

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Monday, January 21, 2019 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
 - a) [Pecuniary Interest Form](#) 5
- 5. APPROVAL OF MINUTES**
 - a) [Previous Meeting Minutes - December 17, 2018](#) 6 - 11
- 6. PRESENTATIONS AND DELEGATIONS**
 - a) [Smithfield Park Redevelopment Phase 2 - Derek Leroux and Anne Donkers](#) 12 - 14
 - b) [Enhancing Tree Canopy and Natural Vegetation - Jacqueline Milner](#) 15 - 17
 - c) [Upper Canada Academy Tax Abatement Request - Jesse Ning](#) 18 - 19
 - d) [CGCC Partnership Proposal - Rick Eamer](#) 20 - 31
- 7. NEW BUSINESS**
 - a) **Staff Reports**
 - i. [2019 Borrowing By-law \(L. McDonald\)](#) 32 - 35

ii.	<u>2019 Interim Taxation By-Law (L. McDonald)</u>	36 - 39
iii.	<u>2019 Budget - Choose a Date (L. McDonald)</u>	40 - 41
iv.	<u>Approval - Tile Drainage Loan (L. McDonald)</u>	42 - 47
v.	<u>Council Member Pregnancy and Parental Leaves Policy (K. Campeau)</u>	48 - 52
vi.	<u>Request for Proposal for the Supply of Realtor's Services (E. MacDonald)</u>	53 - 54
vii.	<u>Glen Walter Area Water and Waste Water Servicing Master Plan Study (E. MacDonald)</u>	55 - 82
viii.	<u>Material Recovery Facility (E. MacDonald)</u>	83 - 100
ix.	<u>Public Works Facility (E. MacDonald)</u>	101 - 119
x.	<u>Disposal of Used Vehicle (D. Robertson)</u>	120 - 123
b)	Other Business	
i.	<u>Noise By-law Exemption Extension Request - Dillon Consulting (K. Campeau)</u>	124 - 125
ii.	Communications - Garbage & Recycling Collection (L. Warden)	
c)	Committee Reports	
i.	<u>Glengarry Nor'Westers and Loyalist Museum Minutes - December 10, 2018</u>	126 - 128
ii.	<u>Committee of Adjustment Minutes - December 18, 2018</u>	129 - 131
iii.	<u>Committee of Adjustment - Notice of Decision</u>	132 - 133
d)	For Information Only	
i.	<u>Letter - Ontario Woodlot Association SDG Chapter</u>	134
ii.	<u>Update - Ministry of Finance - OMPE</u>	135 - 137
iii.	<u>Consent Application B- 110-18</u>	138 - 140
iv.	<u>Consent Application B-116-18</u>	141 - 143

v.	<u>Consent Decisions</u>	144 - 149
vi.	<u>Consent Summary</u>	150 - 151
vii.	<u>Update - Community Schools Alliance (S. Jaworski)</u>	152 - 157
viii.	<u>Letter - Martintown & District Horticultural Society</u>	158
ix.	<u>MPAC Year End Assessment Report</u>	159 - 170
x.	<u>OMWA 2017-2018 Chief Drinking Water Inspector Annual Report</u>	171
xi.	<u>Ministry of Agriculture, Food and Rural Affairs - Agricultural Drainage Infrastructure Program</u>	172 - 179
xii.	<u>AGCO Cannabis Retail Store Licensing Update</u>	180 - 181
xiii.	<u>Resolution - Maintaining the Voters List (City of Hamilton)</u>	182 - 185
xiv	<u>Resolution - Change to Declaration of Office (Municipality of Mattice-Val Cote)</u>	186 - 187
xv.	<u>Support Resolution - Paramedic Services (Township of Uxbridge)</u>	188
xvi	<u>AMO Updates</u>	189 - 195

8. UNFINISHED BUSINESS

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,

(b) personal matters about an identifiable individual, including municipal or local board employees;

-Staff Report 14-2019 (K. Campeau)

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

-Staff Report 12-2019 (B. Brown)

-Staff Report 13-2019 (B. Brown)

10. CONFIRMING BY-LAW

- a) [Confirming By-law 06-2019](#)

196

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 DECEMBER 17, 2018.

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

STAFF PRESENT: CAO Bryan Brown, Clerk Kelli Campeau, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson, Economic Development & Tourism Coordinator Shauna Baggs.

1. CALL TO ORDER
- Resolution No. 339-18

Moved by Councillor Jaworski
Seconded by Councillor Lang
- BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry now be opened at 7:01 pm.
- CARRIED
2. O CANADA
3. APPROVAL OF AGENDA
- Resolution No. 340-18

Moved by Councillor McDonell
Seconded by Deputy Warden
- BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the agenda as amended.
- Additions to the Agenda:

-Other Business – Christmas Holiday Office Closure

-Information Items moved to Other Business:

-Building Permit Activity as of 30-Sep-2018

-Infrastructure Services Monthly Report

-Support Resolution – Voter’s List
- CARRIED
4. DECLARATION OF PECUNIARY INTEREST - None
5. APPROVAL OF MINUTES
- a) Previous Meeting Minutes - November 19, 2018
- Resolution No. 341-18

Moved by Councillor Lang
Seconded by Councillor Jaworski
- BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on November 19, 2018 be adopted as circulated.
- CARRIED
- b) Special Meeting Minutes - November 29, 2018
- Resolution No. 342-18

Moved by Deputy Warden
Seconded by Councillor McDonell
- BE IT RESOLVED THAT the Minutes of the Special Meeting of the

Council of the Township of South Glengarry held on November 29, 2018
be adopted as circulated.
CARRIED

6. Inaugural Council Meeting Minutes - December 5, 2018

Resolution No. 343-18

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Inaugural Meeting of the
Council of the Township of South Glengarry held on December 5, 2018 be
adopted as circulated.

CARRIED

7. PRESENTATIONS AND DELEGATIONS

a) Highway 401 Sound Barrier - Remi Tremblay

b) **Resolution No. 344-18**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council convene to Closed Session at 7:16 pm
to discuss the following items under Section 239 (2) of the Municipal Act:

(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 - 5076 Johnson Rd. Agreement -
Robert MacDougall

CARRIED

Resolution No. 345-18

Moved by Deputy Warden

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council rise and reconvene at 7:35 pm into
Open Session without reporting

CARRIED

8. NEW BUSINESS

a) Staff Reports

i) Appointment of Integrity Commissioner

Resolution No. 346-18

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 140-18 be received and that By-law
79-18, being a by-law to appoint an Integrity Commissioner for the
Township of South Glengarry be read a first, second and third time,
passed, signed and sealed in open Council this 17th day of December,
2018.

CARRIED

ii) Municipal Elections Accessibility Report

Resolution No. 347-18

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 141-18 be received and that the
Council of the Township of South Glengarry receive and file the 2018
Municipal Elections Accessibility Report.

CARRIED

iii) Frequency - Council Reimbursement

Resolution No. 348-18

Moved by Deputy Warden

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 142-18 be received and that the Council of the Township of South Glengarry direct Administration to change the pay frequency for Council from monthly to bi-weekly (once every two weeks) starting in 2019.

CARRIED

- iv) Transfer of Budgeted Funds - Building Stabilization Reserve Fund

Resolution No. 349-18

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 143-18 be received and that the Council of the Township of South Glengarry approve the transfer of previously budgeted funds in the amount of \$49,000 for the purchase of computer software and hardware for Planning, Building & By-law Enforcement to the Building Stabilization Reserve Fund.

CARRIED

- v) Constitute and Appoint a Committee of Adjustment

Resolution No. 350-18

Moved by Councillor Lang

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 144-18 be received and By-law 80-18, being a by-law to constitute and appoint all members of the Council to the Committee of Adjustment for the Township of South Glengarry from December 17, 2018 to December 16, 2019 be read a first, second and third time, passed, signed and sealed this 17th day of December, 2018.

CARRIED

- vi) Colbran Site Plan Control Agreement

Resolution No. 351-18

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 145-18 be received and that the Council of the Township of South Glengarry approves By-Law 81-18 and the Site Plan Control Agreement for the property legally described as Part of Lot 3, Concession 1 I.L. Part 1 & 3 on Reference Plan 14R-2233 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 18432 County Road 2 and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

- vii) Paulette Lalonde Site Plan Control Agreement

Resolution No. 352-18

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 146-18 be received and that the Council of the Township of South Glengarry approves By-law 82-18 and the Site Plan Control Agreement for the property legally described as Part of Lot 5, Concession 1 Front, Part 1 on Reference Plan 14R-2834 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

- viii) Place St. Laurent Phase 4 Removal of Part Lot Control

Resolution No. 353-18

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 147-18 be received and that the Council of the Township of South Glengarry enact a Part Lot Control Exemption By-law 83-18 with respect to lands legally described as part of Lot 3, Registered Plan 101, now designated as Lots 1-13 and Block 14, Registered Plan 14M-14 in the Township of South Glengarry in the County of Glengarry more particularly described on Schedule "A" to this by-law and which forms a part hereof for the sole purpose of transferring easements thereon to BELL CANADA, COGECO CABLE CANADA GP INC. and ENBRIDGE Inc. Furthermore, the Council of the Township of South Glengarry recommends to the United Counties of SDG Manager of Planning to approve and register this by-law on title.
CARRIED

- ix) Sapphire Estates Subdivision Amendments to Subdivision and Development Agreements

Resolution No. 354-18

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 148-18 be received and that the Council of the Township of South Glengarry approves By-law 84-18 and the amended Subdivision Agreement and Development Agreement for Sapphire Estates Phase 5, legally described as Part of Lots 33 & 34, Registered Plan 101 now designated as Lots 1 through 24 and Blocks 25, 26, 27, 28 & 29 on Plan 14M-11, in the geographic Township of Charlottenburgh, Township of South Glengarry, County of Glengarry and authorizes the Mayor and Clerk to execute the amended Subdivision and Development Agreement.
CARRIED

- x) Approval of CIP Agreements

Resolution No. 355-18

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 149-18 be received and that the Council of the Township of South Glengarry approves By-laws 86-18 to 95-18 and enters into CIP Agreements with 2336616 Ontario Inc., Aberdeen Gift, Auld Kirktown, Creed Canada, Lancaster Massage Therapy, Maison Eclectique, Sally Phyphers, Rob McIntosh, the Jewellery Factory and Viau Excavation and furthermore that the Mayor and Clerk be authorized to execute the CIP Agreements.
CARRIED

- xi) Amendment to Existing Communications Rental Agreement

Resolution No. 356-18

Moved by Councillor Jaworski
Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 150-18 be received and that the Council of the Township of South Glengarry accept the amendment to and enter into a rental agreement with SBA Canada, ULC for the Cornwall communications tower site at 540 Adolphus Street.
CARRIED

- xii) IT Shared Services Memorandum of Understanding

Resolution No. 357-18

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 151-18 be received and that the

Council of the Township of South Glengarry enter into a Memorandum of Understanding for IT Services with the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

b) Other Business

i) Cannabis Legislation & Cannabis Retail Stores

Resolution No. 358-18

Moved by Councillor Lang

Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry opts-in to permitting retail cannabis stores within the Township of South Glengarry and furthermore, that Administration be directed to develop a Municipal Cannabis Policy for review of AGCO licensing requests.

CARRIED

ii) Raisin Region Conservation Authority Appointments

Resolution No. 359-18

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry appoints Frank Prevost and Martin Lang as the South Glengarry representatives for the Raisin Region Conservation Authority Board for the current term of Council.

CARRIED

iii) Hamlet Signage - Martintown (Deputy Mayor Warden)

iv) Natural Gas Survey (Deputy Mayor Warden)

v) Christmas Holiday Office Closure

vi) Building Permit Activity as of 30-Sep-2018

vii) Infrastructure Services Monthly Report

viii) Support Resolution – Voter's List (Municipality of Northern Bruce Peninsula)

Resolution No. 360-18

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry supports the resolution passed by the Corporation of the Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters' list.

CARRIED

Resolution No. 361-18

Moved by Councillor McDonell

Seconded by Councillor Lang

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

CARRIED

c) Committee Reports

i) Committee of Adjustment Minutes - November 13, 2018

ii) CIPAC Meeting Minutes - November 20, 2018

d) For Information Only

i) Consent Application B-108-18

ii) Consent Decisions

iii) Consent Summary

iv) Thank You Letter - Bishops House

- v) Letter - Minister of Labour - Paramedic Services
- vi) OGRA Board of Directors
- vii) AMO Update - Developing a Municipal Cannabis Policy Statement
- viii) AMO Update - Social Assistance Reform Plan
- ix) Support Resolution - Paramedic Services (Town of the Blue Mountains)

9. UNFINISHED BUSINESS

- a) Unfinished Business Listing - December 17, 2018

10. CLOSED SESSION

Resolution No. 362-18

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 9:39 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
 - (b) personal matters about an identifiable individual, including municipal or local board employees;

-Complaint – Identifiable Individuals

CARRIED

Resolution No. 363-18

Moved by Deputy Warden
Seconded by Councillor McDonell

CLOSED SESSION RESOLUTION
CARRIED

Resolution No. 364-18

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 9:59 pm into Open Session without reporting.
CARRIED

11. CONFIRMING BY-LAW

Resolution No. 365-18

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 85-18 to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, signed, sealed and passed in Open Council.
CARRIED

12. ADJOURNMENT

Resolution No. 366-18

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 10:00 pm.
CARRIED

Mayor

Clerk

Smithfield Park Redevelopment – Phase II

The Optimist Club of Lancaster wishes to appear as a delegation to council at the January 21st, 2019 meeting. Anne Donkers and Derek Leroux will be available with a short presentation regarding the redevelopment of Smithfield Park, specifically Phase II. Talking points for the presentation will include:

- Background
- Phase I
- Phase II
 - o Proposed Facility
 - o Demand (current and future)
 - o Cost
 - o Support from Volunteers
 - o Support from Community Groups (see attached letters of support)
- Events to be hosted at Smithfield Park for 2019
- Request for funding from Council

Thanks you for your consideration



Chevaliers de Colomb - Knights of Columbus

Conseil St-Joseph Council No. 8715

B.P./P.O. Box 69
Lancaster, ON K0C 1N0



November 6, 2018

Township of South Glengarry

6 Oak Street, Lancaster On K0C 1N0

Mr. Mayor and Members of Council,

It has come to our attention that the Optimist Club of Lancaster has canvassed municipal council to upgrade a plan to provide a permanent shelter equipped with public washrooms at Smithfield Park in the village of Lancaster.

Please accept this letter as our strong support for this proposal. It is our opinion that the village of Lancaster is one of the most populated municipalities in the township and as such, requires adequate facilities to entertain and keep our youth busy and healthy.

It is common knowledge that playing sports is a crucial part of a child's healthy social development. It allows a young person to meet friends, learn about teamwork and team building, builds their sense of confidence, belonging, and promotes physical fitness. It also helps them to develop skills that require activity and practice. A busy child is less likely to get involved in mischievous and destructive activities.

Adequate facilities are crucial to encourage parents, grandparents and other family members to bring their children to the rink and playground. It is unfortunate that the cost of playing organized sports and transportation to and from these events have sadly become prohibitive for many families in our community.

It is our Council's view that having a decent change room equipped with washroom facilities are the basis for a good healthy start to this project. We do not believe that having young children and teens using the public washrooms at the Royal Canadian Legion is advisable and acceptable. There is a great need for the Legion in our community and they do great work, however we do not feel that having young people wander around the bar is a healthy environment for young minds.

I would like to sum up our comments by saying that the Knights of Columbus, St. Joseph Council 8715 have been a very strong supporter of our community and specially our youth for the last 35 years and we strongly support the Optimist Club of Lancaster proposal to build a change room equipped with washroom facilities to promote the use of the sports facilities at Smithfield Park.

Yours Truly,

Denis Poirier, Grand Knight



October 9, 2018

Optimist Club of Lancaster
Club #47569
19988 Loyalist Road
Williamstown ON K0C 2J0
Attention: Mrs. Anne Donkers, President

Re: Smithfield Park Project

Dear Mrs. Donkers,

As the President of the South Lancaster Fish and Game Club, I am pleased to provide this letter of support for your Smithfield Park Enhancement Project with the Township of South Glengarry.

The South Lancaster Fish and Game Club supports the Smithfield Park Committee/Optimist Club of Lancaster in their efforts to get have a 24' x 24' shelter with public washrooms as it will provide a safe, comfortable and functional facility for fun and healthy outdoor activities.

Sincerely,

Shawna Rousseau
President
South Lancaster Fish and Game Club

South Lancaster Fish and Game Club
PO Box 48
South Lancaster ON
K0C 2C0

J.Milner presentation

Our natural environment is our extended home. The home that supports us now and our future generations. We can easily liken our tree canopies and natural vegetation to the skin (the largest human organ) of our own bodies. Without either of these skins, we would literally evaporate. Skin acts as a waterproof, insulating shield, guarding life (human, wildlife, water) against extremes of temperature, damaging sunlight, and harmful chemicals. Skin additionally is a huge sensor packed with nerves for keeping the brain in touch with the outside world. Kind of akin to the root system brain of the tree canopy.

Suggestions / Ideas for Municipal Council to consider regarding:

“The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.”

- begin to replant trees where the emerald ash borer has taken a toll (I have heard estimates of us losing 30% of the tree cover that we have left due to the ash borer)

- be FOR sustainable development, "development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

- insist developers keep as much tree coverage and natural vegetation as is possible

- promote and educate on profitable agroforestry practices and work with organizations such as Canadian Organic Growers – Ottawa/St. Lawrence/Outaouais Chapter and/or assist farmers in transitioning to an agroforestry system. ~Alain D'Aoust~ Cornwall, ON

- purchase tracts of forested land providing green connecting corridors where wildlife can travel/live in peace and flourish (this is a suggestion that was put forward to County Council last summer by Ms. Allison MacDonald)

- encourage / consider community gardens as a way to enhance forest and natural vegetation... this would also reinforce community, health, and serve as local food for people, wildlife and pollinators ~Regional Transition Groups~

- enlist the council of Raison Region Conservation Authority, South Nation Conservation Authority, and St. Lawrence River Institute. They have immense knowledge and experience to share.

- consider how our roadsides, The Peanut Line, off ramp/on ramp tracts of land, could be enhanced with tree and natural vegetation

- cutting rather than spraying our roadside ditches would certainly increase our natural vegetation, provide habitat for our pollinators

- consider how the myriad of local horticulture societies can assist with ideas and the execution of community projects

- consider having a few town halls with people from the community to brainstorm ideas on how to effectively, efficiently, accomplish this amongst the various sectors e.g. Retirees, schools, farming operations,
- consider how our roadsides, off and on ramp tracts of lands can be used/planted with trees and natural vegetation

- we are blessed with many waterways, water courses and wetlands in South Glengarry the health of which is seriously degraded due to the lack of natural vegetation and trees surrounding these courses. Maintaining and reestablishing healthy shoreline buffer zones **would be a key area to invest time and energy and** can give great returns for the time, effort, and dollars invested.

The importance of a healthy shoreline.

As per: <http://www.environnement.gouv.qc.ca/eau/rives/richesse/index-en.htm>

The shoreline and littoral zone are essential to the survival of a lake or watercourse and in order to maintain a balanced ecosystem.

1 Natural windbreak: Shoreline vegetation protects your home from wind damage.

2 Landscape value: Shoreline vegetation reflects the natural beauty of the landscape and increases the value of your property.

3 Regulating water levels: By retaining and evaporating precipitations, shoreline vegetation reduces the risk of flooding.

4 Sun protection: Shade provided by trees creates a screen that prevents the water from becoming too warm, which limits the production of algae.

5 Preventing erosion: Vegetation stabilizes shorelines, reduces the sanding-up of spawning grounds and avoids soil loss.

6 Biodiversity: Watercourses provide wildlife with food and shelter. They provide a precious resource allowing us to observe wildlife and provide us with areas for hunting and fishing.

7 Filters pollution: Vegetation retains a portion of the fertilizers, pesticides and sediments carried by surface runoff, thereby extending the lifespan of watercourses.

(keep in mind the failing grades F & D's for water quality and tree coverage around South Glengarry water courses / wetlands as per The Glengarry News)

I am personally dedicated to assist where I can, to accomplish the goal of protecting and enhancing the tree canopy and natural vegetation in my community and our neighbouring municipalities.

UPPER CANADA ACADEMY

19119 County Road 2, Cornwall, Ontario K6H 5R5

Email: contact@ucacademy.net, www.ucacademy.net

To: Council, Township of South Glengarry

Re: Tax Abatement Application –Upper Canada Academy (UCA)

DATE: January 21, 2019

This is an application for property tax abatement for the property located at 19119 County Road 2, SDG.

We respectfully submit that in consideration of the magnitude and nature of the UCA investment, and anticipated long-term economic and social benefits to South Glengarry and its surrounding area, we be granted the requested abatement.

1. UCA will be a full-service residence for students studying at one of our partner schools, developed on the basis of the former Legion of Christ Catholic School. Our partner schools are:
 - a. Char-Lan District High School;
 - b. Williamstown Public School;
 - c. Holy Trinity Catholic High School
 - d. St. Lawrence Secondary School;
 - e. Cornwall Collegiate, and
 - f. St. Joseph's Secondary School.
2. In addition to boarding facilities for students studying full-time at one of our partner schools, which will be the first of its kind in Canada, UCA will also provide the following:
 - a. Full tutorial and after-school programs for all students in our partner schools, helping to improve overall education quality in the area;
 - b. Short-term education programs for international students, and
 - c. Cameron Arts Center, the only over-night summer arts program in Eastern Ontario.
- 1.2 Initial Investment of \$2.8 million for acquisition, renovation and operating expenses for Phase One.
- 1.3 Phase One will have a capacity of 70 boarders, and will create 20 full-time jobs, and 12-24 part-time positions.
- 1.4 Phase One is expected to break even by Year Three of operation, with \$400,000.00 operating loss in Year One, and \$120,000.00 in Year Two, for a cumulative operation loss of \$520,000.00.

UPPER CANADA ACADEMY

- 1.5 Our Business Plan calls for Phase Two to be launched in 2022, bringing total capacity to 200 boarders. Phase Two will require additional investment of \$5 million, bringing total investment to \$7.8 million.
- 1.6 When operation levels in 2025, i.e. 120 full-time boarders, 180 short-term students and 600 summer campers, UCA will provide 30 full-time jobs, and 30-40 part-time positions, resulting in over \$2 million in direct annual injection into the local economy. This does not include the tuition revenue to the local schools.
- 1.7 Besides direct financial benefits to the area, UCA will also greatly enhance the overall diversification and globalization of South Glengarry and its surrounding area with the education programs it will be offering.
- 1.8 We firmly believe we can, and will be, a strong contributor to the South Glengarry community, economically and otherwise. But we seek your support to help us to achieve our goal by lessening our financial burden at the early years, hence our request for property tax abatement.

We request our annual property tax be reduced to \$5,000.00 until the end of 2025.



Presentation to Township of South Glengarry

Our Request of Council

- On February 14, 2018 the Cornwall Golf & Country Club (CGCC) amended its Letters patent to become a not-for profit corporation without share capital.
- At that time the Shareholders and Members agreed to donate their equity shares to the CGCC.
- The purpose of our presentation to council is to request consideration of strategic partnership between the township and the CGCC with mutual benefits to both parties.

History of the CGCC

- The CGCC was first established in 1896 and has been located at it's present site since 1926.
- The CGCC was originally incorporated as a not-for-profit corporation with share capital. The money raised from the sale of shares was used to purchase the land, construct the golf course and club house and purchase the necessary equipment.
- On February 14, 2018 the Cornwall Golf & Country Club (CGCC) amended its Letters patent to become a not-for profit corporation without share capital.
- At this time the Shareholders and Members agreed to donate their equity shares to the CGCC.
- Based on an appraisal performed by Tarle and McAllister dated August 2, 2017 the appraised value of the golf course is \$2.2 M

Objects of the CGCC

Under the February 14, 2018 Letters Patent the objects of the corporation are:

- To establish and operate a golf club for the promotion, organization and management of the sport of golf in the municipality of the Township of South Glengarry;
- To provide and maintain the golf course, building, club house, and all other necessary buildings and equipment in connection therewith and to permit the same to be used by the community and to promote a social and friendly atmosphere among all of its users;
- To hold and arrange tournaments and other competitions and to offer and grant or contribute towards the provision of prizes, awards, and other forms of recognition.

Background

- The CGCC is managed by a group of volunteers and funded through memberships, donations, and business advertising. As a result of our change in incorporation we are now eligible to apply for much needed financial assistance from senior levels of government. For example, an application for a Trillium Foundation grant was made in 2018 to repair our aging roof.
- The CGCC has a very active Senior membership. There are 308 members who are over the age of 50 and 199 members who are over the age of 65. Our golf course provides a venue for recreational enjoyment for seniors either through golf or through dinner, dancing, and events.
- The CGCC is very active in assisting local charitable organizations in hosting their fundraising golf tournaments.

Background

- The CGCC is dedicated to developing the game of golf with young folks through its junior program, establishing itself as having the best and most affordable program in the United Counties of S D & G This program gives hundreds of local youths an opportunity to learn the game and develop the discipline and skills that go with playing a sport.
- The golf course hosts many Junior Golf Competitions.
- The golf course is used by a number of local high schools for their golf education programs.
- The CGCC has 425 members of which approximately half are residents of the Township of South Glengarry. In total, there were over 25,000 rounds of golf played at our course in 2018.

Background

- In addition to a venue for golf the CGCC operates a banquet hall, meeting rooms, and Pro shop.
- Over the past several years the number of members and golfers has declined. After several years of operating deficits, in 2014 the CGCC initiated a business management plan to improve our financial situation.
- Despite a reduction in membership revenue of \$110,000 as compared to 10 years ago, we have been able to increase total revenues by \$82,000 and decrease cost by \$93,000 resulting in an average annual surplus of \$27,000.
- In addition, through fundraising we have raised \$168,000 that is being used to repair and replace our aging infrastructure.

Benefits that the CGCC Bring to the Township

- The CGCC is not only a significant recreational facility within the township but has been a focal point for residential development. There are currently in excess of 100 homes built adjacent to the CGCC. The majority of these homeowners are members at the CGCC.
- This development has generated significant property tax revenue, estimated at approximately \$500,000 annually.
- The CGCC employs 46 full and part-time staff with a payroll of over \$660,000 annually. The majority of our staff live in the township.

Benefits that the CGCC Brings to the Township

- The CGCC has been developed and is operated by a group of community leaders at no cost to the taxpayers of the township.
- The development of community recreational facilities using this type of methodology represents significant savings to the taxpayers of the municipality, particularly when compared to the cost of constructing and operating municipally owned facilities, i.e. arenas, community halls, etc.
- The CGCC brings many tourists to the area that help support local business.

Details of Strategic Partnership

The CGCC is requesting financial assistance from the township in the form of services rendered. The following services and estimated values proposed are as follows:

- 1) Mayor's Charity Golf Tournament - Estimated Annual Value of \$16,500.
- 2) South Glengarry Golf Days – Estimated Annual Value of \$12,500.
- 3) Use of our Facilities as a Glen Walter and Area Community Hall – Estimated Annual Value of \$15,000

Details of Strategic Partnership

- The total annual fee for service would be reviewed each year.
- If interested the Township of South Glengarry would be named as a beneficiary of our property in the event that the corporation is dissolved.
- A member of council or staff would be invited to sit as a member of our Board of Directors.

Questions

- Thank you for your consideration of our request.
- I would be pleased to answer any questions at this time.



STAFF REPORT

S.R. No. 01-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: 2019 Borrowing By-law

BACKGROUND:

1. The Township's cash flow is such that borrowing may be required from time-to-time to meet the current payables.
2. The Borrowing By-law permits the GM of Corporate Services, if necessary, to borrow a sum and repay the line of credit as soon as permitted by cash inflows.
3. Under the *Municipal Act*, the Township is limited to a percentage of its current estimate revenues, while operating on a descending line of credit.
4. There has been no requirement to borrow since 1998.
5. In 2017, the Township Bank Account balance ranged from approximately \$3.6 million to \$9.6 million. This is in addition to uncollected tax arrears of approximately \$3.4 million (2018-12-31).
6. The amount suggested is equal to past requests.

ANALYSIS:

7. There are two (2) alternatives within this Staff Report:
 - i) to pass the By-law authorizing borrowing to a total of \$3,000,000, or
 - ii) to pass the By-law authorizing borrowing at a lower maximum.
8. A Borrowing By-law of less than \$3,000,000 may necessitate borrowing for a longer period of time with higher borrowing costs. The flexibility of the recommended borrowing amount will permit greater and better cash management.
9. The By-law has been prepared to reflect the \$3,000,000 limit. If another amount is chosen, then we can defer this motion and update the By-law accordingly.



ALIGNMENT WITH STRATEGIC PLAN:

N/A

IMPACT ON 2019 BUDGET:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 01-2019 be received and that By-law 01-2019, being a By-law to establish borrowing to an upset limit of \$3,000,000 in 2019, be read a first, second and third time, passed, signed, and sealed in Open Council this 21st day of January 2019.

