. - 1 Layer of 5/8" Type 'X' Gypsum Wallboard

These plans for the basis for Permit Insurance and any deviations from these plans, specification and general conditions, including the contract system, including system, and all other, including, design, including and/or finished elements will require a revised drawing authorized by the Design Firm and with clearance by the Local Building & Planning Department.

Owner / General Contractor Requirements / Specifications:
Annable Design Co. Ltd. has been contracted to complete the final design, but some additional specifications, features and/or details will be the responsibility of the Project Contractor or Home Owner, towards items such as:
- Mechanical Systems - Electrical Systems - Foundation Drainage Layer
- Window Styles/Accessories - Window Styles/Accessories - Rains Screens/Accessories
*In addition to Interior Design items such as Finishes, Colors and Stylistic Finish Materials.

- Contractor to verify ALL DIMENSIONS before construction.
- All work to be in accordance with the latest edition of the Ontario Building Code and Local By-Laws.
- These plans are made to the best responsibility and liability of the Design Firm, Annable Design Co. Ltd. and the Underwriter/Architect. Annable Design Co. Ltd. and the Underwriter/Architect do not accept any and all responsibility and/or liability for items which arise from failure to follow the plans, specifications as a whole and in complete form and the design intent in which they convey, or from items which arise from failure to read and/or follow the design intent in which they convey, or from errors, omissions, inaccuracies, ambiguities or conflicts which are alleged.

ARCHITECT SEAL - As Required

ENGINEER SEAL - As Required

#	By	Date of Rev.	Description of Revision
9	DTA	JUNE 22-20	Updated Plans per Client Comments, Issued to Design Team
8	DTA	APR 24-20	Updated Plans per Client Comments
7	JDA	FEB 06-20	Updated Plans per Client Comments
6	DTA	JUNE 20-19	Updated Plans per Client Comments
5	DTA	APR 29-19	ISSUED FOR TENDER PHASE
4	DTA	APR 26-19	Issued to Design Team for Final Seal
3	DTA	APR 16-19	Revised # Issued to Design Team for Final Review
2	DTA	MAR 14-19	Revised # Issued for Final Client Approval
1	DTA	JAN 31-19	Revised Proposal per Client Meeting / Comments
-	DTA	JAN 16-19	Issued Preliminary Concepts to Township for Discussion

REVISIONS & RELEASES

PLAN LEGEND:

	Proposed Prefab Est Wall (As Per Product - Plans)		Proposed 2x6 Frame Wall (Load Bearing, 2x4)
	Proposed Prefab Est Wall (Brick Sane) (As Per Product - Plans)		Proposed 2x6 Frame Wall (Non-load Bearing, 2x4)
	Proposed Steel Columns (As Per Product - Plans)		Proposed 2x4 Frame Wall
	Proposed Reference Label (As Per Product - Plans)		

DRAWING: **Floor Plans**

PROJECT: **Municipal Garage Facility**
Township of South Glengary

11,216

Engineer: Intelligent, Intuitive, Inspired.
Engineering
www.inengineering.ca (613) 803-9899 andrew@ineng.ca

Architect: **GEOFF HODGINS ARCHITECT**
1 Sturdevant St E, P.O. Box 1011
K1S 2T9 (613) 803-9899

Lead Design Firm: **Annable Designs**
ARCHITECTURE-CONSULTING-PLANNING
Brockville Offices: Unit 7 - 2211 Parkdale Ave Brockville, Ontario G1S 2G6 - 5350 info@annabledesigns.ca www.annabledesigns.ca

PROJECT ID NUMBER: **1151**

SHEET NUMBER: **A1.4**

Lead Design Consultant: **PRELIMINARY**
COMPLETION DATE: Feb 2020
COMPUTER NO: 1151-ARCH.DWG
BY: D. T. ANNABLE
SCALE: 1/4" = 1'-0"
Rev. 09

PLAN CERTIFICATION / VALIDATION
If the Signature on the plan is not in Original RED Ink, then this plan is to be considered Preliminary or Unauthorised Duplicate. Please Confirm with Annable Design Co. Ltd before using Unauthorised Plans for any purpose.

2020

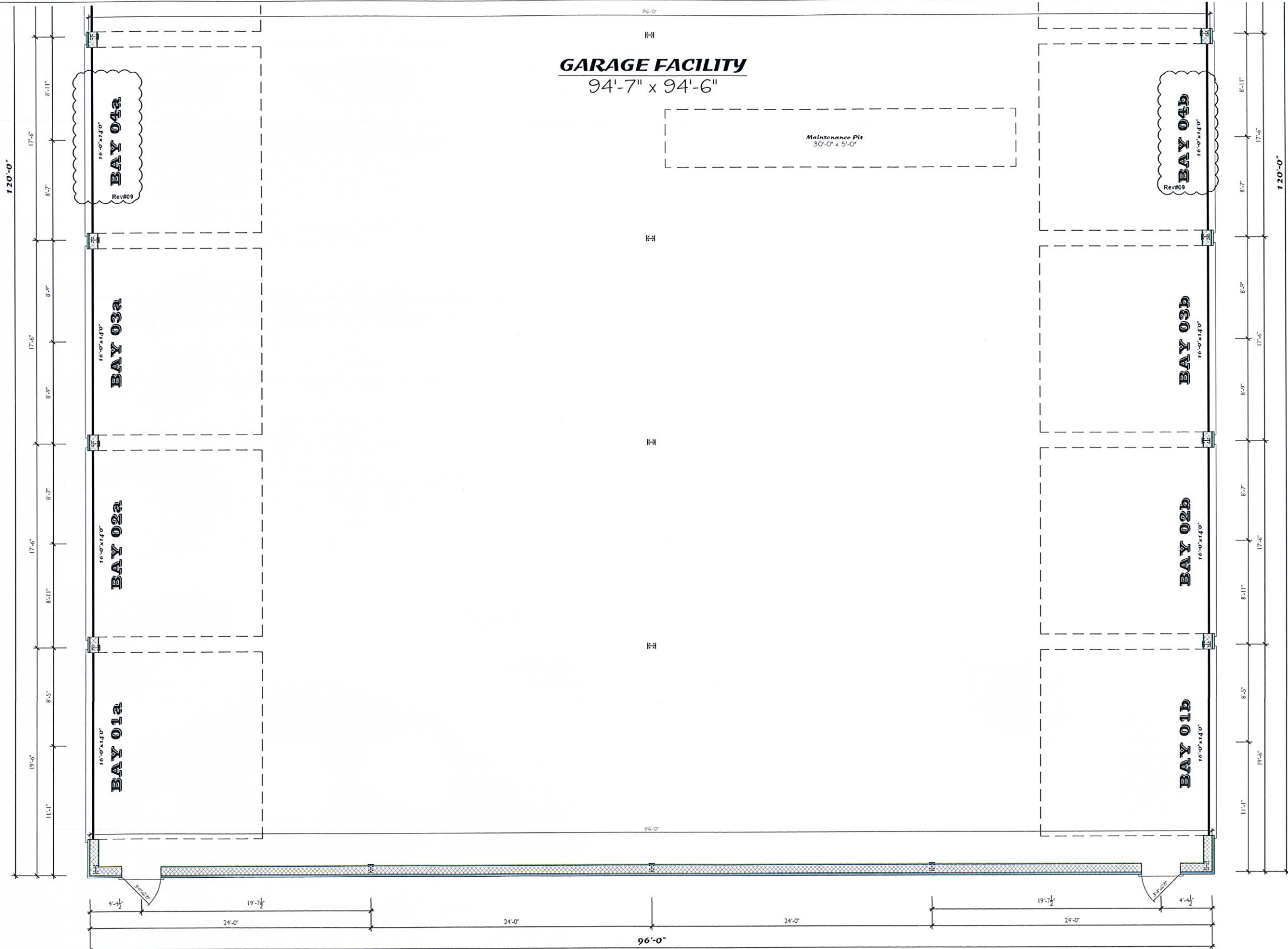
Annable Designs

AD

www.AnnableDesigns.ca

AD

Copyright 2020 - All Rights Reserved
Annable Designs Co. Ltd.



GARAGE FACILITY
94'-7" x 94'-6"

Maintenance Pit
30'-0" x 5'-0"

LEVEL 1 - FLOOR PLAN

Interior In-W01	Interior In-W02	Interior In-W03	WALL TYPE (100)
1/2" Gyp. Wallboard 2"x4" Frame Wall (SPF#2) @ 16" on centre 1/2" Gyp. Wallboard	1/2" Gyp. Wallboard 2"x6" Frame Wall (SPF#2) @ 16" on centre 1/2" Gyp. Wallboard	1/2" Gyp. Wallboard 2"x6" Frame Wall (SPF#2) @ 16" on centre R5 Cont' Insul (min) 1/2" Gyp. Wallboard	1HR FRR ULC W305

These plans for the basis for Permit issuance and any deviations from these plans, specification and details including the foundation system, heating system, ventilation, details, finishes, materials and/or finished statements will require a revised drawing authorized by the Design Firm and with clearance by the Local Building & Planning Department.

Owner / General Contractor Requirements / Specifications:
Annable Designs Co. Ltd. has been contracted to complete the associated design, but some associated specifications, features and/or details will be the responsibility of the Project Contractor or Home Owner, to coordinate items such as:
- Mechanical Systems - Electrical Systems - Foundation Drainage Layer
- Ventilation System/Accessories - Window Styles/Accessories - Railing Styles/Accessories
- Addition of Interior Design Items such as: Finishes, Colors and Stylistic Finish Materials.

- Contractor to verify ALL DIMENSIONS before construction.
- All work to be in accordance with the latest edition of the Ontario Building Code and Local By-Laws.
- These plans are under the full responsibility and liability of the Home Owner, Builder and/or Contractor listed as the Project Client/Builder. Annable Designs Co. Ltd. and the Under-signed Design Firm accept any and all responsibility prior liability for problems which arise from failure to follow the plans, specifications as a whole and in complete form, and the design intent in which they comply or from problems which arise from failure to read and/or follow the design time guidance with respect to any errors, omissions, misinterpretations, ambiguities or conflicts which may be alleged.

ARCHITECT SEAL - As Required

ENGINEER SEAL - As Required

#	By	Date of Rev.	Description of Revision
9	DTA	JUNE 22-20	Updated Plans per Client Comments, Issued to Design Team
8	DTA	APR 24-20	Updated Plans per Client Comments
7	JDA	Feb 06-20	Updated Plans per Client Comments
6	DTA	June 20-19	Updated Plans per Client Comments
5	DTA	APR 23-19	ISSUED FOR TENDER PURPOSE
4	DTA	APR 26-19	Issued to Design Team for Final Seal
3	DTA	APR 16-19	Revised & Issued to Design Team for Final Review
2	DTA	MAR 14-19	Revised & Issued for Final Client Approval
1	DTA	JAN 31-19	Revised Proposal per Client Meeting / Comments
-	DTA	JAN 16-19	Issued Preliminary Concepts to Township for Discussion

REVISIONS & RELEASES

PLAN LEGEND:

Proposed Prefab Est Wall (As Per Fndng _____) (Load Bearing, 2x4)	Proposed 2x4" Frame Wall (Load Bearing, 2x4)
Proposed Prefab Est Wall (As Per Fndng _____) (Non-load Bearing, 2x4)	Proposed 2x4" Frame Wall (Non-load Bearing, 2x4)
Proposed Steel Columns (As Per Fndng _____) (1x4 Per Fndng _____)	Proposed 2x4" Frame Wall
Proposed Steel Columns (As Per Fndng _____) (1x4 Per Fndng _____)	Proposed Reference Label (As Per Fndng _____)

DRAWING: Floor Plans

PROJECT: Municipal Garage Facility
Township of South Glengarry

PROJECT ID NUMBER: 1151

SHEET NUMBER: A1.5

Engineer: Intelligent, Intuitive, Inspired.

Engineering

www.inengineering.ca (613) 803-9899 andrew@ineng.ca

Architect: **GEOFF HODGINS ARCHITECT**

1 Shebena St E, Parkdale, ON M8K 1A1
416-291-2084 geoffh@geoffh.com

Lead Design Firm: **Annable Designs**
ARCHITECTURE-CONSULTING-PLANNING

Brockville Offices: Unit 7 - 2211 Parkdale Ave, Brockville, Ontario G1S 2G6
Tel: 613-926-5550, info@annabledesigns.ca, www.annabledesigns.ca

Lead Design Consultant: **DAVID T. ANNABLE**

COMPLETION DATE: Feb 2020

COMPUTER NO: 1151-ARCH.DWG

BY: D. T. ANNABLE

SCALE: 1/4" = 1'-0"

Rev. 09

PLAN CERTIFICATION / VALIDATION
If the Signature on this plan is not in Original RED Ink, then this plan is to be considered Preliminary, or an Unauthorised Duplicate. Please Confirm with Annable Designs Co. Ltd before using Unauthorised Plans for any purpose.