A handwritten signature in black ink, appearing to read 'Bryan Brown', written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

SG-A-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 01-2019
FOR THE YEAR 2019**

BEING A BY-LAW TO PROVIDE FOR BORROWING TO MEET, UNTIL THE TAXES ARE COLLECTED, THE CURRENT EXPENDITURES OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY FOR THE YEAR.

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

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

AND WHEREAS the Council of the Corporation deems that it may be necessary to borrow the sum of **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the total of amounts previously borrowed under Section 407 of the *Municipal Act, 2001* as amended from time to time, (the "Act"), that have not been repaid are **nil** dollars;

AND WHEREAS the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, if the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is **\$13.876 million dollars**;

AND WHEREAS the amount to be borrowed under this By-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th of the year, 50% of the total, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation as set out above.

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

1. **THAT** the Mayor and Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or banker's acceptance, from **Bank of Montreal**, a sum or sums not exceeding in the aggregate **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended, from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding **prime per cent per annum**, which may be paid in advance or otherwise.

- 2. **THAT** all sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 407, as amended from time to time, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.

- 3. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF JANUARY 2019.

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



STAFF REPORT

S.R. No. 02-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: 2019 Interim Taxation By-Law

BACKGROUND:

1. Section 317 of the Municipal Act provides that the Council of a local municipality, “may pass a by-law, prior to the adoption of estimates for the year, levying amounts on the assessment of property in the local municipality that is rateable for local municipality purposes.”
2. This means that the first tax bill is prepared prior to the passing of the final budget and we need to develop reasonable estimates so that we can tax and collect funds to address our short-term cash needs.

ANALYSIS:

3. The levying and collection of interim taxes at this time will permit the municipality to maintain an adequate cash flow to address its short-term needs and will greatly reduce the potential of having to borrow funds to maintain ongoing operations.
4. It is proposed that Interim due dates be March 29th and May 31st, 2019.
5. Once the taxation rate is set through the budget process, staff will prepare a Final Taxation By-law which will set the final due dates on August 30th and October 31st, 2018.
6. Approximately 25% is due at each due date.

ALIGNMENT WITH STRATEGIC PLAN:

N/A



IMPACT ON 2019 BUDGET:

7. Allows for the collection of 2019 taxation revenue to fund the budget.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 02-2019 be received and that By-law 02-2019, being a by-law authorizing the levying of interim taxes be read a first, second, and third time, passed, signed, and sealed in Open Council this 21st day of January 2019.

A handwritten signature in black ink, appearing to read "Bryan Brown", written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

SG-C-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 02-2019
FOR THE YEAR 2019**

***BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND TO
PROVIDE FOR THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2019.***

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.

WHEREAS Section 317 of *The Municipal Act* provides that the Council of a local Municipality may pass a By-law to impose an interim levy on the assessment roll for taxation in the current year for properties in the Municipality rateable for local Municipality purposes;

AND WHEREAS Section 317 of *The Municipal Act*, provides a set of rules for determining the interim tax payable, which are also subject to the Municipality's discretion under Section 317 (9) of the *Municipal Act* to decrease or increase the interim tax payable, where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

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

1. **THAT** interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to approximately fifty per cent (50%) of the final 2018 taxes on the property taking into account that certain assessments have been lowered or increased since 2018 and that capping amounts may apply to certain tax classes.
2. **THAT** the said interim tax levy shall become due and payable in two instalments due and payable on the 29th day of March 2019 and the 31st day of May 2019 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. **THAT** the Treasurer of the Township of South Glengarry shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent per month or fraction thereof, being fifteen (15) percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
4. **THAT** interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

- 5. **THAT** the Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.

- 6. **THAT** a failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment does not affect the timing of default or the date from which interest shall be imposed.

- 7. **THAT** the Treasurer of the Township of South Glengarry may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 3 of this By-law.

- 8. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2019 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF JANUARY, 2019

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



STAFF REPORT

S.R. No. 03-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: 2019 Budget - Choose a Date

BACKGROUND:

1. We have altered our budget format and will now have a budget meeting that encompasses everything (capital, operations, and water/waste water) on the same evening(s). If additional time is required, we can reconvene on a subsequent day.
2. The proposed date is Wednesday, February 20, 2019.
3. If need be (i.e. inclement weather or a 2-day budget process), February 21, 2019 will be scheduled as tentative.

2019		February				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01	02
03	04 Council	05	06	07	08	09
10	11 Available	12 Available	13 Available	14 Valentine's Day	15	16
17	18 Family Day	19 Council	20 Proposed	21 Second Day of Budgeting (if required)	22	23
24 OGRA	25 OGRA	26 OGRA	27 OGRA	28	01	02

4. Supper is proposed to be provided at 4:30 pm prior to meeting and the meeting will start at 5:00 pm.



5. Alternatively, we could host a day meeting starting at 9:00 am, breaking for a provided lunch at noon, and returning at 1:00 pm with hopes of wrapping up by 4:00 pm.

ANALYSIS:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

IMPACT ON 2019 BUDGET:

6. Decisions here create the final budget for 2019.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 03-2019 be received and that the 2019 Budget Meeting be held on Wednesday, February 20, 2019 at 5:00pm.

Or

BE IT RESOLVED THAT Staff Report 03-2019 be received and that the 2019 Budget Meeting be held on Wednesday, February 20, 2019 at 9:00am.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO



STAFF REPORT

S.R. No. 04-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Approval - Tile Drainage Loan

BACKGROUND:

1. Tile Drainage loans allow the agricultural industry access to funds from the Province which are delivered through the municipality to assist with the installation of new tile drainage.
2. An agricultural business (farmer) must request the money from the Township who in turn prepares a by-law and requests the money from the Province.
3. If approved, the money will be given from the Province to the Township and then to the applicant.
4. The Municipality is responsible for the collection of the principal and interest for remittance to the Province over a ten (10) year period. The rate of interest is set annually by the Province and is currently 6%.

ANALYSIS:

5. Specific to this application, the funds are available for the sum of \$17,200 for work completed.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

IMPACT ON 2019 BUDGET:

6. None – the Province provides the funding and we in turn provide it to the applicant.



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 04-2019 be received and that By-law 03-2019, being a by-law to impose a special annual drainage rate upon land in respect of which money is borrowed under the Tile Drainage Act be read a first, second, and third time, passed, signed, and sealed in Open Council this 21st day of January 2019.

A handwritten signature in black ink, appearing to read "Bryan Brown", written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

RATING BY-LAW

THE CORPORATION OF THE
Township of South Glengarry

BY-LAW NUMBER 03-2019

A by-law imposing special annual drainage rates upon land in
respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the Council has, upon their application, lent the owners the total sum of
\$17,200.00 to be repaid with interest by means of rates hereinafter imposed;

BE IT THEREFORE ENACTED by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

Passed this 21 day of January, 2019

Corporate Seal

Head of Council

Clerk

The Corporation of the Township of South Glengarry

Schedule 'A' to By-law Number 03-2019

[illegible]

TILE DRAINAGE DEBENTURE

\$17,200.00

No. 03-2019

The Corporation of the _____ Township of _____ South Glengarry hereby promises to pay to the Minister of Finance the principal sum of \$17,200.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$2,336.93 on the 1st day of February, in the years 2020 to 2029, both inclusive.

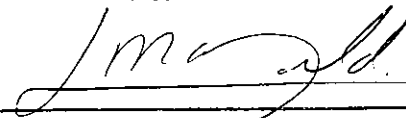
The right is reserved to The Corporation of the _____ Township of _____ South Glengarry to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the _____ Township of _____ South Glengarry in the Province of Ontario, this 1st day of 2019-02-01, under the authority of By-law No. 47-08 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

Corporate Seal

Head of Council



Treasurer

OFFER TO SELL

TO THE MINISTER OF FINANCE

The Corporation of _____ Township _____ of _____ South Glengarry
 hereby offers to sell Debenture No. 03-2019 in the principal amount of \$17,200.00
 to the Minister of Finance as authorized by Borrowing By-law No. 47-08 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

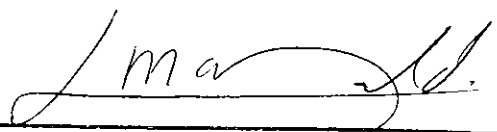
An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

2019-02-01

 Date

Corporate Seal



 Signature of Treasurer



STAFF REPORT

S.R. No. 05-2019

PREPARED BY: Kelli Campeau, Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Council Member Pregnancy and Parental Leaves Policy

BACKGROUND:

1. Bill 68: the *Modernizing Ontario's Municipal Legislation Act* brought forward several amendments to the *Municipal Act*.
2. One of the amendments mandates municipalities to adopt a policy regarding pregnancy leaves and parental leaves of members of Council.
3. This policy must be in place by March 1, 2019.

ANALYSIS:

4. Section 259 of the *Municipal Act* presently states that, "the office of a member of council becomes vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by resolution of Council".
5. The intent of this policy is to develop a provision to clearly provide parental leave for members of Council in such a manner that does not require authorization from Council and does not constitute an absence from meetings.
6. A proposed policy is attached hereto for Council's consideration.

ALIGNMENT WITH STRATEGIC PLAN:

7. Goal 3: Strengthen the effectiveness and efficiency of our organization.

IMPACT ON 2018 BUDGET:

N/A



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 05-2019 be received and that By-law 04-2019, being a by-law to adopt a policy for the Pregnancy and Parental Leave of Members of Council be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of January, 2019.

A handwritten signature in black ink, appearing to read 'Bryan Brown', written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

SG-I-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 04-2019
FOR THE YEAR 2019**

***BEING A BY-LAW TO ADOPT A POLICY FOR THE PREGNANCY AND
PARENTAL LEAVE FOR MEMBERS OF COUNCIL.***

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 on March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 270 (1) of the *Municipal Act, 2001*, c. 25 is amended by adding the following, “A municipality shall adopt and maintain policies with respect to the following matters: Pregnancy leaves and parental leaves of members of council.”

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

1. **THAT** the Pregnancy and Parental Leaves for Members of Council Policy attached hereto as “Schedule A” shall form part of this By-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 21ST DAY OF JANUARY, 2019***

MAYOR: **CLERK:**

Schedule A to By-law 04-2019

South Glengarry				POLICY
Policy Number:	01-2019	Review Frequency:	4 Years	
Approved By:	Council of the Township of South Glengarry	Date Approved:	January 21, 2019	
		Revision Date:		
Subject:	Pregnancy and Parental Leaves for Members of Council			

PURPOSE

The Township of South Glengarry recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with the *Municipal Act, 2001*.

The Policy provides guidance on how the Township of South Glengarry addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

DEFINITIONS

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

APPLICATION

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to Members of Council.

The Township of South Glengarry supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of his or her constituents.
2. A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes.

Schedule A to By-law 04-2019

4. A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member reserves the right to exercise his/her delegated authority on matters of Council.

RESPONSIBILITIES

Members of Council and staff are responsible for adhering to the provisions of this policy.

MONITORING/CONTRAVENTIONS

The Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy.



STAFF REPORT

S.R. No. 06-2019

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Request for Proposal for the Supply of Realtor's Services

BACKGROUND:

1. Request for Proposal 18-20 for the Supply of Realtor's Services closed on January 10, 2019.
2. Council directed Administration to issue the RFP for these services for the sale of a surplus lot located at the intersection of SDG 2 and Glen Walter Park Road legally described as Part 1 on 14R-6380.

ANALYSIS:

3. Two (2) submissions were received as follows:

Firm	Name of Agent	Proposed Listing Price	% of Final Sale Price
Century 21 Shield Realty Ltd.	Bill MacDonald	\$219,000 - \$229,000	5% *4% if Bill MacDonald acts for both seller and purchaser
Glengarry Real Estate	Andre Menard	\$195,000	5%

4. Administration has reviewed the submissions and recommends that the RFP be awarded to Century 21 Shield Realty.



IMPACT ON 2019 BUDGET:

5. The sale of the lot will generate revenue that will be directed to the Fire Reserve Fund.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 06-2019 be received and that Council award RFP 18-20 for the Supply of Realtor's Services for the sale of a surplus lot located at the intersection of SDG 2 and Glen Walter Park Road legally described as Part 1 on 14R-6380 to Century 21 Shield Realty Ltd. as per their submission and furthermore, that the Mayor & Clerk be authorized to sign any relevant documents.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO



STAFF REPORT

S.R. No. 07-2019

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Glen Walter Area Water and Waste Water Servicing Master Plan Study

BACKGROUND:

1. Council awarded Request for Proposal 16-13 for the Glen Walter Area Water and Waste Water Master Servicing Plan to WSP as per their submission of \$144,338 plus HST in October 2016.
2. The objective of developing a Master Servicing Plan was to conduct a Municipal Class Environmental Assessment (Based on Approach #1 in Section 4.4 of the Municipal Class EA document, prepared by the MEA) in order to identify a phased solution to provide water and wastewater service in the most efficient manner possible that will support the existing population and foreseen growth within the study area.
3. The Township was approved for a Clean Water and Wastewater Fund (CWWF) Grant in the April 2017 for the completion of an update to the Glen Walter Master Servicing Plan.
4. The eligible cost through the CWWF for the project is \$146,733.31 and Federal and Provincial contributions would be \$93,492.07 with the Township's contribution to the project being \$53,281.24.
5. The timeframe for the completion of the project was initially March of 2018, however in March of 2018 CWWF announced a program-wide extension for the completion of the projects to March of 2020.
6. Initially, WSP was to have the study completed in August of 2017, however as a result of internal changes to the company, the report was not completed (in draft form) until the fall of 2018.
7. WSP presented the draft Master Plan Study at the November 5, 2018 Council Meeting. A copy of their presentation is appended to this report.



8. The Study was conducted in accordance with Municipal Class Environmental Assessment process as approved by the Ministry of Environment and the process includes 5 phases:

- Phase 1: Problem Definition
- Phase 2: Identification and Evaluation of Alternative Solutions to determine a Preferred Solution
- Phase 3: Examination of Alternative Methods of Implementation of the preferred Solution
- Phase 4: Documentation of the Planning, Design and Consultation Process
- Phase 5: Implementation and Monitoring

9. The consultant developed the following Problem Statement:

The Glen Walter Area Water and Wastewater Servicing Master Plan seeks to identify a cost effective, environmentally sound, and socially acceptable solution to provide safe municipal drinking water and wastewater servicing to the current municipal water and wastewater serviced population of Glen Walter.

10. Based on the findings from the survey conducted with Glen Walter area residents who currently are not connected to the Township's Water or Waste Water System, it was recommended that the existing private services appear to be satisfactory and that servicing of the existing subdivisions would not be considered as part of the Master Plan.

11. The recommended preferred alternative solution presented at the November 5th Council Meeting is described as follows:

- All lots currently on private well and/or septic systems will continue to be serviced privately.
- New developments (excluding Area D) will be serviced by private well and septic systems.
- Areas currently receiving municipal servicing (including infill lots) plus Area D will continue to be serviced municipally.
- The preferred municipal water servicing alternative solution includes a new water storage tank, Water Treatment Plant high lift pump upgrades, upsizing of some existing watermains, and addition of new hydrants.
- The preferred municipal wastewater servicing alternative solution includes sewer rehabilitation (underway), a new equalization tank, Bray Street Pumping Station upgrades, and upsizing of some existing sewers.



12. Council did not accept the draft Report and expressed concerns with the findings. Administration was directed to follow up with the Consultant on the concerns with the recommendations.

ANALYSIS:

13. Administration followed up with WSP subsequent to the November 5, 2018 meeting and a review of the Scope of Work described in the Request for Proposal. The findings and recommendations concluded that the scope of work has been adequately fulfilled. The proposed course of action mutually agreed to would be that WSP submit the Draft Report as "Final" and that the Township would consider the Contractual Agreement fulfilled.
14. WSP has acknowledged that the Township might be interested in exploring servicing options for existing or new development. The Final Report could be used as the basis for further study of servicing options.
15. Administration is recommending the proposed course of action and would further recommend that the Final Report be "peer reviewed" by EVB Engineering.
16. Pending the completion of the peer review an independent study could then be developed and presented to the public to fulfill the requirements of the Master Plan Process and complete the project prior to the specified completion date for the funding program.

ALIGNMENT WITH STRATEGIC PLAN:

17. Goal 1: Enhance economic growth and prosperity
18. Goal 2: Invest in infrastructure and its sustainability
19. Goal 3: Strengthen the effectiveness and efficiency of our organization
20. Goal 4: Improve quality of life in our community

IMPACT ON 2019 BUDGET:

21. There will be additional costs for the completion of a peer review, however, the Township would likely have to return a portion or all of the \$93,492.07 to the Province if the Master Plan Process is not completed as per the Transfer Payment Agreement with the Canadian Water and Wastewater Fund.



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 07-2019 be received and that Council direct Administration to advise WSP to submit the Draft Master Servicing Plan as “Final” and furthermore that EVB Engineering peer review the Report with the findings to be presented to the Public and submitted to the Ministry of Environment to fulfill the requirements of the Master Plan Process.

A handwritten signature in black ink, appearing to read 'Bryan Brown', written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO



Glen Walter Area Water & Wastewater Servicing Master Plan Update

Township of South Glengarry Council Presentation



October 15, 2018

Glen Walter Area Water and Wastewater Servicing | Master Plan Update



Agenda

- Study Overview
- Master Plan EA Process
- Review of Existing Conditions
- Future Requirements
- Problem Statement and Alternatives
- Evaluation of Alternative Solutions
- Preferred Alternative Solutions
- Next Steps

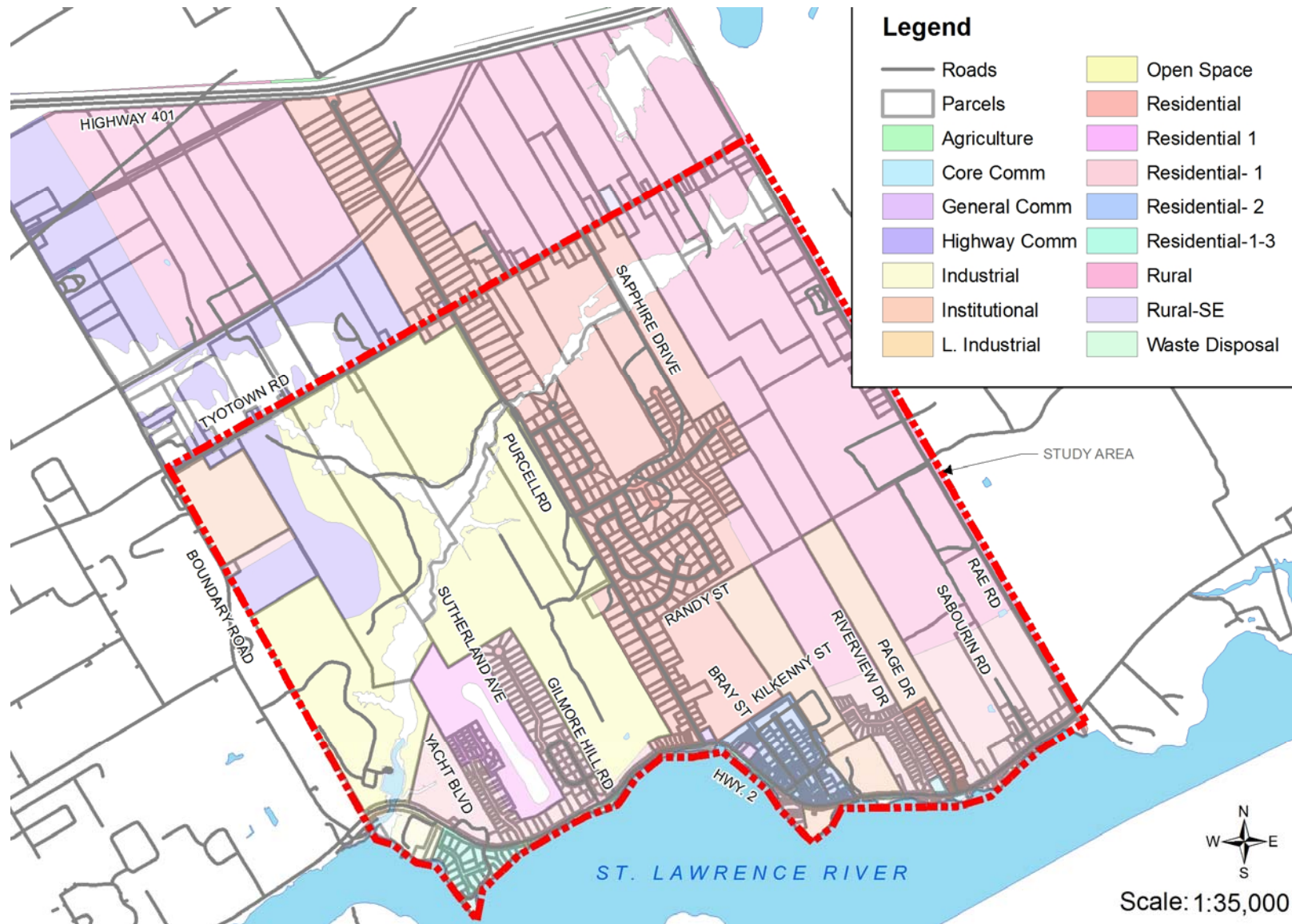


Glen Walter Area Water and Wastewater Servicing Master Plan Update



Study Area

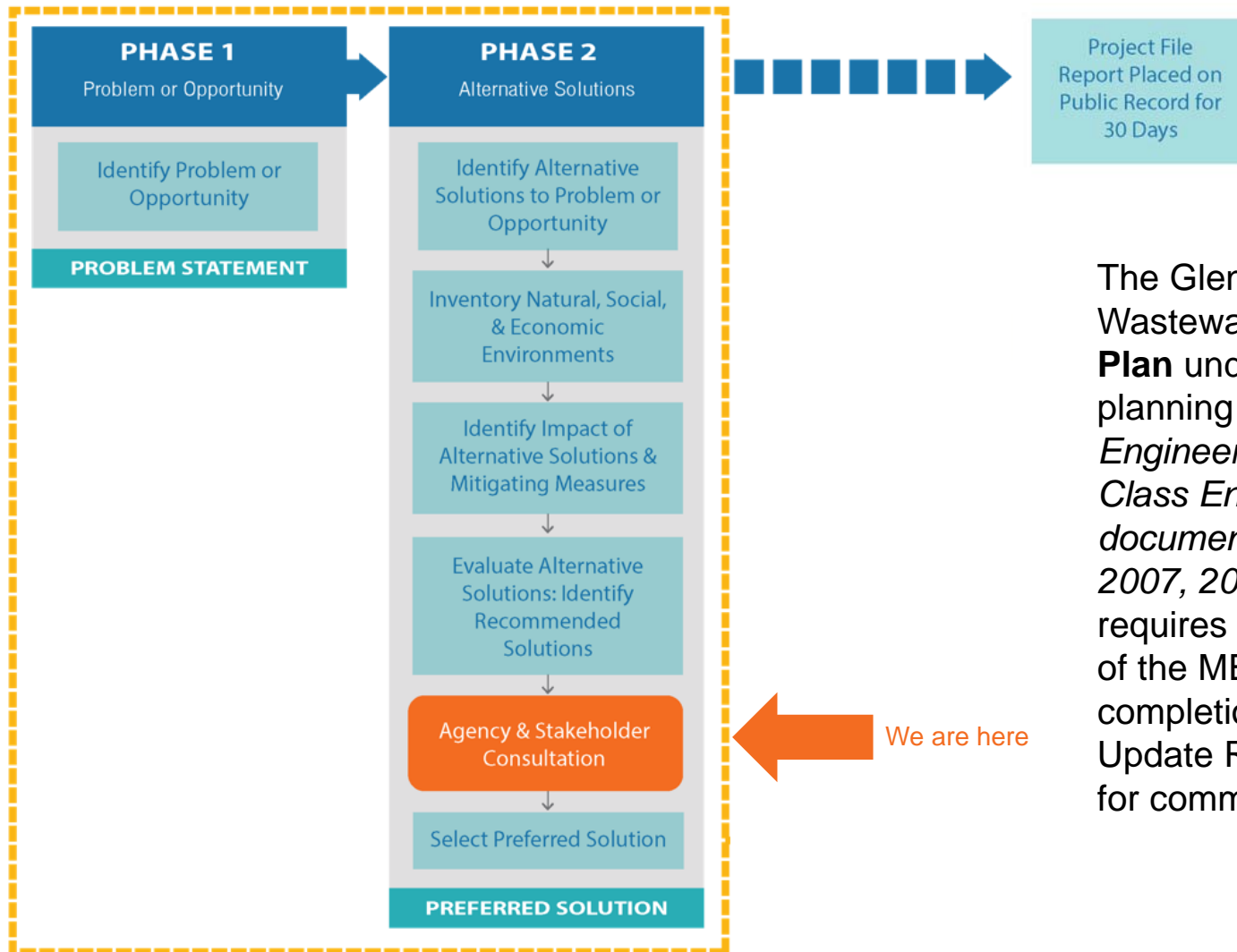
The Glen Walter Study Area is bounded by Boundary Road (City of Cornwall) to the west, Tyotown Road to the north, Rae Road to the east, and the St. Lawrence River to the south. The study area includes communities with municipal water and wastewater servicing, communities with municipal water servicing only, communities with private water and septic services, as well as potential growth areas.



Glen Walter Area Water and Wastewater Servicing Master Plan Update



Municipal Class Environmental Assessment (Class EA) Process



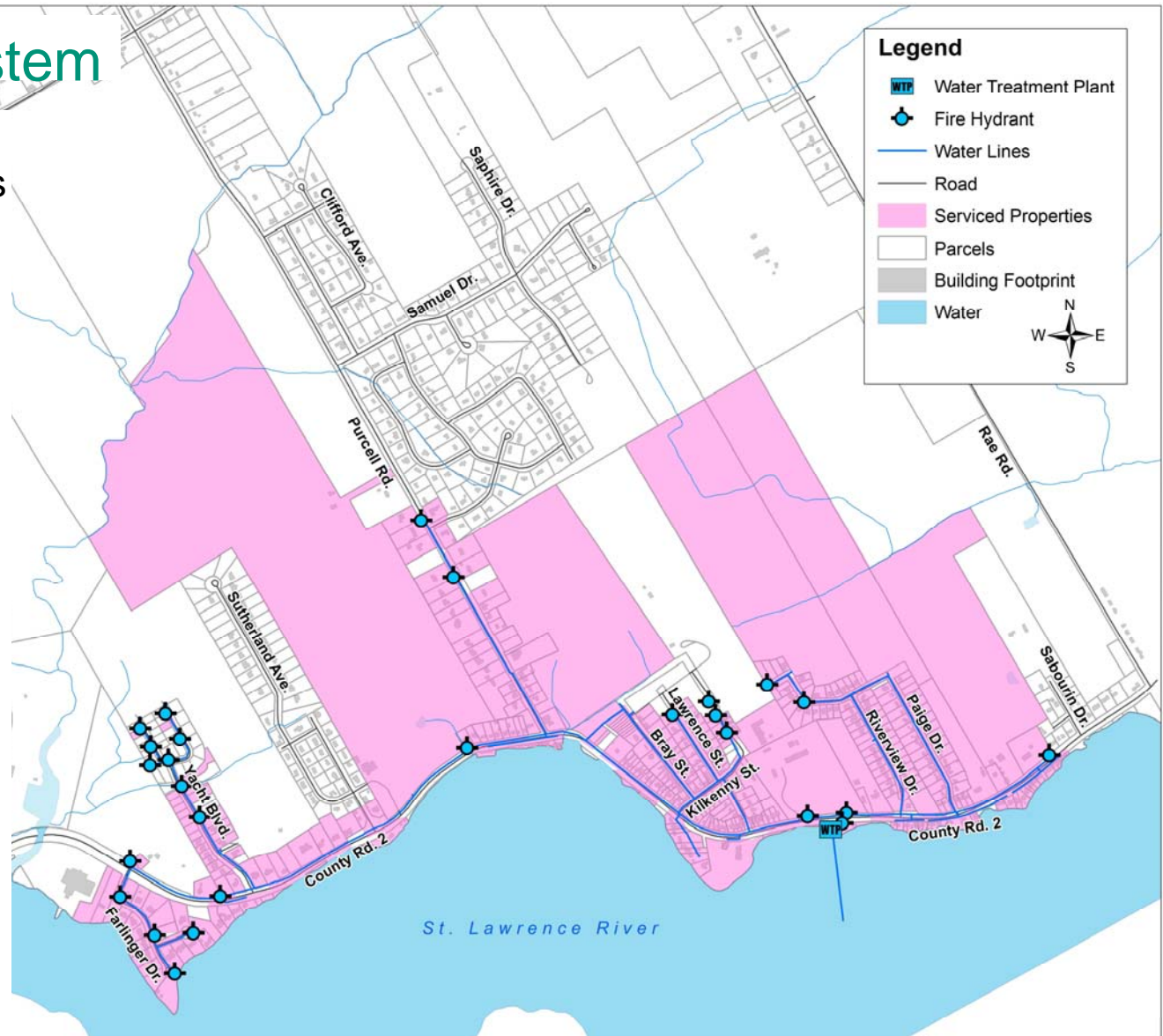
The Glen Walter Area Water and Wastewater Servicing Study is a **Master Plan** undertaking, in accordance with the planning process outlined in the *Municipal Engineers Association (MEA) Municipal Class Environmental Assessment document (October 2000, amended in 2007, 2011, and 2015)*. As such, the Study requires the completion of Phases 1 and 2 of the MEA Class EA process. Upon completion of the Study, a Master Plan Update Report will be prepared and filed for comment.