STAFF REPORT

S.R. 171-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: To Adopt an Interim Control By-Law to Prohibit Cannabis Cultivation, Production and Processing

BACKGROUND:

1. On October 17, 2018, recreational cannabis was legalized by the Canadian Government. This has sparked a lot of interest from the public to find locations within South Glengarry for the growing and production of cannabis including medical marijuana.
2. Cannabis is defined as: a cannabis plant, including the phytocannabinoids produced by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marijuana shall have the same definition.
3. On November 2, 2020 Council directed administration to prepare an interim control by-law to prohibit any new or expanding Cannabis cultivation, production and processing facilities throughout the entire Township of South Glengarry.

ANALYSIS:

4. **What is an Interim Control By-law?** An Interim Control By-law is a planning tool available to Ontario municipalities under Section 38 of the *Planning Act* to place a temporary 'freeze' on a use of land, "by prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law", while the municipality is studying or reviewing its land use policies. The restrictions can only be imposed for one year, with a maximum extension of a second year. Once an



Interim Control By-law expires, a subsequent Interim Control By-law may not be imposed on those same land uses for three years.

5. The Township is given authority to pass an interim control by-law by Section 38 of the Ontario *Planning Act* as explained above, the Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan

The Provincial Policy Statement (PPS)

The PPS came into effect on May 1, 2020 and requires that all planning matters “shall be consistent with” this policy statement issued under the *Planning Act*. Section 1.2.6.1 addresses land use compatibility. “Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures”. The proposed interim control by-law will be seeking a time period to address the land use compatibility concerns between cannabis production and processing facilities, which are classified as a major facility use and sensitive land uses to address this section of the PPS.

The United Counties of Stormont, Dundas and Glengarry Official Plan

Section 8.12.8 of the County Official Plan authorizes South Glengarry Council to pass an interim control by-law. The purpose of an Interim Control By-Law would be to suspend any new cannabis production facilities throughout the entire Township to allow a study to be completed of best land use planning practices to ensure that these facilities are permitted in areas that are compatible with other land uses. This excludes the cultivation of up to 4 plants on any property for personal consumption as permitted in the Cannabis Act.

6. The attached Interim Control By-Law was prepared by administration and was reviewed by solicitor Tony Fleming, Certified Specialist in Municipal Law (Local Government/Land Use Planning & Development) Cunningham, Swan, Carty, Little & Bonham LLP. Once this by-law is approved, it will provide the Municipality the time to undertake a study of land use planning policies pertaining to cannabis cultivation production and processing facilities, including, but not limited to: odour, noise, nuisance, lighting, land use compatibility, separation distances and buffering.



7. The study will be completed internally and will result in a housekeeping amendment to the Township's zoning by-law.
8. This interim control by-law will not apply to the cultivation of up to 4 plants on any property for personal consumption as this is legally permitted to occur.
9. The By-law shall come into force and take effect for a period of one (1) year from the date of passing by Council, unless otherwise extended in accordance with Section 38 of the *Planning Act* or repealed by Council at an earlier date.

IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal #4: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 171-20 be received and that Council of the Township of South Glengarry adopt by-law 77-20, being by-law to establish an Interim Control By-Law to prohibit cannabis cultivation, production and processing throughout the Township of South Glengarry. This By-law shall come into force and take effect for a period of one (1) year from the date of passing and be read a first, second and third time, passed, signed and sealed this 16th day of November, 2020.

A handwritten signature in black ink, appearing to read "Tim Mills".

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 77-2020
FOR THE YEAR 2020**

***BEING A BY-LAW TO ESTABLISH AN INTERIM CONTROL BY-LAW FOR THE
TOWNSHIP OF SOUTH GLENGARRY TO PROHIBIT CANNABIS CULTIVATION,
PROCESSING AND PRODUCTION FACILITIES***

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

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

AND WHEREAS Section 38(1) of the *Planning Act* R.S.O. 1990, as amended, permits the council of a municipality to pass an interim control by-law where council has directed that a review or study be undertaken in respect of land use planning policies and regulations within the municipality or a defined area or areas thereof;

AND WHEREAS the Council of the Township of South Glengarry passed a resolution directing that a land use planning study be undertaken to examine the land use impacts and methods of regulating cannabis cultivation, production and processing on all lands within the Township of South Glengarry.

AND WHEREAS the Council of the Township of South Glengarry deems it appropriate to now enact such an interim control by-law in order to ensure that any cannabis production and processing facilities are appropriately situated and regulated within the Township.

AND WHEREAS this by-law shall be known as the “Cannabis Interim Control By-Law

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

1. That in this by-law the following definitions shall apply:
 - 1.1. “Cannabis” means a cannabis plant, including the phytocannabinoids produced by or found in such a plant regardless of whether that part has been processed or not, and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant, regardless of how the substance was obtained. Marijuana shall have the same definition.
 - 1.2. “Cannabis Production Facility” means any land, building or structure used for growing, producing, cultivating, processing, testing, destroying, storing, packaging and/or shipping of cannabis, licensed by Health Canada under the Cannabis Act. A Cannabis Production Facility does not include the growth, production or processing of four or fewer cannabis plants on a lot for personal use and does not include the retailing of cannabis or cannabis products under a retail operator license issued under the Cannabis License Act, 2018.

- 1.3 "Interim Control Area" shall mean all lands, buildings and structures located within the geographic boundary of the Township of South Glengarry
2. Notwithstanding any other by-law to the contrary, no person shall within the Interim Control Area:
 - 2.1. Use any land, building or structure for a Cannabis Production Facility, except for a Cannabis Production Facility that lawfully existed on the date of the passage of this by-law, as long as it continues to be used for such purpose; or
 - 2.2. Permit any building or structure to be constructed, altered or expanded for any cannabis production or processing purpose whatsoever.
3. That the Municipality undertakes a study of land use planning policies pertaining to cannabis cultivation production and processing facilities, including, but not limited to: odour, noise, nuisance, lighting, land use compatibility, separation distances and buffering.
4. That the prohibition in Part 2 above does not apply to the cultivation of up to 4 plants on any property for personal consumption.
5. Where any conflict exists between the provisions of this by-law and any other by-law of the Corporation of the Township of South Glengarry, this by-law shall prevail.
6. That this By-law shall come into force and take effect for a period of one (1) year from the date of passing by Council, unless otherwise extended in accordance with Section 38 of the *Planning Act* or repealed by Council at an earlier date.

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

MAYOR: _____

CLERK: _____



STAFF REPORT

S.R. 172-2020

PREPARED BY: Joanne Haley- GM- Community Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: November 16, 2020
SUBJECT: Schreck & Seale Zoning By-law Amendment

BACKGROUND:

Site Location:

1. The subject property is legally described as Part of Lots 18 & 19, Concession 2, SRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

Owner/Applicant:

2. Michael Schreck and Sarah Seale

Description of Site and Surroundings:

3. The subject site is located on the south side of County Road 19. The subject site is 17.93 hectares in size. A consent was recently granted to dispose of the surplus dwelling from the farming operation; this property contains a small barn and is dissected by the Raisin River. The surrounding lands are characterized as residential and farmland.

Summary of Requested Zoning Proposal:

4. On September 30, 2020, the Township accepted a zoning amendment application; said application was deemed complete on October 2, 2020. The purpose of this application is to reduce the minimum lot area from 20 hectares to 17.93 hectares and to prohibit residential construction.

ANALYSIS:

5. The United Counties of SDG recently adopted a new Official Plan (OP) in 2017 which was approved by the Ministry of Municipal Affairs and Housing with



modifications in February 2018 and was appealed by both the United Counties and the Township of South Glengarry therefore some of the schedules of the former Official Plan are still in effect. The subject property is designated Agricultural Resource in the former and the new Official Plan and is subject to policies in the new Official Plan. The former OP and the current OP serve as the Township's OP.

Planning Rationale:

Provincial Policy Statement

6. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2020, a document that provides further policies on matters of Provincial interest related to land use development. The recommended Zoning By-law amendment is consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2020 specifically section 2.3, subsection 2.3.4.1. c) 2. by prohibiting residential construction.

Official Plan Designation

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

Zoning By-Law:

8. The subject property is currently zoned Agricultural and Natural Hazard in the Township's Zoning By-Law 38-09. Agricultural uses are permitted.
9. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

Public Consultation:

10. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on November 2, 2020, no members of the public spoke in opposition or support of this proposed amendment nor were any written



comments received. The United Counties were circulated on this application; they approved the severance and therefore were supportive of the required condition to rezone the subject property.

11. The Ontario Planning Act requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. A decision will be made on day 47.
12. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS-2020 and it conforms to the United Counties Official Plan. The proposed amendment is appropriate for the site as the subject property is large enough to accommodate an agricultural operation and residential construction is prohibited.
13. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Planning Report for future consideration.
14. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

IMPACT ON 2020 BUDGET: N/A

ALIGNMENT WITH STRATEGIC PLAN: N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 172-2020 be received and by-law 78-2020, 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 Lots 18 & 19, Concession 2, SRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from from Agricultural (AG) and Natural Hazard (NH) to Agricultural – Exception Twenty-Five (AG-25) and Natural Hazard



(NH) to reduce the Minimum Lot Area from 20 hectares to 17.93 hectares and to prohibit residential construction, be read a first, second and third time, passed, signed and sealed this 16th day of November, 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.

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**

SG-G-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 78-2020
FOR THE YEAR 2020**

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

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

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

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

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

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

THAT the area affected by this by-law is legally described as Part of Lots 18 & 19, Concession 2, SRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.

THAT the property located at Part of Lots 18 & 19, Concession 2, SRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from from Agricultural (AG) and Natural Hazard (NH) to Agricultural – Exception Twenty-Five (AG-25) and Natural Hazard (NH) to reduce the Minimum Lot Area from 20 hectares to 17.93 hectares and to prohibit residential construction.

1. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
2. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

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

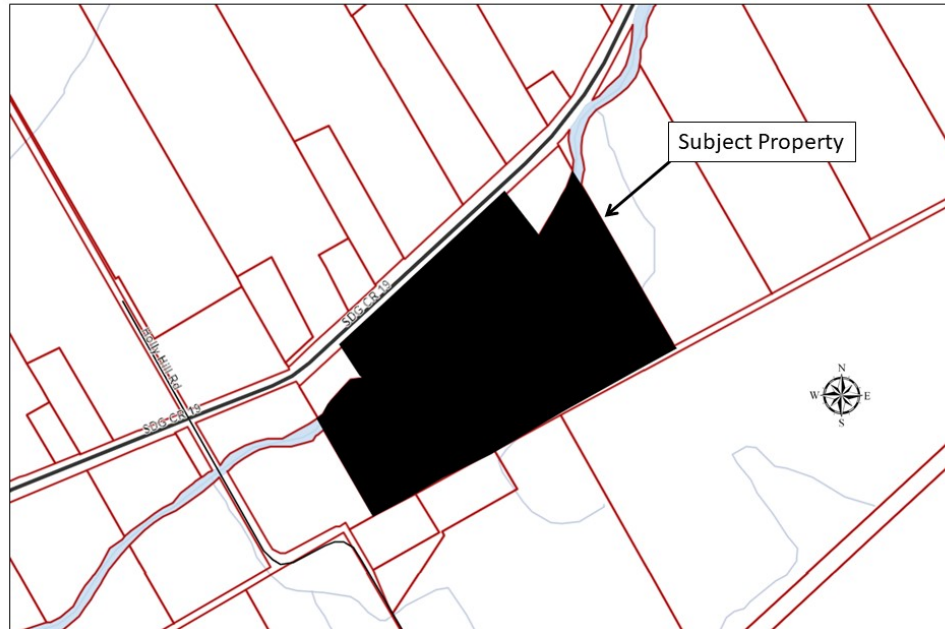
MAYOR:

CLERK:

BY-LAW 78-2020
EXPLANATORY NOTE

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Agriculture (AG) and Natural Hazard (NH) to Agriculture – Exception Twenty-Five (AG-25) & Natural Hazard to reduce the Minimum Lot Area from 20 hectares to 17.93 hectares and to prohibit residential construction.