Glen Walter Area Water and Wastewater Servicing Master Plan Update



Glen Walter Water System

- Mixture of Private Wells and Municipally Serviced Properties
- Municipal System includes single Water Treatment Plant (WTP) system with no Booster Stations or Storage Facilities.
- Municipal System does not service 'Fire Flow' conditions
- 49% water loss reported in 2016 water consumption records and Annual Reports
- System is able to service Average Day Demand (ADD) and Maximum Day Demand (MDD) for Serviced Area
- System Meets MECP Quality Treatment Requirements

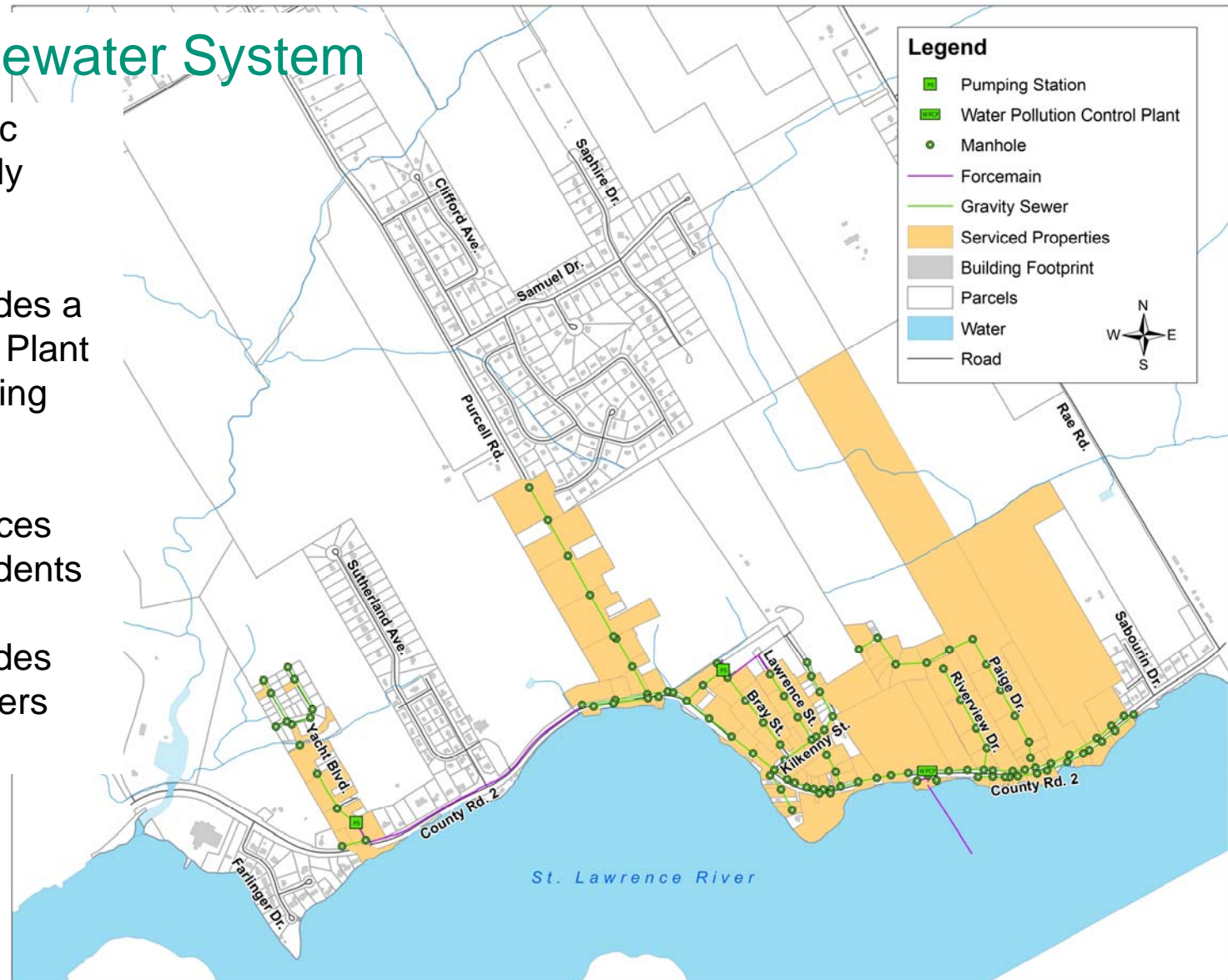


Glen Walter Area Water and Wastewater Servicing Master Plan Update



Glen Walter Wastewater System

- Mixture of Private Septic Systems and Municipally Serviced Properties
- Municipal System includes a Water Pollution Control Plant (WPCP) and two Pumping Stations (PSs)
- Municipal System services Approximately 962 residents
- Municipal System includes separated sanitary sewers from stormwater

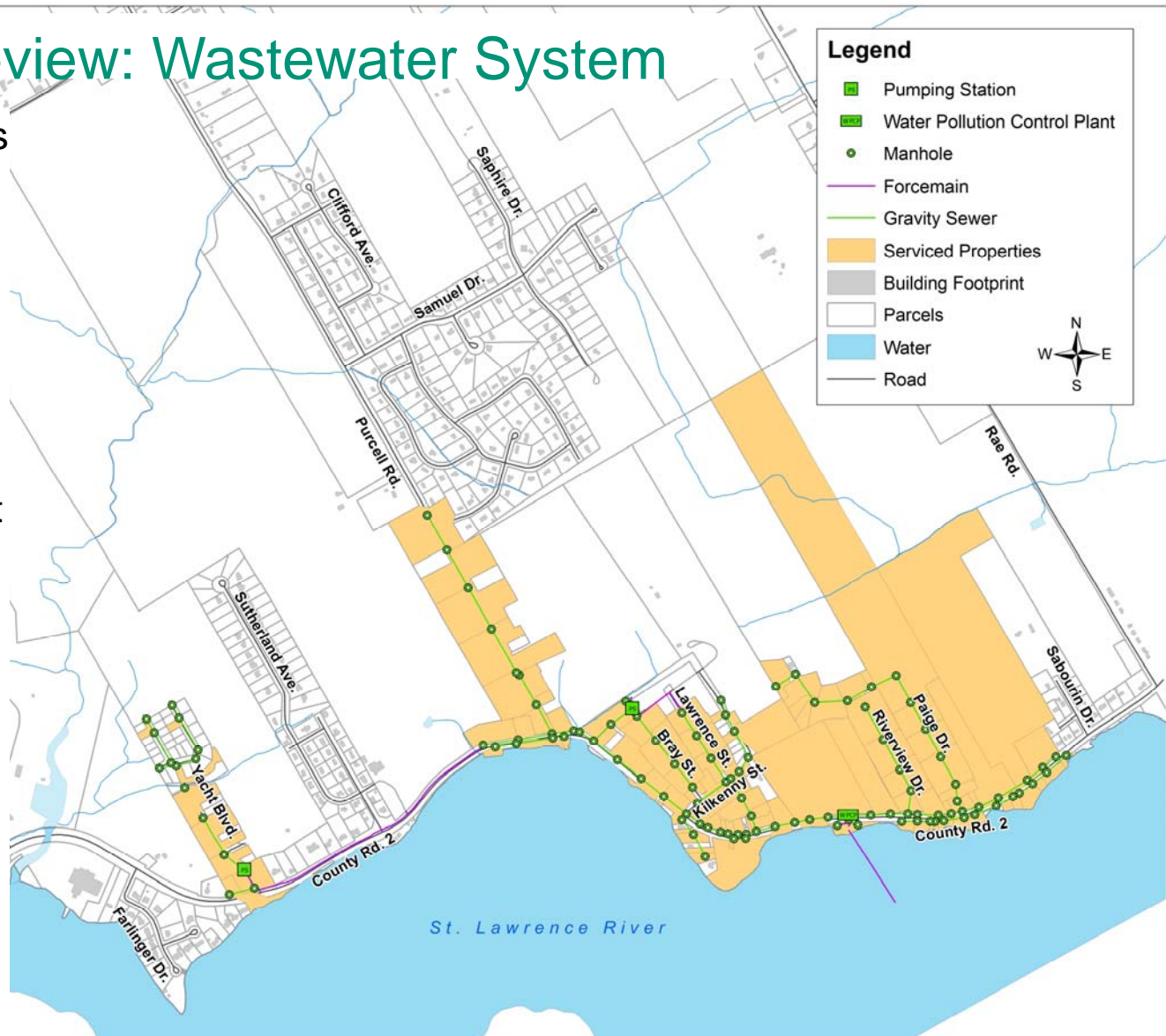


Glen Walter Area Water and Wastewater Servicing | Master Plan Update



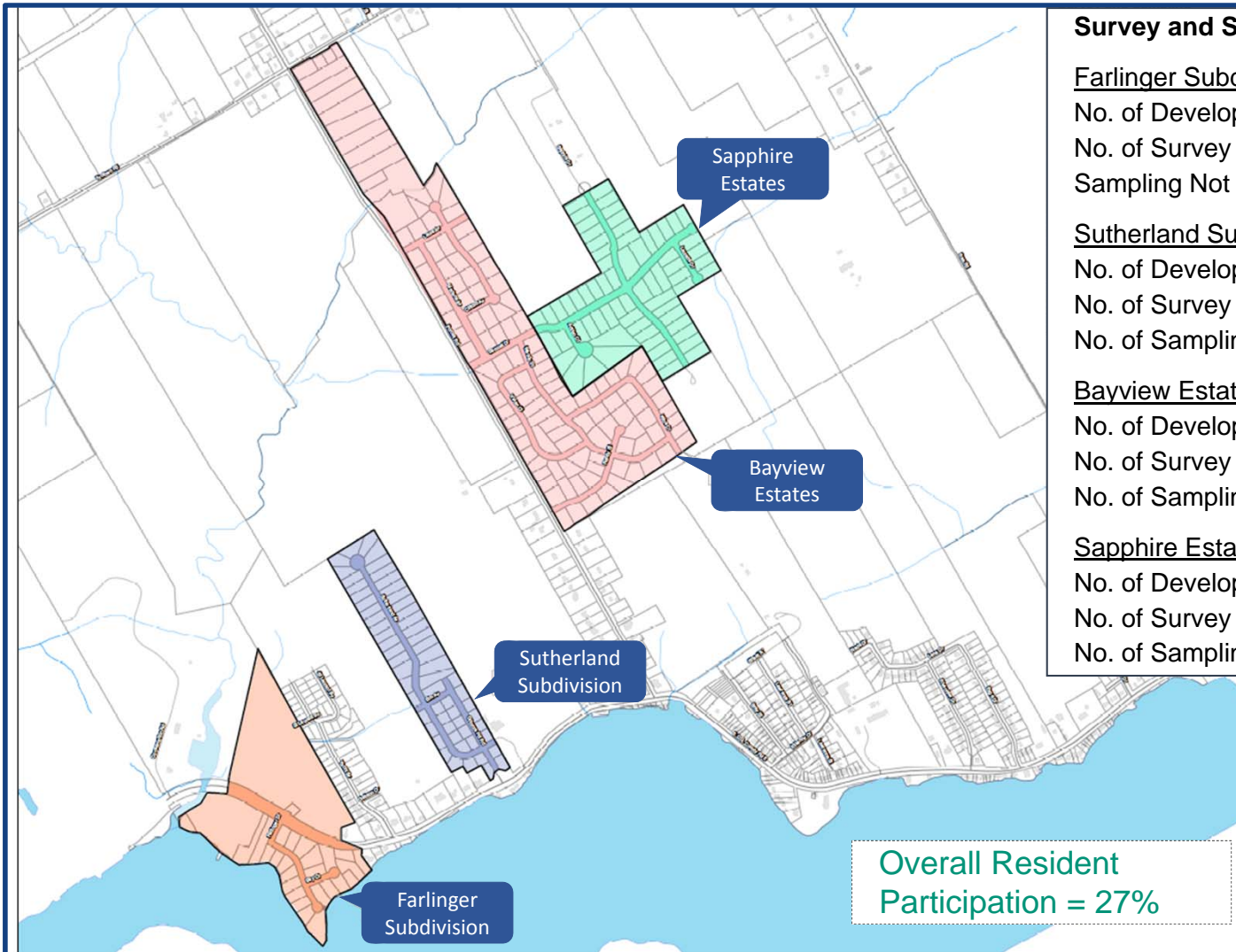
Existing Conditions Review: Wastewater System

- The WPCP is operating near its rated capacity of 787 m³/d
- A Flow Monitoring Program was conducted in Spring/Summer of 2017
- High infiltration and inflow (I/I) rates observed in annual report flows and 2017 flow monitoring program
- Overflow conditions observed at the Bray St. PS in the summer of 2017 and January of 2018
- The WPCP consistently meets MECP effluent quality requirements





Existing Conditions Review: Door-to-Door Survey



Survey and Sampling Participation Summary

Farlinger Subdivision

No. of Developed Lots.....25
 No. of Survey Participants.....5
 Sampling Not Required

Sutherland Subdivision

No. of Developed Lots.....56
 No. of Survey Participants.....20
 No. of Sampling Participants.....5

Bayview Estates

No. of Developed Lots.....121
 No. of Survey Participants.....35
 No. of Sampling Participants.....9

Sapphire Estates

No. of Developed Lots.....59
 No. of Survey Participants.....12
 No. of Sampling Participants.....6

- Overall, private septic and well systems appear to be performing well.
- No ODWQS exceedances of health-related parameters observed.
- Residents may benefit from information regarding care and maintenance of well and septic systems.

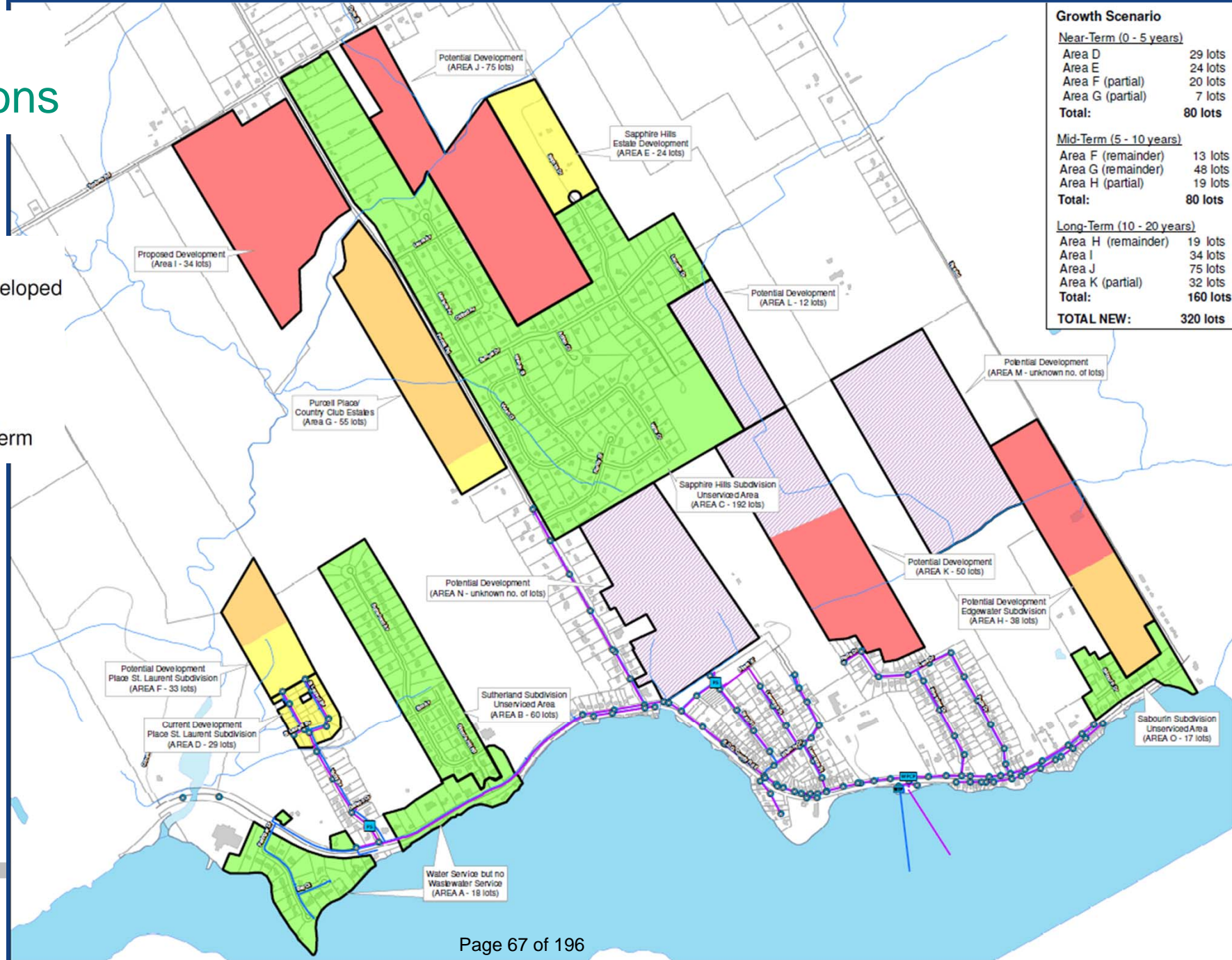
Glen Walter Area Water and Wastewater Servicing Master Plan Update



Growth Projections

Growth Scenario

- Already Developed
- Near-Term
- Mid-Term
- Long-Term
- Very Long-Term



Growth Scenario

Near-Term (0 - 5 years)

Area D	29 lots
Area E	24 lots
Area F (partial)	20 lots
Area G (partial)	7 lots
Total:	80 lots

Mid-Term (5 - 10 years)

Area F (remainder)	13 lots
Area G (remainder)	48 lots
Area H (partial)	19 lots
Total:	80 lots

Long-Term (10 - 20 years)

Area H (remainder)	19 lots
Area I	34 lots
Area J	75 lots
Area K (partial)	32 lots
Total:	160 lots

TOTAL NEW: 320 lots



Future Requirements – Water System

Level of Service (LOS) Requirements

- Watermains must:
 - To service average day demand (ADD), maximum day demand (MDD), peak hour demand (PHD) and MDD+Fire Flow.
 - Maintain a minimum 40 psi service pressure and 20 psi pressure under MDD+Fire Flow.
- Water Storage
 - Meet MECP requirements for functional, emergency and fire flow storage.
- Water Treatment Plant
 - To service ADD, MDD, PHD and MDD+Fire Flow projections.

Infrastructure Gap Analysis

- Watermains are not sized to service MDD+Fire Flow conditions.
- Pressure targets are not currently achieved.
- MDD+Fire Flow storage requirements are not met. No storage facilities or adequate boosting facilities.
- Existing facility meets servicing requirement



Future Requirements – Wastewater System

Level of Service (LOS) Requirements

- Sewers must:
 - Have a hydraulic grade line (HGL) from the 100yr storm of more than 2m below the finished ground in wet-weather conditions.
 - Dry weather flow is less than the sewer capacity.
- Pumping Stations
 - Dry Weather flows and 10yr storm flows are less than the pumping stations firm capacity.
- Forcemains
 - Velocity in pipe is less than 2 m/s.
- Water Pollution Control Plant
 - Achieve required effluent requirements.

Infrastructure Gap Analysis

- Under wet-weather conditions there is approximately 2.8 km of sewer that does not meet LOS criteria
- Under dry-weather conditions all were found to meet the LOS criteria
- Bray St PS does not meet requirements
- Yacht St. PS meets requirements, however nearing 10yr storm flow capacity.
- Both PSs meet velocity requirements under existing conditions.
- In the 10yr storm analysis, the peak flow to the WPCP exceeds its capacity.

Problem Statement

The purpose of the Problem Statement is to define the starting point of the Master Plan Study and assist in defining the scope of the project. It reflects the review of existing conditions, assessment of growth scenarios, and strives to address the identified servicing gaps.

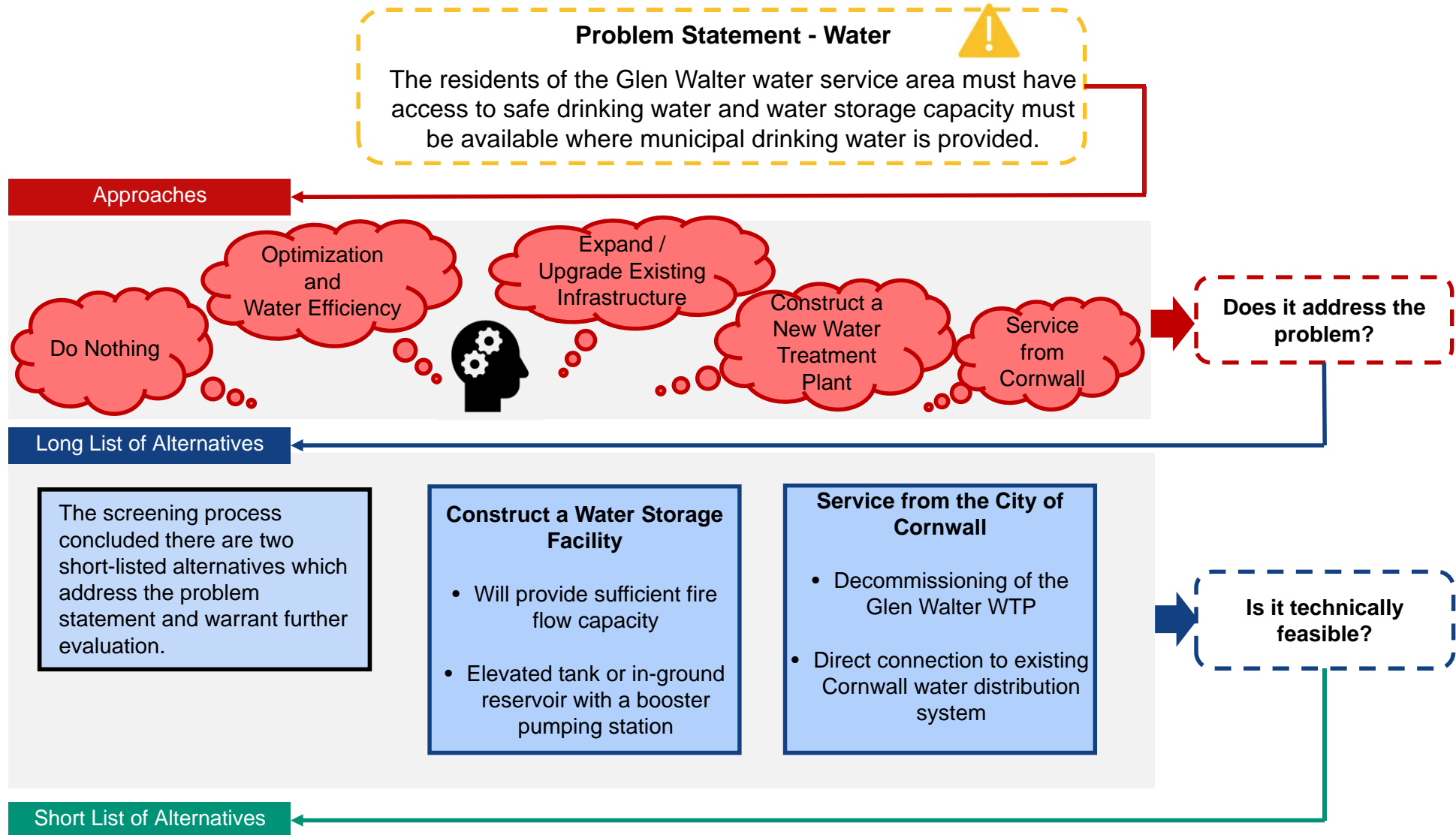
Problem Statement:

The Glen Walter Area Water and Wastewater Servicing Master Plan seeks to identify a cost-effective, environmentally sound, and socially acceptable solution to provide safe municipal drinking water and wastewater servicing to the current municipal water and wastewater serviced population of Glen Walter.

The Master Plan Study evaluates alternative solutions to address the Problem/Opportunity Statement identified above for the Existing + Area D growth scenario only.

The Existing + Area D growth scenario considers areas currently being serviced by the Township, infilling, and Area D. Area D is included as water and wastewater servicing infrastructure is already in place for this development.

Glen Walter Area Water and Wastewater Servicing Master Plan Update



Glen Walter Area Water and Wastewater Servicing Master Plan Update



Problem Statement - Water

The residents of the Glen Walter water service area must have access to safe drinking water and water storage capacity must be available where municipal drinking water is provided.