Schedule "A"



Lands to be zoned to
Agricultural - Exception
Twenty Five (AG-25) &
Natural Hazard (NH)

**This is Schedule "A" to By-law 78-2020
Adopted this 16th day November, 2020**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R.173-2020

PREPARED BY: Tim Mills, CAO
Joanne Haley, GM of Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: Electronic Building Permit Application Processes
(Cloudpermit)

BACKGROUND:

1. Over the past few years, the building division has received an increasing number of requests from homebuilders for the ability to apply for building permits electronically.
2. In recent years, a number of large municipalities have made electronic applications a reality but have come at significant costs of staff time and computer software/hardware. Generally, these processes take from several months to more than a year to be implemented. They involve installation of complex software that require frequent updates and come at a cost that can only be justified by building permit activity that far exceeds the Township's building permit activity.
3. Recently, Township staff have become aware of a new opportunity to consider; a cloud-based permitting system. 'Cloud Based' meaning that the software is hosted, updated and maintained by a service provider over the internet using industry best practices.
4. Generally, the application process proceeds as follows:
 - Originating from a link on our website, the applicant creates a project and uploads the required application, forms and drawings using a user-friendly step by step process. The applicant can also authorize designers to upload drawings directly to their project. When the applicant believes the application is complete, they direct the system to advise the municipality of an application.
 - Upon notification of a complete application, the municipality logs into the website to view and download the information.



- The municipality proceeds to conduct a plan review electronically. Once satisfied, the approved plans are uploaded back to the applicant's project with a building permit.

ANALYSIS:

5. For the building industry, benefits of this cloud-based system include:
 - Zero printing costs for applications to submit (this includes building plans, truss/heating drawings, site plans, etc...)
 - Travel time and expense to/from the municipal office to drop off/pick up applications/permits is eliminated
 - Ability to track several permits at one time
 - Inspection scheduling/results electronically
 - Allows for quicker application process given that designers can submit plans/drawings directly to their project online.
6. Other Benefits of this system include:
 - Applicant's ability to monitor the progress of an application
 - Inspections are requested and results of inspections are posted on the system.
 - Upon completion of the project, the files could be archived into the Township of South Glengarry document retention system
 - Availability of plans online at all times
7. It has been determined that Evolta is the preferred solution as it best fits the requirements of the building division. This system is the primary building permit application system used in Finland where over 250 municipalities are enrolled. In Canada, the City of Windsor was its first client and to date, over 20 municipalities in Ontario are using the system, including the Township of South Stormont. The Township of South Glengarry is one of several municipalities who are actively considering the implementation of this software.
8. Staff have reviewed the ability of South Glengarry's current software. None of these software applications have established processes which support a similar process for electronic building permit applications. Based on the cost of this item and the limited number of competitive options, a single source procurement is proposed, as allowed by the municipality's Procurement Policy.
9. Given that Evolta is aggressively marketing their system in Ontario, they've offered a reduced cost (savings of approximately \$10,000) for municipalities that sign on by the end of 2020.



10. Staff have met with Evolta on multiple occasions including the CAO and Building and Planning departments. County IT Services have reviewed the software for technical feasibility to which they support the application permitting software.

IMPACT ON 2020 BUDGET:

Modernization funding will be used to cover the initial costs:

- Annual Subscription fee: \$15,000/yr
- Implementation Fee: \$5,000
- There would be an increase in usage and costs of our large printer as our current process would require the drawings to be printed, red lined and a copy would be issued and kept on worksites.

ALIGNMENT WITH STRATEGIC PLAN:

5.2 Diversify communications methods

5.3 Explore opportunities to enhance and improve delivery of customer service

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 173-2020 regarding Single Source Award for the Purchase of Building Permit Software be received; and that Council authorize the single source award for the purchase and implementation of Cloudpermit Building Permit Software to be funded from modernization fund for 2021 at a cost of \$20,000 and thereafter at an annual cost of \$15,000.

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. 174-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 16, 2020

SUBJECT: 1939133 Ontario Inc. Zoning By-Law Amendment

BACKGROUND:

Site Location:

1. Part of Lot 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

Owner/Applicant:

2. 1939133 Ontario Inc./Luc Lanthier

Description of Site and Surroundings:

3. The subject property is located on the east side of County Road 34, at the north end of South Glengarry Township, south of Alexandria. It is currently vacant; it is approximately 9.45 acres in size and will be required to be serviced by private services upon development. The surrounding lands are characterized as vacant lands to the north and west, commercial uses to the south west, residential to the south, and farmland to the east.

4. Summary of Requested Zoning Proposal:

On September 24th, 2020, the Township accepted the zoning amendment application; said application was deemed complete on September 25th, 2020. The purpose of this Amendment is to rezone the subject property from Rural (RU) to General Commercial (CG) to permit commercial development in the future.



ANALYSIS:

Planning Rationale:

Provincial Policy Statement

5. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2014, a document that provides further policies on matters of Provincial interest related to land use development. This recommended Zoning By-law amendment is considered to be consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2020 specifically section 1.0 Building Strong and Healthy Communities, subsection 1.1.4. Rural Areas in Municipalities. The PPS encourages the diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management of use of resources.

Official Plan Designation

6. The subject property is designated Rural District. Section 3.3 Rural Lands and Table 3.5 of the Official Plan permits Commercial -resource related or rural service commercial uses. Also, Section 3.5.1.1. requires all existing, proposed or potential land uses have an adequate lot size to meet all required setbacks, parking, loading facilities, infrastructure, safe access and egress etc. Section 3.5.1.3- Frontage and Access, requires all uses to front on an open and maintained public road. The requested zoning amendment conforms to the Official Plan.

Zoning By-Law:

7. The subject property is currently zoned Rural in the Township's Zoning By-Law 38-09.
8. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020

Public Consultation:

9. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the subject property; it was also advertised in the Glengarry



News. A public meeting was scheduled on October 19, 2020 no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received. The proposed Amendment was also circulated to the United Counties of SDG Transportation and Planning Services; they had no comments or concerns with this application.

10. The Ontario Planning Act requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. A decision will be made on day 52.
11. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.
12. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
13. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 174-2020 be received and that Council adopt by-law 76-2020, 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 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from Rural (RU) to General Commercial (CG) to permit commercial development in the future,



be read a first, second and third time, passed, signed and sealed this 16th day of November, 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.

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**

SG-G-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 76-2020
FOR THE YEAR 2020**

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

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

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

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

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

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

THAT the area affected by this by-law is legally described as Part of Lot 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

THAT the property located at Part of Lot 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, be rezoned from Rural (RU) to General Commercial (CG).

1. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
2. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

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

MAYOR: _____ CLERK: _____

BY-LAW 76-2020
EXPLANATORY NOTE

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this amendment is to rezone the subject property from Rural District (RU) to General Commercial (CG) to permit commercial development in the future. A complete list of uses permitted in the General Commercial zone can be found in the Township's Zoning By-Law.

Schedule "A"



Lands to be zoned to General Commercial (CG)

**This is Schedule "A" to By-law 76-2020
Adopted this 16th day of November, 2020**

**Township of
South Glengarry**

Mayor

Clerk

CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. October 21, 2020
Zoom Meeting
Minutes

1) Welcome

Present:

Frank Prevost, Chair
Martin Lang
Lyle Warden
Justin Towndale
Eric Bergeron
Dean Hollingsworth
Ewen MacDonald, Resource Person
Bob Peters, Resource Person

Regrets: Stephen Small, Manager

Guest: Tim Mills, CAO Township of South Glengarry
Crystal LeBrun, Minutes

The meeting was opened at 3:10 PM.

It was:
MOVED BY: Lyle Warden
SECONDED BY: Eric Bergeron

2) That the Agenda be adopted

It was:
MOVED BY: Lyle Warden
SECONDED BY: Martin Lang

Carried

3) Approval of Minutes from September 10th, 2020

MOVED BY: Lyle Warden
SECONDED BY: Martin Lang

Approval of Minutes from October 7, 2020

MOVED BY: Martin Lang
SECONDED BY: Eric Bergeron

Carried

CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. October 21, 2020
Zoom Meeting
Minutes

4) Business Arising from the Minutes

- a. None to report

5) Correspondence

- a. None to report

6) Airport Lands Sale and Transfer

BE IT RESOLVED THAT the Cornwall Regional Airport Commission accept the transfer of lands registered to the Township of South Glengarry as per the schedule of properties and in particular Part A, B, C & G on the Historical Lands Overview Appended. PIN #'s 671240254, 671310075, & 671310407; and furthermore, that the Commission Chairperson be authorized to sign any relevant documents.

MOVED BY: Lyle Warden
SECONDED BY: Martin Lang

Carried

BE IT RESOLVED THAT the Cornwall Regional Airport Commission approve the sale of land to the Township of South Glengarry, legally described as Part 1 & 2 on Registered Plan 14R-6513, Part of PIN 67131-0075 at a sale price of \$50,000.00 plus all Survey and Legal Costs; and furthermore, that the Commission Chairperson be authorized to sign any relevant documents.

MOVED BY: Lyle Warden
SECONDED BY: Martin Lang

Carried

7) Business Development Plan Review

- a. Commission members discussed the presentation from Explorer Solutions in detail.

Commission moved into closed session to discuss personnel matter.

In Camera Session started at 3:37PM

MOVED BY: Justin Towndale
SECONDED BY: Lyle Warden

CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. October 21, 2020
Zoom Meeting
Minutes

Open Session

MOVED BY Justin Towndale
SECOND BY Eric Bergeron
3:50 PM

MOTION: The Commission will direct Explorer Solutions to remove the biodigester and greenhouse portion from the report and furthermore will request a completed business plan with the next steps on how to proceed and include the following; Staffing review, job descriptions, marketing plan and marketing budget as part of the conclusion and implementation.

MOVED BY: Justin Towndale
SECONDED BY: Dean Hollingsworth
Carried

8) Other Business

None to report.

9) Next meeting

a. November 4, 2020 @ 3PM

10)Adjournment

It was:

MOVED BY: Justin Towndale
SECONDED BY: Eric Bergeron

Meeting was adjourned at 4:10 PM



November 2, 2020

**MINUTES OF
COMMITTEE OF ADJUSTMENT**

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:30 pm on November 2, 2020 via a public zoom webinar with phone access.

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

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of November 2, 2020 is hereby called to order.

CARRIED

Meeting was called to order at 5:32 pm

Approval of Agenda

MOVED BY: Frank Prevost
SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell
SECONDED BY: Frank Prevost

BE IT RESOLVED THAT the Minutes of the October 5, 2020 meeting be approved as presented.

CARRIED



Declaration of Pecuniary Interest

None

Review of Application:

Application A-30 & 31-20- Kuipers and Alford

Joanne Haley provided to the Committee the following information:

J. Haley explains that applications A-30-20 & A-31-20 will be presented together as these minor variances are required due to a condition of a recently approved severance application.

- **Subject Property:**

- Part of Lot 36, Concession 7, NRR, Martintown in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

- **Proposed Minor Variance:**

(A-30-20) The subject property was recently created by consent (severance) for residential purposes and does not conform to the minimum lot area requirements of the Zoning By-law, the following relief from the Zoning By-Law 38-09 is requested:
Part 6.2 - to reduce the minimum lot area from 4000 sq. meters to 2,499 sq. meters on the portion of the subject property known as the severed parcel.

(A-31-20) The subject property was recently created by consent (severance) for residential purposes and does not conform to the minimum lot area requirements of the Zoning By-law, the following relief from the Zoning By-Law 38-09 is requested:
Part 6.2 - to reduce the minimum lot area from 4000 sq. meters to 2,499 sq. meters on the portion of the subject property known as the retained parcel (which is developed).

- **Planning:**

(A-30-20 & A-31-20) The property is designated Rural Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan. The property is zoned Residential One and conforms to the general intent of the Zoning By-law

- **Consultation:**

The United Counties of SDG was circulated on this application; they have no comments or concerns, and I have received no public comments to date.



- **Recommendation:**

These applications were circulated to applicable municipal staff; Planning and Building have no concerns with this application.

Discussion:

F. Prevost- Does the 4,000 square meters include the right-of-way? J. Haley explained that it does include the right-of-way. The property is being severed directly into half. The right-of-way wouldn't be developable, but the setbacks can be in the right-of-way.

L. Warden- Will the part that is being severed be used for a new lot for a building? J.Haley confirmed that the property is zoned residential and will either be sold and developed or developed by the applicant. It is the last property in the village limits.

No comments from the public.

A-30-20

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

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

CARRIED

A-31-20

MOVED BY: Frank Prevost

SECONDED BY: Sam McDonell

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

CARRIED



Application A-32-20 & 33-20 Kovich

Joanne Haley provided to the Committee the following information:

J. Haley explains that applications A-32-20 & A-33-20 will be presented together as these minor variances are required due to a condition of a recently approved severance application

- **Subject Property:**

- Part of Lot 36, Concession 7, NRR, Martintown in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

- **Proposed Minor Variance:**

(A-32-20) The subject property was recently created by consent (severance) for residential purposes and does not conform to the minimum lot frontage and the minimum lot area requirements of the Zoning By-law, the following relief from the Zoning By-Law 38-09 is requested:

Part 6.2 - to reduce the minimum lot frontage from 40 meters to 36.6 meters and to reduce the minimum lot area from 4,000 sq. meters to 3,640 sq. meters on the portion of the subject property known as the retained parcel.

(A-33-20) The subject property was recently created by consent (severance) for residential purposes and does not conform to the minimum lot frontage of the Zoning By-law, the following relief from the Zoning By-Law 38-09 is requested:

Part 6.2 - to reduce the minimum lot frontage from 40 meters to 30.8 meters on the portion of the subject property known as the severed parcel.

- **Planning:**

(A-32-20 & A-33-20) The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan. The property is zoned Residential One and conforms to the general intent of the Zoning By-law.

- **Consultation:**

The United Counties of SDG was circulated on this application; they have no comments or concerns. The RRCA was involved in the process to create the lots and have no concerns with the proposed variances.

- **Recommendation:**



These applications were circulated to applicable municipal staff; Planning and Building have no concerns with this application.

Discussion:

F. Prevost- Wanted clarification on the location on the properties. J. Haley explained that one property is closer to the water, and the other is more in the middle.

S. Jaworski joined the meeting at 5:45PM.

L. Warden- Were these buildings(homes) built before the by-laws changed where we would not allow two homes being built on the same property. J. Haley explained she did not see anything in our current records and would not be able to confirm if they received special exemptions.

No Comments from the public.

A-32-20

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

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

A-33-20

MOVED BY: Frank Prevost

SECONDED BY: Sam McDonell

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

CARRIED

Next Meeting date: November 16, 2020

Adjournment **BE IT RESOLVED THAT** the meeting of November 2, 2020 be adjourned to the call of the Chair @ 5:48 p.m.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Hon. Doug
Ford:

At its meeting of October 19, 2020, the Town of Grimsby Committee of the Whole passed the following resolution, which was subsequently approved by Council on November 2, 2020:

Moved by Councillor Bothwell; Seconded by Councillor Freake;

Resolved that the Report PA20-22 dated October 19, 2020, be received; and,

That the report be endorsed and submitted to the Province, along with the following motion, as the Town of Grimsby's comments to the Environmental Registry.

WHEREAS Royal Assent has been granted to Bill 108 entitled 'More Homes, More Choice Act, 2019' on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing, and,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,

WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council's setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Grimsby remains committed to the preservation and protection of property of cultural heritage value or interest;

NOW THEREFORE BE IT RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning

Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP Steven Del Duca Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Sam Oosterhoff MPP Niagara West; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the Niagara Region and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.

CARRIED

YES: Councillors Bothwell, Dunstall, Freake, Kadwell, Ritchie, Sharpe, Vaine, Vardy and Mayor Jordan

A copy of the report has been enclosed.

Regards,

Devanne Kripp, Dipl. M. A.

Deputy Town Clerk

905 945 9634 ext. 2177

Town of Grimsby | 160 Livingston Avenue, P.O Box 159 | Grimsby ON L3M 4G3 | www.grimsby.ca



This email and any accompanying attachments may contain confidential and/or privileged information for the sole use of the intended recipient. Any review, disclosure, or distribution by others is strictly prohibited. If you have received this email in error, please contact the sender immediately and delete all copies.



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

November 3, 2020

Please be advised that during the Committee of the Whole meeting on October 29, 2020 the following motion was carried;

RESOLUTION NO. CW-407-2020

DATE: October 29, 2020
MOVED BY: Councillor MacNaughton
SECONDED BY: Councillor St-Jean

Resolution by Councillor MacNaughton regarding Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

WHEREAS municipalities in Ontario are responsible for conducting the fair and democratic elections of local representatives; and

WHEREAS Government of Ontario, with Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

- to prohibit the use of ranked ballots in future Municipal Elections, and
- extend nomination day from the end of July to the second Friday in September; and

WHEREAS each municipal election is governed by the Municipal Elections Act which was amended in 2016 to include the option to allow Municipalities to utilize ranked ballots for their elections and shorter nomination periods; and

WHEREAS London, Ontario ran the first ranked ballot election in 2018 and several other municipalities since have approved bylaws to adopt the practice, or are in the process of doing so including our regional neighbours in Kingston via a referendum return of 63%; and



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

WHEREAS the operation, finance and regulatory compliance of elections is fully undertaken by municipalities themselves; and,

WHEREAS local governments are best poised to understand the representational needs and challenges of the body politic they represent, and when looking at alternative voting methods to ensure more people vote safely, it becomes more difficult to implement these alternatives with the proposed shorter period between Nomination day and the October 24, 2022 Election day;

NOW THEREFORE BE IT RESOLVED THAT Corporation of the County of Prince Edward Council send a letter to the Ministry of Municipal Affairs and Housing urging that the Government of Ontario continues to respect Ontario municipalities' ability to apply sound representative principles in their execution of elections;

AND THAT the Corporation of the County of Prince Edward Council recommends that the Government of Ontario supports the freedom of municipalities to run democratic elections within the existing framework the Act currently offers;

AND THAT this resolution be circulated to all Ontario Municipalities, AMO and AMCTO.

CARRIED



Catalina Blumenberg, **Clerk**



November 9, 2020

The Hon. Doug Ford, Premier of Ontario
 Legislative Building
 Queen's Park
 Toronto ON
 M7A 1A1

Dear Premier Ford,

Re: Bill 218, Supporting Ontario's Recovery and Municipal Elections Act

Please be advised that at their meeting on November 2, 2020, Council of the Municipality of Meaford passed the following resolution pertaining to Bill 218, Supporting Ontario's Recovery and Municipal Elections Act:

Moved by: Deputy Mayor Keaveney
 Seconded by: Councillor Vickers

That Council of the Municipality of Meaford:

1. **Declare their opposition to all of the amendments to the Municipal Elections Act proposed as part of Bill 218;**
2. **Reaffirm their desire to move ahead with a ballot question in 2022 about switching to a ranked ballot election in 2026;**
3. **Direct staff to send a copy of this resolution to the Premier, Minister of Municipal Affairs, Leader of the Opposition; and**
4. **Direct staff to send a copy of this resolution to all municipalities in the Province of Ontario requesting their support in opposing the amendments to the Municipal Elections Act.**

Carried - Resolution #2020-30-05

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



Yours sincerely,

A handwritten signature in blue ink, appearing to read "Matt Smith", is written over a white background.

Matt Smith

Clerk / Director of Community Services
Municipality of Meaford
21 Trowbridge Street West, Meaford
519-538-1060, ext. 1115 | msmith@meaford.ca

cc: Steve Clark, Minister of Municipal Affairs and Housing
Andrea Horwath, Leader of Opposition
Bill Walker, MPP
Association of Municipalities of Ontario
All Ontario Municipalities



City of Belleville

CORPORATE SERVICES DEPARTMENT
TELEPHONE 613-968-6481
FAX 613-967-3206

169 FRONT STREET
BELLEVILLE, ONTARIO
K8N 2Y8

October 28, 2020

The Honourable Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support
New Business
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

“WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

10. New Business
Belleville City Council Meeting
October 26, 2020

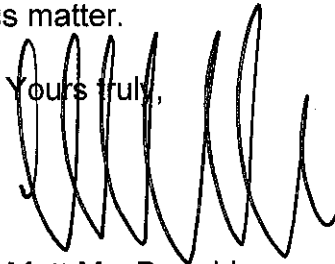
Page 2

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,



Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings
Daryl Kramp, MPP Hastings – Lennox & Addington
Councillor Thompson, City of Belleville
Ontario Municipalities



OFFICE OF THE MAYOR
CITY OF HAMILTON

September 8, 2020

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

Honourable Doug Downey
Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

THEREFORE, BE IT RESOLVED:

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall “clustering” of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,



Fred Eisenberger
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook

Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre

Hon. Paul Miller, MPP, Hamilton East-Stoney Creek

Hon. Monique Taylor, MPP, Hamilton Mountain

Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied to raise its natural gas rates effective
January 1, 2021**

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to recover the costs related to three capital projects. If the request is approved, a typical residential customer in the EGD Rate Zone and in the Union Rate Zones (former customers of Enbridge Gas Distribution Inc. and Union Gas Limited, respectively) would see the following changes:

Rate Zones	Residential Annual Bill Increase
Enbridge Gas Distribution	\$ 0.11
Union South	\$ 2.71
Union North (East & West)	\$ 0.00

Other customers may also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

This application is the second phase of an earlier application (EB-2020-0095) in which Enbridge Gas requested approval for rate increases effective January 1, 2021, based on a rate-setting framework that is tied to inflation and other factors.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **November 20, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2020-0181**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0181** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **November 20, 2020**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



October 23, 2020

Township of South Glengarry

6 Oak Street

Box 220

Lancaster, Ontario

K0C 1N0

Attention: Mayor Prevost, Deputy Mayor Warden, Councillors,

Reference: Development 20361 County Road 2 (former Impala Motel site)

Dear Council,

9865560 Canada Inc is looking to develop the property located at 20361 County Road 2, also known as the former Impala Motel site, which is currently designated Employment District in the County Official Plan. This designation does not permit residential development; it permits commercial and industrial development. We believe that in order to change the designation of this property and to remove it from the Employment District, a comprehensive study is required as per the 2020 Provincial Policy Statement. This study may be very costly and lengthy therefore I request Council to undertake this study.

It is unknown at this time how, if and when this property will be developed however, if this property remains in the Employment District designation this will limit the potential developability of this property. The Employment District limits the uses for this property due to the proximity of the existing houses, the infrastructure, and the requirements of different provincial ministries.

We look forward to discussing this request with Council as soon as possible.

Respectfully,

David Thompson

Director, 9865560 Canada Inc

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: South Glengarry Holiday Shopping Event 2020

PREPARED BY: S. Baggs, Economic Development and Tourism Coordinator

2020 has been a year of challenges for many business owners in South Glengarry and across the province. Our local retail sector has pivoted and met these challenges head on by providing customers with safe shopping alternates.

In order to continue to support the local retail sector, Economic Development has initiated a new virtual program that will give business owners the opportunity to interact with customers through a Virtual South Glengarry Holiday Shopping Event. All marketing will be similar to the 2018 successful Holiday Shopping campaign.

Our initial program will focus on retail businesses and have three goals:

1. To promote South Glengarry's retail sector.
2. To encourage local shopping during the holiday season.
3. To use technology to provide options for businesses to continue to do business during the pandemic.

The online Holiday Shopping Event will be hosted by "The Wednesday Night Market" (TWNM) who have developed a virtual format to supporting local entrepreneurs. TWNM hosts will guide the conversation giving each business 15 minutes to showcase their products, holiday sales, hours etc. Perhaps the most important segment of the conversation will be the different ways customers can shop – e-commerce, in-person, Facebook, curbside. Viewers will be encouraged to interact with the store by commenting and asking questions during each segment.

The entire live event will be recorded, allowing the Township to continue to promote each business on the Township website. The recorded interviews will also allow business owners to use their segment as a marketing tool on their own website or social media.

To advertise the event, both the Township and TWNM will be promoting the event on social media and the Township website. Additional print advertising will be through the Glengarry News and Seaway News, including a feature article in the Seaway News Holiday Times magazine.

South Glengarry has partnered with SDG Tourism to promote the South Glengarry Holiday Shopping Event on Cornwall radio Station FRESH FM (104.5). The winner of a South Glengarry trivia contest will receive \$2000.00 of “South Glengarry Gift Certificates” of the winner’s choosing.