Approaches

Long List of Alternatives

Short List of Alternatives

Construct a Water Storage Facility

- Will provide sufficient fire flow capacity
- Water storage tank with a booster pumping station
- Opinion of probable capital cost is \$8.6M to \$10.2M

Service from the City of Cornwall

- Decommissioning of Glen Walter Water Treatment Plant
- New watermain from Cornwall to Glen Walter
- Opinion of probable capital cost is \$11.4M to \$15.6M

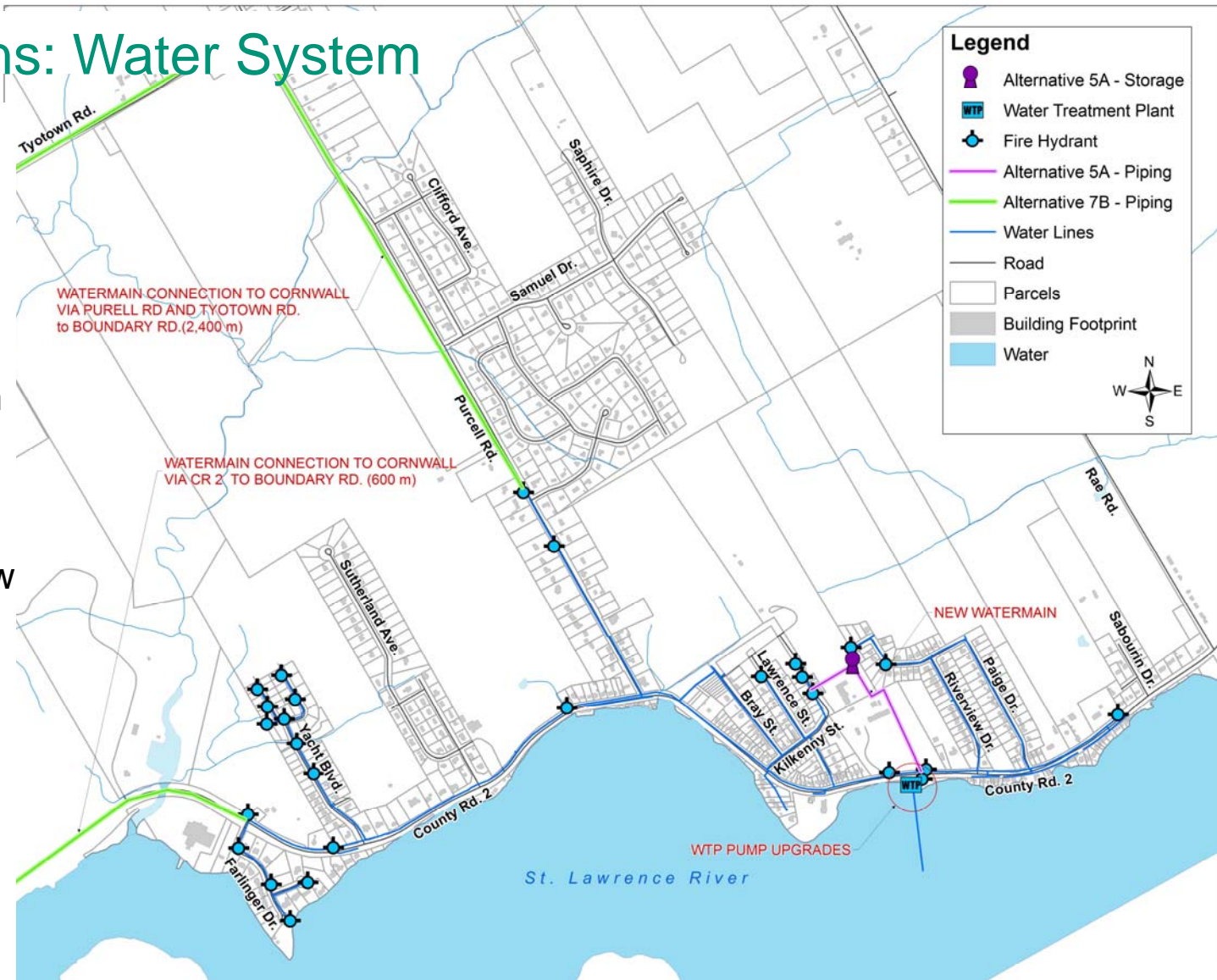
Evaluation Matrix

Glen Walter Area Water and Wastewater Servicing Master Plan Update

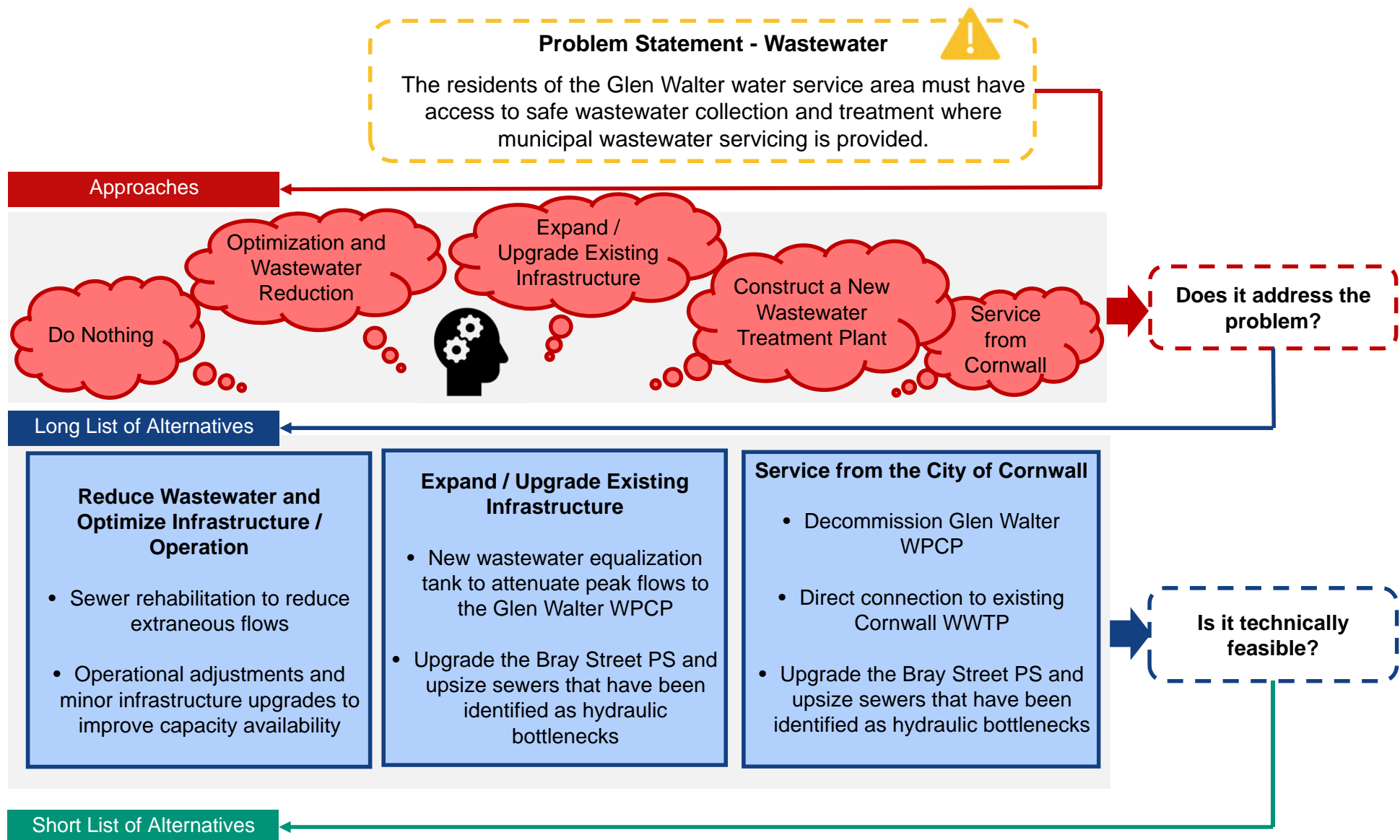


Alternative Solutions: Water System

- 50 new hydrants with hydrant leads and connections required for fire flow servicing (all alternatives)
- Approximately 500-750 m of additional watermain looping to remove dead-end connections and increase available fire flow for subdivisions (all alternatives)
- WTP decommission to occur for the connection to Cornwall alternative (Alternative 7B)



Glen Walter Area Water and Wastewater Servicing Master Plan Update



Glen Walter Area Water and Wastewater Servicing Master Plan Update



Problem Statement - Wastewater



The residents of the Glen Walter water service area must have access to safe wastewater collection and treatment where municipal wastewater servicing is provided.

Approaches

Long List of Alternatives

Short List of Alternatives

Reduce Wastewater and Optimize Infrastructure / Operation

- Sewer rehabilitation to reduce peak flows
 - Flow monitoring program to confirm improvement in the presence of extraneous flows in the wastewater collection system
 - Unit process capacity assessment optimization study of the Bray Street PS and Glen Walter WPCP
- Implement operational adjustments and minor infrastructure upgrades to improve capacity availability, if dictated by the optimization study

Expand / Upgrade Existing Infrastructure

- Construct a new wastewater equalization tank to attenuate peak flows to the Glen Walter WPCP
 - Upgrade the Bray Street PS (by approximately 1,000 m³/d)
- Upsize approximately 2.8 km of sewer that have been identified as hydraulic bottlenecks

Service from the City of Cornwall

- Decommissioning of the Glen Walter WPCP treatment facilities
- Increase pumping capacity at the Glen Walter WPCP
 - Upgrade the Bray Street PS (by approximately 1,000 m³/d)
- Upsize sewers that have been identified as hydraulic bottlenecks
- Construct a new forcemain (approximately 4km) from the Glen Walter boundary to the existing Cornwall WWTP

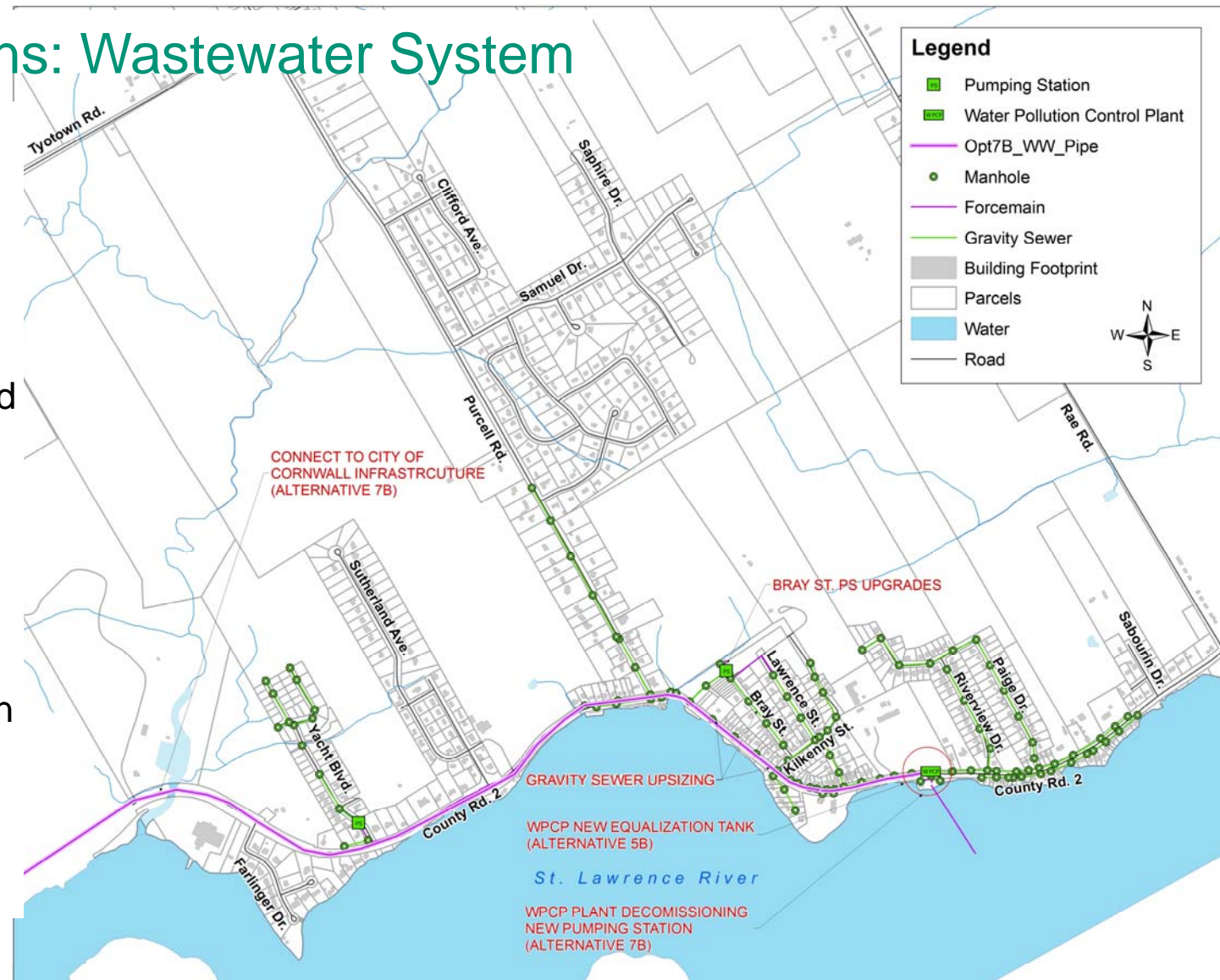
Evaluation Matrix

Glen Walter Area Water and Wastewater Servicing Master Plan Update



Alternative Solutions: Wastewater System

- Bray St. PS upgrades to service LOS existing conditions (all alternatives)
- Gravity sewer upsizing/twinning required for relevant surcharging pipes. (all alternatives)
- Degree of upgrades dependant on effectiveness of infiltration and inflow reduction strategies (all alternatives)



Evaluation Criteria

- 1. Natural Environment:** Refers to any potential impact to natural areas or features, groundwater quality, surface water, erosion, and flood control.
- 2. Social & Cultural Environment:** Refers to any potential impact to residents, built-up areas, and regulatory requirements.
- 3. Technical:** Refers to system operation, ability to measure performance, future expansion, ability to provide consistent and efficient servicing, and phasing of required infrastructure.
- 4. Economic/Financial:** Refers to the capital cost, operating cost, and phasing (implementation).

Glen Walter Area Water and Wastewater Servicing | Master Plan Update



Evaluation of Alternatives - Water

EVALUATION CRITERIA	ALTERNATIVE 5A: CONSTRUCT A NEW WATER STORAGE TANK	ALTERNATIVE 7A: CONNECT TO EXISTING WATER INFRASTRUCTURE IN CORNWALL
Natural Environment	<ul style="list-style-type: none"> No impacts to surface water anticipated. Groundwater dewatering, if necessary, may disturb the River. Less dewatering than Alternative 7A. Potential for tree-removal and ground disruption. 	<ul style="list-style-type: none"> Some surface water disruption anticipated with creek crossing(s). Groundwater dewatering, if necessary, may disturb the River. More dewatering than Alternative 5A. Potential for tree-removal and ground disruption.
Social and Cultural Heritage	<ul style="list-style-type: none"> New storage tank may be located on a new site (an site owned by the Township is currently available and could be used). Less opportunity to achieve more servicing capacity. Elevated water storage tanks are perceived to be desirable landmarks. 	<ul style="list-style-type: none"> New watermain to be located through previously unimpacted lands. Greater opportunity to achieve more servicing capacity. Dependent on Cornwall for drinking water access.
Technical Suitability	<ul style="list-style-type: none"> Existing site access. Potential for less construction if looping is required for Cornwall connection. Minor WTP shutdown during connection. Minor increase in operational complexity from current. Opportunity to retrofit equalization tank if needed, in the future. Improvement to availability of stored water during power outages. Improved redundancy with functional storage provided to distribution network 	<ul style="list-style-type: none"> No existing site access. Potential for more construction if looping is required for Cornwall connection. Minor WTP shutdown during connection. Significant reduction in operation and maintenance efforts (limited to watermains and water storage, if any). Connects to Cornwall system in proximity to water reservoir. Many unknown factors regarding availability of capacity. Improved redundancy with functional storage provided to distribution network
Economic Viability	<ul style="list-style-type: none"> Lower opinion of probable capital cost (\$8.6M to \$10.2M) Lower operational and maintenance costs. 	<ul style="list-style-type: none"> Higher opinion of probable capital cost (\$11.4 to \$15.6M) Higher operational and maintenance costs (to be paid to City).
Least Preferred	Most Preferred	

Glen Walter Area Water and Wastewater Servicing | Master Plan Update



Evaluation of Alternatives - Wastewater

EVALUATION CRITERIA	ALTERNATIVE 5B: CONSTRUCT A NEW WASTEWATER EQUALIZATION TANK	ALTERNATIVE 7B: CONNECT TO EXISTING WASTEWATER INFRASTRUCTURE IN CORNWALL
Natural Environment	<ul style="list-style-type: none"> Negligible impacts as design effluent limits will be met. Groundwater dewatering, if necessary, may disturb the River. Less dewatering than Alternative 7B. Potential for tree-removal and ground disruption. 	<ul style="list-style-type: none"> Negligible impacts as Cornwall WWTP will meet effluent limits. Groundwater dewatering anticipated for forcemain and PS upgrades, may disturb the River. More dewatering than Alternative 5B. New forcemain will need to cross under a creek, therefore some surface water disruption anticipated. Potential for tree-removal and ground disruption.
Social and Cultural Heritage	<ul style="list-style-type: none"> New tank may be located on a new site (i.e. not on the existing WPCP site). Greater opportunity for odours, however can be mitigated through odour control. Less opportunity to achieve more servicing capacity. 	<ul style="list-style-type: none"> Most infrastructure required on new lands and through Cornwall's ROW along Hwy 2 (high disruption due to construction). Ownership and maintenance of forcemain based on shared agreement. Greater opportunity for odours, however can be mitigated. Greater opportunity to achieve more servicing capacity, allowing for flexibility in the future for expansion of the municipally serviced area. Dependent on City for wastewater treatment.
Technical Suitability	<ul style="list-style-type: none"> Existing site access. Minor WPCP shutdown/bypass during connection Change in operation from current – increase in operation complexity. Opportunity to retrofit equalization tank if needed, in the future. Improvement to the accommodation of high flows that may occur due to climate change. 	<ul style="list-style-type: none"> Existing site access except for forcemain through Cornwall. Minor WPCP shutdown/bypass during connection Reduction in operation and maintenance efforts (limited to PSs and sewers). Significant PS upgrades required. Less attenuation of high flows that may occur due to climate change. Many unknown factors regarding availability of capacity.
Economic Viability	<ul style="list-style-type: none"> Lowest opinion of probable capital cost (\$13.3M). Lower operational and maintenance costs. 	<ul style="list-style-type: none"> Highest opinion of probable capital cost (\$27.6M). Higher operational and maintenance costs (to be paid to the City). BAF systems use more energy than conventional systems.
Least Preferred	Most Preferred	

Glen Walter Area Water and Wastewater Servicing | Master Plan Update



Preferred Water Servicing Alternative

The preferred water system alternative solution is the Construction of a Water Storage Tank. This solution satisfies the Problem Statement and has the lowest capital and operation and maintenance costs.

PROJECT	YEAR REQUIRED	OPINION OF PROBABLE COST (2017\$)	CLASS EA SCHEDULE	TRIGGER
New Water Storage Tank and WTP High Lift Pump Upgrades	2019-2021	\$3.3M to \$4.3M	Schedule B	Water storage tank required to provide security of fire flow supply and redundancy in the distribution system.
Upsizing of Existing Watermains and Addition of Hydrants	2022-2025	\$2.3M	Schedule B	Prioritize by areas with known high leakage.

Glen Walter Area Water and Wastewater Servicing Master Plan Update



Preferred Wastewater Servicing Alternative

The preferred water system alternative solution is a phased approach to the Construction of a Wastewater Equalization Tank. This solution satisfies the Problem Statement and has the least impact to the natural, social/cultural, technical, and economic environments.

Phase 1 of this alternative includes:

- Completion of the sewer rehabilitation program followed by flow monitoring to quantify improvements; and,
- Unit process capacity assessment and optimization study of the Glen Walter WPCP to support plant re-rating (if warranted based on the results of the flow monitoring program).

Phase 2 is the construction of a new equalization tank and upgrade of the Bray Street PS.

PROJECT	YEAR REQUIRED	OPINION OF PROBABLE COST (2017\$)	CLASS EA SCHEDULE	TRIGGER
Sewer Rehabilitation	2018	Already approved	n/a	Already triggered by significant I&I in the sewer system.
New Equalization Tank	2019-2021	\$1.1M	Schedule B	Equalization storage tank required to attenuate peak inflows to the WPCP and to reduce overflows.
Bray Street PS Upgrades	2021-2025	\$2.9M	Schedule B	PS upgrades required immediately, however equalization tank is required prior to upgrades. Trigger upgrades following review of I&I reduction initiative results.
Upsizing of Sewer Network	2019-2025	-	Schedule A	Following I/I reduction initiatives and in conjunction with preferred alternative upgrades.

Glen Walter Area Water and Wastewater Servicing Master Plan Update



Next Steps

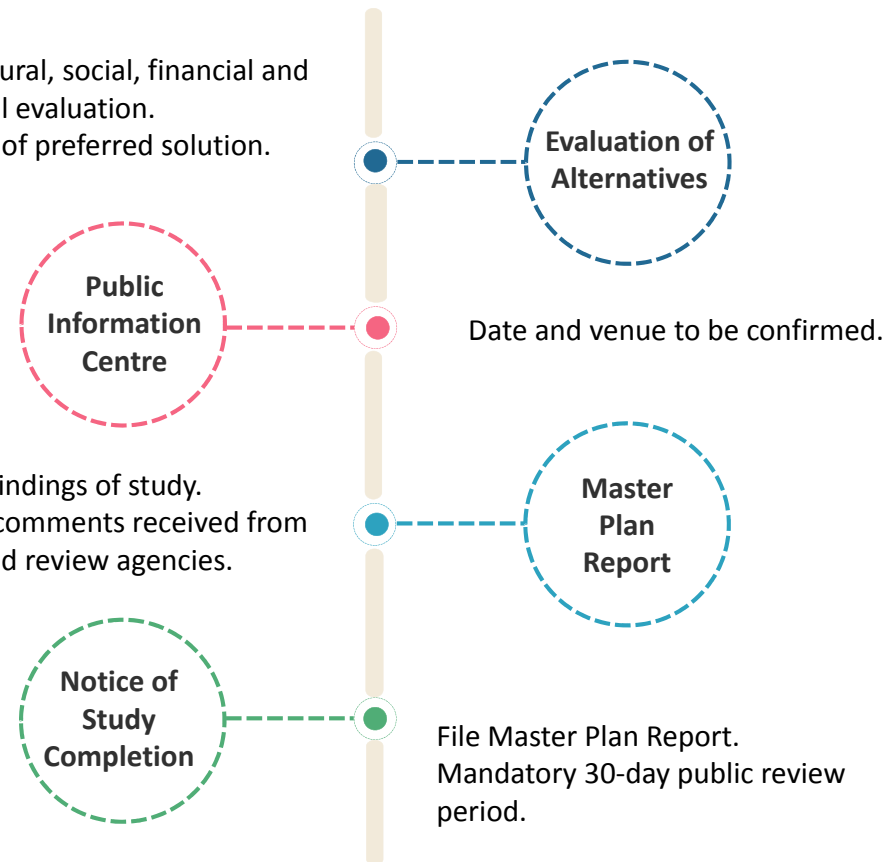
- Host a Public Information Centre to receive comments.
- Incorporate comments from the PIC into draft Master Plan Report.
- File Master Plan Report for 30-day public and stakeholder review period.
- Issue Notice of Study Completion.

Thank you!

Carla Fernandes, P.Eng.
Project Manager
WSP Canada Limited
P: 613-856-0323
E: Carla.Fernandes@wsp.com

Michael Flowers, P.Eng.
Municipal Project Engineer
WSP Canada Limited
P: 613-856-0305
E: Michael.Flowers@wsp.com

Technical, natural, social, financial and archaeological evaluation.
Identification of preferred solution.





STAFF REPORT

S.R. No. 08-2019

PREPARED BY: Ewen MacDonald - GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Material Recovery Facility

BACKGROUND:

1. Council was advised in August 2018 by Administration of the plans to change to a two stream processing model for the RARE Material Recovery Facility in Alexandria as of January 1, 2019.
2. Council was not in favour of changing the level of service for our recycling collection.
3. The current tender for recycling collection also included the option of delivering our recycling material to the City of Cornwall Material Recovery Facility.
4. Administration contacted the City of Cornwall to start receiving and processing the Township's recycling in January 2019.
5. On Monday, December 10, the City of Cornwall Council passed By-Law 2018-159 that allows City Administration to enter into a Service Agreement with South Glengarry to be able to process South Glengarry's residential recycling.
6. The Draft Agreement between the City of Cornwall and the Township of South Glengarry is appended to this report.

ANALYSIS:

7. The Draft Agreement has been reviewed by Administration and the conditions deemed acceptable.
8. The list of acceptable recycling products from the City of Cornwall is more extensive than the RARE plant and our website and calendar will be updated to



advise residents of the materials that can be recycled. Hopefully this will result in increased diversion from our landfill sites.

9. The Agreement is for a one year term and will be automatically renewed annually unless one of the parties wishes to terminate the Agreement.
10. The current recycling collection contract ends in November 2020. A tender for a term that will end in June 2023 will be issued at that time to harmonize the dates for the Waste Management tenders.
11. The current Household Waste Collection tender was extended to June 2019 and a 4 year tender will be issued in the next couple of weeks. The June date will be consistent with the term of Council and will provide an opportunity for Council to review the level of service provided and may any changes to the program.
12. The June date also works with the collections calendar, as any changes to the Waste Management Program can be made for the calendar's August to July timeframe.
13. There are initiatives in the 2012 Waste Recycling Strategy that Council may wish to implement for future contracts. The Strategy is posted on the Township website at the follow link:

<http://www.southglengarry.com/en/residents/resources/TSG-FinalWRSReport-May2012.pdf>

ALIGNMENT WITH STRATEGIC PLAN:

14. Goal 3: Strengthen the effectiveness and efficiency of our organization.

IMPACT ON 2019 BUDGET:

15. The cost per tonne for the processing at the City of Cornwall facility is \$55.00 per tonne. The cost at RARE in 2018 was \$43.00 per tonne.
16. The average annual tonnage for recycling in South Glengarry is 750 tonnes. The 2019 Budget will reflect the cost for the processing as per the \$55.00 per tonne rate.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 08-2019 be received and that By-law 05-2019, being a by-law to enter into an Agreement with the City of Cornwall for the Processing of the Township's Recycling Materials at the City of Cornwall Material Recovery Facility



as per the Terms and Conditions of the Recycling and Processing Servicing Agreement be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of January 2019 and furthermore that the Mayor and Clerk be authorized to execute the Recycling and Processing Servicing Agreement.

A handwritten signature in black ink, appearing to read "Bryan Brown", written over a horizontal line.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

SG-I-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 05-2019
FOR THE YEAR 2019**

***BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE CITY OF
CORNWALL FOR THE PROCESSING OF RECYCLING MATERIALS AT
THE CITY OF CORNWALL MATERIAL RECOVERY FACILITY.***

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

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

AND WHEREAS the Council of the Township of South Glengarry is desirous of entering into an Agreement with the City of Cornwall for the processing of recycling materials at the City of Cornwall Material Recovery Facility.

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

1. **THAT** the Mayor and Clerk are hereby authorized the sign the agreement attached hereto as Schedule A and is declared to form part of this by-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 21ST DAY OF JANUARY, 2019***

MAYOR: **CLERK:**

Draft 1 December 12th, 2018

Recycling Processing Service Agreement

THIS AGREEMENT made as of the _____ day of _____, 2018.

BETWEEN:

Corporation of the City of Cornwall
Having an office at 360 Pitt St
Cornwall, Ontario K6J 3P9
Office: 613-937-1777
Fax: 613-932-4506
(hereinafter referred to as the "City")

-and-

The Township of South Glengarry
Having an office at 6 Oak Street P.O Box 220
Lancaster, Ontario K0C 1N0
Office: 613-347-1166
Fax: 613-347-3411
(hereinafter referred to as "the Township")

WHEREAS:

- A. the City owns and operates a Material Recovery Facility at 2590 Cornwall Centre Road, Cornwall, Ontario. (the "**MRF**");
- B. the Township of South Glengarry requires recycling processing services for their residential recycling program,
- C. in addition to recycling being processed through the City's Material Recovery Facility, the City is willing to provide recycling processing to the Township of South Glengarry in exchange for the their commitment to use the Material Recovery Facility for the processing of acceptable recycling generated within the Township of South Glengarry, collected by the Township's waste management service provider whether the service be provided by the Township of South Glengarry, or collected as part of a contracted service that the Township has issued. (the "**Township's Contractor**"); and
- D. the City is not responsible for the manifestation of any waste or recycling that is transported from any other area other than the **Township of South Glengarry**.

NOW THEREFORE THIS AGREEMENT WITNESSED THAT, in consideration of the mutual promises hereinafter set out and intending to legally bind the Parties hereto, the Township and the City agree as follows:

1. Definitions

Whenever used in this Agreement, the following words and terms have the meanings set out below:

- a. **“Acceptable Recycling Material”** has the meaning ascribed thereto in Section 3 of this Agreement.
- b. **“Agreement”** means this agreement, including all schedules, and all amendments or restatements as permitted.
- c. **“Applicable Laws”** means all statutes, treaties, codes, ordinances, orders, decrees, rules, regulations, permits and by-laws enacted or adopted by a Governmental Authority and all policies, practices and guidelines of any Governmental Authority or body that although not actually having the force of law, are considered by such body as requiring compliance as if having the force of law, that are binding upon either of the Parties and that are applicable to this Agreement or any portion thereof.
- d. **“Business Day”** means any day other than a Saturday, Sunday or statutory holidays in the Province of Ontario.
- e. **“ECA”** means the Environmental Certificate of Approval issued by the Ontario Ministry of Environment and Climate Change to the City.
- f. **“Effective Date”** has the meaning ascribed thereto in Section 2 of this Agreement.
- g. **“Facility”** has the meaning ascribed thereto in Section 4 of this Agreement.
- h. **“Governmental Authority”** means any domestic or foreign government, whether federal, provincial, state, territorial, local, regional, municipal, or other political jurisdiction, and any agency, authority, instrumentality, court, tribunal, board, commission, bureau, arbitrator, arbitration tribunal or other tribunal, or any quasi-governmental or other entity, body, organization or agency, insofar as it exercises a legislative, judicial, regulatory, administrative, expropriation or taxing power or function of or pertaining to government.
- i. **“Township’s Contractor”** has the meaning ascribed thereto in Recital C of this Agreement.
- j. **“Township of South Glengarry”** has the meaning ascribed thereto in Recital D of this Agreement.
- k. **“Mixed Recycling”** means mixed materials comprised of different recyclable material, which includes various types of plastics, metals and paper, as often seen in a single stream residential curbside recycling program.
- l. **“Parties”** means the City and the Township and “Party” refers to any one of them.
- m. **“Recycling Fees”** has the meaning ascribed thereto in Section 5 of this Agreement.
- n. **“Term”** has the meaning ascribed thereto in Section 2 of this Agreement.

2. Term

This Agreement will commence on January 1st, 2019 (the “**Effective Date**”) and **shall be in force for a term of one (1) year from the Effective Date** (the “**Term**”), subject to any termination in accordance with this Agreement. This Agreement shall be automatically renewed for subsequent periods of twelve (12) months each unless one of the Parties provide the other Party with written notice pursuant to Section 6 prior to the end of the then current Term that it does not wish to renew this Agreement.

3. South Glengarry Obligations –Recycling Services

a. The Township during the Term of this Agreement shall cause all Acceptable Recyclable Material that is identified by the City as acceptable within this agreement, generated within the Township of South Glengarry, collected by the Township’s contractor within the Township, to be delivered to, and processed at the Material Recovery Facility. For the purpose of this Agreement, “**Acceptable Recyclable Material**” shall mean recyclable material identified as “**Mixed Recycling**” and outlined in the City’s Solid Waste By-law 076-1994 (as amended from time to time) and shall only include curbside recycling produced by private residences, small retail stores, schools, and offices within the Township. Under no circumstances shall Acceptable Recycling include waste which is:

- i. industrial waste;
- ii. hazardous waste;
- iii. any condemned, abandoned or rejected product, by-product, or stock of any wholesale or retail establishment;
- iv. highly combustible material such as floor sandings, celluloid cuttings, motion picture film, fine sawdust, oil or gasoline soaked rags, gas containers, ammunition, dynamite, or other explosive matter, chemicals, acids, or their residues, derivatives, or by-products
- v. liquid waste, whether or not in a container;
- vi. construction or demolition waste;
- vii. large tree limbs and trunks of trees;
- viii. manure, feces (human or animal), or animal carcasses;
- ix. biomedical waste including dressings, bandages, hypodermic needles, or other infected materials from hospitals or offices of physicians, surgeons, dentists, and veterinarians;
- x. sheet iron, scrap metal, or car bodies;
- xi. earth, sand, stone, brick, concrete, asphalt, trees or stumps;
- xii. electronic waste, TV’s, Remotes, VCR’s;
- xiii. scrap tires;
- xiv. plastic film
- xv. styrofoam
- xvi. any other recyclable material not defined as “Mixed Recycling” located in Schedule A

- xvii. any material that in the opinion of the General Manager of the City, is detrimental to the collection and/or disposal process

4. Material Recovery Facility Hours

The hours of operation of the Material Recovery Facility for the purpose of delivery of Recyclable Material by the Township's Contractor shall be:

Monday to Friday 7:30 am- 4:30 pm

The Material Recovery Facility shall be closed Saturdays, Sundays and Statutory Holidays. Should the Township's Contractor be running late or be slightly behind schedule the Contractor or a representative from the Township shall notify the Corporation at 613-937-1777 as soon as possible. If for any reason the Material Recovery Facility hours change, the City shall provide the Township with notice in accordance with Section 10.

Once the Service Agreement is in place a delivery schedule shall be established between the City and the Township, the Township shall follow the delivery schedule and notify the Corporation of any changes or adjustments to the schedule should they occur.

5. Recycling Conditions, Fees, and Payments

- a. The Township shall, for each month during the Term of this Agreement, pay to the City for the Recycling processing charges in an amount equal to \$55.00 per tonne, for Acceptable Recyclable Material delivered by the Township's Contractor (the "**Recycling Fees**") up to a maximum allowable tonnage of 1,000 tonnes per annum. The Recycling Fees shall be inclusive of all other fees or costs that may be imposed by any level of government having jurisdiction. The Recycling Fee's shall be adjusted annually in order to cover the cost of processing the materials, this shall be limited to the costs associated with the processing of recyclables in accordance with the CPI increase or any costs associated with a change in contracted processor. The City of Cornwall's current recycling processing contract will be up for renewal April 1st 2019. Prior to the beginning of each year, the Township shall receive a notice of the processing fees for the year, should they be increasing. This information will be made available to the Township prior to budget finalization for each respective year.
- b. The City shall invoice the Township monthly for the Recycling Fees set out above, and the Township shall pay all invoices reasonably and properly submitted by the City within thirty (30) days of date thereof. Interest may be charged by the City at 1.25% per month (15% per annum) on any overdue accounts. The City shall maintain proper records at the Landfill documenting the tonnage of Recyclable Material disposed of on behalf of the Township, and the Township may have access to such records during business hours.

- c. Any costs associated with the Township's Contractor waste delivery, such as site operational issues, destruction of property, and inappropriate materials for waste delivery shall be covered by the Township. Recyclable materials delivered by individual residents of South Glengarry is not permitted under this Agreement.
- d. For information collection purposes and to assist the City in improving its Solid Waste Management Master Plan, the City may, without prior notice, conduct audits of the Township's Contractor to determine and to confirm the Township's compliance with the terms and conditions of this Agreement and the City's Solid Waste Management Master Plan. The City shall communicate the results of any audits to the Township on a timely basis.
- e. The Recycling Fees shall be adjusted in accordance with the current policies and bylaws adopted by the Cornwall City Council. In particular, if at any time during the Term of this Agreement, the Recycling fees charged to the general customers of the City is set above the identified Recycling Fees, the Recycling Fees charged to the Township under this Agreement shall be adjusted accordingly. The City agrees to provide the Township with thirty (30) days' written notice of any such fee increase in accordance with Section 11.
- f. If upon inspection any Mixed Recycling arrives at the Facility that is deemed as contaminated, meaning the load contains more than 10% contamination or non-recyclable materials, it will be rejected from the Facility. The Township and the Township's Contractor will be responsible for the management of this rejected waste and the City will not accept rejected recycling loads at the Landfill.
- g. The Township and the Township's Contractor must ensure that the curbside blue box program set outs are in compliance with the City of Cornwall Solid Waste By-law 076-1994. Should the Township or the Township's Contractor deliver unacceptable materials to the Facility, and contamination exceeds 10% of the total tonnage, the City will remove the material from the Facility and re-sort the material at the Township's sole expense.
- h. The Township and the Township's Contractor is responsible for the promotion and education of the Waste Reduction Program, including the blue box, to its residents now and in the future in order to reduce contamination and encourage participation in these programs.
- i. The City shall receive 100% of the revenue generated by the sale of recyclable materials from the Township. The Township shall in no way seek compensation for the sale of these materials.

6. Changes to Waste Programs

The Township acknowledges and agrees that the Waste Reduction Program shall at all times be conducted in accordance with the City's Solid Waste Management Master Plan. Should at any time the Waste Reduction Program change as outlined in the City's Solid Waste Management Master Plan, the Township's Waste Reduction Program will be updated to reflect those changes. These may include, but are not limited to: additional of materials, removal of materials, specific requirements for materials etc. The City agrees to provide the Township with sixty (60) days' written notice of any such changes in accordance with Section 11.

7. Termination of AGREEMENT

- a. The Parties may, on written agreement, terminate this Agreement at any time.
- b. The City or the Township may terminate this Agreement for convenience at any time by providing the other Party with ninety (90) day's prior written notice in accordance with Section 11.
- c. This Agreement may be terminated prior to the end of the Term by either Party in the event that, in carrying out their obligations hereunder, as applicable:
 - i. the other Party breaches any term or condition of this Agreement, and fails to remedy such breach upon the expiry of fifteen (15) Business Days' written notice from the non-breaching Party of such breach or, with respect to a breach that cannot be remedied with the fifteen (15) Business Day period, such longer period of time as may be required to remedy the breach in the circumstances, provided the breaching Party has commenced to remedy the breach within the fifteen (15) Business Day period and is actively and diligently taking appropriate measures to remedy the breach;
 - ii. the other Party engages in any illegal or criminal activity;
 - iii. the other Party exhibits dishonesty, gross incompetence or willful neglect of duty;
or
 - iv. the other Party becomes insolvent and/or proceedings have been commenced under any legislation or otherwise for its dissolution, liquidation or winding-up, or bankruptcy, insolvency or creditors' arrangement proceedings have been commenced by or against such Party.

8. Compliance

- a. The Township acknowledges that the City must comply with all Applicable Laws relating to Acceptable Recyclable Material which may be handled at Material Recovery Facility and the Township hereby agrees to abide by and comply with any such Applicable Laws

in delivering and presenting Acceptable Recyclable Material to the City for handling at the Material Recovery Facility. The Agreement creates no obligation on the City to receive, accept, or dispose of any Acceptable Recyclable Material at the Material Recovery Facility which is illegal or unsuitable for recycling pursuant to Applicable Laws, the ECA or pursuant to the City's own internal standards which may be in general force or effect.

- b. The Township acknowledges and agrees that materials delivered to the Material Recovery Facility by the Township or the Township's Contractor may be subject to load inspections by Governmental Authorities other than the City. Should upon inspection by a Governmental Authority, the load or delivered materials be unacceptable due to requirements of the Governmental Authority, the Township and the Township's Contractor shall be responsible for coordination with the applicable Governmental Authority to remedy any issues discovered during these inspections.
- c. In the event that there is a change, revision, or amendment to the applicable federal or provincial laws, regulations, or orders or permits pertaining to the operation of Material Recovery Facilities in general or change in interpretation by any regulatory judicial body with respect to any such laws, regulations, orders or permits, which increase the costs to the City of conducting such operations, by the imposition of new operational requirements not already specified in the ECA or of a surcharge imposed generally across the Province of Ontario against tipping fees, the City may assess and the Township shall pay the proportionate amount of such increased operations costs with respect to Acceptable Recyclable Material handled under the terms of this Agreement. Any dispute as to the costs or the proportional amount to be paid by the Township shall be resolved in accordance with the Conflict Resolution Section.
- d. In the event the Township's Contractor brings mixed recycling to the Landfill that is not Acceptable, the Township's Contractor will be turned away from the Landfill and the Township's Contractor will be responsible for the handling, transportation and/or disposal of the unacceptable waste. Should the Township's Contractor deliver waste materials to the City's Material Recovery Facility that is not permitted, the City will remove the non-permitted waste materials from the facility at the sole expense of the Township, and the Township or the Township's Contractor will be responsible for transporting the non-permitted waste materials to an appropriate disposal site. Any dispute regarding the costs associated therewith shall be resolved in accordance with the Conflict Resolution Section.

9. Indemnification AND INSURANCE

- a. The Township agrees to defend, indemnify and save the City harmless from all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, in any way caused

by the negligence of the Township, its officers, directors, employees, contractor or agents, and in any way arising out of or in connection with the Recycling Processing, the Waste Reduction Program or otherwise in connection with this Agreement, unless solely caused by the negligence, willful misconduct or intentional acts of the City.

- b. The City agrees to defend, indemnify and save the Township harmless from all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, in any way caused by the negligence of the City, its officers, directors, employees, contractor or agents, and in any way arising out of or in connection with the Recycling Processing, the Waste Reduction Program or otherwise in connection with this Agreement, including the operation of the Material Recovery Facility unless solely caused by the negligence, willful misconduct or intentional acts of the Township.
- c. During the Term of this Agreement, each Party shall maintain in full force and effect general liability insurance, and such other insurance as may be required, with limits sufficient to cover its liabilities and obligations under this Agreement. The Parties shall provide evidence of such insurance upon written request of the other Party and shall provide the other Party with ninety (90) days' prior written notice of any material change to, cancellation or non-renewal of its insurance coverage.

10. Conflict Resolution

- a. The Parties will endeavor to resolve any difference between them on any matter in this Agreement by negotiation between or by their lawyers, and, unless there is an emergency, neither Party will initiate any other procedure until negotiations have exhausted all reasonable possibilities of resolution.
- b. The Parties may choose to facilitate their negotiations (whether conducted between themselves or by their lawyers) by the appointment of a mediator they select. If negotiations are conducted with the assistance of a mediator and no agreement is reached, the mediator will disclose only this fact and make no report unless otherwise directed by both Parties.
- c. No evidence of anything said or any admission or communication made in the course of the negotiations or mediation is admissible in any legal proceeding except with the consent of both Parties.
- d. If it is unreasonable to expect a difference between the Parties to be resolved by negotiation or continued negotiations then a Party may bring an application pursuant to the applicable legislation before a court having competent jurisdiction, or if there is no court of competent jurisdiction, then the matter shall be arbitrated by an arbitrator.

Draft 1 December 12th, 2018

- e. Any arbitration will be conducted according to the rules for the conduct of arbitration of the Arbitration Institute of Canada Inc., in effect at the date of commencement of the arbitration, by one arbitrator appointed in accordance with the Institute's rules. The arbitration will be final and binding on the Parties.

11. Notice

Notices or correspondence relevant to this Agreement shall be delivered by fax, post, by email or by hand to the following addresses:

- a. For the Township,
Name: Ewen MacDonald
6 Oak Street Box 220
Lancaster, Ontario, K0C 1N0
Phone: 613-347-1166 ext. 228
Fax: 613-347-3411
Email: ewen@southglengarry.com
Attention: Ewen MacDonald- General Manager
Infrastructure Services
- b. For the City
Name: Environmental Services
861 Second Street West
PO Box 877
Cornwall, ON
K6H 5T9
Phone: 613-930-2787 ext. 2589
Fax: 613-932-4506
Email: dwatson@cornwall.ca
Attention: Danielle Watson

12. GENERAL PROVISIONS

- a. Relationship of the Parties: This is an Agreement for the performance of services and does not and shall not be deemed to create a joint venture, partnership, and fiduciary or agency relationship between the Parties for any purpose. The City is engaged by the Township as an independent contractor for the sole purpose of providing services. Neither the City, nor any of its personnel are engaged as an employee, servant or agent of the Township.
- b. Changes: Save and except for corporate mergers or municipal amalgamations, this Agreement may not be assigned in whole or in part by either the City or the Township without the prior written approval of both Parties and such approval will not be

unreasonably withheld. This Agreement shall only be amended or modified by the written agreement of both the City and the Township.

- c. Entire Agreement: This Agreement supersedes any prior or collateral agreements or arrangements, whether verbal or written, between the Parties with respect to the subject matter hereof, and constitutes the entire agreement between the Parties relating to the processing of Acceptable Recyclable Material at the Material Recovery Facility.
- d. Binding: Notwithstanding any corporate mergers, or amalgamations or restructuring of municipalities involving the City or the Township, this Agreement is binding on successors and assigns of the Parties.
- e. Survival: Except as otherwise provided herein, those sections of this Agreement which, by the nature of the rights or obligations set out therein might reasonably be expected to survive any termination or expiry of this Agreement, shall survive any termination or expiry of this Agreement.
- f. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Province of Ontario and the federal laws of Canada applicable therein.
- g. Severability: Each of the binding provisions contained in this Agreement is distinct and severable. Any declaration by a court of competent jurisdiction of the invalidity or unenforceability of any binding provision or part of a binding provision will not affect the validity or enforceability of any other provision of this Agreement.
- h. Force Majeure: No Party shall be liable for any delay or failure in the performance of this Agreement if caused by an act of God or any factor beyond the reasonable control and not reasonably foreseeable by such Party. In such event, the affected Party shall notify the other Party as soon as possible of such force majeure condition and the estimated duration of such condition.
- i. Waivers: The waiver by a Party of a breach of any term or condition of the Agreement shall not prevent the enforcement of that term or condition by that Party in the case of a subsequent breach, and shall not be deemed or construed a waiver of any subsequent breach.
- j. Execution and Delivery: This Agreement may be executed in counterparts, including counterparts by facsimile transmission or scanned emailed copies. Each of such counterparts will constitute an original document and such counterparts, taken together, will constitute one and the same instrument.

Draft 1 December 12th, 2018

[SIGNATURE PAGE FOLLOWS]

Draft 1 December 12th, 2018

IN WITNESS WHEREOF the Parties have executed this Agreement through their duly authorized officers in that behalf.

SIGNED, SEALED AND DELIVERED

CORPORATION OF THE CITY OF CORNWALL

THE TOWNSHIP OF SOUTH GLENGARRY

By: _____

By: _____

Print: _____

Print: _____

Witness: _____

Witness: _____

Print: _____

Print: _____

Date: _____

Date: _____

Schedule A
Mixed Recycling
Acceptable materials
See Attached.

Single Stream Acceptable Mixed Recycling

1. Newspaper, mixed paper, box board, magazines, catalogues, household fine paper, etc.
2. Books, soft cover or with hard cover removed, telephone books
3. Brown bags
4. Wrapping paper
5. Corrugated cardboard (bundled separately)
6. Aseptic cartons
7. Aluminum cans, containers, plates and foil
8. Steel cans and containers
9. Metal paint cans (empty, dry, lids removed- no plastic paint pails)
10. Aerosol cans (empty, no propane or butane containers)
11. Frozen juice containers
12. Cartons (milk, juice, cream)
13. Egg cartons (plastic or fibre)
14. Clear glass containers
15. Coloured glass containers
16. Plastic containers including PET, HDPE, mixed plastics, tubs and lids
17. Clam shell packages



STAFF REPORT

S.R. No. 09-2019

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Public Works Facility

BACKGROUND:

1. Council awarded the RFP for the Design of a new Public Works Facility to IN Engineering at the November 19, 2018 Council Meeting.
2. IN Engineering has met with Administration to discuss design options and they have completed the Alternatives Report and the Preliminary Design Report as per the requirements of the Scope of Work in Phase 1 of the Project.

Phase 1 - Preliminary Design and Report (the recommendation will form the basis for submissions to authorizing agencies). Included in this phase will be the following:

- a) Preparation of an alternatives report considering various options for construction, with preliminary cost estimates.
 - Consultation with the South Glengarry Infrastructure Services (SGIS) Staff
 - Preliminary Design following the guidance given by SGIS Staff
 - Preliminary Cost Estimates
 - Miscellaneous items
3. EVB Engineering previously completed a Municipal Garage Location Study and presented their findings at the August 7, 2018 Council Meeting. A copy of their presentation is attached to this report.
4. The recommendations from the report were to continue to operate two Public Works Facilities – with the North Lancaster site remaining and the Airport Road Site recommended as the location for a new Public Works Facility.



ANALYSIS:

5. The construction options considered for the new facility were a Pre-Engineered Steel Building, a Steel Building, or other construction options that could include concrete tilt up panels. The Pre-Engineered Steel Building was deemed to be the most cost effective and efficient design option.
6. The preliminary design for the Public Works Facility includes 5 double bays with the capacity to house 2 vehicles in each bay, 2 offices, 2 bathrooms, a lunchroom/kitchenette, a storage room and a mezzanine. With these design considerations the overall dimensions of the building would be approximately 120 feet by 96 feet with an overall floor area of 11,520 square feet.
7. Administration concurs with the recommendations from the EVB report on the location for the new Public Works Facility and would like to proceed with the design of the site works at the Airport Road site.
8. Administration will continue to work closely with the Consultant as we proceed to Phase 2 of the project for the Detailed Design and the preparation of the tender documents.
9. The coordination and timing of the projects is essential as we need to complete the construction of the new Public Works Facility before we can start the Williamstown Fire Hall renovations to the existing Williamstown Public Works Facility.
10. The tender for the Public Works Facility would be issued in April with construction to be completed by the end of September.
11. The design and tender for the renovations to the Williamstown Public Works Facility to convert this facility to a Fire Hall have been completed by EFI Engineering and the tender for this project would be issued in April with construction to commence in October and be completed by the end of the year.

ALIGNMENT WITH STRATEGIC PLAN:

12. Goal 2: Invest in infrastructure and its sustainability.
13. Goal 3: Strengthen the effectiveness and efficiency of our organization.

IMPACT ON 2019 BUDGET:



14. In 2018, Council committed \$95,000 for the design work for the conversion of the Williamstown Public Works Facility to a Fire Station and \$500,000 to a reserve fund for a new garage. The completion of the design work and preparation of tender documents would then allow the construction of both facilities to take place in 2019.
15. A new Public Works building for the Township will be required in the next 15 years. If the Township waits until then to construct such a facility the estimated cost will be \$2,300,00.00 (\$1,300,000 in 2019 + inflation at 4% annually until built in 2034) and the cost of a new Fire Hall would be approximately \$1,500,000.00, not including costs for a new site as the existing location is not adequate.
16. If the Township proceeds to renovate the existing Public Works building to a Fire Hall at an estimated cost of \$600,000.00 and construct a new Public Works building at a cost of approximately \$1,300,000.00 inclusive of site works, there would be a collective savings to the Corporation of the Township of South Glengarry over the next 15 years of approximately \$1,900,000.00 (plus the income that would be earned from the sale of the current Fire Hall).
17. The funds for the completion of both projects in 2019 will be included in the 2019 Draft Capital Budget and the award of the construction tenders will proceed subject to Budget approval.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 09-2019 be received and that Council direct Administration to proceed with Design of the new Public Works Facility at the Airport Road Site.

Recommended to Council for
Consideration by:
BRYAN BROWN, CAO



TOWNSHIP OF SOUTH GLENGARRY

MUNICIPAL GARAGE LOCATION STUDY

Public Works Facility (E. MacDonald)
**SOUTH
GLENGARRY**

Ontario's Celtic Heartland



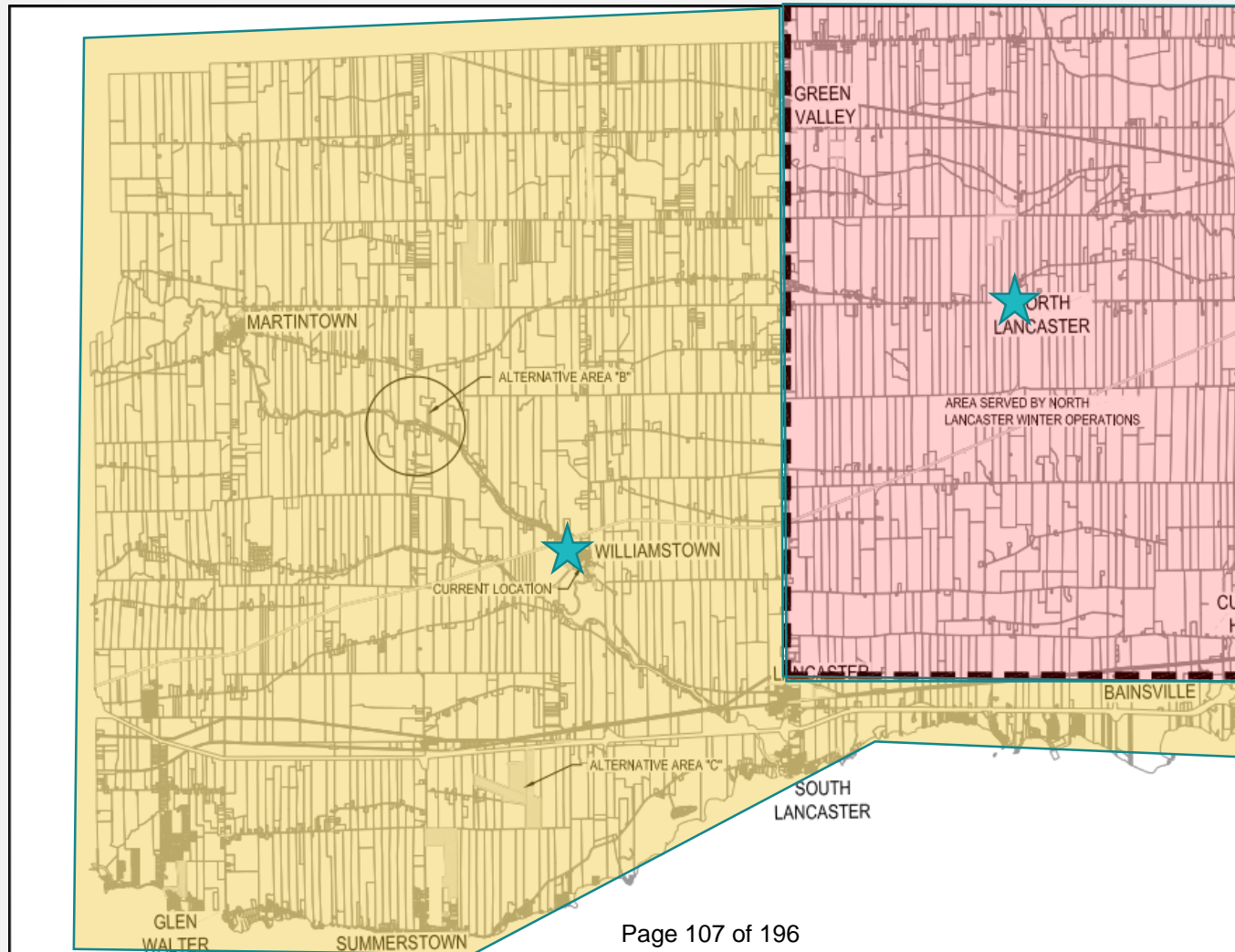
BACKGROUND

- Study for the new Williamstown Fire Hall recommended conversion of the existing Municipal Garage in Williamstown
- EVB Engineering was retained by the Township to evaluate alternatives for the location of the new Municipal Garage, should council proceed with this recommendation

EXISTING CONDITIONS

- Currently, there are two municipal garages in the Township serving separate areas. They are located in:
 - Williamstown
 - North Lancaster
- There are two existing salt storage locations servicing these municipal garages:
 - Airport Rd. serving Williamstown
 - 2 Line Rd. (North Lancaster Municipal Garage Site)

EXISTING CONDITIONS



EXISTING CONDITIONS

- Williamstown:
 - 5 x tandem plows
 - 1 x grader
 - 1 x 4-tonne plow
 - 10 x full time staff
 - Fleet Maintenance
- North Lancaster
 - 3 x tandem plows
 - 1 x grader
 - 1 x backhoe
 - 3 x full time staff
 - Salt & Stone Dust Storage

ALTERNATIVES

- EVB team and Township staff developed the following alternatives:
 - Option 1 – Construct one centrally located Municipal works garage to serve entire Township
 - Option 2 – Continue operating two separate buildings
 - Option 2A – Maintain Williamstown garage
 - Option 2B – New building at a centralized location for the Williamstown service area
 - Option 2C – New building at the Airport Rd. site

ALTERNATIVES

- What constitutes a preferred alternative:
 - Impact on distance & time of plow route
 - Land availability
 - Proximity to residents
 - Area for future growth

OPTION 1 (one centrally located facility)

- Includes the construction of one centrally located facility to service the entire Township
- Sized to house all staff and equipment (10 to 12 truck bays)

OPTION 1 (one centrally located facility)

- Advantages
 - One building to maintain
- Disadvantages
 - Increases travel distance for employees (slower response time)
 - Longer travel time from facility to routes
 - Salt refilling will be longer as salt is stored at Airport Rd. and North Lancaster
 - Having trucks stored at separate facility from salt storage results in current practice of filling trucks before parking for night – results in vehicle degradation
 - Requires larger new building
 - No ideal land available within Township inventory

OPTION 2 (two separate facilities)

- Existing North Lancaster Facility is maintained
- A new Municipal Garage is constructed at an optimum location to service the existing Williamstown service area

OPTION 2 (two separate facilities)

- Advantages:
 - Reduces construction cost of new building as it can be smaller
 - Has no impact on travel times for North Lancaster staff – can maintain same quality of service
 - Optimizes travel times for Township's larger and more populated service area
 - Allows for two salt storage facilities – optimizing travel time and truck storage
- Disadvantages:
 - Two facilities to maintain
- Recommended option

OPTION 2A – Maintain Williamstown

- Includes maintaining both the North Lancaster and Williamstown Municipal Garages
- Doesn't address issue that initiated project concerning Williamstown Fire Hall
- Municipal Garage in centre of village is not ideal location:
 - Dust
 - Noise
 - Lack of room for Growth

OPTION 2B – Centralized Location

- Includes constructing a new facility somewhere centrally located for the Williamstown Service Area (+/- MacGillivray's Bridge on Summerstown Road)
- Evaluated impact on plow routes – new location had minimum impact
- This option would require trips to salt storage facility to re-load
- Option would require purchasing of land

OPTION 2C – New Facility at Airport Rd.

- Includes constructing a new facility adjacent to the Salt Storage Facility on Township owned property
- Grader would stay at Williamstown – majority of gravel roads closer to Williamstown site
- Evaluated impact on plow routes:
 - Route 2 decreased by +/- 15 mins
 - Routes 5 and 6 increased by +/- 15 mins
 - Overall negligible impact, and could be offset by route optimization

PREFERRED ALTERNATIVE

- Recommended Alternative:
 - Maintain North Lancaster facility
 - Construct new Municipal Garage on Airport Rd. site
 - Convert Williamstown Garage to Fire Hall
 - Keep grader at Williamstown site (winter)
- Advantages:
 - No land acquisition
 - Room for growth
 - No re-zoning required
 - Schedule A Environmental Assessment only (pre-approved)
 - Good location (away from residential development)
 - No impact on truck routes or level of service
 - Better for longevity of vehicles (stored empty)

Questions?





STAFF REPORT

S.R. No. 10-2019

PREPARED BY: Dave Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: January 21, 2019

SUBJECT: Disposal of Used Vehicle

BACKGROUND:

1. The South Glengarry Fire Service has removed a 1997 GMC Fire Pumper apparatus from service.
2. This vehicle is in its 22nd year and was authorized for replacement by Council on October 1, 2018.
3. A new 2018 Fire Pumper was purchased with the authorization of Council and is now in service.

ANALYSIS:

4. The 1997 GMC Fire Pumper will be posted for sale on the GovDeals resale website in addition to an announcement on the South Glengarry website.
5. The disposal of this vehicle will be in accordance with the Township's Disposition of Assets By-law 36-07, Section 5.1 and 5.2.
6. As this vehicle is currently being loaned to the Township of South Stormont, the disposal process will begin upon the termination of the loan Agreement when the vehicle is returned.
7. It is estimated that the vehicle will be returned in February or March of 2019.

ALIGNMENT WITH STRATEGIC PLAN:

8. Goal 2: Invest in infrastructure and its sustainability.
9. Goal 3: Strengthen the effectiveness and efficiency of our organization.

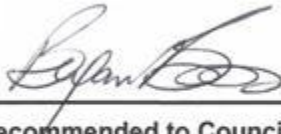


IMPACT ON 2018 BUDGET:

10. The potential sale of the used vehicle will result in income of approximately \$20,000 to the municipality.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 10-2019 be received and that the 1997 GMC Topkick Fire Pumper apparatus be declared surplus pursuant to By-law 36-07, Sections 5.1 and 5.2 and furthermore that the vehicle be posted for sale.



Recommended to Council for
Consideration by:
BRYAN BROWN, CAO

CH-I-07

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 36-07
FOR THE YEAR 2007**

BEING A BY-LAW TO ESTABLISH A POLICY FOR THE DISPOSITION OF ASSETS.