Small business is the backbone of our community. This new initiative will create a way to a safe venue for community engagement while supporting local business and local shopping, positioning South Glengarry as a leader in our region.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Departmental Update- CAO - October 2020

PREPARED BY: Tim Mills, CAO

Completed Work:

- Planned, prepared and executed weekly Senior Management meetings
- Participated in Cultural Awareness Training via Mohawk Council of Akwesasne and the Aboriginal Rights and Research Office
- Continuous review of office renovation project with General Managers
- Met frequently with Management team to prepare draft budget and efficiencies
- Organized and participated in interviews for GM of Infrastructure position
- Participated in Glen Walter Master Plan Project Steering Committee meetings
- Attended Safety and Security Audit meeting
- Participated in meeting discussions with SDG Counties re: VOIP
- Reviewed Uniform Implementation Plan with union staff
- Attended Habitat for Humanity meeting along with GM of Infrastructure
- Participated in Cloudpermit implementation planning with Building Department
- Prepared Labour Management Committee Agenda along with Management
- Participated in a fleet review with Managers in preparation for budget meetings
- Participated in CAO Management Meeting via SDG Counties
- Ongoing review of Energy Audit
- Planned Communication Coordinator position transition plan with General Managers
- Met with constituents regarding complaints process
- Successful tracking of facility inspections completed by Health & Safety Representatives
- Ongoing professional learning in the Executive Diploma in Municipal Management Program through AMCTO


Work in Progress:

- See attached Critical Path Document

Month at a glance:

- Attended Regional Economic Development Strategic Plan 2021 & Beyond

- Attended Labour Management Meeting
- Attended COVID-19 meetings for Municipal officials
- Attended COVID-19 Economic Recovery Act, 2020 session
- Attended MPAC Webinar
- Attended Municipal Officials and First Responders briefing session
- Attended CFDC Board meeting
- Attended Airport Commission Meeting
- Attended Airport Commission Business Development Plan Review
- Attended Public Health meetings – Provincial and EOHU related to COVID 19
- Attended Section 22 Meeting via EOHU
- Attended MFOA's Webinar: "Tax Registrations 101"

												
CAO	Responsibility		Researching/Planning	In Progress	Nearing Completion	Completed	On-going					
Activity		January	February	March	April	May	June	July	August	September	October	
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>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	In Progress	On-going	On-going	On-going	
<i>Evaluate offices space.</i>	CAO/EA	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Nearing Completion	
<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	In Progress	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	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	Nearing Completion	Nearing Completion	Nearing Completion	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	In Progress	In Progress	In Progress	In Progress	
<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	Researching/Planning	Researching/Planning	In Progress	In Progress	
<i>School partnerships and youth engagement strategy.</i>	CAO	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	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	In Progress	In Progress	In Progress	In Progress	
<i>Establish a branding strategy.</i>	CAO/Communications/GM	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	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	In Progress	In Progress	In Progress	In Progress	
<i>Strategy for internal/external communication. Diversify communication methods.</i>		Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	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	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	In Progress	In Progress	In Progress	In Progress	

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry
MEETING DATE: November 16, 2020
SUBJECT: Fire Department Monthly Update Oct 2020
PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS and RESPONSES:

- Motor Vehicle Collisions: 3
- Alarms: 1
- Medical
- Burn Complaint / Unauthorized Burns: 1
- Fire – Structural: 3, Brush / Grass: 1, Vehicle: 3, Other: 1
- False: 1
- Public Hazard: 2

TRAINING:

- Fire Department
 - o Extrication training for all stations. Thanks to Gator's Metal Recycling and Kenny U-Pull locations for their community support in hosting our staff at their facilities.
 - o Training Officer Walker completed NFPA Fire Instructor 1 course.
 - o 3 members have achieved their DZ vehicle licensing.

FIRE PREVENTION:

- Vulnerable Occupancy (Assisted living and Retirement homes) inspections and fire drills in 4 locations.
- School drills (modified due to COVID-19).

HEALTH AND SAFETY:

- Upgraded eye wash stations installed in 6 buildings.

													
FIRE SERVICES		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	Ongoing						
Activity		January	February	March	April	May	June	July	August	September	October	November	
<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>													
Posting /Hiring of position	Fire Chief	Researching/Planning	Researching/Planning	Completed									
Initial Requirements developed	Fire Chief	Researching/Planning	Completed										
Designing & Onboarding Deputy Chief/Training Officer Role	Fire Chief	Researching/Planning	Researching/Planning	In Progress	Completed								
Assess historical staff training	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed							
Design & Implement training plan for all staff	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed							
Implement tools to track training of staff.	Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Completed							
Develop staff communication tool for volunteers.	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Onboard all Township Staff to tracking tool for training	Training Officer	Researching/Planning	In Progress	In Progress	Nearing Completion	Nearing Completion	Completed						
Report on deliverables	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Evaluate growth & achievement of benchmarks	Fire Chief/Training Officer	Researching/Planning	In Progress	In Progress	In Progress		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry
MEETING DATE: November 16, 2020
SUBJECT: Departmental Update - Corporate - October 2020
PREPARED BY: L. McDonald, GM Corporate Services



Completed Work:

- Participated in weekly Senior Management meetings
- Developed the Budget for 2021
- 2 Staff members participated in Cultural Awareness Training via Mohawk Council of Akwesasne and the Aboriginal Rights and Research Office
- Created budget, reviewed returned budget, found \$1.1 million dollars to be removed from the budget (i.e. tear budget down and then build it back up)
- Attended Safety and Security Audit meeting
- Led fleet review with Managers in preparation for budget meetings
- Chaired the SDG Treasury Meeting with a first time invite to City of Cornwall
- Ongoing review of Energy Audit
- Planned Communication Coordinator position transition plan with CAO
- Met with constituents regarding drains complaints
- Continued to track COVID-19 related funding
- Implemented an online survey for water users
- Continue to assist Martintown Cenotaph Committee
- Deputy Clerk completed AMCTO's Municipal Law program

Communications:

Current Projects:

- Website: Preparing forms for the website
- Communications Policy/Procedure Manual
- South Glengarry Holiday Crossword – To be published in the newspaper.
- Working with Economic Development to produce ads for Shop Local Virtual Market

Completed Projects:

- Fall/Winter Community Guide 2020-2021
- Community Resource List
- Website Forms: Report a Problem, By-Law Complaint, 9-1-1- Civic Blade, Request a Community Guide, Entry Permit.

Work in Progress:

- See attached Critical Path Document

Month at a glance:

- Prepared the first budget with a decrease in taxation requirement in 20+ years
- Tax Due Date (October 31, 2020)

Communication Stats:

- YouTube Stats:
 - Most Viewed Council Meeting – October 19, 2020 – 97 Views
 - Devices used:
 - Computer – 206 Views
 - Mobile Phone – 139 Views
 - Tablet – 34 Views
 - TV – 13 Views
 - Traffic Source:
 - Facebook – 26.9%
 - Zoom.us – 19.2%
 - Google Search – 11.5%
 - Google – 3.9%
 - Android – 3.9%
- Social Media Reach:
 - Facebook: 3,269 Subscribers from 3,185 Subscribers in October (+84 followers)
 - Twitter: 867 Followers from 858 Followers in October (+9 followers)
 - Instagram: 993 Followers from 980 Followers, in October (+13 followers)



CORPORATE SERVICES	Responsibility	On-going								
		Researching/Planning	In Progress	Nearing Completion	Completed	June	July	August	September	
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.										
Accessibility training (docs, website).	Clerk /Communications	In Progress	In Progress	In Progress	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	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	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	Nearing Completion	In Progress	In Progress
Advocate for thoughtful investments in community. "Level of service".	GM	In Progress	In Progress	In Progress	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	In Progress	In Progress	In Progress
Water Rate Review	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long term thinking.	GM	In Progress	In Progress	In Progress	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	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	Researching/Planning	Researching/Planning	Researching/Planning
AMP student.	GM	Researching/Planning	Researching/Planning	Nearing Completion	Completed	Awaiting Funding	Completed	Completed	Completed	N/A
Support infrastructure for major infrastructure grant applications.	GM									
Asset management plan.	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Work with other departments to meet retention standards.	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Improve accessibility of documents across all department.	Clerk	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress



Reserve policy. Re-align reserves to fund entire municipality instead of silo driven reserves.	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Long term financial plan that ties AMP to budget.	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Investment policy to help finance infrastructure projects.	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
Work with departments to make sure meeting accessibility guidelines.	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	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: November 16, 2020

SUBJECT: Departmental Update - Community Services-
October 2020

PREPARED BY: Joanne Haley, GM Community Services



Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Completed building plans review
- Completed Site Plan reviews, (mainly OBC Part 3 development). Involved CBO, planning department and fire chief in numerous adequate water supply discussions for Part 3 construction.
- Conducted inspections
- Followed up on maintenance agreements for tertiary septic systems
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Conducted research on building permit fees in SDG municipalities
- 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
- Prepared budget

Economical Development

- Gathered information pertinent to businesses for assistance during COVID-19
- Prepared 3 business newsletters for email distribution
- Participated in RIP Committee meeting to review 6 South Glengarry applications
- Call for businesses to participate in the local shopping campaign
- Launched the South Glengarry Holiday shopping event
- Hosted participant Zoom meeting with businesses participating in the local shopping campaign
- Met with Dennis Lapierre, Ministry of Economic Development, Job Creation and Trade, Re: Eastern Ontario Development Fund

- Worked with and completed a survey with the St. Lawrence Parks Commission
- Participated in the SDG Economic Development Strategic Plan Meeting
- Attended County Council meeting virtually for the EORN presentation
- Met with Cornwall and Area Chamber of Commerce re: Memberships
- Met with GIAG for business funding and support options
- Created advertisements for local papers
- Prepared budget

Planning

- Conducted staff meetings
- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared and held Committee of Adjustment meetings
- Prepared Staff Reports for Council meeting
- Worked on OP Appeal documents
- Commenced review of County OP agricultural and rural lands for LPAT hearing
- Assisted with CIP and RIP implementation
- Completed site visits
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files
- Prepared budget

By- Law

- Monitored COVID-19 orders and enforced when necessary
- Conducted COVID-19 patrols and educated constituents when necessary
- Received and responded to COVID-19 related inquiries or reports
- Continued review of the By-Law enforcement policy
- 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.
- Provided By-Law information as requested by the Ministry of Attorney General's Office
- Corresponded and assisting with OPP and Ministry of the Solicitor General
- Collected and installed Minor Variance Signs
- Collected civic blades and posts
- Conducted Pool Permit reviews and inspections
- Conducted Kennel Licence Application reviews and inspections
- Responded to walk in inquiries
- Arranged and attended meetings with the public
- Participated in weekly calls with Dr. Paul of EOHU
- Attended and reviewed sites that are building without permits.

- Prepared budget

Emergency Planning

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

Statistics

- Community Services is pleased to provide to Council some interesting statistics that demonstrate the usage of staff time, the number of calls, emails, permits, planning and building applications, complaints and the interest in our business newsletters.



PLANNING, BUILDING & ENFORCEMENT Activity		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going						
			January	February	March	April	May	June	July	August	September	October	
Building & By Law													
Continue training and cross-training	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going	On-going	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	On-going	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	On-going	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	On-going	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	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	On-going	On-going	On-going	On-going	On-going
CIP Amendment	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress	On-going	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Completed	
Cross training	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going	On-going	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	Completed for the purposes of the NDMP Grant	Completed for the purposes of the NDMP Grant	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	On-going	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	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	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	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	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	On Hold due to Covid 19	
Cultural and heritage planning	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	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	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	In Progress	In Progress	In Progress	In Progress	
Research application software	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	
Economic Development													
Awards Gala	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	Cancelled	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	
CIP & RIP	General Manager Community Services Joanne Haley	On-going				On-going	On-going	On-going	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	On-going	On-going	On-going	On-going	
Develop a plan to implement BR&E	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	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	On-going	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	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	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	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	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	In Progress	In Progress	In Progress	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	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	On-going	On-going	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	Nearing Completion	Completed				

Create a vacant land inventory	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	Nearing Completion	Nearing Completion	Completed			
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	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	On Hold due to Covid 19	On Hold due to Covid 19	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	On-going	On-going	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	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	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	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	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	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	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	On-going	On-going	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	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19	On Hold due to Covid 19
Appoint an alternate CEMC	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	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	In Progress	In Progress	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	On-going	On-going	On-going	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	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	On-going	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	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	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning

Community Services Monthly Report:

Planning, Building, By-Law, Economic Development

October, 2020



*Does not include calls initiated

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Departmental Update- Infrastructure Services -
October 2020

PREPARED BY: Ewen MacDonald, GM Infrastructure



Completed Work:

- Responded to e-mails and phone calls
- Road Patrol
- Grade Granular Roads
- Patch Hard Top Roads
- Shouldering Various Locations
- Routine Fleet Maintenance and CVOR Safeties on Roads & Fire Fleet
- Harness Winter Equipment
- Mix and Stockpile Winter Stone Dust
- Landfill Maintenance, pack and cover Beaverbrook
- Water & Sewer routine operations
- Attended Virtual Management Meetings
- Attended Virtual Environment Committee Meeting
- Attended Airport Commission Meeting

Work in Progress (Critical Path):

- See Attached Critical Path Document
- Worked with Wood Environmental on Energy Efficiency Study
- Started Glen Walter Looping Pump Station Upgrade Project

Good News Stories

- Completed the William Street Project.
- Received New Landfill Packer at Beaverbrook Site





Infrastructure Services Activity <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>	Responsibility	Nearing Completion	Completed	On-going				
		April	May	June	July	August	September	October
Secure Approval for Public Works Garage	General Manager Infrastructure Services Ewen MacDonald	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Finalize Glen Walter Master Servicing Plan	General Manager Infrastructure Services Ewen MacDonald	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion
Deploy COMTRACK System for Complaints	General Manager Infrastructure Services Ewen MacDonald	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Compile asset management Data.	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Nearing Completion
Consolidation asset management capital plans.	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress
Complete roads capital projects.	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Completed
Review Waste Management Study	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Provide training to water staff to update certification.	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed
Transition plan for GM.	CAO Tim Mills	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress
Asset Management Risk Assessment	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress

<p><i>Complete public works facility project.</i></p>	<p>General Manager Infrastructure Services Ewen MacDonald</p>	<p>In Progress</p>	<p>In Progress</p>	<p>In Progress</p>	<p>In Progress</p>	<p>In Progress</p>	<p>In Progress</p>	<p>In Progress</p>	
	<p><i>Route Optimization Study</i> <i>Prioritize asset management plan and risk assessment with defined levels of service</i></p>	<p>General Manager Infrastructure Services</p>	<p>In Progress</p>			<p>In Progress</p>	<p>In Progress</p>	<p>Nearing Completion</p>	<p>Nearing Completion</p>
<p>Ewen MacDonald</p>		<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>	<p>Researching/Planning</p>

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Departmental Update- Recreation & Facilities-
October 2020

PREPARED BY: Rick Ladouceur, Director of Recreation &
Facilities



Completed Work:

- Grass Cutting
- Township's Office Roof Completed
- Summer Maintenance Summary sent to Council (attached)
- Met with Library, Nor'Westers & Loyalist Museum, Celtic Music Hall of Fame, Lan Char & Green Valley/North Lancaster CC for 2021 Budget Request

Work in Progress (Critical Path):

- SOP'S being developed for all Community Centre's
- Nor'Westers & Loyalist Museum Doors ordered (Capital Maintenance)
- Fire Evacuation Plan being developed
- Martintown Cenotaph progressing well
- Report on Summer Grass Cutting
- Report on Facilities Updates
- Working with Jr. B Rebels on signage
- Energy Efficiency Audit site visits

Good News Stories

- Continuing Zoom Meetings with seven (7) Townships & Cornwall
- Balance for Life added Fridays to their schedule (3 days a week)
- Met with Bainsville Community Members
- Jr. B Rebels hosted hockey scrimmages against Alexandria Glens



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

Tracking training certificates	Rick/Cyndi													
Casual staff training and development	Rick/Cyndi													
Training for staff	Rick/Cyndi	In Progress	In Progress	In Progress	Completed									
CIT program	Rick/Cathy	In Progress	In Progress	In Progress	Completed									
Budget														
Review budget/ understanding the numbers	Rick	Researching/Planning	In Progress	In Progress	Completed									
Accounting software	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Start coding	Rick													
EMS system	Rick	In Progress	In Progress	In Progress	Completed									
Pricing/services	Rick/Cathy	In Progress	In Progress	In Progress	Completed									
Facility vs. recreation separation	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed						
H&S														
Health & Safety facility inspections (AED, Fire Extinguisher, and Water Fountain)	Rick/Tim	In Progress	In Progress	In Progress	Completed									
Employee board	Rick/Tim													
2 Way Radio's	Rick													
Recreational Programs														
Grant oppportunities/local contact/assigned point person	Rick	In Progress	In Progress	In Progress	Completed									
Program audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Community engagement	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Community Centre's														
North Lancaster														
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Medco Key	Rick	In Progress	Completed											
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Website information	Rick	Nearing Completion	Completed											
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Facility Issues														
Canapy	Rick	In Progress	In Progress	In Progress	Completed									
Garbage container	Rick	In Progress	In Progress	In Progress	Completed									
Paint job	Rick	In Progress	In Progress	In Progress	Completed									
Beach volleyball sand	Rick	In Progress	In Progress	In Progress	Completed									
Internet	Rick	In Progress	Completed											
Coat hanger	Rick													
Ball diamond	Rick	In Progress	In Progress	In Progress	Completed									
Green Valley														
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Medco key	Rick	Nearing Completion	Completed											
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Website information	Rick	In Progress	Completed											
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Bainsville														
Roof & play structure	Rick	In Progress	In Progress	In Progress	In Progress	Completed								
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Medco key	Rick	Nearing Completion	Completed											
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Website information	Rick	In Progress	Completed											
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress					
Paul Rozon														

Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Medco key	Rick	Nearing Completion	In Progress	In Progress	Completed							
Facility audits	Rick	In Progress	Completed									
Website information	Rick	In Progress	Completed									
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Splash pad	Rick	In Progress	In Progress	In Progress	Completed							
Martintown												
Scheduling	Rick	In Progress	Completed									
Medco key	Rick	Nearing Completion	Completed									
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Website information	Rick	In Progress	In Progress	Completed								
Programming	Rick	In Progress	In Progress	Completed								
Good Timers	Rick											
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Smithfield												
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Medco key	Rick	Nearing Completion	Nearing Completion	Nearing Completion	Completed							
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Website information	Rick	In Progress	In Progress	In Progress	Completed							
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Construction	Ewen	In Progress	In Progress	In Progress	Nearing Completion	Nearing Completion	Completed					
Glen Walter												
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Medco key	Rick	Nearing Completion	Completed									
Facility audits	Rick	In Progress	In Progress	In Progress	Completed							
Website information	Rick	In Progress	In Progress	In Progress	Completed							
Programming	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Wharf	Rick	In Progress	In Progress	In Progress	Completed							
SG Arena												
Rec director office	Rick/Contractor											
Expansion plans	Rick/Consultant	In Progress	In Progress	In Progress	In Progress	Completed						
Ice sales manual	Rick/Cathy	Completed										
Rental contracts	Rick/Cathy											
Medco key	Rick	Completed										
Canteen contract	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed							
RFP	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed							
Operated by rec/analysis	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed							
Server/one drive back up	Rick											
Arena Hall												
Programming	Cathy/Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Bar procedures	Cathy/Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Event security	Cathy/Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress				
Jr. B Rebels												
Bar procedures	Cathy/Rick	In Progress	In Progress	In Progress	Completed							
Bar pay-out	Cathy/Rick	In Progress	In Progress	In Progress	Completed							
Regularly scheduled meetings	Rick	In Progress	In Progress	On-going	On-going	On-going	On-going	On-going				
Events												

Possibilities (i.e. wrestling, teen skate, kilt skate, circus, etc.)	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
EAP										
Emergency action plan procedures (indoor/outdoor)	Rick	In Progress	In Progress	In Progress	In Progress	In Progress	Completed			
Facilities										
Asset management program	Rick	In Progress	Nearing Completion	Nearing Completion	Completed					
Asset management program data entries	Rick	In Progress	Nearing Completion	Nearing Completion	Completed					
Asset management program training	Rick	In Progress	Nearing Completion	Nearing Completion	Completed					
Asset management program what reports??	Rick	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion
Tour	Rick	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion
Create audits	Rick	In Progress	Nearing Completion	Nearing Completion	Completed					
Fob access	Rick	Researching/Planning	Nearing Completion	Nearing Completion	Completed					

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** November 16, 2020**SUBJECT:** Consent Summary 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
7	B-48-20	Recommended	Approved
8	B-49-20	Recommended	Approved
9	B-50-20	Recommended	Approved
10	B-51-20	Recommended	Approved
11	B-57-20	Recommended	Approved
12	B-60-20	Recommended	Approved
13	B-63-20	Recommended	Approved
14	B-65-20	Recommended	Approved

15	B-66-20	Recommended	Approved
16	B-67-20	Recommended	Approved
17	B-74-20	Recommended	Approved
18	B-77-20	Recommended	Approved
19	B-85-20	Recommended	
20	B-91-20	Recommended	
21	B-94-20	Recommended	
22	B-95-20	Recommended	

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Consent Applications B-94 & B-95-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-94 & 95-20
Part Lot 14, Concession 7
Former Township of Charlottenburgh
Sabourin & Garreau
Type of Consent: To Create 2 Building Lots

Subject:

The subject property is located on part of lot 14, Concession 7, on the south side of Caber Road. The purpose of these applications is to create 2 building lots 3 acres in size for future residential development while retaining approximately 39 acres of land that contains a dwelling and accessory structure.

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.

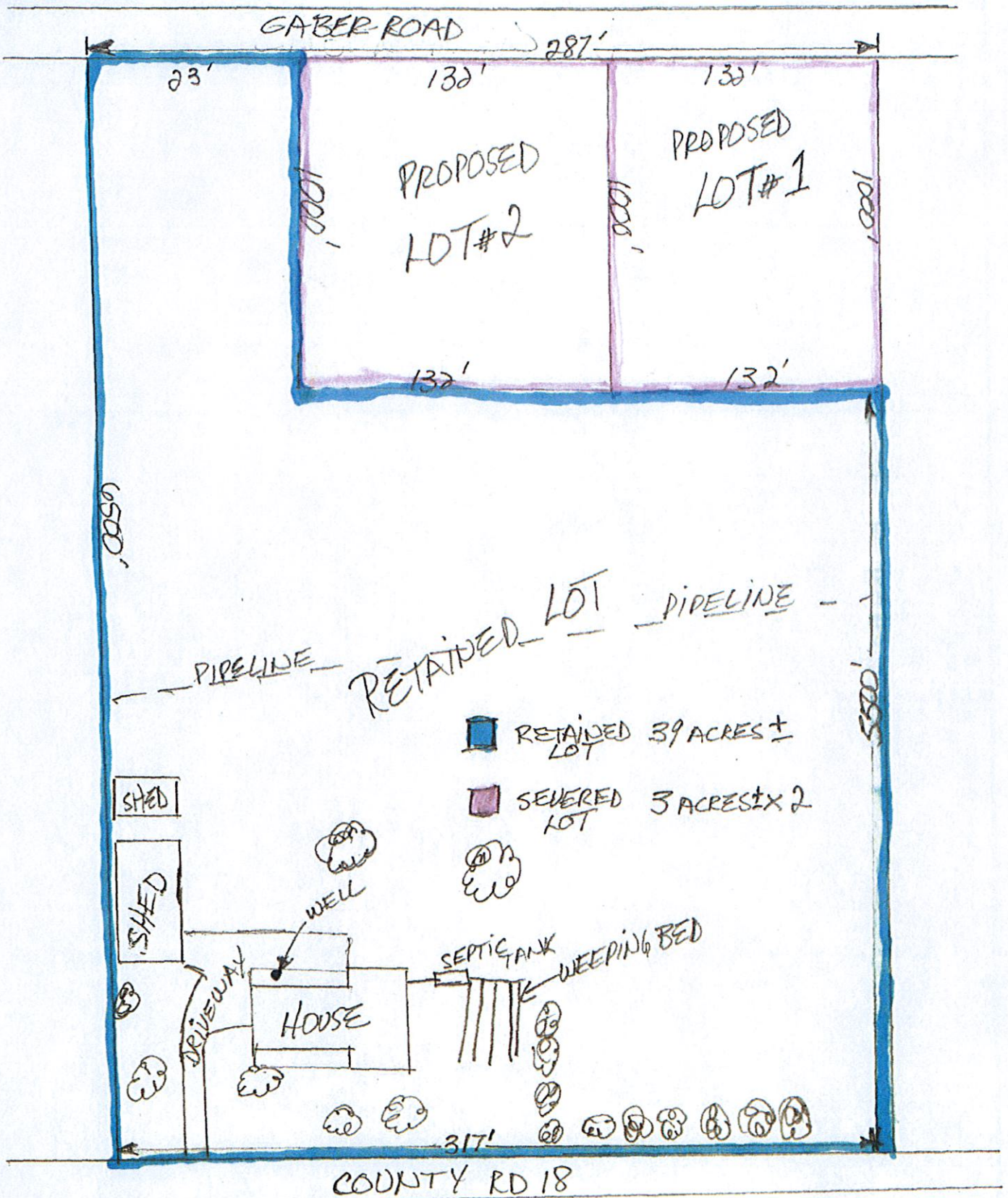
Zoning By-law:

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 Director of Transportation and Planning approves these applications for consent as they conform to the PPS, the Official Plan and the Zoning By-Law. These consents will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township for each application.
2. A Parkland fee of \$1,000.00 must be paid to the Township for each application.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to 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.