WHEREAS Section 11 of the *Municipal Act* provides that a municipality may pass by-Laws respecting the financial management of the municipality and public assets of the municipality;

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

1. SHORT TITLE

- 1.1. This By-law may be cited as the "Disposition of Assets By-law" or the "Disposition of Assets Policy".

2. PURPOSE/OBJECTIVES

- 2.1. The purpose of this policy is to outline a process for the disposition of Township assets.

3. DEFINITIONS

"CAO" means the Chief Administrative Officer of the Township;

"Council" means the Council of the Township of South Glengarry;

"General Manager" means the person responsible for the operation of a Division and includes: General Manager – Infrastructure Services, General Manager – Community Services, and General Manager – Corporate Services;

"Immediate family members" means parents, spouses and/or children, all as defined in the *Municipal Conflict of Interest Act*;

"Manager" means the person responsible for the operation of a Department and includes: Manager – Roads, Manager – Water and Wastewater, Manager – Development, Manager – Daycare, Fire Chief;

"Surplus asset" means any new or used equipment, vehicles, materials, and land/buildings which are no longer of use to the custodial department;

"Township" means the Corporation of the Township of South Glengarry.

4. DECLARATION OF ASSETS AS SURPLUS

- 4.1. On at least an annual basis, all Managers shall identify surplus assets to their Departments and submit lists to their General Manager for disposal. Where there is no Manager for a Department such list shall be composed by the General Manager.

**BY-LAW 36-07
PAGE TWO**

5. DISPOSITION OF SURPLUS ASSETS

- 5.1. The Method of disposal used on a particular surplus asset will be that which results in the best overall benefit to the Township. The following methods of disposition may be used by General Managers:
- 5.1.1. scrap, dismantle or destroy, classify as waste and dispose;
 - 5.1.2. transfer to another department for use within the Corporation;
 - 5.1.3. donate to another non-profit/charitable organization;
 - 5.1.4. trade-in, return to supplier for credit;
 - 5.1.5. invite public or selective quotations;
 - 5.1.6. public auction.
- 5.2. Disposition methods other than those outlined above shall require the approval of Council. If the value of the surplus asset when first acquired exceeds \$25,000 or if the estimated current value of the surplus asset exceeds \$10,000 or if the surplus asset is to be donated and the estimated current value of the asset exceeds \$1,000 then Council shall be notified of the disposition process before the transfer of the asset.

6. DISPOSITION OF PROCEEDS

- 6.1. The proceeds from the sale or transfer of surplus assets will be credited to the general revenues of the Corporation unless authorized otherwise by the CAO.

7. PROHIBITIONS

- 7.1. Members of Council and employees of the Township, and their immediate family members, are prohibited from bidding or purchasing, directly or indirectly, any surplus assets. Volunteer firefighters and their immediate family members are only prohibited from bidding or purchasing, directly or indirectly, any surplus assets from the Fire Department.
8. **THAT** this by-law shall come into force and effect upon the final passing thereof.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED
IN OPEN COUNCIL THIS 11TH DAY OF JUNE 2007.***

MAYOR:



CLERK:



December 13, 2018



Township of South Glengarry
6 Oak Street
P.O. Box 220
Lancaster, Ontario
K0C 1N0

Attention: Ms. Kelli Campeau
Clerk

Class Environmental Assessment and Design for County Road 2/34 Underpass Replacement, Raisin River Bridge Replacement and Finney Creek Culvert Rehabilitation, GWP 4013-11-00 Noise By-Law Exemption Extension Request (By-Law No. 20-2016)

Dear Ms. Campeau:

As you may be aware, the Ministry of Transportation, Ontario (MTO) retained Dillon Consulting Limited (Dillon) to complete the detail design and Class Environmental Assessments (EAs) for the projects referenced above, located along Highway 401, in the Township of South Glengarry, United Counties of Stormont, Dundas and Glengarry.

On January 15, 2018 Township Council granted the project an exemption to Bylaw 20-2016 to permit overnight construction activities. The exemption was provided for May 1, 2019 to November 30, 2020. Since that time, the project has been delayed and we are currently planning for construction to begin in the spring of 2019 and be completed in 2022, subject to funding and approvals.

The purpose of this letter is to request an extension from Council to the previously approved exemption to permit overnight construction, as outlined below. We are requesting Council extend the current expiry date of approval from November 30, 2020 to June 30, 2022.

130 Dufferin Avenue
London, Ontario
Canada
N6A 5R2
Mail: Box 426
London, Ontario
Canada
N6A 4W7
Telephone
519.438.6192
Fax
519.672.8209

**Dillon Consulting
Limited**

Township of South Glengarry

Page 2

December 13, 2018



WHY THE OVERNIGHT WORK IS REQUIRED

Our team is developing construction staging plans that balance construction needs, impacts to the travelling public and local residents. As a result, overnight construction will be required throughout construction. The primary source of noise during construction will include:

- Use of paving vehicles and equipment
- Reversing vehicle warning sounds
- Cranes for installing new girders
- Excavators with hoe rams (breakers), concrete crushers and demolition shears for removing the existing bridge
- Air compressors and electrical generators
- Continuous operation of diesel generators, engines and vehicles.

The project team respectfully requests that the matter be considered at the earliest possible regular Council Meeting.

Sincerely,

DILLON CONSULTING LIMITED

Brad Craig, P. Eng.
Project Manager

EJV:all

cc: Dan Brandao, MTO Project Engineer
Erin Pipe, MTO Environmental Planner
Sabrina Stanlake-Wong, Dillon Environmental Planner

Our file: 17-5180

GLENGARRY, NOR'WESTERS and LOYALIST MUSEUM
MINUTES

Monday, December 10, 2018 @ 7pm

Present: Joyce Lewis, Jim Lewis, Ian MacDonald, Pierre Roy, Connie Newman-Gerdis, Mary Regan, Peter McLeod, Roy MacDonell, Keleigh Goodfellow and Sylvie Linhares.

Regrets: Ken MacDonald, Linda Sinfield.

Chaired by: Joyce Lewis, President

1. Joyce Lewis calls meeting to order – welcomes everyone. She announces that Keleigh Goodfellow is pregnant and is due in early June. Great news! If the Museum's two grant applications come through (Accessibility and Trillium Grants) there will be construction within the Museum. This may limit what can be done at the Museum as construction may run from May until August.

Ellery Lafave called several Board members (Joyce, Keleigh, Ken, Wendy) stating that while he was running for Council people had approached him to say that they were not informed about what was going on at the Museum. The GNLM are following the CMA and CMOG rules and the GNLM minutes are available at the Council.

Mary moves that Linda Roy be accepted as a board member, seconded by Roy, all in favor.

Joyce thanks all that were involved in the Christmas parade and creating the float.

2. **Approval of agenda:** Pierre moves approval of agenda, seconded by Jim, all in favor.

3. **Approval of minutes:** Sylvie moves approval of minutes with the following amendment: correction of Michel Racicot's name seconded by Jim, all in favor

4. **Treasurer's Report:** Presented by Jim Lewis (please refer to report for more information).

Bank balance after cheques is \$31 094.53. The Museum has enough money to get through the 1st quarter of the year.

The Christmas festive market made approximately \$8734 and the bus trip was also very successful.

Jim moves approval of the Treasurer's Report, seconded by Connie, all in favor.

5. **Curator's Report:** Presented by Keleigh Goodfellow (please refer to report for more information)

Keleigh handed out the new GNLM pens to the museum directors. It cost less than 1\$ each and will be sold at the gift shop.

Donations: The Museum was recipient of \$1200 donation from St Andrew's & Knox United Church - \$200 towards the Youth Garden and \$1000 to the museum in general. Jill Munro donated \$60 from the Munro Paint Night.

Kitchen improvements done by Jason Corput (new sink & faucet).

Insurance 2019: There is a possibility of saving about \$600 in insurance costs. Roy would like to know what other museums do in terms of coverage for collections that are irreplaceable. What would happen if the collection is lost in a fire? Pierre wants to know the Museum's responsibility to the GHS if there is a total loss - how to mitigate all the risks. Keleigh will look into it and talk to Josie. The building is covered by the Township's insurance.

Glengarry My Home will be the Museum's spring banquet. It will be held at the Tartan Hall on April 27, 2019. It cost \$196 to rent the Tartan Hall. Not decided whether it will be buffet or volunteers serving. Music has been booked by Ken. It will be a formal event, approximately \$50 each ticket for a roast beef dinner. Jim will look at the possibility of issuing a tax receipt for a portion of the ticket price.

2019 Challenges: With Keleigh on maternity leave the day to day runnings and manning of events may be challenging. Guy Giroux is willing to return. Lucille Barrette has offered to help with Tea Talks. It has been suggested the Tea Talks run from June to August only with a Glengarry theme - local stories by locals. The Garden group will need people to help out. If the Museum is awarded the OTF accessibility grant, construction can begin in May 2019. This may interfere with the regular events at the Museum. The firefighters would like to move the Ribfest to June 23rd and this works out for the Museum. Williamstown Fair weekend will be a challenge as the Museum is shorthanded - the Museum needs to speak with the Fair board. Only two exhibits this year: Glengarry Artists Collective and the Glengarry My Home exhibit. Religion in Glengarry will be postponed until Spring 2020. Museum Festive Market may happen according to Norma but will be smaller and a lot more volunteers would be needed. Connie suggests a workbee. If the Museum is under construction relocation of the Tea Talks was also suggested.

Jim moves approval of the Curator's Report, seconded by Connie - all in favor

6. Ongoing Business:

- Bus Trip Report: Joyce stated the hotel has been booked as well as the bus. Auberge West Brome from September 18-20, 2019. The Auberge would be solely occupied by those on the bus trip. The bus cost is not yet known. The area is rich in loyalist history. The trip will include the Missisquoi Museum, the possibility of a wine tour with tastings, shopping in Knowlton and visiting l'Abbaye de Saint-Benoit-du-Lac. They are also trying to have the author Louise Penney speak. It would cost \$650 to \$700 per person. The December newsletter will include a SAVE the DATE; Destination and Accommodations. Mary moves that Wendy retains signing authority for expenses and deposits for the bus trip, seconded by Pierre, all in favor.
- Membership Report: Connie reports that there are 47 memberships which include 67 members - 13 of which are new.
- Christmas Tea on Thursday, December 13th, 2018: held from 2-4. They will need help plating, serving and cleaning up.
- Hogmanay on Monday, December 31st, 2018: Begins at 5:30. Firemen on board to help with hotdogs, and fireworks. Bartenders are needed - Roy and Peter have a smart serve. Wagon rides will begin at 5:30 for 2 hours. Keleigh's dad will take care of the Bonfire, Roy will ask his brother for 10 bales of hay/straw, Roy will pass around the fireman boot. Food includes Scotch broth by Ken; Mary and Sylvie will make a Trifle, bread will be purchased by Joyce, Connie and Peter will make cookies; Keleigh will take care of the hot chocolate, marshmallows and cheese platter, oatcakes will also be provided by members. Music arranged (Rob Taylor). Posters were given to the BOD to advertise event.
- Sponsors & Donors: Keleigh will provide Ian and Roy with a list of names/contacts. They will have a meeting to discuss.

Peter moves that the meeting be adjourned.

Next BOD meeting: Thursday, January 10th, 2019 at 7pm (short meeting).

Minutes submitted by,
Sylvie Linhares,
Secretary, GNLM



December 18, 2018

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:00 pm on December 18, 2018 in the Council Chambers at the municipal building in Lancaster, Ontario.

Committee Members present were: Mayor Frank Prevost, Deputy Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Martin Lang, Councillor Sam McDonell, Secretary-Treasurer Joanne Haley and Director of Development/CBO- Kevin Lalonde.

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Committee of Adjustment appoint Councillor Lyle Warden as Chair of this Committee.

CARRIED

MOVED BY: Martin Lang

SECONDED BY: Frank Prevost

BE IT RESOLVED THAT the Committee of Adjustment meeting of December 18, 2018 is hereby called to order.

CARRIED

Meeting was called to order at 5:00 pm

Approval of Agenda

MOVED BY: Sam McDonell

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED



J Haley provided training to the new Committee of Adjustment and referenced a document called a Primer on Minor Variances throughout the training.

Following the training; the Committee proceeded to hear Minor Variance Application A-27-18-Martin/St. Pierre

Members of the public at this meeting were as follows:

Jean Paul St. Pierre- Agent of Applicant- A-27-18

No Pecuniary Interest was declared

Review of Application:

Application A-27-18 Martin/St. Pierre

J Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot 26, Concession 2, Front, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, just north of 6521 Rae Road
 - The subject property has recently received provisional consent approval subject to a minor variance therefore this application pertains to the vacant portion of the subject property
- Proposed Minor Variance:
 - The United Counties recently approved a consent on the subject property to create a building lot. The proposed lot conforms to the minimum lot area of 1 acre as required by the zoning by-law but it does not conform to the required minimum lot frontage
 - Part 10.2 - to reduce the minimum lot frontage from 40 meters to 32.6 meters. This requested Minor Variance is a condition of Consent application B-81-18
- The property is designated Rural in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Rural. This application conforms to the general intent of the Township's zoning By-Law
- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application



- I have received no formal comments from the public to date

Discussion

A variety of questions were asked when discussing this application; the questions ranged from the proposed lot line configuration of the consent, possible unforeseen issues with proposed development pertaining to setbacks and septic systems, the proposed lot line and impact to the property to the north, the location of the proposed dwelling; the requirement of a minimum lot frontage, which abutting property owners were circulated on the application, when will construction occur. All questions were answered; no concerns were raised with the proposed minor variance.

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 negative public or agency comments were received on this application, which resulted in a decision to approve the application.

CARRIED

Next Meeting date: To be determined

Adjournment

BE IT RESOLVED THAT the meeting of December 18, 2018 be adjourned to the call of the Chair @ 6:07pm.



FILE NO. A-27-18

THE TOWNSHIP OF SOUTH GLENGARRY COMMITTEE OF ADJUSTMENT

NOTICE OF DECISION AND THE RIGHT TO APPEAL

APPLICATION: A-27-18**OWNER/APPLICANT:** MARIAN MARTIN/JEAN PAUL ST. PIERRE**PROPERTY DESCRIPTION/LOCATION:** Part of Lot 26, Concession 2, Front, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry,**DATE OF DECISION:** Tuesday, December 18, 2018**FINAL DAY FOR APPEAL:** Monday, January 7, 2019

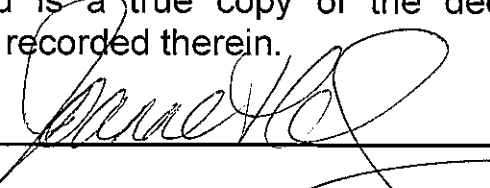
DECISION

Pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, Chapter P. 13, attached is a certified copy of the Decision of the Township of South Glengarry Committee of Adjustment with respect to the above noted Minor Variance application. See the attached decision.

CERTIFICATION

I, Joanne Haley, Secretary-Treasurer of the Township of South Glengarry Committee of Adjustment, certify that the attached is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 19th day of December, 2018



Joanne Haley, Secretary-Treasurer

NOTICE OF THE LAST DAY FOR APPEALING TO THE LOCAL PLANNING APPEAL TRIBUNAL (LPAT)

The applicant or any other person or public body who has an interest in the matter may, within 20 days of the making of the decision, appeal to the LPAT against the decision of the Committee, by filing with the Secretary-Treasurer of the Committee a notice of appeal using the required form as available on the Environmental & Land Tribunals Ontario Website at www.elto.gov.on.ca. The notice of appeal must set out the objection to the decision and the reasons in support of the objection, and be accompanied by payment to the Minister of Finance in the amount of \$300.00, as prescribed under the Local Planning Appeal Tribunal Act.

Note: The Planning Act provides for appeals to be filed by "persons", "Groups" or Associations wishing to appeal a decision should do so in the name or names of individual group members, and not in the name of the Group.

If a Notice of Appeal has not been received by the required date, the Decision of the Committee becomes final and binding.



**Committee of Adjustment
Decision for A-27-18**

Owner(s)	Agent	Location of Land
Marian Martin	Jean Paul St. Pierre	Part of Lot 26, Concession 2, Front, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry,

This notice is to inform you that the request for variance made under Section 45 (1) of the *Planning Act* has been **Approved** to permit the following variance:

Current zoning by-law requirements-	Variance Request
Part 10.2 - Requires a 40 meter frontage	Part 10.2 - to reduce the minimum lot frontage from 40 meters to 32.6 meters. This requested Minor Variance is a condition of Consent application B-81-18.

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No negative public or agency comments were received on this application, the effect which resulted in a decision to approve the application.

Mayor Frank Prevost

Deputy Mayor Lyle Warden

Councillor Martin Lang

Councillor Stephanie Jaworski

Councillor Sam McDonell

Joanne Haley, **Secretary-Treasurer**

Dated at the meeting held on: **December 18, 2018**

Last date of appeal of decision is: **January 7, 2019**

This is a certified copy of the Committee of Adjustment final decision whereby no appeals have been filed.

Joanne Haley, Secretary-Treasurer



**STORMONT, DUNDAS & GLENGARRY CHAPTER OF THE ONTARIO WOODLOT ASSOCIATION
(S.D.&G. CHAPTER OF THE OWA)**

January 18, 2019

South Glengarry Mayor and Council,

The S.D.&G. Chapter of the Ontario Woodlot Association's Board of Directors has heard that there will be a discussion and presentation on January 21 re: ***"The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality."***

This OWA Chapter has had concerns for several years about the loss of tree cover in Eastern Ontario. On November 28, 2017, we hosted a public forum in Avonmore "Balancing our Landscape: Forests, Farming and their Relationship in SDG".

The speakers at the forum spoke on such topics as:

- Forest loss and history of forestry in our area,
- United Counties of SDG Official Plan re forestry cover
- Conservation Bylaws,
- Value of forests, buffers, hedgerows on water quality and quantity,
- Land Donations and South Nation Conservation Land Securement Policy
- Report of the SNC Agricultural Forest Cover Committee,

We then had a panel discussion with the following interested parties:

- Jackie Pemberton – President, Dundas Federation of Agriculture
- Shawn Macrae - Landowner
- George Velema – Ontario Woodlot Association
- Brendan Jacobs – ALUS Ontario East
- Robin Poole – Cooper Marsh Conservators

Followed by a Q&A period with the audience.

From this forum day in November 2017, we realized that the different concerned parties must get together to work on how to balance forestry and farming for the long term.

Representatives from our Chapter also participated in South Nation Conservation's ***"Forest Conservation Working Group"*** which produced several recommendations towards the protection and restoration of forest cover.

We urge you to set up a committee from all interested stakeholders that could use these recommendations as starting points for REAL action on the ground.

If you have any questions, I and other Chapter members will be attending the Council's January 21st meeting.

Elaine Kennedy, President, SDG Chapter of OWA
17471 Archambault Rd,
St. Andrews W
K0C 2A0
(613) 936-2240

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: January 21, 2019

SUBJECT: Update - Ministry of Finance - OMPF

PREPARED BY: Lachlan McDonald, GM Corporate Services

Please see an update on the delay in the announcement of our Ontario Municipal Partnership Funding (OMPF) on the attached pages.

The Provincial government is looking to get their fiscal house in order and they are reviewing all transfer payments. The Province is looking to be sustainable and responsible following \$40 million-a-day deficits.

Keeping in mind that OMPF is a significant portion of our budget (greater than 10% of net requirement):

- \$ 982,000 (2018)
- \$ 973,000 (2017)

Food for thought prior to 2019 budget deliberations.



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

December 21, 2018

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Firstly, congratulations on your new office term. Our government knows that one of the first priorities for your new council is setting your 2019 budget. The Association of Municipalities of Ontario (AMO) along with a number of individual municipalities have asked for information about the 2019 OMPF to support budget planning.

Like many of my colleagues in the Legislature, as former municipal representatives, we understand the importance of this information. Let me assure you, we are committed to getting you the details of your 2019 OMPF allocation as soon as possible.

As outlined in November's *2018 Ontario Economic Outlook and Fiscal Review*, our government wants to ensure that the vital services people rely on like health and education are available to individuals and families for generations to come. This is why our top priority is putting the Province's fiscal house in order.

As you know, the Province's financial challenge is massive. We inherited a \$15 billion deficit and over a third of a trillion dollars in net debt. The previous government was spending more than \$40 million more a day than they took in.

This is simply unsustainable. This is why we are making every effort to restore fiscal balance to the Province.

Ernst and Young, who conducted a line-by-line-review of Ontario's spending, confirmed in its report *Managing Transformation — A Modernization Action Plan for Ontario* that the growth in transfer payments and other provincial supports are key contributors to the province's mounting debt. Getting this spending under control is why we are undertaking a detailed review of all transfer payments, including those to municipalities.

We must continue to support municipalities in a way that is sustainable and responsible. To achieve this, we are reviewing the OMPF — which is why details of OMPF allocations will be released later than in past years.

.../cont'd

We will be looking to you, our municipal partners, to help us with the challenge that lies ahead — as we look to drive efficiencies and value-for-money in all of our transfer payments, including the OMPF. While we all will be operating within a smaller funding envelope, we want to work with you to return the program to what it was initially intended to do — support the Northern and rural municipalities that need it the most.

As part of the OMPF review, we will seek your feedback on how best to renew the program. We will work through AMO and the recently signed joint Memorandum of Understanding (MOU). This agreement is a foundation of our relationship. The AMO MOU table has been an important forum for discussing and receiving your input on financial matters. I also understand that there has been a staff working group that has provided valuable feedback on the OMPF in the past. Ministry officials have been asked to engage with this group early in the New Year.

Again, we want to provide you with 2019 OMPF allocations as soon as possible. We are working to complete the review early in 2019.

Since coming into office, our government has taken a number of actions to support municipalities. These include introducing legislation to address two critical issues in Ontario's firefighting sector: fairness for professional firefighters and the efficiency of the interest arbitration system. In addition, we have committed to providing municipalities \$40 million over two years to help with the implementation costs of recreational cannabis legalization. In addition, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50 percent of the surplus only to municipalities that have not opted-out as of January 22, 2019. We are also working to reduce the significant red tape burden municipalities face.

These are important initiatives that will make life better for the people of Ontario.

We respect our municipal partners, and are committed to working constructively with all local governments to find smarter and more efficient ways to make life better for our communities.

Sincerely,



Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Greg Orencsak, Deputy Minister, Ministry of Finance
Laurie LeBlanc, Deputy Minister, Ministry of Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities Ontario

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: January 21, 2019

SUBJECT: Consent Application B- 110-18

PREPARED BY: Joanne Haley - GM Community Services

RE: B-110-18
Part Lot 52, Concession 1, NSRR
Former Township of Charlottenburgh
Powell

Type of Consent: Lot Addition.

Subject:

The subject property is located on part of lot 52, Concession 1 NSRR on the south side of County Road 17. The purpose of this application is to sever approximately 1 acre of vacant land that will merge to the abutting property to the east and to retain approximately 1.15 acres of developed land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. The proposed application conforms to the Official Plan.

Zoning By-law:

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

Proposed Recommendation:

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the 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 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.

Township of South Glengarry



- Retained ~ 1.15 acres
- Severed ~ 1 acres

Application Number: B-110-18



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: January 21, 2019

SUBJECT: Consent Application B-116-18

PREPARED BY: Joanne Haley - GM Community Services

RE: B-116-18
Part Lot 10 & 11, Concession 3, FRT
Former Township of Charlottenburgh
Blanchard

Type of Consent: To sever a farm into 2, also known as a “farm split”

Subject:

The subject property is located on part of lot 10 & 11, Concession 3, Front, on the south side of Gore Road. The purpose of this application is to sever approximately 71 acres of vacant farm land and to retain approximately 67 acres of agricultural land that contains a dwelling.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. The proposed application conforms to the Official Plan and the Provincial Policy Statement (PPS).

Zoning By-law:

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

Proposed Recommendation:

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the 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 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.
3. Road Widening must be deeded to the Township on both the severed and retained properties to ensure that the road is widened to 20 meters in width.

Township of South Glengarry



- Retained ~ 66 acres
- Severed ~ 71 acres

Application Number: B-116-18

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 21, 2019**SUBJECT:** Consent Decisions**PREPARED BY:** Notice of Consent Decisions**RE: Notice of Consent Decisions**

Please find attached two "Notice of Decision" letters from the United Counties of Stormont, Dundas, and Glengarry. The recommendations and conditions requested have been included in the decisions as requested. If you have any questions regarding the attached please do not hesitate to contact me at your convenience.



**DEPARTMENT OF TRANSPORTATION
AND PLANNING SERVICES**

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

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



NOTICE OF DECISION

APPLICATION NO. B-95-18

NAME: Warden Family Holdings Inc.

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

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

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

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

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

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

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

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

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: January 8, 2019

Date of giving of this notice is: December 20, 2018

Megan Boudens
Administrative Assistant-Planning
Email: mboudens@sdgcounties.ca



UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY
DECISION

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Wednesday, December 19, 2018**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-95-18

OWNER: Warden Family Holdings Inc.

MUNICIPALITY: South Glengarry

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

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

- 1 That the applicant pay a review fee of \$200.00 to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
- 2 That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
- 3 That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$220.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:

Benjamin de Haan, P. Eng
Approval Authority

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

Megan Boudens, Administrative Assistant

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

December 19, 2019

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 08, 2019



**DEPARTMENT OF TRANSPORTATION
AND PLANNING SERVICES**

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

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



NOTICE OF DECISION

APPLICATION NO. B-94-18

NAME: Lisa Kaneb

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

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

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

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

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

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

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

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

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: January 8, 2019

Date of giving of this notice is: December 20, 2018

Megan Boudens
Administrative Assistant-Planning
Email: mboudens@sdgcounties.ca



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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Wednesday, December 19, 2018**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-94-18

OWNER: Lisa Kaneb

MUNICIPALITY: South Glengarry

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

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

- 1 That a review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
- 2 That a Parkland fee of \$1,000.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
- 3 That Road widening of 13 feet from Orchard Road must be deeded to the Township on both the severed and retained parcels. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
- 4 The landowner shall submit a formal acknowledgment that no new and/or additional entrances will be permitted to access County Road 2. The County Engineer will clear the condition with the Administrative Assistant-Planning.
- 5 The landowner shall enter into an encroachment agreement with the United Counties of Stormont, Dundas and Glengarry, with terms acceptable to the County to formally permit and/or allow the use of water line(s) which pass through County right-of-way. The County Engineer will clear the condition with the Administrative Assistant-Planning.
- 6 Any proposed site plan must ensure that the septic system is a minimum of 30m from the St. Lawrence River System. Raisin Region Conservation will clear the condition with the Administrative Assistant-Planning.
- 7 That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$220.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:


Benjamin de Haan, P.Eng
Approval Authority

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


Megan Boudens, Administrative Assistant

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

December 19, 2019

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: **JANUARY 08, 2019**

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 21, 2019**SUBJECT:** Consent Summary**PREPARED BY:** Joanne Haley - GM Community Services**CONSENT APPLICATIONS SUMMARY- 2015**

Application #	Recommendation	Decision
B-113-15	On Hold- Waiting on Information	
B-121-15	Recommended	

CONSENT APPLICATIONS SUMMARY- 2018

# of Applications	Application #	Recommendation	Decision
1	B-01-18	Recommended	Approved
2	B-10-18	Recommended	Approved
3	B-15-18	Recommended	Approved
4	B-16-18	Recommended	Approved
5	B-32-18	Recommended	Approved
6	B-36-18	Recommended	Approved
7	B-37-18	Recommended	Approved
8	B-38-18	Recommended	Approved
9	B-41-18	Recommended	Approved

10	B-51-18	Recommended	Approved
11	B-53-18	Recommended	Approved
12	B-54-18	Recommended	Approved
13	B-69-18	Recommended	Approved
14	B-76-18	On Hold	
15	B-81-18	Recommended	Approved
16	B-84-18	Recommended	Approved
17	B-90-18	Recommended	Approved
18	B-91-18	Recommended	Approved
19	B-94-18	Recommended	Approved
20	B-95-18	Recommended	Approved
21	B-108-18	Recommended	
22	B-110-18	Recommended	
23	B-116-18		

Stephanie Jaworski
19826 Maple Road
Williamstown On K0C 2J0
613-361-2232

January 16, 2019

Mayor Frank Prevost
Township of South Glengarry
PO Box 220
6 Oak Street
Lancaster, ON K0C 1N0
Tel: 613 347-1166

Dear Mayor Prevost,

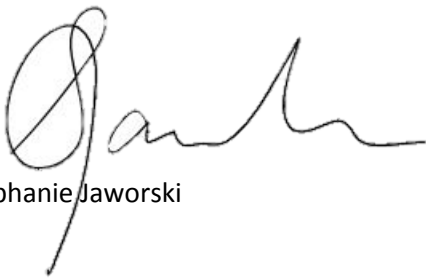
As South Glengarry's appointed representative to the Community School's Alliance, this letter serves as a report back of the CSA's recent activities.

The Province of Ontario's Ministry of Education recently held a Curriculum Consultation that asked for feedback on a wide range of topics from how to improve student performance in Science, Technology, Engineering and Math to cellphone use in the classroom.

I brought this opportunity for input to the CSA and I led the writing of the following response, which was approved by the Executive of the CSA.

If you have any questions or comments, I am happy to discuss this initiative further.

Best regards,

A handwritten signature in black ink, appearing to read 'Stephanie', with a stylized flourish at the end.

Stephanie Jaworski



Community Schools Alliance
Follow us on Twitter: @csaont
Find us on Facebook

www.communityschoolsalliance.ca

December 14, 2018

Honourable Lisa Thompson
Minister of Education

The following was endorsed by the Community Schools Alliance Executive at their December 6th 2018 meeting.

Dear Minister:

On behalf of the members of the Community Schools Alliance, we thank you for the opportunity to provide input to the Ontario Education Consultation.

The Community Schools Alliance is an organization supported by voluntary membership fees from municipalities. Our executive committee members serve as volunteers and represent all parts of Rural and Northern Ontario. We've been advocating for a more collaborative relationship between school boards and municipalities, particularly in decisions regarding the location of new schools and school closures since our inception in 2009. Our focus has been schools and communities in rural Ontario and the North, particularly single-school communities.

The Executive committee wishes to respectfully submit the following comments for your consideration, organized by the key consultation areas that are relevant to the Community Schools Alliance's mission.

1- How should we improve student performance in the disciplines of Science, Technology, Engineering and Math (STEM)?

In Ontario's cities, schools tend to be located within a few blocks of neighbouring schools. In rural and Northern Ontario, schools are generally smaller and spread farther apart over a larger geographic area. Not only do the rural and northern schools tend to be smaller, but they also tend to be underutilized and have surplus space mostly because of declining enrolment.

It is important to keep this reality in mind when considering changes to improve student performance. The current per-pupil funding model disproportionately disadvantages rural and northern schools. It is currently a significant challenge for school boards to offer the same educational opportunities to rural and northern students that can be offered to students concentrated in a large urban area.

STEM course offerings in rural and northern schools are often limited because the funding available to the smaller student population does not allow for a wider selection. For example, it is common in rural and northern High Schools to not offer standard STEM courses every year. For example, some courses considered standard (ie, Grade 12 Physics or Chemistry) are only offered every second year. In some other cases, multiple grade levels are combined, for example a school could offer a split Grade 9/10 or 11/12 math class.

These scenarios are a particular burden on students who want to pursue STEM at University or College because it directly affects the classes that are required for entry into these programs. In some cases, students are unable to obtain the classes they require for entry into certain University or College programs, or in split grade scenarios, the instruction can be sub-optimal.

The Community Schools Alliance recommends that in order for changes to STEM instruction to have a significant impact in rural and northern schools, that the per-pupil funding model be modified (for example, increase the Rural and Northern Education Fund RNEF), so that STEM classes can be offered more frequently in the base case.

2- How should our schools prepare students with needed job skills, such as skilled trades and coding?

There are currently many ways that students can receive job skills training through the current curriculum.

Co-operative education programs and the Specialist High Skills Major Program allow students to obtain credit and explore potential career choices. Similarly, the Ontario Youth Apprenticeship Program enables students in Grades 11 and 12 to complete their high school diploma while starting their apprenticeship training.

From a northern and rural perspective, these programs are of particular importance because they can reflect the industries and job opportunities present in a student's community. These courses can also be a pathway to fulfill the need for skilled labour in many rural and northern communities, both in the trades and post-college or university.

Of particular note, with regards to Specialist High Skills Majors (SHSMs), there are 19 different Majors that are recognized in Ontario as an additional achievement to the Ontario Secondary School Diploma (OSSD). However, there are 3 SHSMs that are unique to Rural and Northern Ontario: Agriculture (33 locations where it is offered), Forestry (5 locations) and Mining (9 locations). These industries are vital to the economies of Northern and Rural Ontario and as these schools are threatened for closure so too are these opportunities for students to gain important, locally relevant, skills on the job with actual employers.

It is also important to note that the majority of students in rural and northern schools rely on school board transportation to get to school as there is typically a lack of public transportation. In the same way, participation in Co-Op, SHSMs and OYAP opportunities generally requires private transportation to participate as students cannot walk nor can they take public transport, and this can be a significant obstacle to participation in rural and northern areas.

The Community Schools Alliance recommends that the existing Specialist High Skills Majors, Co-operative education and Ontario Youth Apprenticeship Program be maintained and strengthened. And, in particular, that the sustainability of Specialist High Skills Majors that are unique to northern and rural schools be prioritized in terms of funding. The Community Schools Alliance also recommends that funding to participate in these programs, recognizing the additional transportation cost to participate, be increased in rural and northern areas.

4- What more can be done to ensure students graduate high school with important life skills, including financial literacy?

A number of courses that were once mandatory in the Ontario curriculum are now optional. For example, home economics (family studies) is optional. Secondary students were once required to have a business credit in order to graduate; this is no longer the case. Both of these courses were opportunities for students to gain important life skills, including financial literacy and food literacy.

The Community Schools Alliance recommends that the Ministry of Education review previously mandatory courses in the Ontario curriculum that taught life skills and re-integrate this material into the curriculum throughout K-12, not just as optional one-time credits.

5- What steps could schools take to ban cellphone use in the classroom?

It is important to note that many rural and northern schools do not have cell phone coverage and Wi-Fi Internet access is not always equivalent to that in urban centres. The lack of cell phone coverage in Rural and Northern Ontario is a significant disadvantage for the economic development of these communities.

Furthermore, while parents in urban centres may support their child having cell phone for safety reasons, for example, being able to contact a parent after a job or after class or due to a change of plans for a pick-up, this option is not available in many of Ontario's rural and northern communities where cell coverage is not reliable.

The Community School Alliance strongly supports broadband cellular coverage across the province, including northern and rural communities as a key economic driver as well as a safety concern.

The Community Schools Alliance considers that innovative technology in the classroom, including cell phones, in the context where it can be used to enhance learning, is vital and needs to be augmented not reduced. To this end, the Community School Alliance supports the teaching of responsible cell phone use, including cell phone etiquette and that cell phone use in classrooms be left to the discretion of individual teachers.

6- How can we build a new age-appropriate Health and Physical Education curriculum that includes subjects like mental health, sexual health education and the legalization of cannabis?

The Community School Alliance supports enhancing the relationship between school boards and public health units to participate in the delivery of health related information, including mental, sexual, physical, dental and vision, etc. The Community Schools Alliance supports a mandatory relationship between school boards and public health units so as to best coordinate the offering of these services to northern and rural communities.

The Community School Alliance supports a broad based consultation on the Health and Physical Education curriculum and includes school boards, teachers, health units, doctors, nurses, and parents.

7- What elements should be included in a Ministry of Education Parents' Bill of Rights?

The Community Schools Alliance is very interested in the rights of northern and rural parents and students to having access to equitable education in their communities.

Schools in rural and northern communities, particularly when there is only one school in a community, are often a centre for many activities. They are a place for sports, theatre, music and other civic activities.

Schools are integral to their communities' health. Research tells us that rural communities with schools have higher housing values than those who do not. They have lower poverty rates. Income inequality is lower. On virtually every indicator of social and economic well-being, rural communities with schools rank higher than communities without.

The impact of a school closure for the community – and for its students – is dramatic. A school closure in rural and northern communities often means that children are required to spend hours of every week on a bus travelling to a school in another community. They no longer study and learn with classmates who are also their neighbours. If the school is a secondary school, it reduces the student's opportunities for after-school extracurricular activities and an after-school job.

For this reason, the Community Schools Alliance recommends that a Parent's Bill of Rights includes:

- **Reasonable access to a local community school so that children can be educated in their home communities;**
- **Guidelines regarding recommended maximum travel times to school;**
- **Acknowledgment that schools are community assets and that communities should have reasonable access to them outside of school hours.**
- **The value of a school to local families and the local community.**
- **That the physical size of school boards in rural Ontario and the North permit effective democratic governance.**
 - **It is the position of the Community Schools Alliance that the size of many rural and northern school boards are too large to permit effective democratic governance and should be reduced to create a larger number of boards with each representing a smaller jurisdiction.**

The previous government imposed a moratorium on Pupil Accommodation Reviews pending a review of both the Pupil Accommodation Review Guideline (PARG) and the Community Planning and Partnerships Guideline (CPPG). Although revised PARG and CPPG guidelines have been released, the Ministry of Education has not yet released the templates for the Initial Staff Report and the Economic Impact Study referenced in the revised PARG. It is expected that those templates will first be released as drafts for further consultation. It is also expected that the moratorium on Pupil Accommodation Reviews will remain in place until final versions of the templates are released.

8- Feedback or ideas

As was previously stated, many northern and rural schools have smaller school populations than their urban counterparts. In order to supplement "live" course offerings, many rural and northern schools rely on online courses.

Although there is a wide offering of online courses available through the Ministry of Education, and individual school boards, students and parents often report a high level of dissatisfaction in the delivery of online courses with the delay in feedback from instructors and the lack of relationship between student and teacher as well as between classmates.

The Community Schools Alliance recommends that the Ministry of Education look at how resources and technology can be used to share “live” teacher resources across rural schools. Many colleges and universities in Ontario offer video conferencing options to take courses. This allows a teaching resource to be shared across locations while offering students the benefit of a “live” instructor and live interactions with the teacher and their classmates.

Currently, in many school boards, sharing a teacher across school locations is prohibited by collective agreement, and in some other cases the mis-alignment of school schedules across different schools prevents the sharing of resources. These are opportunities where the Ministry of Education can take a leading role to encourage the sharing of resources in rural and northern communities for the benefit of students.

Thank you for the opportunity to participate in this consultation. The Community Schools Alliance welcomes the opportunity to work with the Ministry of Education to support the long-term sustainability of schools in Rural and Northern Ontario.

Sincerely,

A handwritten signature in black ink, reading "Doug Reycraft". The signature is fluid and cursive, with the first name "Doug" and last name "Reycraft" clearly distinguishable.

Doug Reycraft

Chair, Community Schools Alliance



January 13, 2019

Township of South Glengarry
C/O Ewen MacDonald
General Manager Infrastructure Services
6 Oak Street, Box 220, Lancaster, Ontario
K0C 1N0

Attention: Ewen MacDonald

Dear Ewen,

This letter is to inform you that the Martintown and District Horticultural Society has donated \$1000 in the form of a credit at Marlin's Orchards and Garden Centre to be used for any future plantings needed at Ken Barton Park in Martintown. This credit can be used for trees, plants, bushes or any landscaping material needed.

Carol Would has been informed of this credit and Diane Lunan at Marlins' is included in this correspondence so she is aware that Carol will be using the credit at her discretion.

Hopefully, this credit will cover some of the plant materials still needed for the park and alleviate them from the budget.

Yours truly,

Ginny Blair
Past President



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

Subject: 2018 Year-End Assessment Report

As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in dark ink, appearing to read "C. Nell", is placed below the "Happy Holidays," text.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

Attachments

Copy Regional and Account Managers



APPENDIX 1

Assessment Change Summary by Property Class Township of South Glengarry

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	1,486,806,791	1,406,962,274	1,446,884,532	2.8%
M Multi-Residential	1,894,800	1,857,311	1,876,055	1.0%
C Commercial	59,551,718	55,481,991	57,516,860	3.7%
S Shopping Centre	281,400	273,200	277,300	1.5%
X Commercial (New Construction)	14,797,800	13,595,611	14,196,708	4.4%
I Industrial	10,070,300	9,214,530	9,642,418	4.6%
J Industrial (New Construction)	3,517,400	2,947,235	3,232,318	9.7%
P Pipeline	60,795,000	56,779,849	58,787,425	3.5%
F Farm	802,288,300	597,166,633	699,727,463	17.2%
T Managed Forests	4,174,700	3,410,580	3,792,641	11.2%
(PIL) R Residential	1,996,700	1,890,000	1,943,350	2.8%
(PIL) C Commercial	4,888,800	4,511,067	4,699,934	4.2%
(PIL) X Commercial (New Construction)	2,677,000	2,668,650	2,672,825	0.2%
(PIL) H Landfill	32,300	25,600	28,950	13.1%
E Exempt	46,972,600	44,919,230	45,945,917	2.3%
TOTAL	2,500,745,609	2,201,703,761	2,351,224,696	6.8%



APPENDIX 2

Assessment Base Distribution Summary by Property Class Township of South Glengarry

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	1,486,806,791	59.5%	1,406,962,274	63.9%	1,446,884,532	61.5%
M Multi-Residential	1,894,800	0.1%	1,857,311	0.1%	1,876,055	0.1%
C Commercial	59,551,718	2.4%	55,481,991	2.5%	57,516,860	2.4%
S Shopping Centre	281,400	0.0%	273,200	0.0%	277,300	0.0%
X Commercial (New Construction)	14,797,800	0.6%	13,595,611	0.6%	14,196,708	0.6%
I Industrial	10,070,300	0.4%	9,214,530	0.4%	9,642,418	0.4%
J Industrial (New Construction)	3,517,400	0.1%	2,947,235	0.1%	3,232,318	0.1%
P Pipeline	60,795,000	2.4%	56,779,849	2.6%	58,787,425	2.5%
F Farm	802,288,300	32.1%	597,166,633	27.1%	699,727,463	29.8%
T Managed Forests	4,174,700	0.2%	3,410,580	0.2%	3,792,641	0.2%
(PIL) R Residential	1,996,700	0.1%	1,890,000	0.1%	1,943,350	0.1%
(PIL) C Commercial	4,888,800	0.2%	4,511,067	0.2%	4,699,934	0.2%
(PIL) X Commercial (New Construction)	2,677,000	0.1%	2,668,650	0.1%	2,672,825	0.1%
(PIL) H Landfill	32,300	0.0%	25,600	0.0%	28,950	0.0%
E Exempt	46,972,600	1.9%	44,919,230	2.0%	45,945,917	2.0%
TOTAL	2,500,745,609	100%	2,201,703,761	100%	2,351,224,696	100%



2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Table of Contents

About MPAC	3
The Property Assessment Cycle in Ontario	4
Purpose of this Report	4
2018 Highlights	5
Maintaining Your Annual Assessment Roll	5
New Assessment	5
Requests for Reconsideration and Appeals	6
Service Level Agreement (SLA)	7
Looking Ahead to the Next Assessment Update	8
Conclusion	9



About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing \$2.78 trillion in property value. We take property assessment seriously because it's the part we play in helping to make the communities we all live in stronger.

Learn more at:



mpac.ca



Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for
assessing and
classifying more than

5 MILLION

properties in Ontario

Representing

\$2.78T

in property value

We delivered
more than

800,000

Property
Assessment
Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

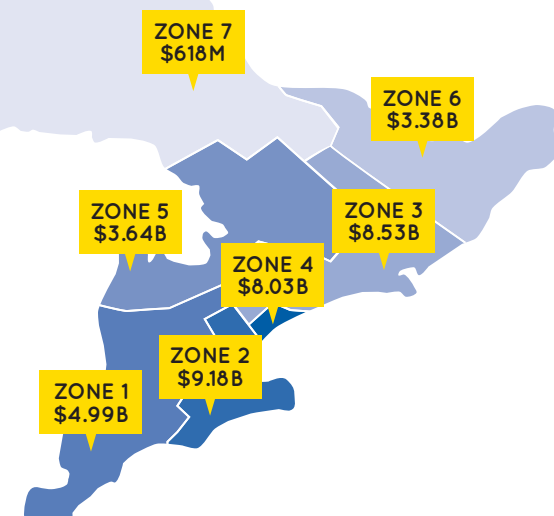
New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than
\$38 billion
 in new assessment to municipalities across the province

From January 1 to October 31, 2018,
MPAC completed a total of 27,917
Requests for Reconsideration

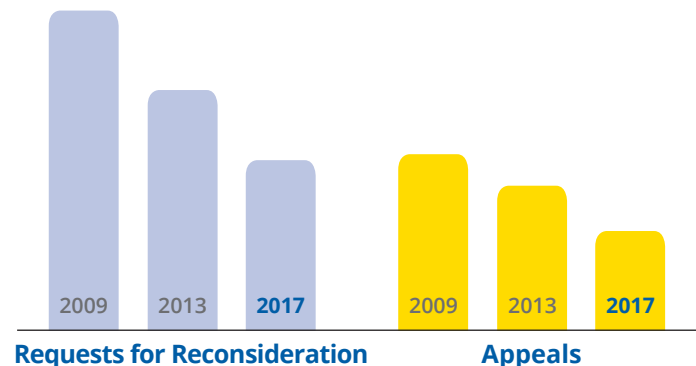
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

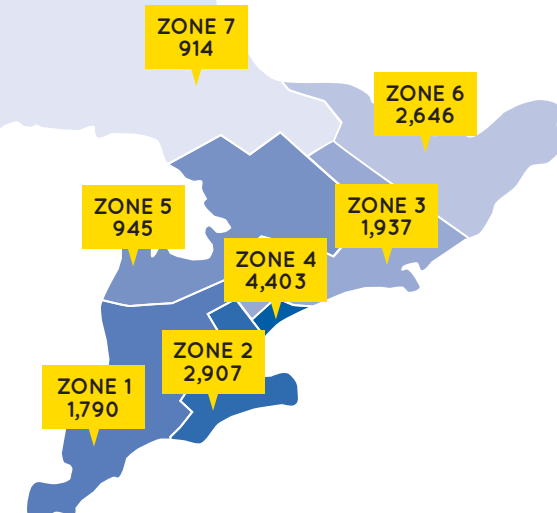
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



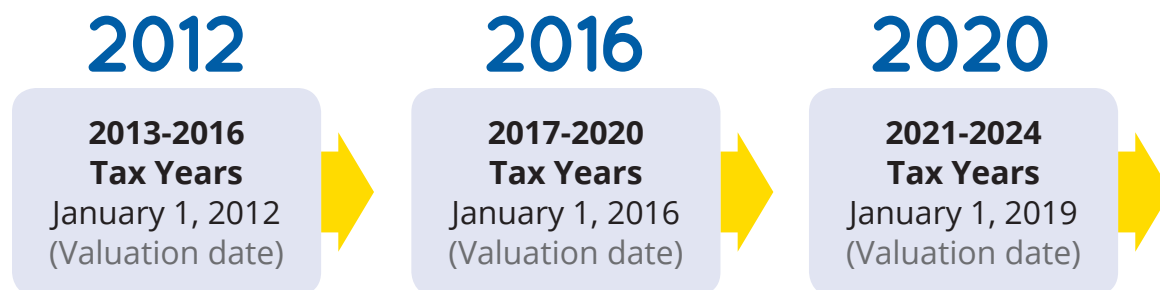
Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.



Conclusion

At the core of our new **2017–2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



Dear OMWA Member:

Please see the important information below from the Ministry of the Environment and Climate Change.

The Ministry of the Environment, Conservation and Parks has released the [2017-2018 Chief Drinking Water Inspector Annual Report](#).

This report highlights efforts to provide the people of Ontario with high quality drinking water that is among the best protected in the world.

Visit Ontario's Open Data Catalogue to see our supporting [Drinking Water Quality and Enforcement data](#).

Le ministère de l'Environnement, de la Protection de la nature et des Parcs a publié le [Rapport annuel 2017-2018 de l'inspectrice en chef de l'eau potable](#).

Ce rapport souligne les efforts qui sont déployés pour fournir à la population de l'Ontario de l'eau potable de grande qualité, l'une des mieux protégées au monde.

Consulter le Catalogue de données ouvertes de l'Ontario pour voir nos [données sur la qualité de l'eau potable et l'application des règlements](#).

Regards,

Ed Houghton, Executive Director



Register Now!

The Ontario Municipal Water Association in partnership with the OWWEA presents our upcoming **Education Days** aimed at delivering effective and economical training and networking opportunities to our member utilities around the province. Planned around our 'One Water' strategic concept, the working theme of OMWA's education days will be improving operations through innovation. Space is limited: book today!

Agenda and details to follow at omwa.org/water3/events

Mar 6-7 2019: Cobourg , ON

**Ministry of Agriculture,
Food and Rural Affairs**

3rd Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: (519) 826-3552
Fax: (519) 826-3259

**Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales**

3^e étage
1, rue Stone ouest
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Tél.: (519) 826-3552
Télééc.: (519) 826-3259



Environmental Management Branch

Date: January 11, 2019
To: Council, Clerk and Drainage Superintendent
From: Tim Brook, Drainage Program Coordinator

Subject: **Agricultural Drainage Infrastructure Program**

Please ensure that all those named above are made aware of this letter.

a) Status of Processing of Grant Applications:

- All grant applications for the municipal cost of employing a **drainage superintendent** have been processed.
- There are a small number of **drain maintenance/repair** grant applications that have been processed. We have recently hired Kaleta Ataw, Drainage Analyst to assist with the backlog.
- **Drain construction/improvement** grant applications:
 - Most applications received before April 1, 2018 have been review and are in queue to be paid. This process should be completed by early March.
 - The review and processing of applications received after April 1, 2018 is expected to begin in late February.

b) Planning for the 2019/2020 Drainage Act Grants Program

i) Grants Ontario System: A new computer system is being introduced to apply for Grants for the Cost of Employing a Drainage Superintendent and Construction/Improvement Projects. We will be rolling out superintendent allocation requests and queue notifications in January.

All municipalities are strongly encouraged to attend one (1) of the following webinar based training sessions:

- Monday January 28: 10:30 am – 12:00 pm
- Monday January 28: 1:30 – 3 pm
- Tuesday January 29: 1:30 – 3 pm
- Friday February 1: 1:30 – 3pm

Register online at:

<https://www.eventbrite.ca/e/omafra-grants-ontario-webinar-tickets-54712997047>.

Password: GrantsOntario

For additional details refer to the attached “Grants Ontario System Training Schedule.pdf”.

ii) Grants for the Cost of Employing a Drainage Superintendent: If your municipality employs an approved drainage superintendent and intends to apply for the superintendent grants in the upcoming fiscal year, you will need to complete an Allocation Request through Grants Ontario. Your allocation request must be received by our ministry on or before February 28, 2019. You are advised to attend one of the training sessions and read ADIP policy 4.1 prior to completing the request.

iii) Construction/Improvement Projects: Please read Section 2.7 of the ADIP policies. Once your municipality has given third reading to a by-law adopting an engineer’s report for the construction or improvement of a municipal drain, you are encouraged to complete and submit a Queue Notification through Grants Ontario. Please note that if your project is confirmed for funding in one fiscal year and you do not proceed with the project, you must notify the Ministry to queue the project for the following year.

c) *Claiming Grants for 2018/19 activities:*

The provision of grants for Drainage Act activities are governed by the Drainage Act and by the policies of the Agricultural Drainage Infrastructure Program (ADIP). These documents can be accessed through the OMAFRA website: www.ontario.ca/drainage

If earlier in 2018, your municipality submitted a budget allocation request for the cost of employing a drainage superintendent, in general the grant allocation amount was accepted as submitted. This is your budget for the cost of employing a drainage superintendent; if you submit a higher grant claim than your budget, grant payment will be capped to the allocation amount.

The following is an overview of the requirements for claiming these grants:

<i>Grant Type</i>	<i>Submission Deadline</i>	<i>For Information on Claiming Grant</i>
Cost of Employing a Drainage Superintendent	Jan. 31, 2019 @ 5:00 p.m.	See Attachment 1: “Claiming Grants for Cost of Employing a Drainage Superintendent”
Drain Construction or Improvement	Feb. 15, 2019 @ 5:00 p.m.	See Attachment 2: “Claiming Grants for Drain Construction or Improvement Projects”
Drain Maintenance or Repair	April 30, 2019 @5:00 p.m.	See Attachment 3: “Claiming Grants for Drain Maintenance”

Attachment 4 provides a summary of the requirements for all three components of the program.

INQUIRIES TO OMAFRA

Please direct inquiries about grant eligibility, interpretation of the ADIP policies or the Drainage Act to me at 519-766-3651 or timothy.brook@ontario.ca. Inquiries about specific grant applications should be directed to Andy Kester at 519-826-3551 or andy.kester@ontario.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tim Brook', with a long horizontal line extending to the right.

Tim Brook, P. Eng.
Drainage Program Coordinator

Attachments:

- 1) Claiming Grants for the Cost of Employing a Drainage Superintendent
- 2) Claiming Grants for Drain Maintenance
- 3) Claiming Grants For Drain Construction Or Improvement Projects
- 4) Agricultural Drainage Infrastructure Program (ADIP) Policy Summary

ATTACHMENT 1***Claiming Grants for the Cost of Employing a Drainage Superintendent*****PREQUALIFICATION:**

Your municipality is eligible to receive grants for the municipal cost of employing a drainage superintendent(s) if your municipality:

- Employs a drainage superintendent who has been approved by OMAFRA and
- Has received a superintendent budget allocation from our Ministry (see covering letter).

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 4.0 of the ADIP policies.
- A claim for an approved drainage superintendent may be made for costs incurred from January 1 to December 31, 2018. The claim cannot exceed the budget allocation provided to your municipality.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 4.3, each drainage superintendent grant application form must be accompanied with records of the time spent performing drainage superintendent duties.

APPLICATION DEADLINE: 5:00 p.m. on Thursday, January 31, 2019

- Grant applications, complete with all supporting documentation, must be received on or before Thursday, January 31, 2019 on the application forms provided by our Ministry.
- Emailed grant application packages will be accepted until the end of the deadline date. The grant application with original signatures and all supporting documentation must be received within one week of the deadline. If the original documents are not received, the application is deemed incomplete and will not be processed.
- **Faxed applications will no longer be accepted.**
- If, at the deadline your submitted application is not complete, it will not be processed even if supporting documentation is submitted later.

NOTES:

1. The grant claim for drainage superintendent services provided by engineering firms must be based on the date the service was provided, not the date of the invoice (e.g. invoice dated January 4, 2019 for services provide from October 1 to December 31, 2018 cannot be claimed as part of the 2019 drainage superintendent grant application).
2. If your municipality employed more than one drainage superintendent in 2018, separate grant applications must be submitted for each individual and signed by that individual.

DRAINAGE SUPERINTENDENT CLAIM GUIDE

PURPOSE

To provide clarification for reimbursement of expenses incurred by the municipality in the employment of drainage superintendents, in accordance with the administrative policies of the Agricultural Drainage Infrastructure Program and Section 85(b) of the *Drainage Act*.

This guide is strictly a supplemental aide to the ADIP policies and is for informational purposes only. Please note it is the responsibility of the superintendent and treasurer to ensure the correctness and completeness of any grant application submitted. Please contact the Drainage Coordinator if any further uncertainty regarding expense claims exists.

ANNUAL HOURS WORKED (AS NOTED ON THE SUPERINTENDENT TIME SHEETS)

To accurately determine the correct percentage of time being used for drainage superintendent activities, note that “annual hours worked” refers to the total of all **work**, both as drainage superintendent and other, but **excludes** any vacation time, statutory holidays, sick leave, etc. This figure is to be used to determine the percentage of time spent performing the duties of the drainage superintendent.

TOTAL ANNUAL SALARY

The year-end summary calculates the percentage of time spent performing drainage superintendent activities. Both the total annual salary and annual hours worked are to be provided for this calculation, rather than just the drainage superintendent portion of the salary. By providing the total annual salary, the cost of vacation time, statutory holidays, sick leave and lieu time is calculated and included on the grant application.

OVERTIME HOURS WORKED

The cost of overtime worked must be shared proportionally between the drainage superintendent activities and non-drainage superintendent activities. If overtime hours are worked while performing superintendent duties, these hours should be included in the superintendent time sheets or log as the actual hours worked.

Overtime Paid: Overtime payments are to be included in the total annual salary within the year end summary calculations. Since the cost of the overtime is included in the total annual salary and the percentage of drainage superintendent activities is used to calculate the salary, the percentage of overtime costs is included on the grant application.

Payment For Time Taken in Lieu: Hours taken in lieu are **not** to be included in the superintendent time sheets or log. Similar to vacation time, stat holidays and sick leave, time taken in lieu is not included in the calculation of the percentage of time spent performing superintendent duties. The cost of time taken in lieu is included in the total annual salary and therefore a percentage of this time will be included on the grant application.

BENEFITS

The cost of benefits for the superintendent grant application are to be proportional to the time spent doing drainage superintendent activities. Please include benefits as the actual dollar amount and not as a percentage. Any superintendent that approaches the 35% cap is required to provide a list of expenses that were included within their benefit calculation.

Benefits that **can** be included on the grant application are the employer’s share of:

- CPP • WSIB • EI • Health Tax • OMERS or RRSP
- Group insurances (LTIP, dental, life, health, vision, etc.)

Benefits that should **not** be included on the grant application:

- Any benefits that would be already included in the 18% expense grant:
 - Personal use of company vehicle and any associated costs
 - Clothing or boot allowance
 - Cell phone fees and any associated costs
- Vacation time, statutory holidays and sick time taken (these costs are already included in the annual salary calculation as a percentage of drainage superintendent activities)

Please consult with the Drainage Coordinator regarding the eligibility of any other additional benefits.