OWNERS: [REDACTED]

ADDRESS: 19641 COUNTY RD B
 MARTINTOWN, ON
 KOCISO

MUNICIPALITY: SOUTH GLENGARRY

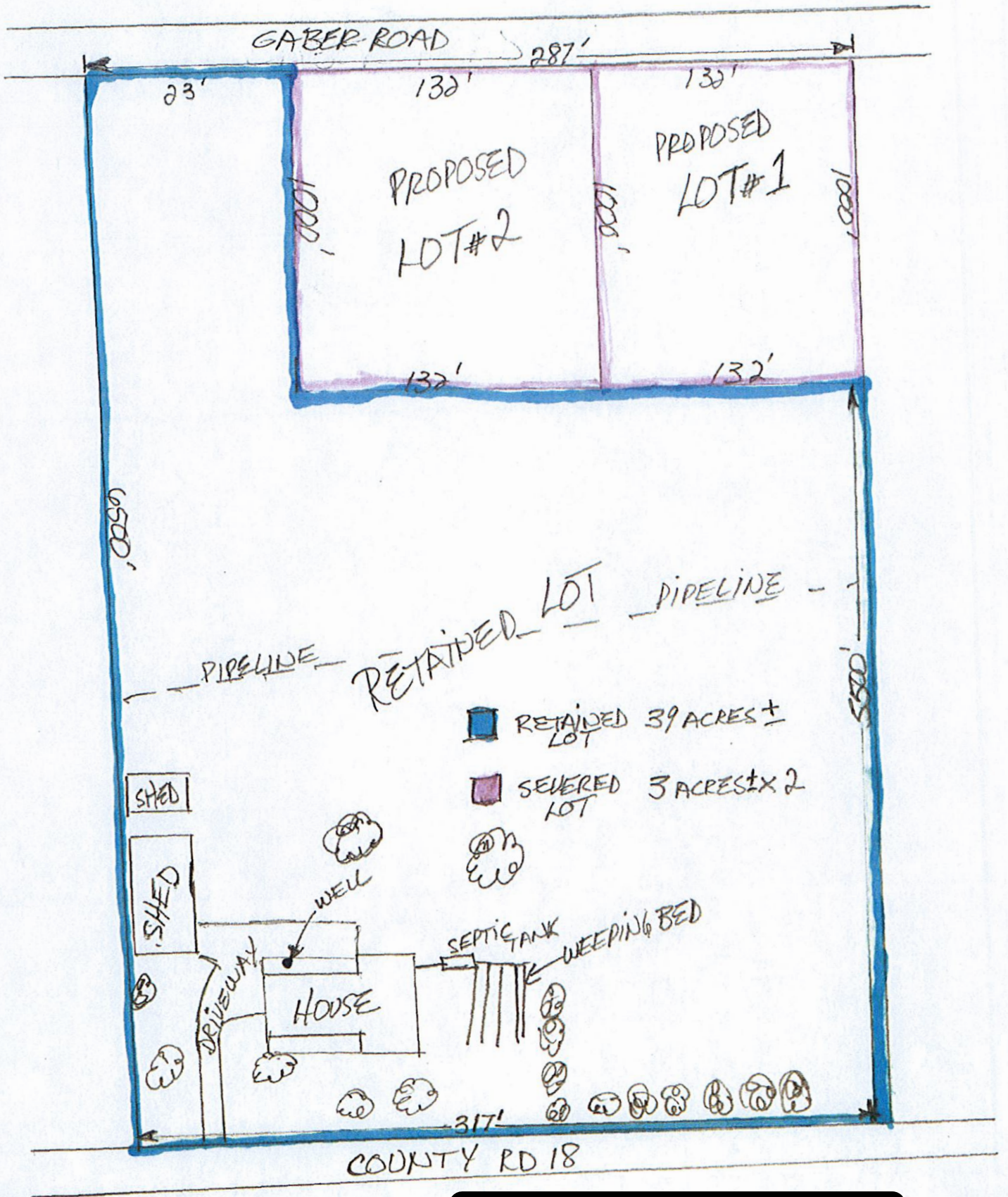
PIN 67117-0171
 PT LOT 14 CONC. 7



-  Retained ~ 42 acres
-  Severed ~ 3 acres

Application Number: B-94-20

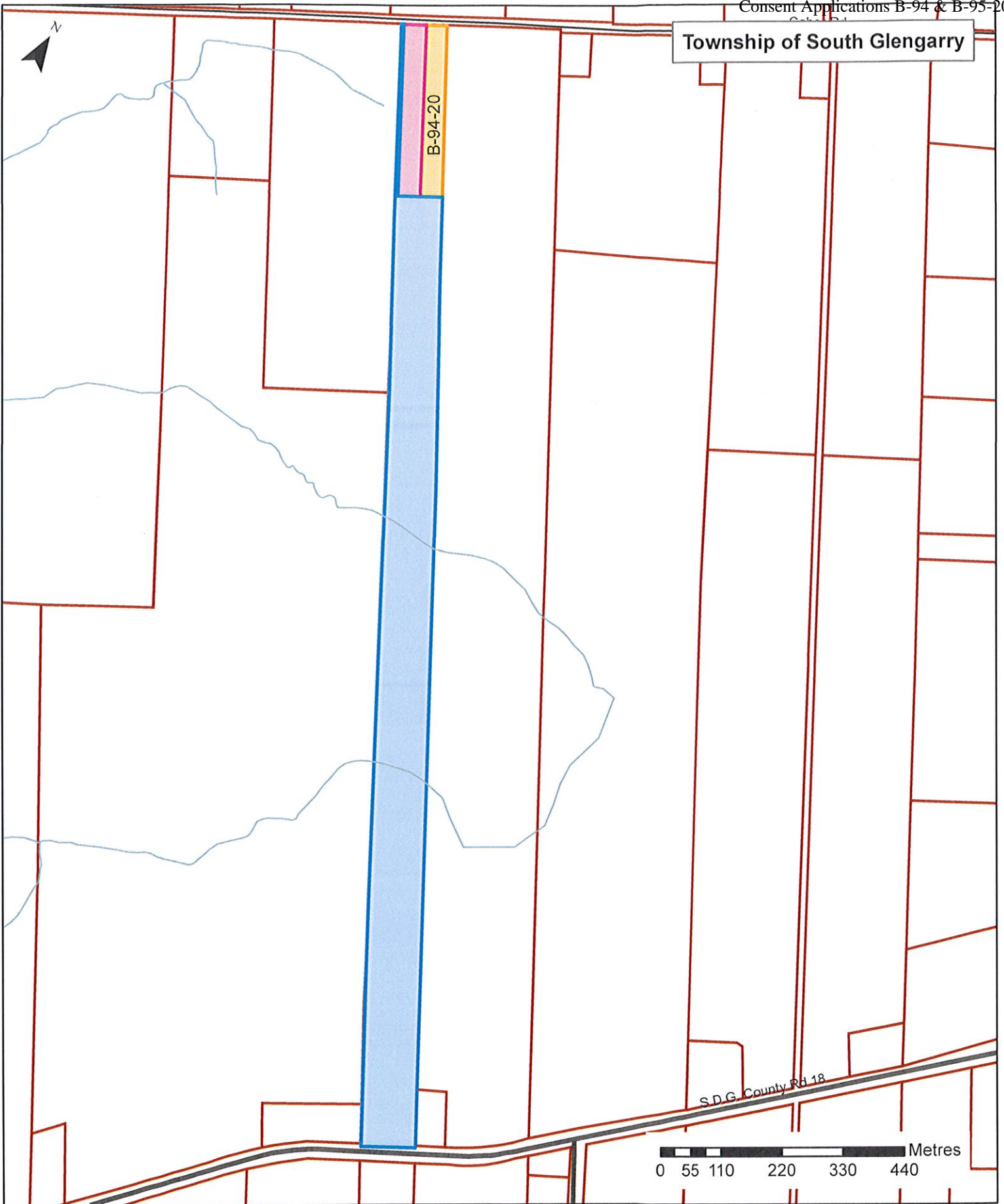




ADDRESS: 19641 COUNTY RD 18
 MARTINTOWN, ON
 KOCISO
 MUNICIPALITY: SOUTH GLENGARRY

PIN G7117-0171
 PT LOT 14 CONC. 7

Township of South Glengarry



- Retained ~ 39 acres
- Severed ~ 3 acres

Application Number: B-95-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Consent Application B-91-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-91-20
Part Lot 23, Concession 9
Former Township of Lancaster
Denner

Type of Consent: Lot Addition

Subject:

The subject property is located on part of lot 23, Concession 9 on the north side of County Road 25. The purpose of this application is to sever approximately 48 acres of agricultural land that contains a barn while retaining approximately 11.8 acres of residentially developed land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation”. This proposed consent conforms to the Official Plan. Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.” This application does not conform perfectly to the Provincial Policy Statement (PPS), however, the United Counties of SDG Planning staff consulted with the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and it was recommended to obtain a Planning Rationale to support the creation of a larger lot containing the residential use known as the retained land. A portion of the retained land is designated Rural Settlement Area as it falls within the village of Glen Norman and the remainder of the land is designated Agricultural. The Planning Rationale supported the creation of a much larger lot containing the surplus

dwelling due to the configuration of the lot, the location of the municipal drain that dissects the lot and the designation of the subject property.

Zoning By-law:

The subject property is zoned Residential One and Agricultural in the Township of South Glengarry Zoning By-law. This proposed consent conforms to the Township's Zoning By-Law

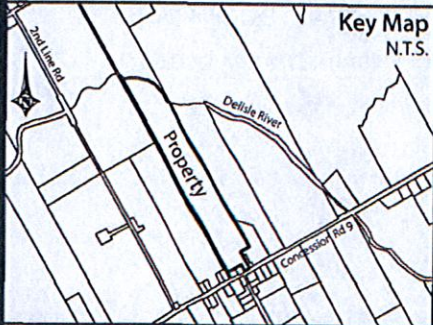
Proposed Recommendation:

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

1. A review fee of \$200.00 must be paid to the Township.
2. 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.

Denner Severance Sketch for a Lot Addition

21129 Concession Road 9
Part Lot 23, Concession 9
Geographic Township of Lancaster
Township of South Glengarry
SDG COUNTIES



Legend

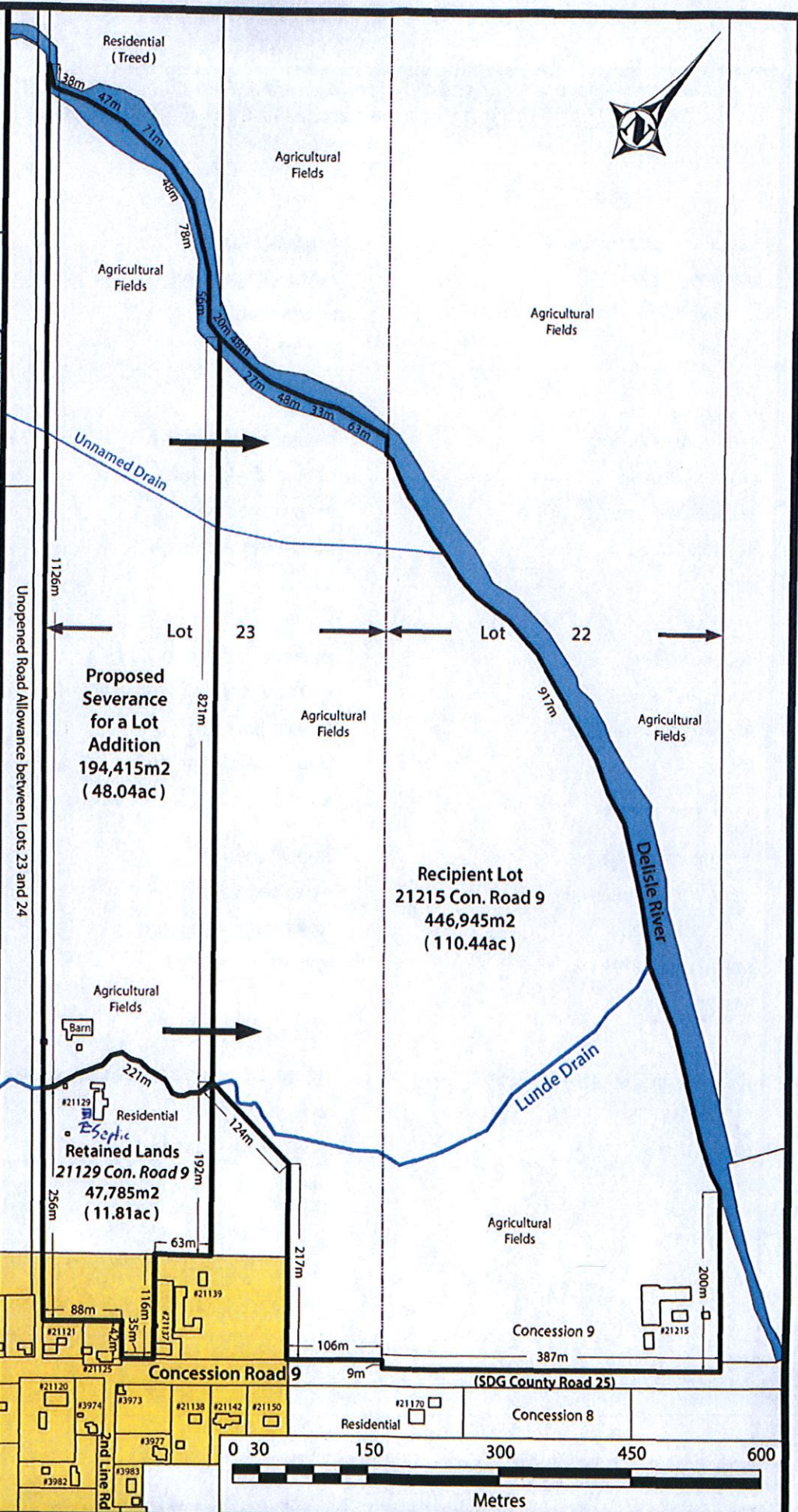
- Settlement Area (Glen Norman)
- Delisle River
- Municipal Drains

Notes:

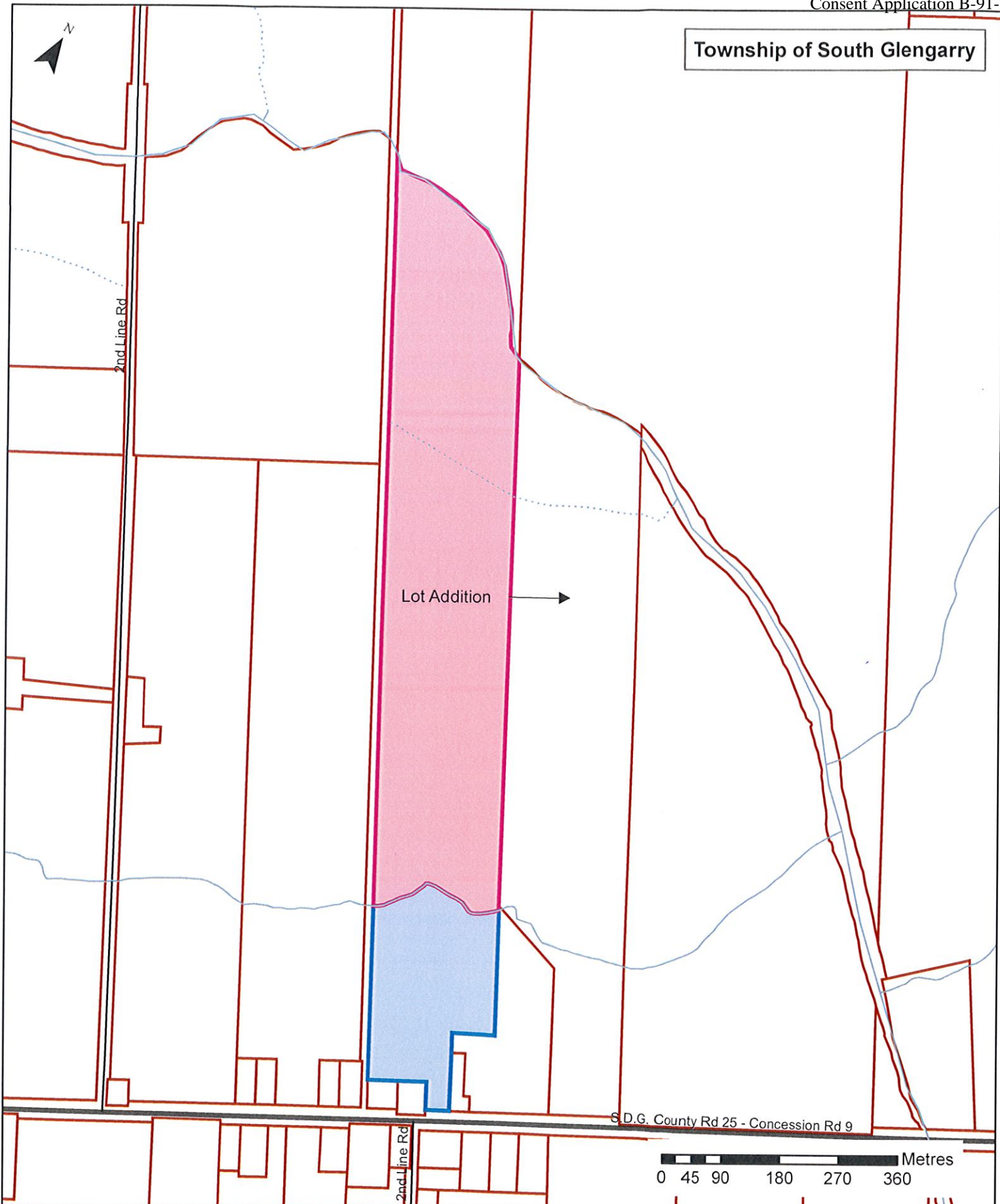
1. The subject property falls partially inside the Settlement Area of Glen Norman. The severed lot will not contain any Settlement Area lands.
2. Lunde Drain will be used to establish the new severance line for the proposed lot addition.
3. A hydro tower line is located approximately 430 metres south of the subject property. It's location will not impact the proposed severance.
4. Boundary and dimensions of the property, the recipient lot, and the locations of existing buildings are approximate based on available GIS mapping and not derived from a Plan of Survey.



Version Date: August 6, 2020 | File No. 20-092

ZANDERPLAN
Your rural land planning experts
40 Sunset Boulevard, Perth, ON 613-264-9600



Township of South Glengarry



-  Retained ~ 11.81 acres
-  Severed ~ 48.04 acres

Application Number: B-91-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 16, 2020

SUBJECT: Consent Application B-85-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-85-20
Part Lot 12, Concession 2, SSRR
Former Township of Charlottenburgh
MacDonell

Type of Consent: To dispose of a surplus dwelling to a farming operation.

Subject:

The subject property is located on part of lot 12, Concession 2, SSRR. on the north side of Leitch Road. The purpose of this application is to sever approximately 2.5 acres of developed land that is surplus to the farming operation and to retain approximately 51 acres of agricultural land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation”. This proposed consent conforms to the Official Plan. Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.”

Zoning By-law:

The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent conforms to the Township’s Zoning By-Law.

Proposed Recommendation:

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

1. A review fee of \$200.00 must be paid to the Township.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00.
3. 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.
4. That Road widening must be deeded to the Township on both the severed and retained parcels.



RAISIN RIVER

TREE LINE

BUSH

FIELD

BUSH



SHOP/BARN

HOUSE

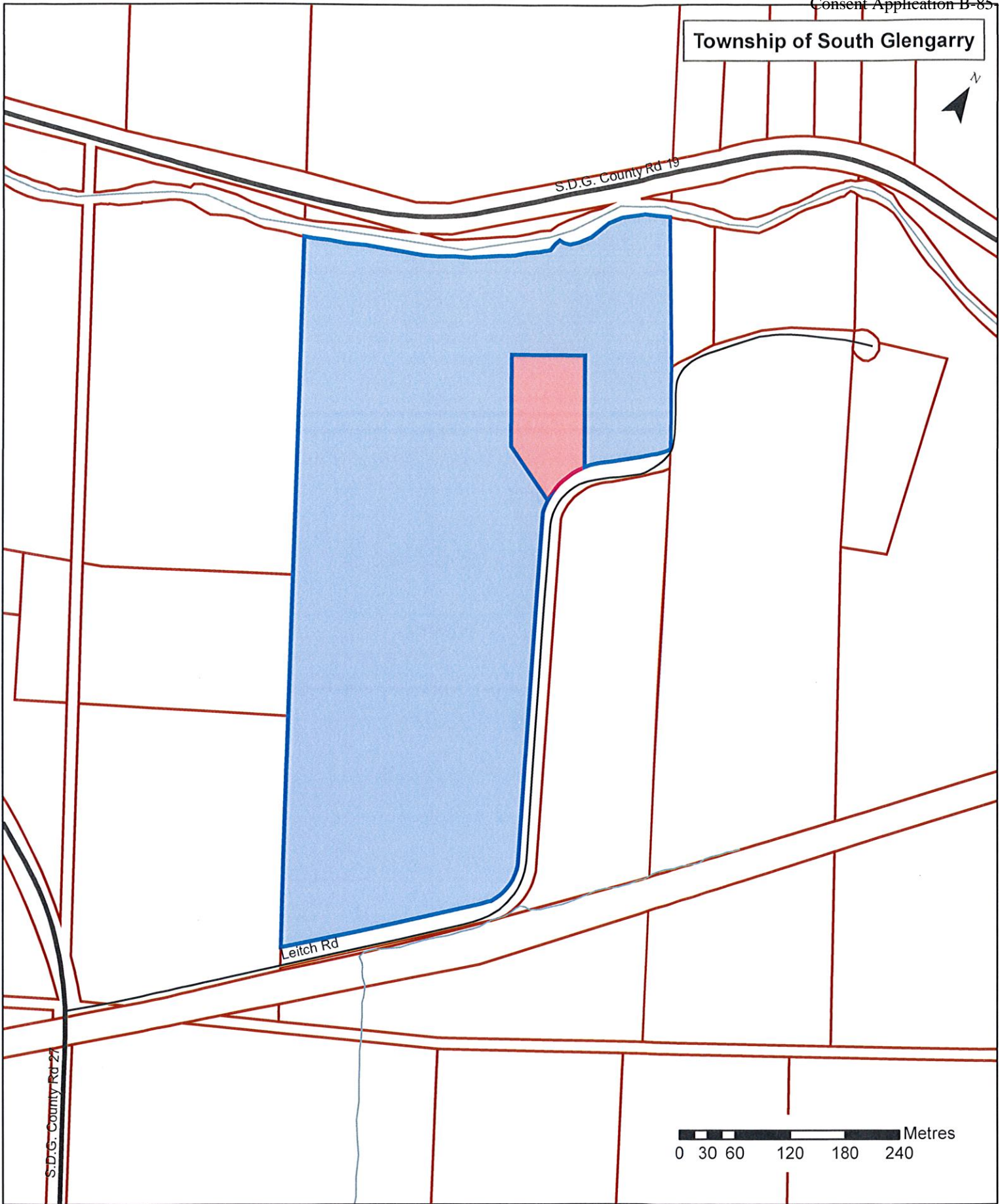
OWNER: [REDACTED]
 ADDRESS: 19189 Leitch Rd
 Williamstown ON
 K0C 2J0
 PT E 1/2 LT 12 CONRS SIDE
 RAISIN RIVER
 PT W 1/2 LT 12 CON2
 ROLL: 010100601623005



LEITCH RD

PEANUT LINE

- = RETAINED 51.43 +/- ACRES (FARMLAND)
- = SEVERED 2.48 +/- ACRES (HOUSE)

Township of South Glengarry



-  Retained ~ 51.43 acres
-  Severed ~ 2.48 acres

Application Number: B-85-20



UNFINISHED BUSINESS REPORT
Presented to Council November 16th, 2020

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Fall 2020	Ongoing	Property was declared surplus at the April 20 th Council Meeting. Survey Plan has been Registered. Sales are proceeding with 3 Parts now finalized and 3 parts in process Follow up Survey completed to create parcel for dry hydrant intake pipe. Update report provided in closed session on November 2 nd Agenda Sales of remaining properties is in process
2.	Fire Protection Ponds	MAY 2016	2020	Ongoing	Staff Report on October 5 th Agenda Administration will meet with property owners to review cost recovery considerations. Have met with one of the property owners on Middle Street to discuss next steps Have met with Manager at PacTiv on Richmond Road Meetings with other property owners to be scheduled to discuss next steps.
3.	Municipal Servicing from City of Cornwall	MAY 2016	2020	Ongoing	Administration for Township and City met on June 15 th to review draft agreement.

					<p>Cost estimates to service the properties on Boundary Road have been developed using various options. Steering Committee met October 1st to review costs and options. Steering Committee meet on October 22nd to discuss next steps. Meeting with BVD Developments to be scheduled. Township will Request a Delegation to City of Cornwall Council</p>
4.	Private Roads (development of document)	FEB 2017	January 2021	Ongoing	Will collect and review Policy's from other Municipalities over the next few months and draft Policy for Council review in the fall.
5.	Williamstown Garage & Fire Hall	MAY 2018	2021	Complete	<p>Funding approved in Budget. Location approved at the April 6th Council Meeting Staff Report to provide Council will a copy of plans on May 19th Agenda Further amendments and review of design to be completed by the end of June. Route Optimization Study awarded at June 4th Council Meeting. Draft Optimization Study presented to Council at October 5th Council Meeting Final Optimization Study to be provided to Council at November 16th Meeting. Tender to be issued in November</p>

6.	LED Streetlights (Glen Walter)	MAR 2019	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 has provided cost estimate and Administration is reviewing the design and lighting requirements for the project. Township is working with EARTH Corp to design and develop financial model for conversion project. Report on November 16 th Agenda
COMMUNITY SERVICES					
CORPORATE SERVICES					
12.	Review of Water Rates	APR 2019	WINTER 2020	Ongoing	No update from last Council – survey still open to public
14.	Water Bill Design	AUG 2019	WINTER 2020	Ongoing	Vadim moved to design.
FIRE					

SG-M-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 79-2020
FOR THE YEAR 2020**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of November 16th 2020 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

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

MAYOR: _____

CLERK: _____