ATTACHMENT 2

Claiming Grants for Drain Construction or Improvement Projects

PREQUALIFICATION:

- Your municipality is eligible to receive grants for drain construction or improvement projects if the work has been completed in compliance with the petition drain procedures of the Drainage Act and in compliance with all applicable regulations.
- All grant applications for drain construction or improvement projects will be reviewed for compliance with Sections 1 and Sections 2.1 to 2.6 of the ADIP policies.

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 2.8 of the ADIP policies.
- Claims can be submitted for all drain construction/improvement work completed before February 15, 2019.
- A separate claim must be submitted for each drain construction/improvement project.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 2.8, supporting documentation must be provided for each drain construction/improvement grant claim. The supporting documentation includes:

- A copy of the final by-law authorizing the construction or improvement project. If this by-law has been provided to OMAFRA previously, an additional copy need not be sent. A provisionally adopted by-law is not acceptable.
- A copy of the engineer's report for the project. If, through the *Drainage Act* process, a copy of the report had previously been provided to the Ministry, another copy need not be sent.
- Copies of all decisions affecting the report (Court of Revision, Tribunal, Referee).
- Submission of an electronic copy of the drain plan, preferably in a data format that can be imported into the Land Information Ontario data warehouse.

APPLICATION DEADLINE: 5:00 p.m. on Friday, February 15, 2019

- Grant applications for drain construction or improvement work, complete with all supporting documentation, must be received on or before Friday, February 15, 2019 on the application forms provided by our Ministry.
- **Faxed applications will no longer be accepted.**
- If the deadline is missed or the application is incomplete, a grant application for the work will still be considered up to one year from the date of the completion of the project.

NOTES:

Consult with Ministry staff if you have any questions about the requirement for submitting the following types of grant applications:

- Preliminary reports
- Interim and/or final grant applications
- Adjustments (within one year of the completion of the project)

ATTACHMENT 3

Claiming Grants for Drain Maintenance

PREQUALIFICATION:

Your municipality is eligible to receive grants for drain maintenance, repair and operational costs if the work was completed under the direction of a municipally appointed drainage superintendent, approved by OMAFRA.

APPLICATION & CLAIM PERIOD:

- Read and comply with Section 1.0 and 3.0 of the ADIP policies.
- A grant claim can be submitted for this work completed between Jan. 1 and Dec. 31, 2018.
- Claims must be submitted on the applicable OMAFRA grant application form. To obtain a Microsoft Excel electronic copy of these forms, contact Becky Curran at 519-826-4049 or becky.curran@ontario.ca.

REQUIRED SUPPORTING DOCUMENTATION:

In accordance with ADIP Policy 3.2, supporting documentation must be provided for one of the listed drain maintenance projects on each drain maintenance grant application form. This supporting documentation includes:

- A copy of the drain plan (from the engineer's report) showing the complete watershed. The plan must also clearly indicate where the project work was performed.
- A copy of the maintenance and repair instructions and the assessment schedule from the current engineer's report, as adopted by the last by-law. You should also include a list of all properties assessed for the maintenance/repair work along with their share of assessed cost and also indicate those properties eligible for the Farm Property Class Tax Rate.

Your municipality must also provide a list of all maintenance, repair, minor improvement and operational projects performed during the year, including projects where a grant application is not being submitted (ADIP Policy 3.2(d)). Spot maintenance and repair work (e.g. tile repair or beaver dam removal) does not need to be listed. The list must include the drain name, description of work and total cost of the work performed. If no maintenance work was done, you must indicate this in your covering letter or on the superintendent grant application form.

APPLICATION DEADLINE: 5:00 p.m. on Tuesday, April 30, 2019

- Grant applications, complete with all supporting documentation, must be received on or before Tuesday, April 30, 2019 on the application forms provided by our Ministry.
- Emailed grant application packages will be accepted until the end of the deadline date. However, the grant application with original signatures and all supporting documentation must be received within one week of the deadline. If the original documents are not received, the application is deemed incomplete and will not be processed.
- **Faxed applications will no longer be accepted.**
- If, at the deadline your submitted application(s) are not complete, the application(s) will not be processed even if supporting documentation is submitted later.

NOTES:

1. The Drainage Act requires municipalities to update maintenance assessment schedules to reflect any land severances, land use changes and additions to the watershed prior to undertaking the drain maintenance work. This information is checked in the review of the drain maintenance grant application.
2. If your municipality employed more than one drainage superintendent in 2018, separate grant applications must be submitted for maintenance projects completed by each individual.

ATTACHMENT 4
Agricultural Drainage Infrastructure Program (ADIP) Policy Summary

	SUPERINTENDENT	CONSTRUCTION/IMPROVEMENT	MAINTENANCE/REPAIR
	See ADIP Policy Section 1.0 and 4.0	See ADIP Policy Section 1.0 & 2.0	See ADIP Policy Section 1.0 and 3.0
Grant Application Deadline	January 31, 2019 at 5:00 p.m.	February 15, 2019 at 5:00 p.m.	April 30, 2019 at 5:00 p.m.
Period Covering:	January 1 to December 31, 2018	All construction and improvement projects completed by Feb. 15, 2019	All maintenance/repair and operational work <u>completed</u> in 2018
Ineligible Claims	<ul style="list-style-type: none"> Costs incurred before Jan. 1, 2018 Any cost not related to employing a drainage superintendent. 	<ul style="list-style-type: none"> Projects completed more than a year before the submission of the grant application. See ADIP Policy section 2.3 	<ul style="list-style-type: none"> Work completed prior to January 1, 2018 Projects less than \$500 Interest charges Administrative & engineering costs
Budget Allocation	<ul style="list-style-type: none"> Complete an Allocation Request through Grants Ontario (see ADIP policy section 4.1) 	<ul style="list-style-type: none"> Complete a Queue Notification through Grants Ontario (see ADIP Policy section 2.7) 	<ul style="list-style-type: none"> Allocation not required
Required Supporting Documentation	<ul style="list-style-type: none"> Must submit time records that support the grant claim. 	<ul style="list-style-type: none"> Copy of engineer's report, final by-law, decisions of court of revision, tribunal and referee. Electronic copy of plan 	<ul style="list-style-type: none"> For one project on the grant application form, provide the following: <ul style="list-style-type: none"> - copy of drain plan showing complete watershed and where the work was done. - maintenance instructions & assessments from engineer's report
Other Policy Items	<ul style="list-style-type: none"> Municipal employees receive expenses = 18% of salary Municipal employees receive benefits ≤ 35% of salary Consultants receive actual expenses, not exceeding 18% and may not claim benefits. Net HST may be claimed on consulting superintendent costs 	<ul style="list-style-type: none"> See ADIP Policy Sections: <ul style="list-style-type: none"> - 2.1 - 2.2 - 2.4 - 2.5 	<ul style="list-style-type: none"> Provide a list of all maintenance/repair projects completed in 2018. To be eligible for grant, properties must be assessed at the Farm Property Class Tax Rate in 2018 or 2019.

******* Faxed applications will no longer be accepted.**



AGCO

Alcohol and Gaming
Commission of Ontario

INFORMATION FOR ONTARIO MUNICIPALITIES ABOUT CANNABIS RETAIL STORE LICENSING

The maximum 25 Retail Store Authorizations will be allocated in accordance with Ontario Regulation 468/18, which provides for the maximum number of stores in the following Regions:

- a. **East** (Stormont, Dundas and Glengarry, Prescott and Russell, Ottawa, Leeds and Grenville, Lanark, Frontenac, Lennox and Addington, Hastings, Prince Edward, Northumberland, Peterborough, Kawartha Lakes, Simcoe, Muskoka, Haliburton, Renfrew): five (5) stores
- b. **GTA** (Durham, York, Peel and Halton): six (6) stores
- c. **North** (Nipissing, Parry Sound, Sudbury, Greater Sudbury, Timiskaming, Cochrane, Algoma, Thunder Bay, Rainy River, Kenora): two (2) stores
- d. **Toronto**: five (5) stores
- e. **West** (Dufferin-Wellington, Hamilton, Niagara, Haldimand-Norfolk, Brant, Waterloo, Perth, Oxford, Elgin, Chatham-Kent, Essex, Lambton, Middlesex, Huron, Bruce, Grey, Manitoulin): seven (7) stores

The AGCO has defined [42 municipalities](#) within Ontario with a population minimum of 50,000, based on the 2016 census.

In the **East** Region: City of Barrie, City of Belleville, City of Kawartha Lakes, City of Kingston, City of Ottawa, and City of Peterborough

In the **GTA** Region: Town of Ajax, Town of Aurora, City of Brampton, City of Burlington, Town of Caledon, Municipality of Clarington, Town of Halton Hills, City of Markham, Town of Milton, City of Mississauga, Town of Newmarket, Town of Oakville, City of Oshawa, City of Pickering, Town of Richmond Hill, City of Vaughan, and Town of Whitby

In the **North** Region: City of Greater Sudbury, City of North Bay, City of Sault Ste. Marie, and City of Thunder Bay

In the **Toronto** Region: the City of Toronto

In the **West** Region: City of Brantford, City of Cambridge, Municipality of Chatham-Kent, City of Guelph, City of Hamilton, City of Kitchener, City of London, City of Niagara Falls, Norfolk County, City of Sarnia, City of St. Catharines, City of Waterloo, City of Welland, and City of Windsor



AGCO

Alcohol and Gaming
Commission of Ontario

These changes are in effect until December 13, 2019, when Ontario Regulation 468/18 will be amended.

Although the initial phase of 25 stores will only be located in municipalities with a minimum population of 50,000, **the one-time opt-out date for all municipalities remains January 22, 2019.**

HELPFUL RESOURCES

- [AGCO's list of Ontario municipalities prohibiting or allowing cannabis retail stores](#)
- [Ontario Regulation 468/18](#)
- Cannabis Retail Store Licensing [Expression of Interest Lottery Rules](#)
- [Answers to frequently asked questions](#) on the Cannabis Retail Store Licensing Expression of Interest Lottery
- [Timeline for Cannabis Retail Lottery, Licensing and Store Authorization Process](#)
- Information about Ontario's approach to cannabis legalization can be found at ontario.ca/cannabis.
- For more information about the legalization and regulation of cannabis in Canada, please visit canada.ca/cannabis.



City of Hamilton
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Stephanie Paparella
Legislative Coordinator
Office of the City Clerk
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Fax # (905) 546-2095
stephanie.paparella@hamilton.ca

January 3, 2019

Doug Brewer
Director of Policy
Ministry of Municipal Affairs
777 Bay Street, 17th Floor
Toronto, ON
M5G 2E5

Minister's Chief of Staff
Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, ON
M7A 1Y7

Carla Y. Nell
Vice President, Municipal and Stakeholder
Relations
Municipal Property Assessment Corporation
1340 Pickering Parkway, Suite 101
Pickering, ON
L1V 0C4

Angela Morgan, CMO, AOMC
President
AMCTO
2680 Skymark Avenue
Mississauga, ON
L4W 5L6

Stéphane Perrault
Chief Electoral Officer of Canada
Elections Canada
30 Victoria Street
Gatineau, Quebec
K1A 0M6

Greg Essensa
Chief Electoral Office of Ontario
Elections Ontario
51 Rolark Drive
Toronto ON
M1R 3B1

Please be advised that Hamilton City Council at its meeting of December 19, 2018, approved Item 7.3, which reads as follows:

7.3 Maintaining the Voters' List for Municipal Elections

WHEREAS, concerns over the quality of the Municipal Voters List is not a new phenomenon;

WHEREAS, in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a Voters List Position Paper and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

WHEREAS, the Preliminary List of Electors, which forms the Voters' List in Ontario, is supplied by data from the Municipal Property Assessment Corporation (MPAC);

WHEREAS, despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current

Maintaining the Voters' List for Municipal Elections
Page 2 of 4

process and the Voters' List continues to be flawed with data inaccuracies and outdated information; and,

WHEREAS, a transformational solution to the way that the Voters' List is created and managed is required;

THEREFORE, BE IT RESOLVED:

- (a) That the Council of the City of Hamilton supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC, Elections Canada and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;
- (b) That Council requests an update be provided from this Voters' List Working Group on the transformational solutions being discussed;
- (c) That representatives from MPAC be invited to a future General Issues Committee meeting to hear the City of Hamilton's concerns (attached hereto) and advise the City on what steps MPAC will be taking in the future;
- (d) That a letter of concerns respecting the Voter's List for Municipal Elections and a request for investigation be forwarded to the Ombudsman's Office; and,
- (e) That a copy of this motion, respecting the Voter's List for Municipal Elections be circulated to all municipalities and the Association of Municipalities of Ontario (AMO).

On behalf of Hamilton City Council, we thank you for your consideration respecting this very important matter and look forward to your response.

Sincerely,



Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

Copied:

Paul Dube, Ombudsman of Ontario

Jamie McGarvey, President, Association of Municipalities of Ontario

All Ontario Municipalities

Maintaining the Voters' List for Municipal Elections

Page 3 of 4

The City of Hamilton is looking to the Working Group to find resolutions that would include, but not be limited to, the following matters that were encountered during the 2018 municipal election process:

- (a) Neighbours on the same Voter Notification Cards (VNC);
- (b) Polling locations not matching the address;
- (c) Incorrect mailing addresses;
- (d) Electors showing up at an address who had never lived there;
- (e) Addresses outside of the polling subdivision;
- (f) Incorrect names on the VNCs;
- (g) Entire buildings missed;
- (h) Completed the EL15 last Election and still not on the Voters' List;
- (i) No units listed in buildings; and,
- (j) Electors who had lived at their residence for many years not receiving a VNC.

The responsibility of adding the Applications to Amend, Correct and Delete forms has now been downloaded from MPAC to the municipalities. In the case of the City of Hamilton, it required the inputting of over 27,000 applications into the Datafix program; with the legislated deadline for inputting these applications being 30 days from Election Day, which became a very labour intensive and time-consuming task.

Forms that could not be inserted into the Datafix program within the 30-day deadline, were not accepted by MPAC; leaving some of the elector submitted corrections undone and to remain incorrect for the next election.

MPAC has agreed to keep the Voter Look Up program available all year round rather than just in an election year; leaving the obligation of improving the Voters List with the elector and the municipalities.

It was suggested that a campaign be commenced by preparing a drop off card for every household in the city (each municipality would manage their own). This card could include all aspects of adding, correcting and deleting information from the Voters' List. It should also include how to deal with situational voters such as borders, tenants, family members and students.

After the drop off program has concluded, and in conjunction with the appropriate communications strategy, municipalities should continue, on a quarterly basis, to remind electors to check the Voter Look Up program on their respective municipalities website to ensure their information is correct.

In an election year, this program could be expanded to a monthly basis and include radio and print advertisements to reinforce to the elector that the responsibility of ensuring they are correctly included on the voters list on Election Day is their own.

Maintaining the Voters' List for Municipal Elections
Page 4 of 4

Municipalities continue to pay for and use an inaccurate, outdated product (voters list). Unless there is a proactive strategy in place for the preparation of a much more accurate voters list for all municipalities, the same issues will most likely occur in 2022.

Municipalité de
Municipality of

mATTICE~
VAL CÔTÉ



Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431

December 11th, 2018

Ministry of Municipal Affairs and Housing
Office of the Minister
777 Bay Street, 17th Floor
Toronto, ON
P5G 2E5

Attention: Honourable Steve Clark, Minister

Honourable Minister,

Re: Paragraph 4 of the Declaration of Office

Section 232 of the *Municipal Act, 2001 (Ontario)* provides that a person cannot take a seat on the council of a municipality until he or she takes the declaration of office on the form established by the Minister for that purpose.

In its current version, the declaration of office contains a statement whereby newly elected members of Council promise and declare their faith and allegiance to the Queen. Said statement is considered by many as irrelevant to the current political state of affairs, while many others find it simply offensive.

The Municipality of Mattice – Val Côté recently passed the enclosed resolution requesting that your Ministry amend paragraph 4 of the Declaration of Office in order to address these very legitimate concerns.

Sincerely yours,

Marc Dupuis
Mayor

Encl. Resolution no. 18-190

Municipalité de
Municipality of**mATTICE-
VAL CÔTÉ**Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431

Meeting no. 18-15

Resolution no. 18-190

Date: December 10th, 2018

Moved by: Daniel Grenier

Seconded by: Steve Brousseau

WHEREAS the requirement for members of municipal Council to be faithful and to bear true allegiance to the Queen is considered by many to be outdated and representative of a different era, and;

WHEREAS said requirement can go against or be contrary to an individual's culture, principles and beliefs, and;

WHEREAS said requirement presents an obstacle for some individuals who would have otherwise been willing to run for Council and serve at the municipal level of government;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Municipal Affairs and Housing and its Minister modify the wording of paragraph four of the Declaration of Office to make it more inclusive and representative of the times, and;

BE IT FURTHER RESOLVED THAT the Ministry consider replacing paragraph four of the Declaration of Office with the following wording: "I will be faithful and bear true allegiance to my country, Canada, and to its three founding nations", and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Municipal Affairs and Housing, to the Premier of Ontario, Doug Ford, to our provincial and federal parliament representatives, Guy Bourgouin and Carol Hughes, and to all Ontario municipalities.

Carried ☒ Defeated ☐ Deferred ☐Mayor, Marc Dupuis
Presiding Officer**Recorded Vote**

(unanimous unless indicated below)

Name	Yeas	Neas	Abstention
Dupuis, Marc			
Brousseau, Steve			
Grenier, Daniel			
Lemay, Richard			
Malenfant, Joyce			

Certified by:

Guylaine Coulombe, CAO/Clerk



The Corporation of the
**Township
of
Uxbridge**

In The Regional Municipality of Durham



Town Hall
51 Toronto Street South
P.O. Box 190
Uxbridge, ON L9P 1T1
Telephone (905) 852-9181
Facsimile (905) 852-9674
Web www.town.uxbridge.on.ca

SENT VIA REGULAR MAIL

November 30, 2018

Township of South Glengarry
6 Oak Street, P.O. Box 220
Lancaster, ON.
K0C 1N0

**RE: PARAMEDIC SERVICES TO BE LISTED AS AN ESSENTIAL SERVICE
TOWNSHIP FILE: A-16 OM**

Please be advised that during the regular meeting of the Council of November 26th, 2018, the following motion was carried;

THAT the Council of the Township of Uxbridge support the Township of Glengarry's Resolution that Province of Ontario list Paramedic Services as a full Essential Service

I trust you will find the above to be satisfactory.

Yours truly,

Debbie Leroux
Director of Legislative Services/Clerk
/ljr

cc: Honourable Doug Ford, Premier of Ontario
Honourable Laurie Scott, Minister of Labour
Honourable Peter Bethlenfalvy, MPP
Association of Municipalities of Ontario (AMO)



December 18, 2018

Bill 66 – Municipal Implications Overview

On December 6th, 2018, Minister of Economic Development, Job Creation and Trade, the Honourable Todd Smith, introduced [Bill 66, the *Restoring Ontario's Competitiveness Act*](#). This proposed legislation has significant interest for municipal governments. Bill 66 has only had First Reading at this time and will continue through the debate and hearing process. After this week's sitting, the Legislature is scheduled to return for the next Session on Tuesday, February 19, 2019.

In this members' update, AMO is providing an overview and brief analysis as we pursue additional information and clarification to bring a report to the January Board of Directors meeting. Further communications on the Bill will occur at that time.

Several corresponding proposed regulations are now [open for comment](#) on the Ontario Regulatory Registry. In most cases, the deadline for comment is January 20th to respond via the registry process.

Schedule 2 — Repeal of the *Pawnbrokers Act*

Schedule 2 of the Bill repeals the *Pawnbrokers Act* in its entirety. Created in the early 1900s, the Act regulates pawnshops and second hand stores. Municipal governments would retain the authority to create bylaws and business licenses regulating pawnshops, however, the repeal would eliminate law enforcement tools aimed at enforcing against theft and enabling the search and return of stolen goods. AMO will connect with police services to obtain their perspectives on the impacts that the change would bring and consider alternatives.

Schedule 3 — Amendments to the *Child Care and Early Years Act, 2015* and the *Education Act*

Changes to rules regarding in-home child care services and authorized recreational and skills building programs; increasing the permissible number and age of children per provider a day will likely increase access to childcare. The proposals may also raise concerns related to children's health and safety and the quality of childcare, with possible impacts on municipal monitoring of childcare spaces.

Schedule 4 — Amendments to the Ontario Energy Board Act, 1998 (Sub-metering)

The proposed change deletes references to ‘unit sub-metering’ from the *Ontario Energy Board Act*, and replaces it with references to smart meters. It is unknown if conversions to smart meters have taken place in all housing units being managed by municipal governments. This may impact the ability to individually charge tenants for energy used. Studies show that lack of individual meters can raise energy use over 30%, which will bring financial impacts. As well, it is unclear if it would have any impact on second suites or inclusionary zoning initiatives.

Schedule 8 — Amendments to the *Long-Term Care Homes Act*, 2007

Proposed changes for long-term care homes’ licences include that the Director, as appointed by the Minister, may determine the need and how public consultations shall be conducted. This may reduce the frequency of attendance by licensees at public meetings. Further, the Ministry would have added flexibility to issue licenses for temporary beds for a longer duration of time. Municipal homes have licences subject to Minister’s approval with no designated term. Further efforts to improve long-term care and reduce administrative burden should continue. There is a need for more discussions to develop a less prescriptive, outcomes-based framework that reduces burden while prioritizing patient care and well-being. AMO will continue to work with other long-term care partners to identify opportunities for positive reform and to monitor long-term care impacts of Bill 66 and corresponding regulations. Proposed regulations have been [posted for public comment](#) until January 28th, 2019.

Schedule 9 — Amendments to the *Labour Relations Act*, 1995 (Construction Employer Designation)

Bill 66 would clarify that municipal governments are not construction employers. Construction employer designation reduces the number of eligible bidders for municipal construction projects and increases municipal capital costs by eliminating competition. Construction is not a core municipal function and municipal governments should not be treated as construction employers. This has been a longstanding municipal ask and AMO has supported past private members’ bills seeking this clarification.

Schedule 10 — Amendments to the *Planning Act* (‘Open For Business’ Tool)

The proposed legislation introduces a new planning tool called an "open for business" bylaw. Provincial government [commentary](#) has indicated that this tool could fast track permanent job creating opportunities, indicating that the specifics of the use of the tool will come in future regulation. The [posted description](#) of the scope of a regulation indicates that a proposal to use this tool would require a minimum job creation threshold (e.g. 50 jobs for municipalities with a population of less than 250,000).

people, or 100 jobs for municipalities with a population of more than 250,000 people). It would appear that the tool, like a Minister's Zoning Order (MZO) would be for a specific land use application. We look to the Province to provide greater clarity and how this tool is different or similar to a Minister's Zoning Order.

Once there is greater clarity, we can turn attention to whether this tool can deliver what is expected. The draft legislation outlines the order of the process as follows, presumably after a planning application is received by the municipality as well as some planning evaluation:

1. The municipality must receive approval from the Minister to pass the "open for business" by-law.
2. The municipality passes the by-law.
3. An agreement between the land use proponent and municipality regarding site plan type conditions is signed and registered against the land to which it applies.
4. It comes into effect within 20 days of passing and is sheltered from LPAT appeal.
5. Notice is provided to the Minister within 3 days of passing and to others within 30 days.
6. The Minister may modify or revoke the by-law.
7. The municipality can amend or revoke the by-law.

NOTE: Public consultation is not required but not prohibited.

While not clearly stated, the fact that conditions are registered against a specific property implies that the 'open for business' by-law is site specific and not a 'blanket' across a large area of a municipality. As well, we would look to the Province for greater clarity on how the powers to amend, by both the Minister and the municipal government, might be used.

The sections ((6) *Non-application of listed provisions*) indicating which elements of provincial law do not apply to an "open for business by-law" are being widely discussed. This list generally requires that municipal decisions conform to the intent of the listed *Acts*. Many of these Acts refer to environmental and water related protections, which raises questions about achieving economic gains that may result in longer-term environmental concerns. It should be noted that the *Environmental Assessment Act* and EA process has not been identified in this list. Perhaps this is the backstop that will avoid costly environmental remediation.

There are also other financial, health, and safety factors within these listed Acts that need to be considered as well as the other aspects, such as relationship to municipal planning documents and public consultation.

AMO will be continuing our Bill 66 analysis and pursuing answers to these questions over the coming weeks.

AMO Contact: Monika Turner, Director of Policy, mturner@amo.on.ca, 416.971.9856, ext. 318.

December 21, 2018

Financial Risks for Property Taxpayers and Municipal Budgets

Grants from the provincial and federal government are a critical part of the municipal financial picture. They account for 20% of municipal revenue across the sector and for many smaller municipalities, represent an even higher percentage of local revenue.

This interdependence shapes municipal spending decisions, too. Exactly 280 pieces of provincial legislation directly govern municipalities and help to form local budgets. Other sectors, like health or education, deal mostly with one transfer ministry. However, municipal governments relate to many, many more ministries.

AMO's advice to the new government has been to take a comprehensive approach rather than a Ministry funding line review and to consider the cumulative financial impact of how any decisions affect the cost and delivery of frontline services. A comprehensive approach is the only way to understand how provincial decisions affect municipal governments.

It is unclear if this advice is being taken or not. We also advised the Ministry of Finance to offer a status update on the Ontario Municipal Partnership Fund (OMPF). That advice was taken. Today, the Ministry of Finance sent a letter to heads of council and treasurers advising that the OMPF will be reduced by an unspecified amount and allocation notices for 2019 will be delayed.

In 2018, the Ontario Municipal Partnership Fund (OMPF) provided \$510 million in unconditional operating support from the Province to municipal governments. It uses an equalization approach to address challenges in rural and northern communities. The OMPF is a critical source of funding for 389 of 444 municipalities across Ontario. Some are very small municipalities without growth in their property assessment base.

Reducing the overall envelope and delayed allocation notices have immediate and long-term consequences for communities across the province.

Immediate Impact: In recent years, the provincial government has announced OMPF allocations in the year prior. This practice facilitated local budget development and council approval for the year ahead. Councils cannot make accurate 2019 spending decisions without this information. As a result, council budget planning will be

delayed. If allocations to municipalities are reduced, councils will need to compensate with property tax increases or local service reductions in 2019.

Long-Term Impact: OMPF reductions will have a big impact on local property tax rates. For almost half of Ontario's municipal governments, a 1% property tax increase raises less than \$50,000. The Fund has changed over time, in large part to reflect the upload of social assistance.

The OMPF seeks to address regional economic imbalances by helping municipalities provide local services throughout the province. As noted in the Ontario Government's recent Fall Economic Statement, "employment has grown but has not been experienced across all regions". Northern Ontario has experienced employment declines while the Southwest has remained generally flat. Employment levels reflect a community's fiscal capacity.

OMPF declines will exacerbate economic imbalances between regions. Any reductions will be especially difficult for rural and northern areas. These areas typically have low assessment growth and can least afford significant property tax increases.

Other sources of municipal funding include provincial court security and prisoner transportation. Over \$60 million in 2018 provincial transfer payments for this service are being reviewed. Also, Ontario Community Infrastructure Fund (OCIF) and Ontario Gas Tax for Transit funds are to increase in 2019 and these increases were an election promise. There are also the shared service arrangements for ambulance, public health, and social services. These are just a few of the program grants that are important to municipal property taxpayers and the services that affect their daily lives.

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

January 15, 2019

Province's "Regional Review" to be Limited

The Minister of Municipal Affairs and Housing, the Honourable Steve Clark, [announced](#) today that this review is limited to nine (9) upper tiers and their constituent lower tiers in:

- Waterloo Region
- Niagara Region
- Halton Region
- Peel Region
- York Region
- Durham Region
- Oxford County
- Simcoe County
- Muskoka District

The focus is to be on governance/decision-making and service delivery. The Province has appointed two advisors who are to provide advice/recommendations back to the province this summer. They are:

- Michael Fenn – a former Ontario Deputy Minister, previous municipal chief administrator in several Ontario cities, and founding CEO of Metrolinx.
- Ken Seiling – former Chair of Waterloo Region who held that position since 1985 and prior as a councillor and Mayor in Woolwich.

Each jurisdiction is to receive information on the consultation. Last August, the Minister began informal discussions, wishing to hear from people about how this system of governance is working recognizing it was established in the 1970s.

AMO will monitor the review process, which needs to be open and transparent. It is important that during the review process, the work of the affected municipal governments is not destabilized. While this review does not include any other municipal jurisdictions or structures, and AMO is not involved in the specific reviews, it will keep an eye on any potential sector wide implications that the advisors' recommendations may have for service delivery generally.

AMO Contacts:

Pat Vanini, Executive Director, pvanini@amo.on.ca, 416-471-9856 ext. 316.

SG-M-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 06-2019
FOR THE YEAR 2019**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of January 21, 2019 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 21ST DAY OF JANUARY, 2019.***

MAYOR: CLERK: