

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Tuesday, September 6, 2016 7:00 PM**

Page

<b>1. CALL TO ORDER</b>	
<b>2. O CANADA</b>	
<b>3. APPROVAL OF AGENDA</b>	
a) Additions, Deletions or Amendments All matters listed under For Information Only, are considered to be routine . Should a Council member wish an alternative action then the Council Member shall request that this matter be moved to the appropriate section at this time.	
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## **DECLARATION OF PECUNIARY INTEREST**

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

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**Signature**

**AUGUST 8, 2016**

**THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT 7:00 PM AT THE TOWNSHIP OFFICE, LANCASTER ON August 8, 2016.**

**THERE WERE PRESENT:** Mayor Ian McLeod, Deputy-Mayor Frank Prevost  
Councillor Trevor Bougie, Councillor Bill McKenzie and Councillor Lyle Warden

**STAFF PRESENT:** CAO Bryan Brown, GM-Infrastructure Ewen MacDonald, GM Corporate Services Mike Samson, Acting Fire Chief Dave Robertson, Deputy- Treasurer Lachlan McDonald, CBO Kevin Lalonde and Clerk Marilyn LeBrun

**RESOLUTION NO. 218-16**

**Moved by: Lyle Warden**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Council Meeting of the Township of South Glengarry of August 8, 2016 now be opened at 7:00 pm  
Carried

**RESOLUTION NO. 219-16**

**Moved by: Bill McKenzie**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Council of the Township of South Glengarry approve the Agenda Package for the Council Meeting of August 8, 2016 be amended.  
Carried.

The Agenda was amended to include Staff Report No. 102-16 – Final reading of By-law 59-16 – Council Meeting Dates to change.

**RESOLUTION NO. 220-16**

**Moved by: Bill McKenzie**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** minutes of the following Council meetings be accepted as circulated:

- 1) Regular Council Meeting – July 11, 2016
- Carried.

**PRESENTATIONS:**

- 1) Dean Slaney – Multi User Water-Waste Water Rates

**RESOLUTION NO. 221-16**

**Moved by: Trevor Bougie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** Staff Report No. 96-18 be received and that By-Law No. 61-16, being a by-law to accept certain lands and to dedicate the same to the public as Public Highway (67120-0149 LT) Part E1/2 Lot 22, Concession 1, south of the Raisin River, former Township of Charlottenburgh, being Part on RP14R-6281, be read a first, second and this time, passed, signed and sealed in Open Council this 8<sup>th</sup> day of August 2016. Carried.

**RESOLUTION NO. 222-16**

**Moved by: Lyle Warden**  
**Seconded by: Bill McKenzie**



**BE IT RESOLVED THAT** Council of the Township of South Glengarry direct Administration to enter into negotiations to terminate the Agreement with M&R Plastics and transfer ownership of the Fire Protection Ponds at Middle Street in Summerstown Station and on Richmond Road in Summerstown to the Companies that use the water storage facilities for their Fire Protection Systems.  
Carried.

**RESOLUTION NO. 223-16**

**Moved by: Bill McKenzie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** Staff Report No.98-16 be received and that the Council of the Township of South Glengarry approves By-law No. 62-18 and the Site Plan Control Agreement for the property legally described as Part of Lot 23, Concession 1, geographic Township of Lancaster, Parts 1,2,3, & 5 on reference plan 14R5857 now in the Township of South Glengarry, be read a first, second and third time, signed , sealed and passed in Open Council this 8<sup>th</sup> day of August 2016.  
Carried.

**RESOLUTION NO. 224-16**

**Moved by: Trevor Bougie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED BE THAT** Staff Report No. 99-16 be received by Council and that the 1) Policy for MIFPPA on Routine Disclosures and the 2) Policy on MIFPPA Requests and Fees be adopted by Council as presented at the Council Meeting.  
Carried.

**RESOLUTION NO. 225-16**

**Moved by: Bill McKenzie**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 100-16 be received and that By-law 38-10 amended to add Schedule "F" as part of the By-law to set rates for Multi-dwelling Units be read a first, second and time in Open Council this 8<sup>th</sup> day of August 2016.  
DEFEATED

**RESOLUTION NO. 226-16**

**MOVED BY: Bill McKenzie**  
**SECONDED BY: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 101-16 be received and that the South Glengarry Fire Service recommends that Council advise the Cornwall Police Service Boards that it expects them to honour the proposal submitted to the Township of May 10, 2016.  
Carried.

**RESOLUTION NO. 227-16**

**MOVED BY: Lyle Warden**  
**SECONDED BY: Bill McKenzie**

**BE IT RESOLVED THAT** Staff Report No. 102-16 be received and that By-law No. 59-16, being a by-law to Govern the Calling, Place and Proceedings of Meetings for the Corporation of the Township of South Glengarry and to rescind By-law 23-15, be read a third and FINAL time this 8<sup>th</sup> day of August, 2016.

**NOW THEREFORE** the Council Meetings will be held on the first Monday and third Monday of each month (except when a statutory holiday falls on the Monday, the Council Meeting will be held on the following Tuesday effective September 6, 2016.  
Carried.

**RESOLUTION NO. 228-16**

**MOVED BY: Bill McKenzie**  
**SECONDED BY: Trevor Bougie**

**BE IT RESOLVED THAT** Committee Reports as follows be accepted as circulated:  
1) RRCA Minutes – July 11, 2016  
2) July 5, 2016 Committee of Adjustment Minutes  
Carried.

**RESOLUTION NO. 229-16**

**MOVED BY: Lyle Warden**  
**SECONDED BY: Trevor Bougie**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry convene to Closed Session at 8:48 to discuss the following item under Section 239 (2) of the Municipal Act S.O. 2001:

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

**RESOLUTION NO. 230-16**

**MOVED BY: Trevor Bougie**  
**SECONDED BY: Bill McKenzie**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry now rise and reconvene at 9:17 pm to Open Session without reporting.  
Carried.

**RESOLUTION NO. 231-16**

**MOVED BY: Lyle Warden**  
**SECONDED BY: Trevor Bougie**

**BE IT RESOLVED THAT** the Council Meeting of the Corporation of the Township of South Glengarry of August 8<sup>th</sup>, 2016, be **adjourned** to the call of the Chair at 9:18 pm.  
Carried.

**MAYOR:** \_\_\_\_\_ **CLERK:** \_\_\_\_\_



## **STAFF REPORT-**

**S.R. # 103-16**

**PREPARED BY:** L. McDonald, Deputy Treasurer

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** September 6, 2016

**SUBJECT:** Approval - Tile Drainage Loan 65-16

### **BACKGROUND:**

- 1) To support the agricultural industry by the advancement of Tile Drainage funds obtained from the Province of Ontario.
- 2) Applications and funds are available for the sum of \$23,300 for work completed.
- 3) The funds advanced are Provincial dollars allotted to the Township for farmers completing tile drainage. 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:**

- 4) Nil

### **ALIGNMENT WITH STRATEGIC PLAN:**

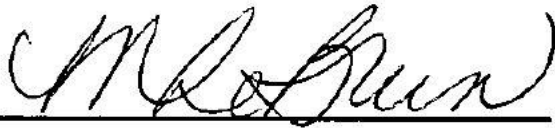
- 5) Nil

### **IMPACT ON 2016 BUDGET:**

- 6) Nil – province provides money and we provide it to the applicant.

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No. 103-16 be received and that By-law No. 65-16, 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 6th day of September, 2016.

A handwritten signature in black ink, appearing to read "M. Lebrun", is written over a solid black horizontal line.

**Recommended to Council for  
Consideration by:  
CLERK – MARILYN LEBRUN**

**RATING BY-LAW**

THE CORPORATION OF THE  
Township of South Glengarry

BY-LAW NUMBER 65-16

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  
\$23,300.00 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 06 day of September , 2016

Corporate Seal

\_\_\_\_\_  
Head of Council

\_\_\_\_\_  
Clerk

The Corporation of the \_\_\_\_\_ Township \_\_\_\_\_ of \_\_\_\_\_ South Glengarry  
**Schedule 'A' to By-law Number \_\_\_\_\_ 65-16**

[illegible]

TILE DRAINAGE DEBENTURE

\$23,300.00

No. 65-16

The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ South Glengarry hereby promises to pay to the Minister of Finance the principal sum of \$23,300.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$3,165.72 on the 1st day of \_\_\_\_\_ October, in the years 2017 to 2026, 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 \_\_\_\_\_ October, 2016, 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. \_\_\_\_\_ 65-16 \_\_\_\_\_ in the principal amount of \_\_\_\_\_ \$23,300.00  
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.

October 01, 2016

Date

Corporate Seal

Signature of Treasurer





## **STAFF REPORT**

**S.R. # 104-16**

**PREPARED BY:** Kelli Campeau

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** September 6, 2016

**SUBJECT:** Approval of 401 Signage Design

### **BACKGROUND:**

1. Due to weathering and damage, the welcome signs along the two South Glengarry entry points on Highway 401 have been removed. As a result, funds have been allocated in the 2016 budget to replace the signs.
2. On July 19, 2016 an RFP was issued for the design, production and installation of two highway welcome signs (including lighting for the signage) with the closing date of August 12, 2016. Two submissions were received.
3. Administration has scored and reviewed all submissions and the contract has been awarded to Dave's Reliable Signs.

### **ANALYSIS:**

4. In a continued effort to maximize the use and exposure of the adopted South Glengarry brand, it is recommended that the design of the new signs be consistent with our current branding graphics.
5. Several design options have been prepared and are attached to this report. All options suggest the same overall sign design with varying options for the sign shape and border.
6. The recommended material for the signs is a ¼" thick aluminum composite. The signs will be viewed from a distance and at a high rate of speed, therefore layering or dimensional aspects will be lost and in this case are not cost effective. These dimensions and layers can be captured digitally with the printed vinyl suggested by the contractor.
7. Additionally, due to the high rate of speed at which travellers will be passing the sign, there are only a few seconds to grab their attention. Therefore, the design should remain simple yet eye-catching as presented in the proposed designs.

8. It is estimated that the signs will be installed within 2-4 weeks of approving the design.

**ALIGNMENT WITH STRATEGIC PLAN:**

9. Goal 1 – Enhance economic growth and prosperity

**IMPACT ON 2016 BUDGET:**

10. The total project cost of \$14,450 + HST is within the amount budgeted for in the 2016 budget.

**RECOMMENDATION:**

BE IT RESOLVED THAT the Council of the Township of South Glengarry approve Option \_\_\_\_ for the design of the Highway 401 welcome signs.

A handwritten signature in black ink, appearing to read 'M. Lebrun', is written over a solid horizontal line.

**Recommended to Council for  
Consideration by:  
CLERK – MARILYN LEBRUN**

Unit 4-850 Boundary Road • South Glengarry • ON • Canada • K6H 7P6  
 Telephone: 613-938-2298 Fax: 613-938-6979 customerservice@davesigns.ca

OPTION 1



Artwork Approval By: \_\_\_\_\_

Date: \_\_\_\_\_

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OPTION 2



Artwork Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

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OPTION 3



Artwork Approval By: \_\_\_\_\_

Date: \_\_\_\_\_

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OPTION 4



Artwork Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

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OPTION 5



**Artwork Approval By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **STAFF REPORT**

**S.R. # 105-16**

**PREPARED BY:** Ewen MacDonald – General Manager Infrastructure Services

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** September 6, 2016

**SUBJECT:** Caber Road Widening

### **BACKGROUND:**

1. A request from an abutting property owner to improve the ditching on the north side of Caber Road was received by Infrastructure Services.
2. A review of the request found that the Road Allowance was not to the required 20 metre width that would provide adequate space for the ditch.
3. The property owner was advised that the Township would not proceed with the work unless the road widening was deeded to the Township.
4. The property owner was further advised that the Township would pay the legal and survey costs associated with the widening.

### **ANALYSIS:**

5. The property owner agreed to the conditions for the road widening and a Registered Plan, transfer deed, and By-Law (attached) have been prepared to deed the road widening to the Township

### **ALIGNMENT WITH STRATEGIC PLAN:**

6. The Acquisition of the Road widening aligns with **Goal 2 - Invest** in Infrastructure and its sustainability.



**IMPACT ON 2016 BUDGET:**

7. The cost of the survey, preparation of the registered plan and the lawyer's fee are estimated to cost \$3,500 to \$4,000 and will be drawn from the appropriate budget accounts in the 2016 Roads Administration Budget.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report # 105-16 be adopted by Council and that By-Law 64-16 being a by-Law to dedicate Part 7 on Registered Plan 14R-3304; Part of Lot 12 Concession 8, PIN (67117-0111) in the Township of South Glengarry as Public Highway be read a first, second and third time this 6th day of September 2016.

A handwritten signature in black ink, appearing to read 'M. Lebrun', is written over a horizontal line.

**Recommended to Council for  
Consideration by:  
CLERK – MARILYN LEBRUN**

**SG-F-16**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 64-16  
FOR THE YEAR 2016**

***BEING A BY-LAW TO ACCEPT CERTAIN LANDS AS ROAD ALLOWANCES  
WITHIN THE TOWNSHIP AND TO DEDICATE SAME TO THE PUBLIC USE AS  
PUBLIC HIGHWAY.***

**WHEREAS** the Corporation of the Township of Charlottenburgh, the Corporation of the Township of Lancaster, and the Corporation of the Village of Lancaster amalgamated to form the Corporation of the Township of South Glengarry;

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

- 1.     **THAT** the Corporation of the Township of South Glengarry accepts the conveyances listed on Schedule “A” attached hereto and forming part of this by-law:
  
- 2.     **THAT** the conveyances referred to on Schedule “A” attached hereto are hereby accepted as road allowances and dedicated to the public use as Public Highway.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 6<sup>th</sup> DAY OF SEPTEMBER 2016.***

**MAYOR:**

**CLERK:**

**Schedule “A” to By-law 64-16**

Description of lands accepted by the Township of South Glengarry as  
Open PUBLIC ROAD:

Lot #	Conc.	Parts	Reference Plan	PIN #	Registry Date
Part of Lot 12	8 (C)	7	14R-3304	67117- 0111 LT	November 24, 1989

C = Former Township of Charlottenburgh  
L = Former Township of Lancaster



## **Glengarry County Archives Minutes**

### **Meeting of the Board of Directors**

**August 9<sup>th</sup>, 2016, Sandfield Centre, Alexandria**

**Present:** Allan MacDonald, Jamie MacDonald, Donaldson MacLeod, Robin Flockton, Lyle Warden, Bruce Munro, Jacques Massie, Marilyn Lebrun.

**Regrets:** Trevor Bougie,

**Agenda Addition:** Heritage Tour, South Glengarry.

**Minutes:** **Motion by Jamie MacDonald, seconded by Lyle Warden, that the Minutes of the June 21<sup>st</sup>, 2016 Board meeting be accepted ... carried.**

**Business Arising:** None

**Financial Up-date:** Robin Flockton advised that there had been no material change since the last meeting and the Bank balance was \$2,532.42.

**2016 Budget:** Allan MacDonald provide an overview of the 2016 GCA Budget.

**Acquisitions:** Allan MacDonald spoke of donations sources: MacDonald's Store, Greenfield; Commonweal Insurance; a genealogist in Bowmanville.

**Digitization:** Allan has been working diligently repairing the *Glengarry News* for eventual digitization. He submitted an application for funding to the Trillium Foundation earlier this month but was informed recently that it had been rejected. He followed up with OTF personnel and it appears that the OTF is not a likely source to fund this project. The estimated cost to digitize The News from 1892 to 1960 is \$30k.

The Board discussed other funding options. It was concluded that Canada 150 represented the best solution. In the event that a Canada 150 application was unsuccessful, by November 2016, the Councils of both Townships would discuss funding through their budgets.

**A motion by Lyle Warden, seconded by Jamie MacDonald, the Allan MacDonald be authorised to apply to Canada 150 for a maximum grant of \$50,000 for digitization of the *Glengarry News* from 1892-1990, as soon as possible ..... carried.**

Further discussion suggested that the additional funds requested should be used to digitize the newspaper until 1990.

**Other Business:** Marilyn LeBrun advised of the South Glengarry Heritage Tour meeting on 23<sup>rd</sup> August.

**Next Meeting:** A convenient date will be found in October 2016.

**Adjournment:** On a Motion by Bruce Munro, the meeting was adjourned.

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President

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Secretary

August 10, 2016





**July 26, 2016**

**MINUTES OF**  
**COMMITTEE OF ADJUSTMENT**

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 5:00 pm on July 26, 2016 in the Council Chambers at the municipal building in Lancaster, Ontario.

Committee Members present were: Councillor Bill McKenzie, Chair, Peter Lebrun, Barbara Menard, Linda Alison, Chief Building Official, Kevin Lalonde and Secretary- Treasurer Joanne Haley.

Regrets: Lyle Warden

The members of the public in attendance at this meeting were as follows:

Mrs. Cummings, daughter of the Applicant & Dave Heuvel, Agent of the Applicants

Meeting was called to order at 5:09pm

**MOVED BY:** Peter LeBrun

**SECONDED BY:** Barbara Menard

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of July 26, 2016 is hereby called to order.

**CARRIED**

**Approval of Agenda**

**MOVED BY:** Barbara Menard

**SECONDED BY:** Peter Lebrun

**BE IT RESOLVED THAT** the Agenda be approved as circulated.



**CARRIED**

### **Approval of Minutes**

**MOVED BY:** Peter LeBrun

**SECONDED BY:** Barbara Menard

**BE IT RESOLVED THAT** the minutes of the July 5, 2016 meeting be approved.  
**CARRIED**

### **Review of Applications**

#### **Application A-07-16- Colbran**

J Haley provided a presentation to the Committee pertaining to this application; the information presented was as follows:

- 18432 County Road 2, former Township of Lancaster
- The property is designated Residential District, Urban Settlement Area and is zoned Residential 1
- The applicant is requesting the following reliefs from the Zoning By-Law 38-09 in order to construct an attached garage and a carport to an existing single detached dwelling:
- Section 3.39 (7) (c)- to reduce the watercourse setback from 30 meters to 12.2 meters
- Section 3.39 (1) (b)- to reduce the County Road setback from 30 meters to 13.1 meters
- The SDG Transportation and Planning Department has issued a County Road setback permit to support this proposed development
- The Raisin Region Conservation Authority does not support this application and recommends this application to be denied as it does not meet the satisfactory emergency and maintenance access to the shoreline (see letter dated July 25, 2016)
- If the Committee of Adjustment chooses to support this application, Administration is recommending that this application be deferred until:
  - A geotechnical investigation is filed as per the RRCA Request
  - The RRCA Fee is to be paid
  - A meeting is held between the RRCA and the agent of the Applicant

The Committee of Adjustment discussed their options to Approve, Deny or Defer the application. Barbara Menard asked if there would be additional costs to the applicant if the application was deferred- the answer was no. Peter Lebrun asked if the Committee were to approve the application would the decision be subject to conditions- the answer was yes. Chairman McKenzie wanted to know why the RRCA did not view this application as minor in nature- it was recommended that the agent of the applicant, the Township staff and the





RRCA staff meet to discuss the letter. Mr. Heuvel explained to the committee how he could achieve access to the waterfront based upon the proposed design.

**MOVED BY:** Peter LeBrun

**SECONDED BY:** Barbara Menard

**BE IT RESOLVED THAT** Minor Variance Application A-07-16 is **deferred** until further information has been provided to both the Raisin Region Conservation Authority and to the Committee of Adjustment.

**CARRIED**

#### **Application A-08-16- Brunet**

J Haley provided a presentation to the Committee pertaining to this application; the information presented was as follows:

- Property is located at Lot 23, Concession 1 Front being Parts 3 & 4 on Reference Plan 14R6150, in the former Township of Charlottenburgh.
- The property is designated Rural and is zoned Limited Services Residential & Flood Plain Holding
- The applicant is requesting the following relief from the Zoning By-Law 38-09 in order to construct a single detached dwelling:
  - Section 3.39 (7) (c)- to reduce the watercourse setback from 30 meters to 14.5 metersAdministration has no concerns/issues with this minor variance request
- The RRCA Supports this application (see attached letter dated July 25, 2016
- Administration has no concerns/issues with this minor variance request

**MOVED BY:** Linda Alison

**SECONDED BY:** Barbara Menard

**BE IT RESOLVED THAT** Minor Variance Application A-08-16 is approved as the variance is considered minor in nature, desirable for the use of the land and in keeping with the general intent of the Township's Official Plan and Zoning By-Law.

**CARRIED**

#### **Application A-09-16- Sabourin**



J Haley requested the Committee to defer the application as the agent for the applicant or the property owner was not in attendance which is required unless they receive permission not to be in attendance. Also, both Planning and Infrastructure staff were not supporting all of the requested variances to be approved.

**MOVED BY:** Barbara Menard

**SECONDED BY:** Peter Lebrun

**BE IT RESOLVED THAT** Minor Variance Application A-09-16 be deferred to a future meeting and that the agent of the applicant must be present to discuss the requested minor variance.

### **Defeated**

Because the motion to defer was defeated the Committee had two remaining options to either approve or deny the application.

J Haley presented staff's recommendation to the committee and explained that staff was in support of the minor variance to be approved to reduce the side yard setback from 1.2 meters to 0.37 meters to recognize 2 existing sheds but was not in support of reducing the front yard setback from 6 meters to 0 to accommodate an existing shed that is encroaching on to the municipal right of way.

It was explained to the Committee that if the application was approved as requested an encroachment agreement would be required between the property owner and the Township and that this agreement was subject to the approval of Council. It was also explained to the Committee that if the application was approved as requested and if Council chose not to enter into the encroachment agreement then the shed would be required to be relocated to the respect the minor variance approval of a zero front yard setback.

Staff had concerns that if the minor variance was approved as requested then the sheds become legal non conforming uses and would be permitted to be reconstructed in the same location as per section 3.28 of Zoning By-law 38-09. Staff does not support the minor variance for the shed that is encroaching on the municipal right of way due to the risks and liability that it may pose to the Township nor does staff want the shed to be able to be reconstructed.

The committee had a great deal of discussion regarding the shed, the process and if the requested minor variance met the 4 tests of the minor variance process.

**MOVED BY:** Linda Alison

**SECONDED BY:** Barbara Menard



**BE IT RESOLVED THAT** the Minor Variance Application A-09-16 be approved in part to reduce the side yard setback from 1.2 meters to 0.37 meters and to deny the request to reduce the front yard setback from 6 meters to 0 meters.

### **Adjournment**

**BE IT RESOLVED THAT** the meeting of July 26, 2016 be adjourned to the call of the Chair @ 6:37pm.





# RAISIN REGION CONSERVATION AUTHORITY

P.O. Box 429, 18045 County Rd. 2, Cornwall, Ontario K6H 5T2 Tel.: 613 938-3611 Fax: 613 938-3221

July 25, 2016

Joanne Haley  
Secretary-Treasurer,  
Committee of Adjustment  
Township of South Glengarry  
6 Oak Street,  
P.O. Box 220  
Lancaster, ON.  
K0C 1N0

**SUBJECT: Minor Variance, Kathleen Colbran  
Part of Lot 3, Concession 1  
Township of South Glengarry  
(Formerly the Township of Charlottenburgh)  
RRCA File No. A-07-16**

Dear Mr. Poirier,

The Raisin Region Conservation Authority (RRCA) has received the Notice of Public Meeting regarding Kathleen Colbran's proposed:

- Reduced watercourse setback from 30 m to 12.1 m; and
- Reduced County Road setback from 30 m to 13.1 m.

The RRCA does not consider the proposed application ideal considering natural hazard setbacks pertaining to flooding and erosion along the St. Lawrence River System. In 2009, the same subject property was subject to a Minor Variance Application (A-07-09) and the RRCA stipulated:

*"Development cannot prevent the access into and along the shoreline erosion hazard in order to undertake preventative measures/maintenance as required or during an emergency. Access must be year round (i.e. access from the water is not sufficient)."*

The August 10, 2009 RRCA letter is attached for your use, and although the RRCA recommended approval at that time, this decision was based on Mr. Colbran leaving sufficient room on the east side of the dwelling for access to the shoreline of the St. Lawrence River System. This is particularly important in the light of the water side of the subject property being comprised of historical fill on the bed of the river. This finding is based on the original Plan of Survey provided by Melvin Colbran (father of the applicant) in 2008 (Plan 14 R-3424 dated July 26, 1990).

Non-native material such as the fill located upon the subject property tends to contain voids and gap, and generally require more care and investigation in light of possible failure of the bank. The property is located along Reach 7 of the St. Lawrence River and this reach is subject to significant wave action from both the shipping channel and recreational boats.

To compound a less than ideal situation, the shoreline along the subject property is comprised of man-made vertical retaining wall consisting of railway ties. According to the Shoreline Management Plan, Raisin Region Conservation Authority, Final Report dated March 1992 by the RRCA with Gorrell Resource Investigation, railway ties are not a recommended method of shoreline protection. The railway structures are prone to failure due to hydraulic action of the river (i.e. leaning due to scouring, waves remove soil particles through the structure, etc.). In other words, access for heavy equipment and machinery is necessary to access the shoreline for routine maintenance and repairs and emergency measures. It is not a matter of "if the maintenance will be required", but when. At best, shoreline protection such as recommended Armour Stone should last 50 years (if designed well) with the understanding that some maintenance is required in-between. Vertical walls on the other hand tend to fail more often and require more frequent maintenance.

Hazard setbacks stipulated in the Official Plan and the Township Zoning By-law are based on issues such as the flood and erosion hazards on this property. Based on this, the RRCA does not consider the minor variance application to be minor in nature. Any lack of access in the event of a failure along the bank of the river is serious. There are not only financial risks associated (i.e. property damage), but safety risks as well (i.e. increased livable space in the erosion hazard/aggravating the existing hazard situation). In addition, the increase livable space and footprint on the subject property will eliminate the side yard access for heavy equipment to undertake routine maintenance and emergency repairs along the shoreline.

#### **2014 Provincial Policy Statement (PPS)**

The province of Ontario sees it as major enough to warrant an entire section within the Provincial Policy Statement. In particular:

- Section 3.1.1 (a) Development shall generally be directed to areas outside of hazardous lands adjacent to the shorelines of the Great lakes-St. Lawrence River System impacted by flooding hazards, erosion hazards, etc.
- Section 3.1.2 (b) Development shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards, etc. unless

it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard.

- Section 3.1.3, Planning Authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards.

### **The Official Plan for the Untied Counties of SDG**

Section 6.06.1 Natural Hazards within the Official Plan supports the RRCA comments listed above on page 1 and 2. In particular:

- Section 6.06.01 (1. Introduction) The Natural Hazards Training Manual shall be used as the source for the evaluation of site suitability, application of the flood proofing and access standards, evaluation of protection works and mitigation options for development on hazards. In general, development on hazardous land will not be permitted in exceptional circumstances (per Table 6.1.) and only where adequate study has been undertaken and provisions are made to meet the applicable requirements of Sections 6.06.1, 3-6, 8 & 10. Specifically, development proposals located in or adjacent to an environmental constraint should be accompanied by a site plan, etc.
  - Natural Hazards Training Manual Section 4.2.3, Overview of Established Standards and Procedures (b) Protection Works Standard
    - "...Protection works should be such that access to the protection works by heavy machinery for regular maintenance purposes and/or repair the protection works should failure occur should not be prevented."
    - "This Involves care in the design and siting of buildings and structures on the subject property (e.g., buildings with narrow side yards could potentially restrict landside access to a failed protection works)."
- Section 2 Scope of Uses says that development and site alterations, where permitted, shall meet the applicable requirements below for flood proofing, the installation of protection works and compliance with the access standard, having been approved by the relevant Conservation Authority. In addition, it says that in reviewing such requests, it is essential that new hazards are not created and existing hazards are not aggravated and that no adverse environmental impacts result.
  - Adding additional livable space above a proposed attached garage with lack of emergency access for routine maintenance and repairs along the bank of the river is aggravating the existing situation in the erosion hazard of the St. Lawrence River System.
  - According to Geotechnical Subsurface Investigation Report No 09C288 by St. Lawrence Testing and Inspection Ltd. dated October 21, 2009, the geotechnical investigation, the 2009 study area was "staked out" and included a project specific area. In other words, this new development has not been evaluated on site.
- Section 6.07 Consultation and Reference, reference documents include:
  - Technical Guide for Great Lakes – St. Lawrence River Shoreline, Flooding, Erosion and Dynamic Beaches, Ministry of Natural Resources (in support of natural hazard policies 3.1 of the Provincial Policy Statement).

- *Erosion protection works must be combined with an allowance for stable slope plus a hazard allowance. **It must be recognized that here are no guarantees that any protection works will offer long term protection.***
- *Regardless of the stable slope allowance and the scientific/engineering hazard allowance calculated for a given stretch of shoreline, care must be taken to ensure the long-term functionality and level of protection provided by the selected protection works. This is normally achieved by and dependant on a commitment to regular inspection and maintenance and/or repair or replacement in the event of failure.*  
***Care in the design and siting of buildings and structures on the subject property should also give consideration to access to the site by heavy machinery for general maintenance and repair of protection works in the event of failure (i.e. buildings with narrow side yards could potentially restrict landside access to a failed protection works).***
- ***Access to Protection Works for Maintenance/Repairs.** During its design life, a structure will generally require maintenance to ensure its performance level and structure integrity. Eventually a structure may need to be replaced or extensively refurbished to ensure that the appropriate level of protection is being provided. The designer should keep the maintenance and replacement procedures in mind and make sure that the structure details and layout permit future work on the structure.*

As a stipulation of development, the previous landowner (father of the existing applicant) was advised that side yard access for routine maintenance and repair to the shoreline must be maintained. Generally, the access standards consist of 6 metres, however the RRCA has reduced it to 4 m where site specific examination has shown it was acceptable and sufficient to allow access.

In Conclusion, the RRCA does not support the above noted application and the undersigned respectfully requests that the application be denied:

- Based on the Proposed Plot Plan 18432 County Rd. 2 dated May 2016 by HML Design Construction Ltd, the proposed drive-thru carport does not meet satisfactory emergency and maintenance access standards for heavy equipment access to the shoreline. This access must exclude rooflines, accessory structures, trees, utility poles, retaining walls, etc. Furthermore, based on township Zoning By-law standards as they pertain to height, it is impossible to get a backhoe to the waterside of the subject property via the carport. To complicate matters further, there is an existing retaining wall present on the south of the existing driveway. Please refer to:
  - Lot Grading Plan for Melvin & Kathleen Colbran by HML Design Construction dated October 2009 detailing the 1.76 m/5.75 ft. high retaining wall.
  - Google Earth Photographic evidence depicting a utility pole, large tree, and a retaining wall in proximity to the proposed carport.
- Any proposed development within the hazard area should be accompanied by a comprehensive **site specific** Geotechnical Investigation. The report should address access, the stable slope, appropriate setbacks, historical fill, existing and proposed shoreline protection, retaining wall, etc.

Should the Committee choose to support the application, the RRCA respectfully requests:

- Any proposed development within the hazard area should be accompanied by a comprehensive **site specific** Geotechnical Investigation. The report should address access, the stable slope, appropriate setbacks, historical fill, existing and proposed shoreline protection, retaining wall, etc.
- The applicant must submit the Minor Variance Application Fee in the amount of \$320.00 payable to the Raisin Region Conservation Authority (RRCA). Other fees such as review of technical reports and an O. Reg. 175/06 permit review fee may be applicable in the future.
- That the applicant successfully applies to the RRCA for a development permit and make satisfactory arrangements with respect to development of the subject lands.

Should you have any question, please feel free to contact the undersigned.

Sincerely,

**RAISIN REGION CONSERVATION AUTHORITY**

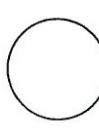


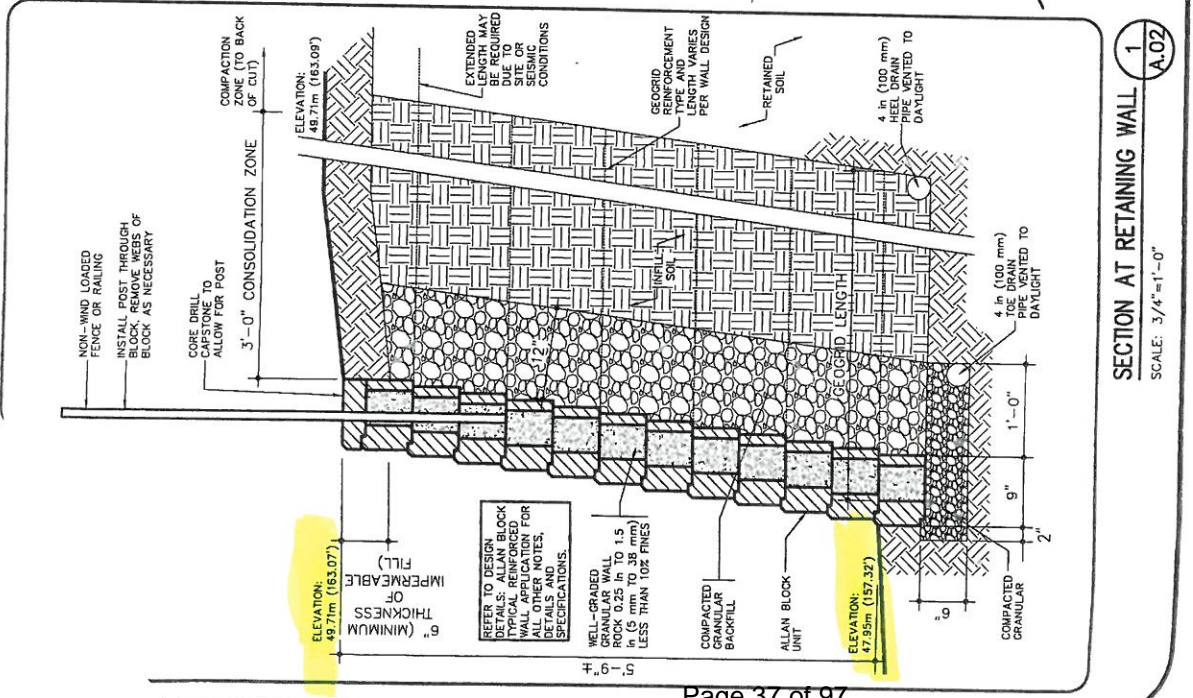
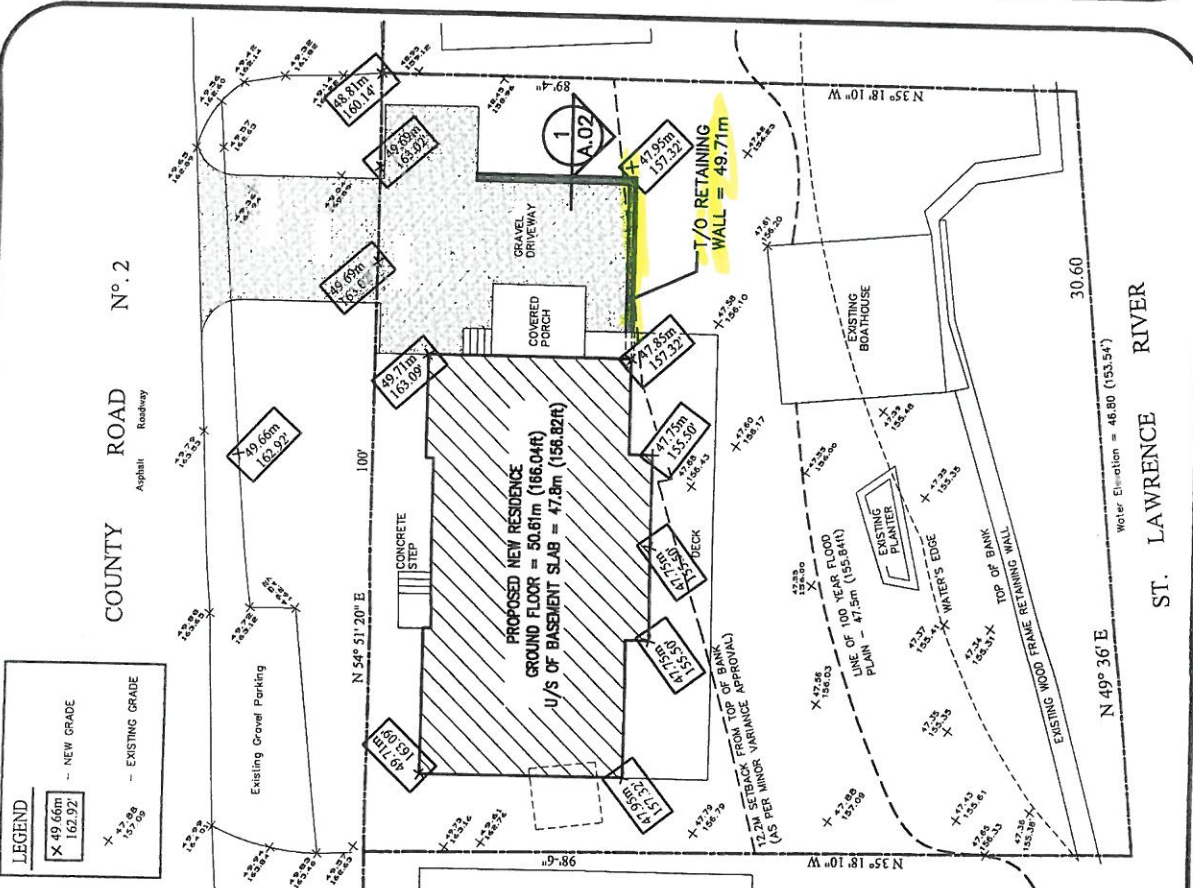
Kimberley MacDonald  
Manager of Planning & Regulations



CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS ON JOB SITE

DATE	No.	REVISION

	scale 1/16" = 1'-0"	job no. 09084
	date OCTOBER, 2009	drawing no. A.02
	drawn by [signature]	checked by [signature]
	PROJECT	
NEW RESIDENCE FOR MELVIN & KATHLEEN COLBRAN		
SOUTH GLENGARRY TITLE		
LOT GRADING PLAN		





Google earth

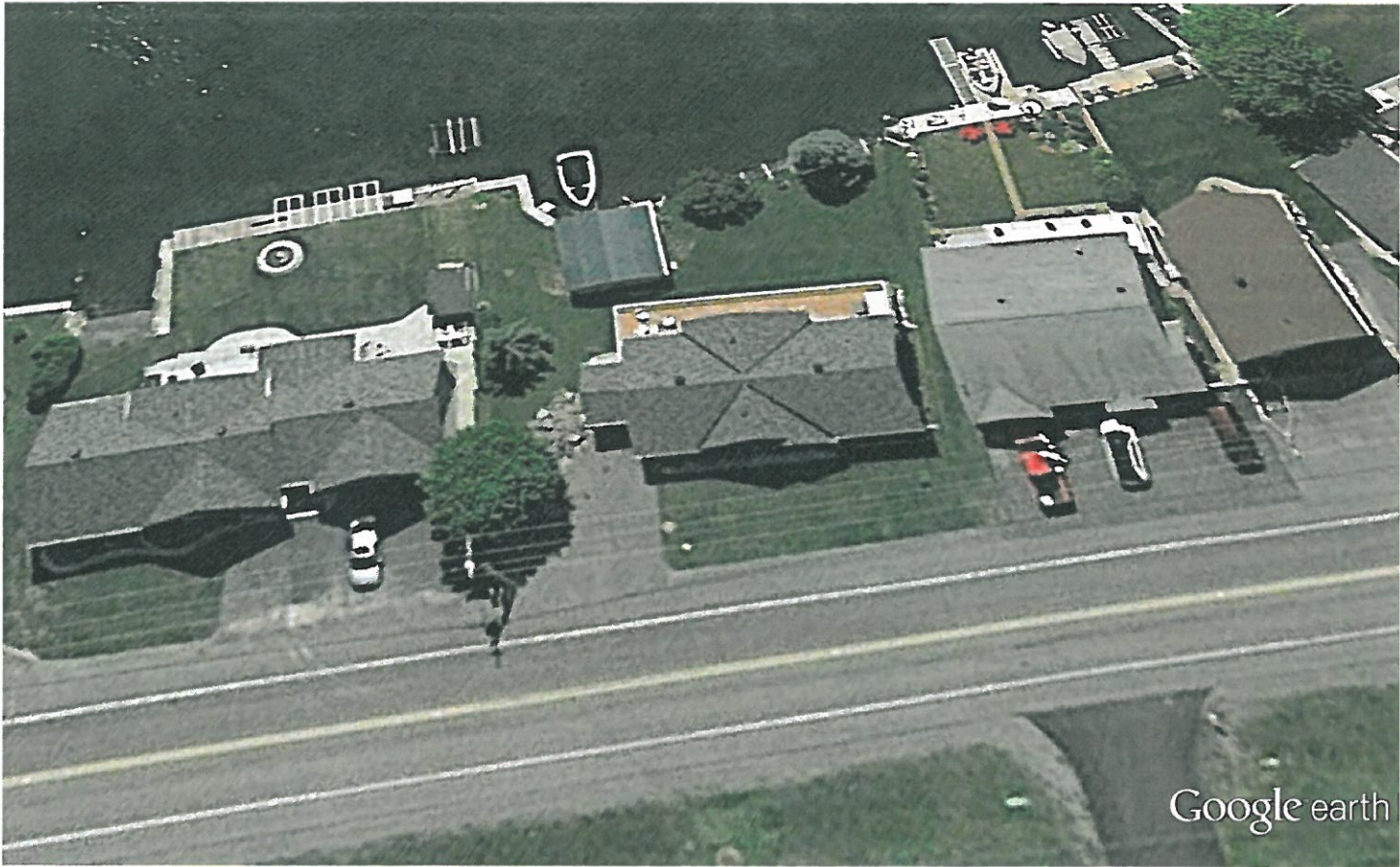
feet

meters

10

3





Google earth





## RAISIN REGION CONSERVATION AUTHORITY

P.O. Box 429, 18045 County Rd. 2, Cornwall, Ontario K6H 5T2 Tel.: 613 938-3611 Fax: 613 938-3221

August 10, 2009

Dwane Crawford  
Secretary-Treasurer, Committee of Adjustment  
Township of South Glengarry  
6 Oak St.  
Lancaster, ON K0C 1N0

**SUBJECT: Minor Variance Application**  
**Melvin Colbran**  
**Part of Lot 3, Concession 1 IL**  
**Township of South Glengarry (Charlottenburgh)**  
**File: A-07-09**

Dear Mr. Crawford,

The Raisin Region Conservation Authority (RRCA) has the following comments pertaining to the application for a minor variance from the provisions of By-law number 30-97 to allow for a relief of the minimum 15 m (49.21') setback distance from the top of the river's bank. The applicant is requesting relief from the minimum setback distance to allow for the construction of a new residential dwelling approximately 12.2 metres (40.00') from the top of the river's bank.

It is the Raisin Region Conservation Authority (RRCA) understanding that:

- The minor variance would allow for a new single family residential dwelling to be located no closer than 12.2 metres (40.00') from the top of the river's bank. This is a 2.8 metre (9.19') reduction in setback.
- No habitable structures currently exist on the subject property. A dry boathouse is the only existing structure on the subject property, meaning that the applicant does not have an existing footprint to work with.
- Based on the recent survey dated May 19, 2009 provided to the Conservation Authority on June 1, 2008 by Dalton L. Gadbois, C.S.T., the subject property is approximately 21.4 m long (measured from the shortest distance) and approximately 30.48 m (70 ft.) wide.




River System, the RRCA recommends a conditional approval be granted subject to the following conditions:

- 1) A site specific geotechnical investigation shall be undertaken by a qualified geotechnical engineer to determine the feasibility of the proposal. The geotechnical report shall be provided to the Raisin Region Conservation Authority for review and approval.
- 2) Any approved geotechnical report and recommendations by the qualified geotechnical engineer must be implemented.
- 3) Development can not prevent the access into and along the shoreline erosion hazard in order to undertake preventative measures/maintenance as required or during an emergency. Access must be year round (i.e. access from water is not sufficient).
- 4) Development shall not commence until the applicant has applied for and subsequently granted an O. Reg. 175/06 (Development, Interference with Wetland and Alterations to Shorelines and Watercourses) permit from the Raisin Region Conservation Authority. The submitted O. Reg. 175/06 information should demonstrate the following:
  - a. Development will not prevent access to the shoreline or bank (impede preventative erosion measures, maintenance, emergency access);
    - o There will be no impact on existing or future slope stability; and
    - o The potential for surface runoff or resulting erosion has been addressed through the submission of proper drainage control methods and sediment and erosion control measures.
    - o The proposed development can not create or aggravate flooding on the subject property or adjacent properties.
    - o As per the 2005 Provincial Policy Statement, site alterations and development can not occur within the floodplain (i.e. below the 1:100 year geodetic flood elevation of 47.5 metres).

I trust this is the information you require at the present time. Should you have any questions, please feel free to contact the undersigned.

Sincerely,

**RAISIN REGION CONSERVATION AUTHORITY**

  
Kimberley MacDonald  
Watershed Planner & Regulations Officer

Cc. Dwane Crawford, Township of South Glengarry



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY** Lyle Warden **RESOLUTION NO** \_\_\_\_\_

**SECONDED BY** Bill McKenzie **DATE** September 6, 2016

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry endorses the resolution from the County of Renfrew Whereas in the 2016 Ontario Budget, the Government of Ontario has suspended current intake of applications to the Rural Economic Development Program and has indicated that it plans to integrated the program into the jobs and Prosperity Fund;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of South Glengarry is requesting the Government of Ontario to reconsider the suspension of the integration of the Rural Economic Development Program into the jobs and Prosperity Fund with the view to ensuring that the Rural Economic Development Program stays as an integral funding program of the Province that will support capacity building and foster economic growth in Rural municipalities in Ontario;

**AND BE IT FURTHER RESOLVED THAT** a copy of this resolution be circulated to the Premier of Ontario and the Minister of Agriculture, Food and Rural Affairs, MPP John Yakabuski, Eastern Ontario Wardens’ Caucus, Ontario East Economic Development Commission, Association of Municipalities of Ontario and all municipalities in Ontario.

☐ CARRIED      ☐ DEFEATED      ☐ POSTPONED

\_\_\_\_\_  
Mayor Ian McLeod

Recorded Vote:	Yes	No
Mayor McLeod	_____	_____
Deputy Mayor Prevost	_____	_____
Councillor McKenzie	_____	_____
Councillor Bougie	_____	_____
Councillor Warden	_____	_____

Chief Administrative  
Officer/Clerk



Endorse Resolution for the County of Renfrew  
RA9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
www.countyofrenfrew.on.ca

July 19, 2016

Premier Kathleen Wynne  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

**Re: Rural Economic Development Program (RED) – Suspension**

Dear Premier Wynne:

At a session of the Council of the Corporation of the County of Renfrew on June 29, 2016 the following resolution was passed,

**“Resolution No. DP-CC-16-06-43**

WHEREAS in the 2016 Ontario Budget, the Government of Ontario has suspended current intake of applications to the Rural Economic Development Program and has indicated that it plans to integrate the program into the Jobs and Prosperity Fund;

AND WHEREAS the Jobs and Prosperity Fund is narrowly focused and is restricted to private sector organizations and industry partners, which prevents access to funding for rural municipalities and others who formerly benefitted from the Rural Economic Development Program;

AND WHEREAS the emphasis on large projects that meet either of minimum \$5 million or \$10 million in eligible project costs thresholds, will significantly restrict benefits from this fund;

AND WHEREAS in contrast, the Rural Economic Development Program supported a number of capacity building projects including but not limited to “Business Retention and Expansion” and “Downtown Revitalization” projects and Economic Development Strategic Planning projects for small rural municipalities who were looking to improve their local economy;

AND WHEREAS the Jobs and Prosperity Fund is not specifically designated for rural areas, that funds from this program will likely favour more urban areas of the Province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew is requesting the Government of Ontario to reconsider the suspension and the integration of the Rural Economic Development Program into the Jobs and Prosperity Fund with the view to ensuring that the Rural Economic Development Program stays as an integral funding program of the Province that will support capacity building and foster economic growth in rural municipalities in Ontario;

---

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be circulated to the Premier of Ontario, the Minister of Agriculture, Food and Rural Affairs, MPP John Yakabuski, Renfrew-Nipissing-Pembroke, Ontario East Economic Development Commission, Eastern Ontario Wardens' Caucus, Association of Municipalities of Ontario and all municipal and regional councils in Ontario."

Your favourable response to this matter is greatly appreciated.

Respectfully submitted,



W. James Hutton

Chief Administrative Officer/Clerk

jhutton@countyofrenfrew.on.ca

- c. MPP John Yakabuski, Renfrew-Nipissing-Pembroke  
Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs  
Ontario East Economic Development Commission  
Eastern Ontario Wardens' Caucus  
Association of Municipalities of Ontario  
All Municipal and Regional Councils of Ontario



Township Of South Glengarry  
6 Oak St  
Lancaster, ON  
K0C1N0



Attention:

Mr. Gary Poupart,

We are writing this letter to bring to your attention something that we believe is unfair and requires your attention.

We are petitioning the township of South Glengarry to remove all the recent "No Parking" signs on Richmond Rd and Richmond Court in Summerstown.

To our knowledge we were never informed, sent a notice or invited to a meeting to discuss the need for these signs. We did not know of a problem until the signs went up.

We realize that one household decided for the entire two streets. We also had right to park on our streets and now this has been taken away from us.

The residents on these two streets should not lose this privilege and should have been included in this decision before these signs went up.

We ask that you please revoke this decision.

Thank You,

The Residents of Richmond Rd,  
Richmond Court,  
Summerstown, ON

cc *Juan Bryan*

We the undersigned petition the Township of South Algonguin as follows:

Removal of all parking signs at Richmond Road Richmond Court

Date	Name	Address	Signature
	We have 31 people for the petition		

We the undersigned petition the Township of South Glengarry as follows  
 Removal of all parking signs on Richmond Road & Richmond Court

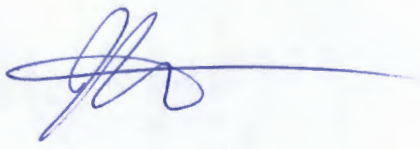

Date	Name	Address	Signature
Aug 9	Kevin Blair ①	6902 Richmond Rd.	Kevin Blair
Aug 9	Lorina Blair ①	6902 Richmond Rd.	Lorina Blair
Aug 9	Jessica Blair ①	6902 Richmond Rd.	Jessica Blair
Aug 9	Douglas Searle ①	6886 Richmond Rd.	Douglas Searle
	Nanet Searle ①	19237 Richmond Ct.	Nanet Searle
	Ben Mann ①	19237 Richmond Ct.	Ben Mann
	Lina Bissonnette ①	19242 Richmond Ct.	Lina Bissonnette



We the undersigned petition the Township of South Glengarry as follows:

Letter and Petition from Richmond Rd and Richmond Court

Removal of all parking signs on Richmond Rd. and Richmond Court.

Date	Name	Address	Signature
Aug 9 2016	Colette Roy Colette Roy ①	6907 Richmond Rd. Summerstown On. KOC 2EO	Colette Roy
Aug 9 2016	Judy Malton ①	6903 Richmond Rd SUMMERSTOWN ON. KOC 2EO	
Aug 9/ 2016	Celine Lalonde ①	6895 Richmond Summerstown.	Celine Lalonde
aug 9/ 2016	Eric calvé-LaFleche ①	6895 Richmond RD SUMMERSTOWN	e fleche
Aug 9 2016	AURELE LAFLECHE ①	6895 Richmond Rd Summerstown	
Aug 9 2016	Steve Mallet Ann ①	6895 Richmond Rd. Summerstown	smallet
Aug. 9	Anne Mallet ①	6895 Richmond Rd. Summerstown	amallet

"We the undersigned petition the Township of South Algonguin as follows":

Removal of all parking signs at Richmond Road Richmond Court

Date	Name	Address	Signature
Aug 9, 2016	DANIEL SEARLE (1)	19237 RICHMOND CRT	Searle
Aug 9 2016	Fred DUQUETTE DANIELLE DUQUETTE (2)	6880 RICHMOND RD	André L.
Aug 09 2016	Joni L Hamilton (1)	6882 Richmond Rd.	Joni L. Hamilton.
Aug 09 2016	Kenny Hamilton (1)	6888 Richmond Rd	Kenny L Hamilton
Aug 9/16	STEVE EMBERG (1)	6898 RICHMOND RD	R
	Jane Flaw (1)	6892 Richmond Rd.	Jane n Flaw
	Chris K. Fisher (1)	6892 Richmond Rd.	Chris K. Fisher

We the undersigned petition the Township of South Algarrá as follows:

Removal of all parking signs at Richmond Road Richmond Court

Date	Name	Address	Signature
Goúst	Edgar Goulet ①	19238 Richmond Court Summerstown	Edgar Goulet
August 9	Sylvie Goulet ①	19238 Richmond Crt Summerstown	Sylvie Goulet
Aug 9 2016	Carlos Pereira ①	19240 Richmond Crt Summerstown Dr	Carlos Pereira
Aug <sup>9</sup> 2016	Nicole Pereira ①	19240 Richmond Court. Summerstown, ON	Nicole Pereira
	Kathryn & Jean-Guy Lauzon ②	19241 Richmond Crt Summerstown on KOC280	Kathy & Guy
Aug <sup>9</sup> 2016	Miranda + Steph Sauvé ②	19239 Richmond Court. Summerstown	Miranda Sauvé



We the undersigned petition the Township of  
South Glengarry as follows:

Letter and Petition from Richmond Rd and Richmond Court

Removal of all parking signs on Richmond Road  
& Richmond Court

Date	Name	Address	Signature
	Peter Leroux ①	19242 Richmond Cct	Peter Leroux

## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** September 6, 2016

**SUBJECT:** Water Rates - MDU - Update

**PREPARED BY:** L. McDonald, Deputy Treasurer

Good evening Council:

Regrettably a grand unifying theory on MDU, SDU, and commercial units has not yet been determined.

However, you'll find attached (in hard copy only because it has financial information of users) the effects of different billing options (i.e. 1/3 rate, 2/3 rate, 1/1 rate, etc.) amounts on the MDU.

Work continues on this matter and I apologize for the delay.

Apologetically,

Lachlan





LANCASTER  
DENTAL  
CLINIC

Dentist Office Thanks You  
15 Pine Street Box 112  
Lancaster, ON K0C 1N0  
613-347-3823  
**Dr. Levon Kichian, B.Sc., D.D.S.**

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

August 10, 2016

Good day,

I would like to offer you my gratitude for all the renovation work done at our Dental Clinic recently. All the work was done during our summer vacation in a timely fashion and the results are great!  
Your trust and support is much appreciated.

Yours truly,

  
Dr. Levon Kichian



**INFORMATION REPORT**

**REPORT TO:** Council of South Glengarry

**MEETING DATE:** September 6, 2016

**SUBJECT:** Consent Application B-71-16

**PREPARED BY:** Joanne Haley, GM- Community Services

**RE: B-71-16**  
**Part Lots 41 & 42, Concession 1 NSRR**  
**Township of Charlottenburgh**  
**Charlottengro Farms Inc.**

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

**Subject:**

The subject property is located on part of lots 41 & 42, Concession 1 NSRR, north side of County Road 17. The purpose of this application is to sever approximately 1.3 acres of developed land that is surplus to the farming operation and to retain approximately 79 acres of agricultural land.

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

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

**Proposed Recommendation:**

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

1. A review fee of \$200.00 must be paid to the Township.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and a file a fee of \$170.00.

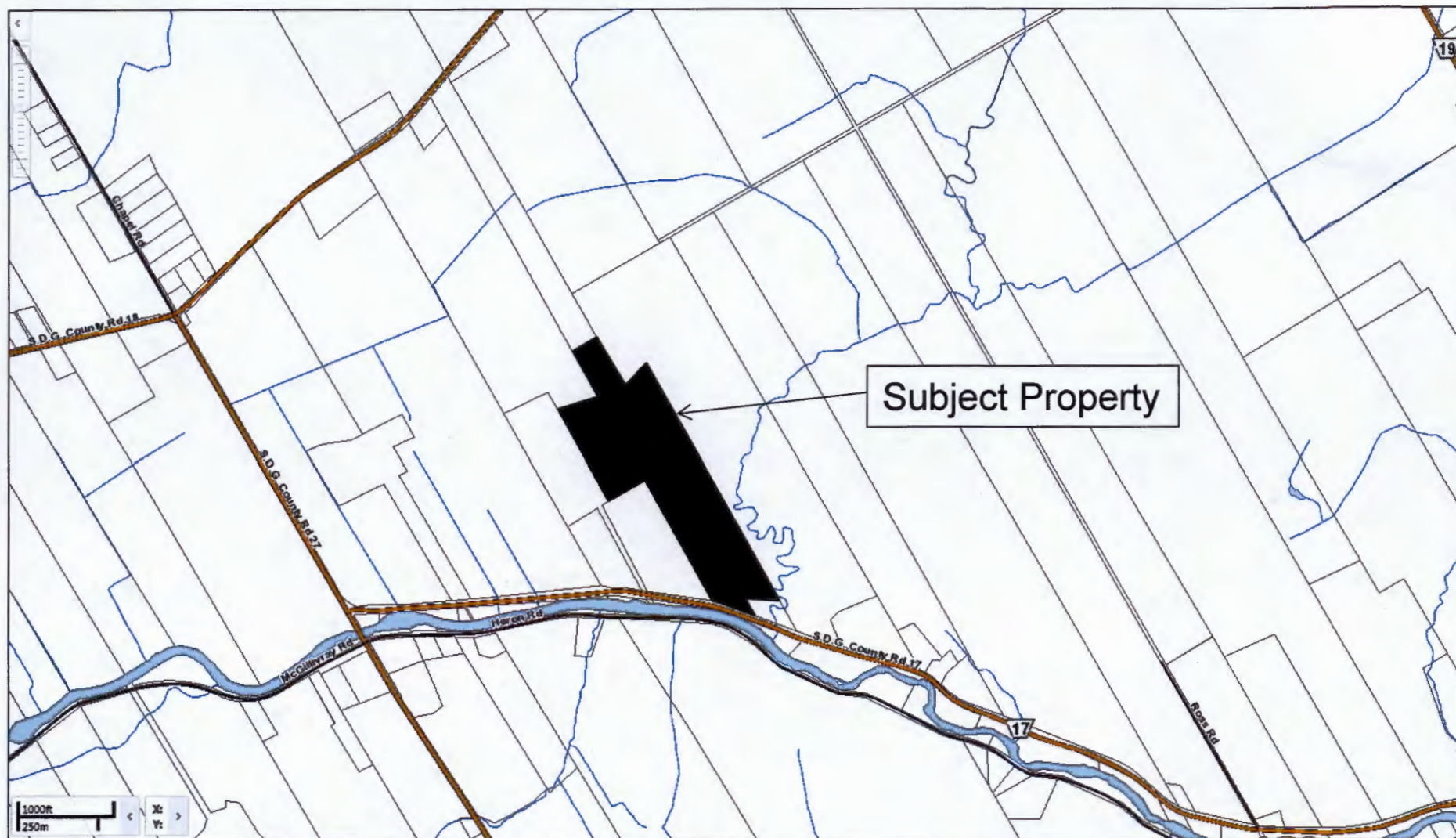
**Respectfully submitted by: Joanne Haley**

**Date: August 15, 2016**

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**TITLE:**

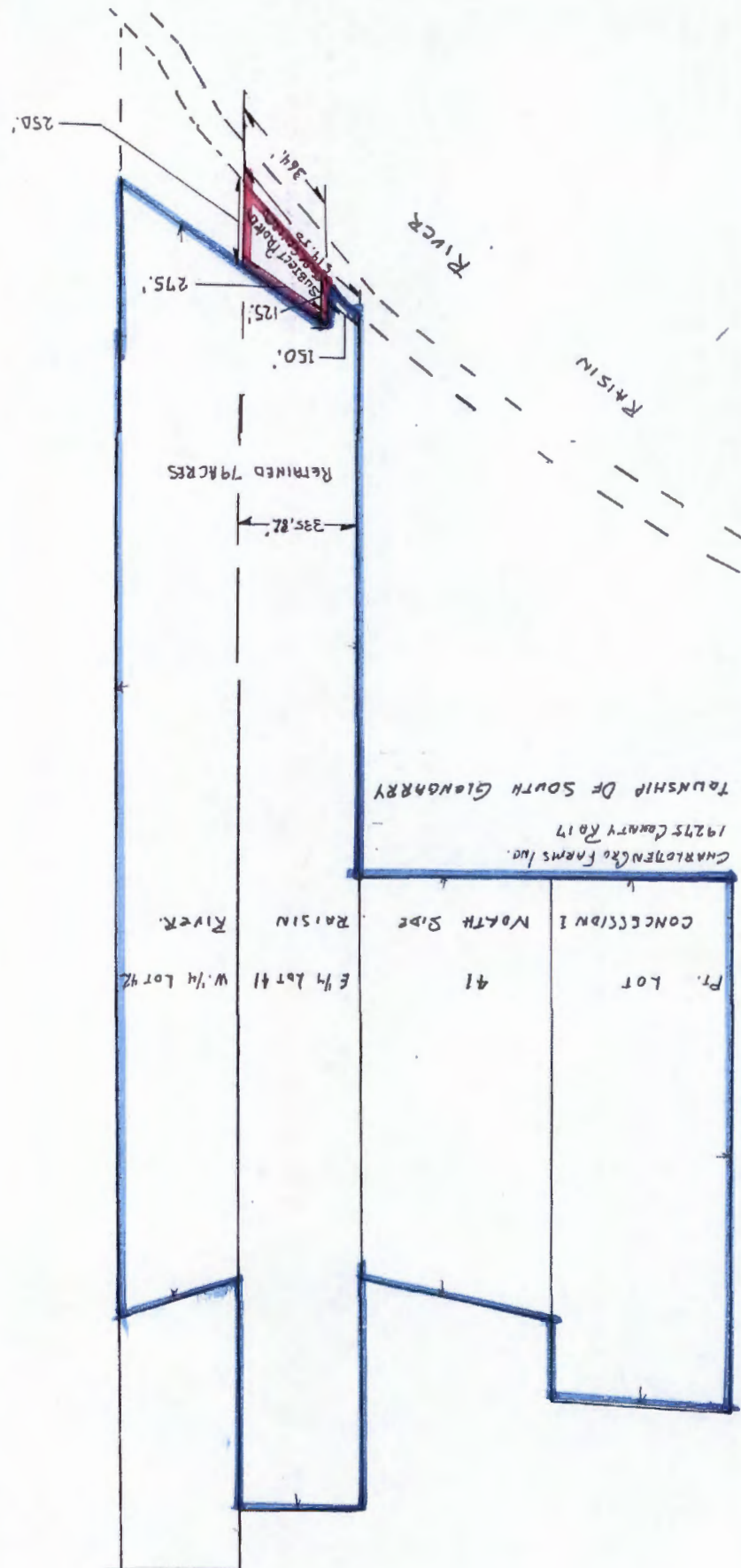
# Key Map B-71/16



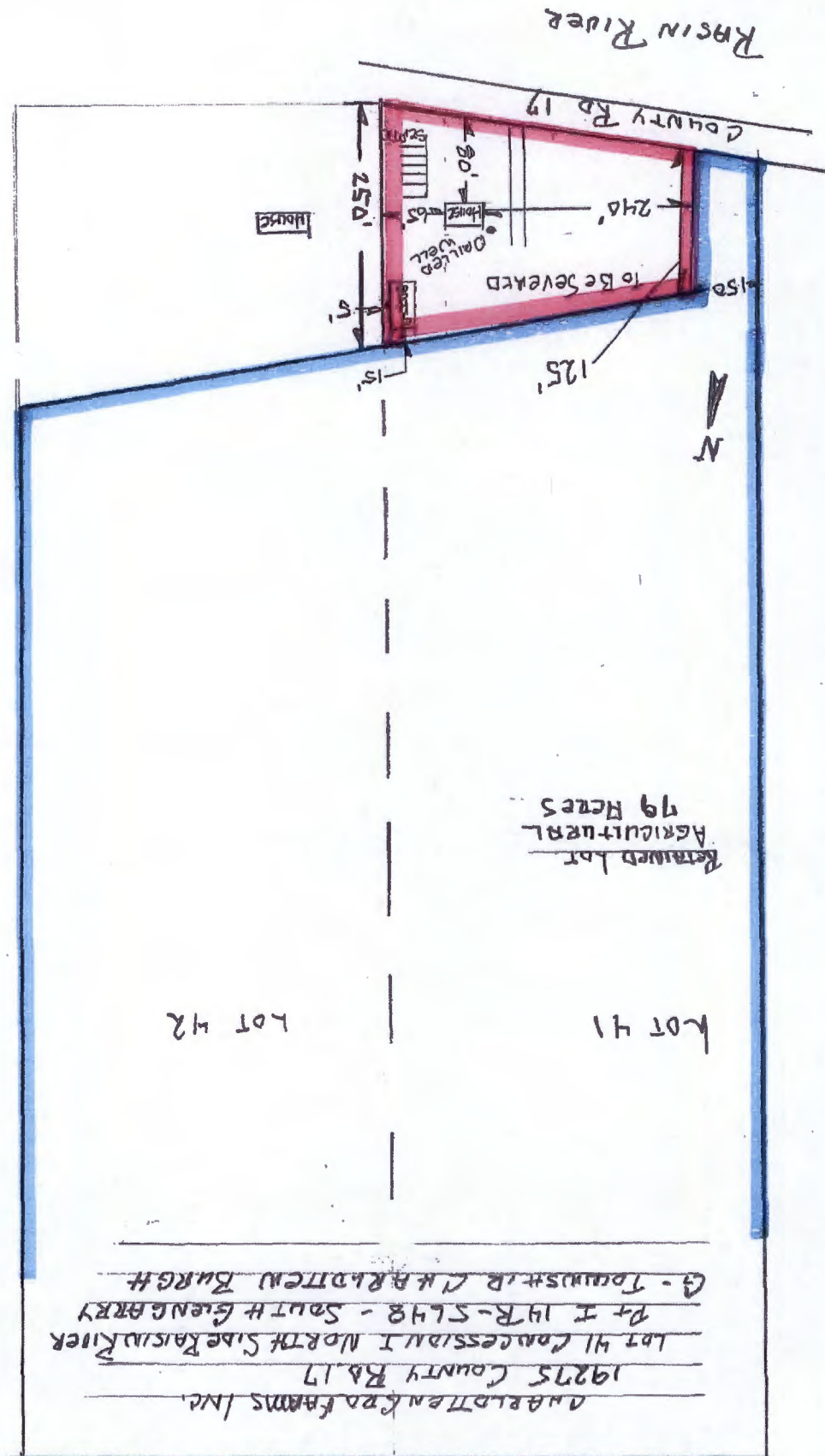
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**SOUTH  
GLENGARRY**  
*Where the Heartland*







**INFORMATION REPORT**

**REPORT TO:** Council of South Glengarry

**MEETING DATE:** September 6, 2016

**SUBJECT:** Consent Application B-72-16

**PREPARED BY:** Joanne Haley, GM- Community Services

**RE: B-72-16**  
**Part of Lot 11, Concession 2 SRR.**  
**Former Township of Charlottenburgh**  
**Dunn & Lea**  
**Type of Consent: Surplus Dwelling and Lot Addition**

**Subject:**

The subject property is located on the north side of County Road 19 and is approximately 30 acres in size. The applicant wishes to sever approximately 29 acres of farm land that contains a barn which will merge with the abutting property and will retain approximately 1.7 acres of residentially developed land.

**Official Plan Designations:** The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation”. This proposed consent conforms to the Official Plan. Lot additions are also permitted.

**Zoning By-law:** The subject property is zoned Agriculture in the Township of South Glengarry’s Zoning By-law. This proposed consent conforms to the 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, Zoning By-law and PPS. This consent will be subject to the following conditions:

1. A Review fee of \$200.00 must be paid to the Township.
2. The Township of South Glengarry will complete a site visit of the retained lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed.

The applicant will be required to contact the Township office to request the site visit and a fee of \$170.00 must be paid prior to the site visit being completed.

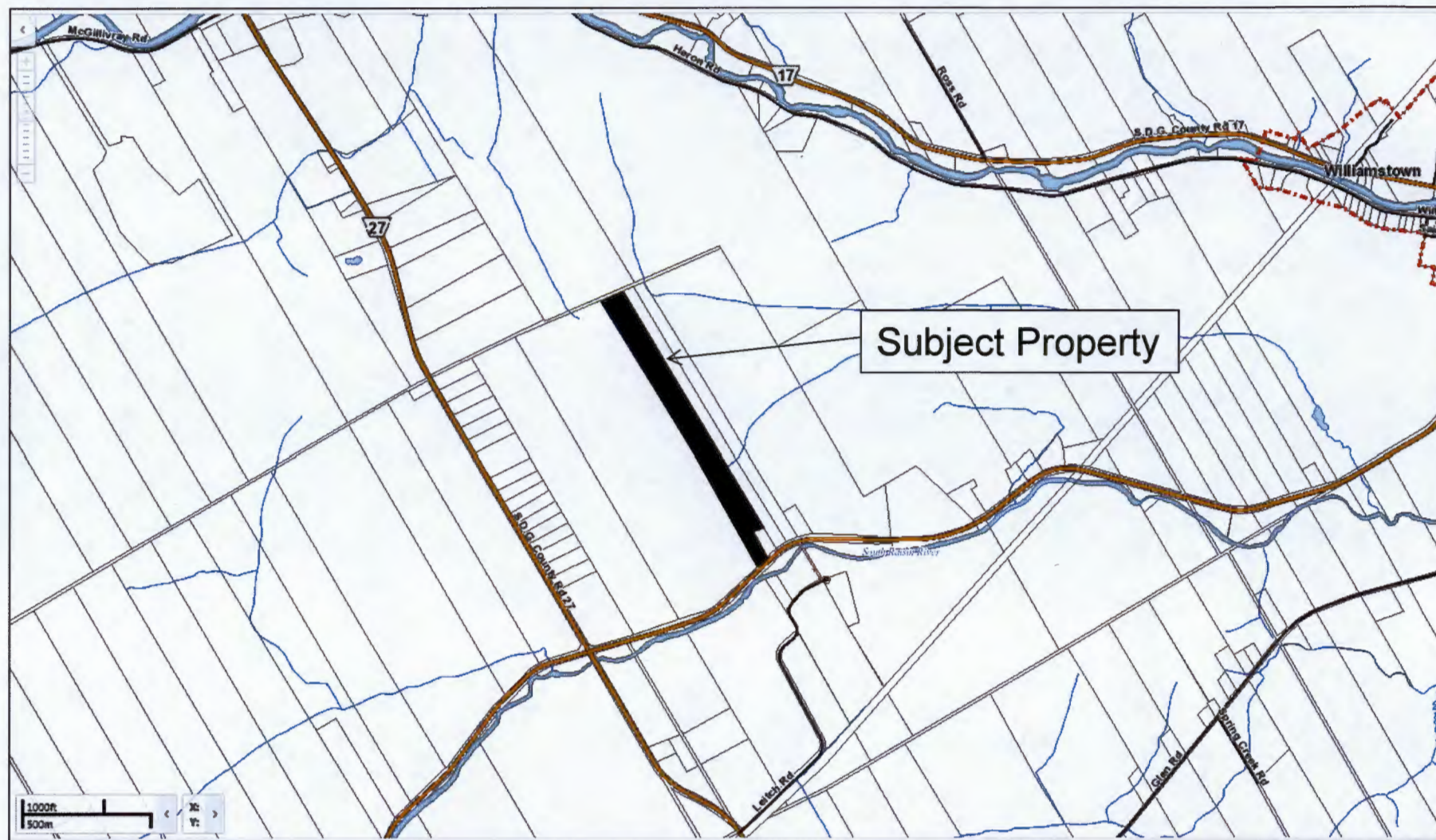
**Respectfully submitted by: Joanne Haley**

**Date: August 15, 2016**

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**TITLE: GM-Community Services**

# Key Map B-72/16



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## INFORMATION REPORT



<b>REPORT TO:</b>	<b>Council of South Glengarry</b>
<b>MEETING DATE:</b>	September 6, 2016
<b>SUBJECT:</b>	Consent Application B-75-16
<b>PREPARED BY:</b>	<b>Joanne Haley, GM- Community Services</b>

**RE: B-75-16**  
**Part of Lot 21, Concession 1 FR.**  
**Former Township of Charlottenburgh**  
**Gatien**

**Type of Consent: To create a separate parcel of vacant land for residential purposes.**

**Subject:**

The subject property is located on the north side of County Road 2 and is approximately 100 acres in size. The applicant wishes to sever approximately 10 acres of land which is residentially developed and retain approximately 90 acres of land that may be developed in the future.

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

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

**Proposed Recommendation:**

That the United Counties Manager of Planning approves this application for consent as it conforms to the Official Plan, Zoning By-law and 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 and retained lands to confirm that there are no issues with the existing septic systems. Further information may be required from the applicant once the site visit is completed. Due to the winter season, the inspection may be carried in the spring. The applicant will be required to contact the Township office to request the site visit and a fee of \$170.00 must be paid prior to the site visit being completed.
3. A Parkland fee of \$1,000.00 must be paid to the Township.
4. Road widening must be deeded to the Township on the retained lands that fronts onto Paragon Road.

**Respectfully submitted by: Joanne Haley**

**Date: August 25, 2016**

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**TITLE: GM-Community Services**

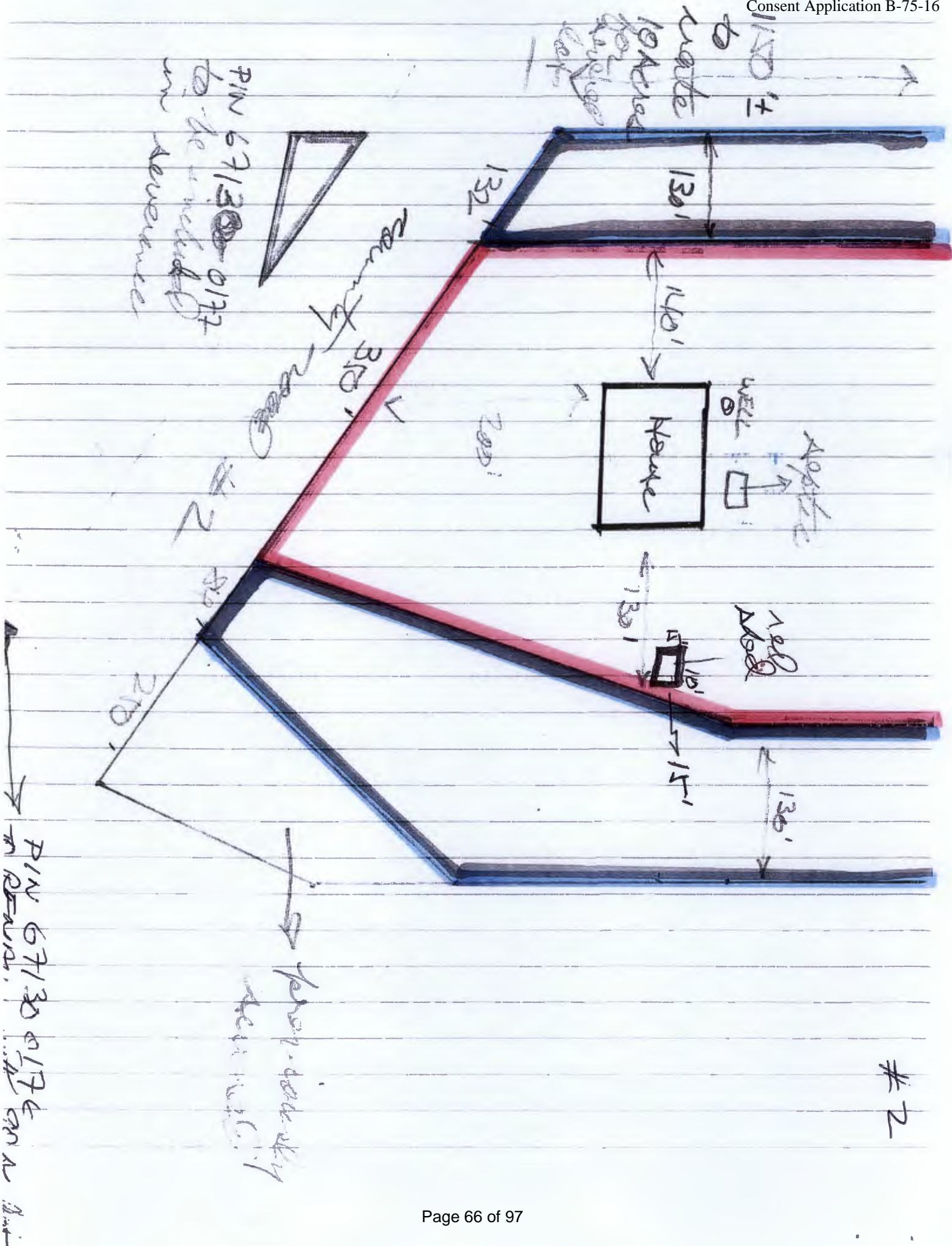
# Key Map B-75/16



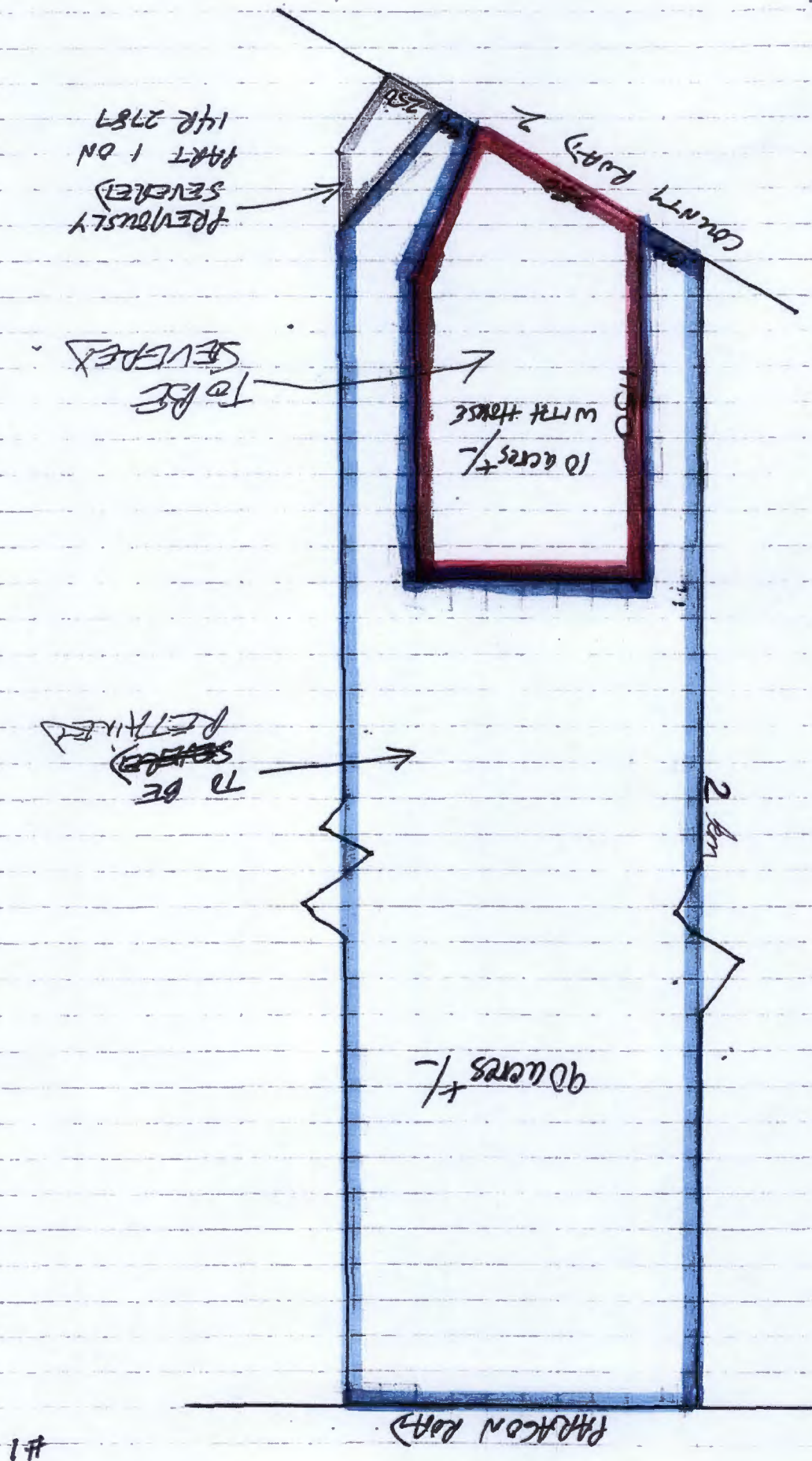
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#1

## INFORMATION REPORT



<b>REPORT TO:</b>	<b>Council of South Glengarry</b>
<b>MEETING DATE:</b>	September 6, 2016
<b>SUBJECT:</b>	Consent Application B-78-16
<b>PREPARED BY:</b>	<b>Joanne Haley, GM- Community Services</b>

**RE: B-78-16**  
**Part Lots 6 & 7, Concession 1**  
**Former Township of Lancaster**  
**Coney**

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

**Subject:**

The subject property is located on part of lots 6 & 7, north side of Old Highway #2. The purpose of this application is to sever approximately 2.8 acres of developed land that is surplus to the farm land and retain approximately 17.5 acres of agricultural land.

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

**Zoning By-law:** The subject property is zoned Rural in the Township of South Glengarry Zoning By-law. This proposed consent conforms to all of the provisions of this 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 and PPS. This consent will be subject to the following conditions:

1. A \$200.00 Review Fee must be paid to the Township.

2. A \$1,000.00 Parkland Fee must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with 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 a file a fee of \$170.00.

**Respectfully submitted by: Joanne Haley**

**Date: August 29, 2016**

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**TITLE:**



# Key Map B-78/16



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**INFORMATION REPORT****REPORT TO:** Council of South Glengarry**MEETING DATE:** September 6, 2016**SUBJECT:** Consent Summary**PREPARED BY:** Joanne Haley, GM- Community Services**CONSENT APPLICATIONS SUMMARY- 2015**

<b>Application</b>	<b>Recommendation</b>	<b>Decision</b>
B-104-15	To be Denied	
B-105-15	To be Denied	
B-106-15	To be Denied	
B-113-15	On Hold- Waiting on Information	
B-121-15	Recommended	

<b>Application Number</b>	B-104-15
<b>Date Received</b>	October 20, 2015
<b>Name</b>	Heron Bay Corp
<b>Legal</b>	Part Lot 35, Concession 1
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-105-15
<b>Date Received</b>	October 20, 2015
<b>Name</b>	Heron Bay Corp
<b>Legal</b>	Part Lot 35, Concession 1
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-106-15
<b>Date Received</b>	October 20, 2015
<b>Name</b>	Heron Bay Corp
<b>Legal</b>	Part Lot 35, Concession 1
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-113-15
<b>Date Received</b>	November 13, 2015
<b>Name</b>	Catherine Lelievre
<b>Legal</b>	Part Lot 24, Concession 1
<b>To Council</b>	January 11, 2016

<b>To Counties</b>	<b>On Hold- Waiting on Information</b>
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-121-15
<b>Date Received</b>	November 26, 2015
<b>Name</b>	Casgrain
<b>Legal</b>	Part lot 14, Concession 1 Front
<b>To Council</b>	January 25, 2016
<b>To Counties</b>	February 9, 2016
<b>Recommendation</b>	Recommended providing the applicant owns the land
<b>Decision</b>	
<b>Date of Decision</b>	

### **CONSENT APPLICATIONS SUMMARY- 2016**

	<b>Application</b>	<b>Recommendation</b>	<b>Decision</b>
1	B-07-17	Recommended	Approved
2	B-10-16	Recommended	Approved
3	B-11-16	Recommended	Approved
4	B-14-16	Recommended	Approved
5	B-15-16	Recommended	Approved
6	B-16-16	Recommended	Approved
7	B-19-16	Recommended	Approved
8	B-21-16	Recommended	Approved
9	B-28-16	Recommended	Approved



10	B-29-16	Recommended	Approved
11	B-34-16	Recommended	Approved
12	B-40-17	Recommended	Approved
13	B-47-16	Recommended	Approved
14	B-53-16	Recommended	Approved
15	B-62-16	Recommended	
16	B-63-16	Recommended	
17	B-64-16	Recommended	
18	B-66-16	Recommended	
22	B-69-16	Recommended	
23	B-71-16		
24	B-72-16		
25	B-75-16		
26	B-78-16		

<b>Application Number</b>	B-07-16
<b>Date Received</b>	January 21, 2016
<b>Name</b>	Peter & Carol McLeod
<b>Legal</b>	Part Lot 11, Concession 6
<b>To Council</b>	March 8, 2016
<b>To Counties</b>	March 14, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	April 21, 2016

<b>Application Number</b>	B-10-16
<b>Date Received</b>	February 16, 2016
<b>Name</b>	Pierre & Jean Menard
<b>Legal</b>	Part Lot 23, Concession 1
<b>To Council</b>	March 8, 2016
<b>To Counties</b>	March 14, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	May 2, 2016

<b>Application Number</b>	B-11-16
<b>Date Received</b>	February 16, 2016
<b>Name</b>	G. Menard, G Menard- Killoran and J.C. Menard
<b>Legal</b>	Part Lot 23, Concession 1
<b>To Council</b>	March 8, 2016
<b>To Counties</b>	March 14, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	May 2, 2016

<b>Application Number</b>	B-14-16
<b>Date Received</b>	February 23, 2016
<b>Name</b>	Michel & Paulette Lalonde
<b>Legal</b>	Part Lot 36, Concession 1 NRR
<b>To Council</b>	March 28, 2016

<b>To Counties</b>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 1, 2016

<b>Application Number</b>	B-15-16
<b>Date Received</b>	February 23, 2016
<b>Name</b>	Michel & Paulette Lalonde
<b>Legal</b>	Part Lot 36, Concession 1 NRR
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 1, 2016

<b>Application Number</b>	B-16-16
<b>Date Accepted by SDG</b>	February 18, 2016
<b>Date Received by TWP</b>	February 23, 2016
<b>Date TWP Received Revised Application</b>	March 31, 2016
<b>Name</b>	Don Mac Lachlan & Paul Syrduk
<b>Legal</b>	Lot 28, Registered Plan # 26
<b>To Council</b>	April 11, 2016
<b>To Counties</b>	April 12, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved

<b>Date of Decision</b>	May 12, 2016
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<b>Application Number</b>	B-19-16
<b>Date Received</b>	March 01, 2016
<b>Name</b>	Quesnel
<b>Legal</b>	Part Lot 34, Concession 7
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	May 17, 2016

<b>Application Number</b>	B-21-16
<b>Date Received</b>	March 10, 2016
<b>Name</b>	MacLachlan
<b>Legal</b>	Part Lot 38, Concession 5
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 1, 2016

<b>Application Number</b>	B-26-16
<b>Date Accepted by SDG</b>	March 17, 2016
<b>Date Received by TWP</b>	March 22, 2016



<b>Name</b>	Kerr & Beauchamp
<b>Legal</b>	Part Lot 22, Concession 1
<b>To Council</b>	April 11, 2016
<b>To Counties</b>	April 12, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 1, 2016

<b>Application Number</b>	B-28-16
<b>Date Accepted by SDG</b>	March 31, 2016
<b>Date Received by TWP</b>	April 7, 2016
<b>Name</b>	Bell
<b>Legal</b>	Part Lot 16, Concession 1
<b>To Council</b>	April 25, 2016
<b>To Counties</b>	April 28, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 1, 2016

<b>Application Number</b>	B-29-16
<b>Date Accepted by SDG</b>	March 31, 2016
<b>Date Received by TWP</b>	April 7, 2016
<b>Name</b>	Beaudette
<b>Legal</b>	Part Lot 22, Concession 7 NRR
<b>To Council</b>	April 25, 2016

<b>To Counties</b>	April 28, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	July 6, 2016

<b>Application Number</b>	B-34-16
<b>Date Accepted by SDG</b>	April 5, 2016
<b>Date Received by TWP</b>	April 8, 2016
<b>Name</b>	McIntee
<b>Legal</b>	Part Lot 37, Concession 8
<b>To Council</b>	April 25, 2016
<b>To Counties</b>	April 28, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	June 22, 2016

<b>Application Number</b>	B-40-16
<b>Date Accepted by SDG</b>	May 3, 2016
<b>Date Received by TWP</b>	May 10, 2016
<b>Name</b>	Levesque
<b>Legal</b>	Part Lot 21, Concession 2, S.S.R.R.
<b>To Council</b>	June 13, 2016
<b>To Counties</b>	June 15, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved

<b>Date of Decision</b>	June 22, 2016
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<b>Application Number</b>	B-47-16
<b>Date Accepted by SDG</b>	May 20, 2016
<b>Date Received by TWP</b>	June 1, 2016
<b>Name</b>	Rouleau
<b>Legal</b>	Part Lot 38, Plan 101
<b>To Council</b>	June 27, 2016
<b>To Counties</b>	July 4, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	July 20, 2016

<b>Application Number</b>	B-53-16
<b>Date Accepted by SDG</b>	June 6, 2016
<b>Date Received by TWP</b>	June 10, 2016
<b>Name</b>	Champagne
<b>Legal</b>	Part Lot 60, Plan 107
<b>To Council</b>	June 27, 2016
<b>To Counties</b>	July 4, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	August 3, 2016

<b>Application Number</b>	B-62-16
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<b>Date Accepted by SDG</b>	July 6, 2016
<b>Date Received by TWP</b>	July 8, 2016
<b>Name</b>	MacDonald
<b>Legal</b>	Part Lots 28 & 29, Concession 7
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-63-16
<b>Date Accepted by SDG</b>	July 7, 2016
<b>Date Received by TWP</b>	July 11, 2016
<b>Name</b>	O'Shea
<b>Legal</b>	Part Lot 25, Concession 9
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	
<b>Application Number</b>	B-64-16
<b>Date Accepted by SDG</b>	July 7, 2016
<b>Date Received by TWP</b>	July 14, 2016
<b>Name</b>	Kannon
<b>Legal</b>	Part Lot 23, Concession 3 SRR



<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-66-16
<b>Date Accepted by SDG</b>	July 12, 2016
<b>Date Received by TWP</b>	July 14, 2016
<b>Name</b>	Petrie
<b>Legal</b>	Part Lots 7, 8 & 9, Concession 3 & 4
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-69-16
<b>Date Accepted by SDG</b>	July 15, 2016
<b>Date Received by TWP</b>	July 21, 2016
<b>Name</b>	Keillar
<b>Legal</b>	Part Lot 3, Concession 1
<b>To Council</b>	August 8, 2016
<b>To Counties</b>	
<b>Recommendation</b>	

<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-71-16
<b>Date Accepted by SDG</b>	July 18, 2016
<b>Date Received by TWP</b>	July 22, 2016
<b>Name</b>	Charlottengro Farms Inc.
<b>Legal</b>	Part Lots 41 & 42, Concession 1 NSRR
<b>To Council</b>	September 6, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-72-16
<b>Date Accepted by SDG</b>	July 18, 2016
<b>Date Received by TWP</b>	July 22, 2016
<b>Name</b>	Michael Dunn & Lorraine Lea
<b>Legal</b>	Part Lot 11, Concession 2 SRR
<b>To Council</b>	September 6, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-75-16
<b>Date Accepted by SDG</b>	July 26, 2016
<b>Date Received by TWP</b>	August 3, 2016
<b>Name</b>	Raymond Gatien
<b>Legal</b>	Part Lot 21, Concession 1 Front
<b>To Council</b>	September 6, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-78-16
<b>Date Accepted by SDG</b>	July 28, 2016
<b>Date Received by TWP</b>	August 3, 2016
<b>Name</b>	John & Debbie Coney
<b>Legal</b>	Part Lot 6 & 7, Concession 1
<b>To Council</b>	September 6, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-78-16
<b>Date Accepted by SDG</b>	August 22, 2016
<b>Date Received by TWP</b>	August 25, 2016

<b>Name</b>	Alice MacDougall
<b>Legal</b>	Part Lot 50, Concession 4 NSRR
<b>To Council</b>	September 19, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	



## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** September 6, 2016

**SUBJECT:** Telecommunications - Quarterly Review

**PREPARED BY:** L. McDonald, Deputy Treasurer

Good evening Council:

Please find attached the quarterly report provided by the Children Group for our telecommunications.

Corporate Services instigated an investigation into our phone lines and we are slowly seeing results.

- 1) Changing lines at the public works garage
  - i. Direct cost  $\$125 \times 2 = \$250$  (one time)
  - ii. Indirect cost ~ \$ 600 (one time)
  - iii. Immediate and Ongoing Savings \$165/month
- 2) Purchasing Long Distance Plans
  - i. 4 phones @ \$40+ month average
  - ii. 4 phones @ \$< 7 month average

We will continue to look into efficiencies in all areas and report periodically.

Regards,  
Lachlan



## South Glengarry Quarterly Telecom Report May '16 to July '16

### Local & Long Distance Services

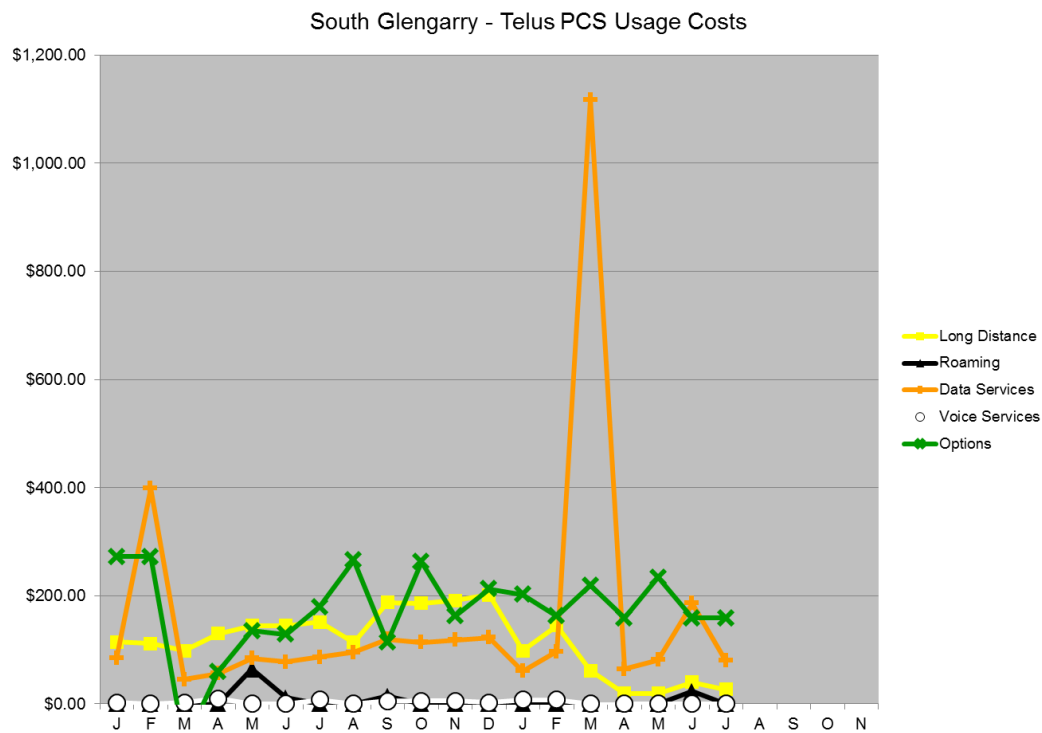
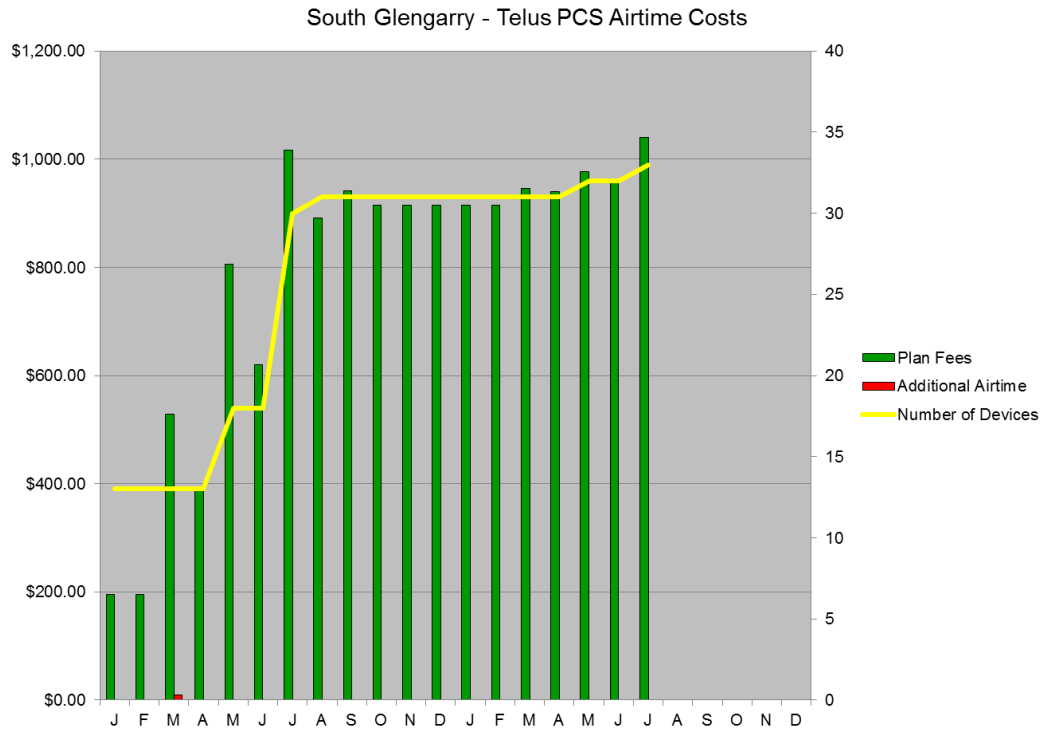
- Bell increased the cost of contracted local links in June. 12 and 36 month contracts were affected, increases range from \$2.97 to \$6.54 per line. Net impact is an increase of \$73.36 to 20 lines.
- The 4 centrex lines serving Williamstown Arena and Public Works Garage were converted to regular business lines in July and placed on 3 year contracts. A new account was created for the garage line, 613 347 2156 (939). Bell's standard conversion charge of \$125/line was applied to the new account and the existing account, 613 347 2411 (520). Monthly recurring cost has been reduced by \$165.76.

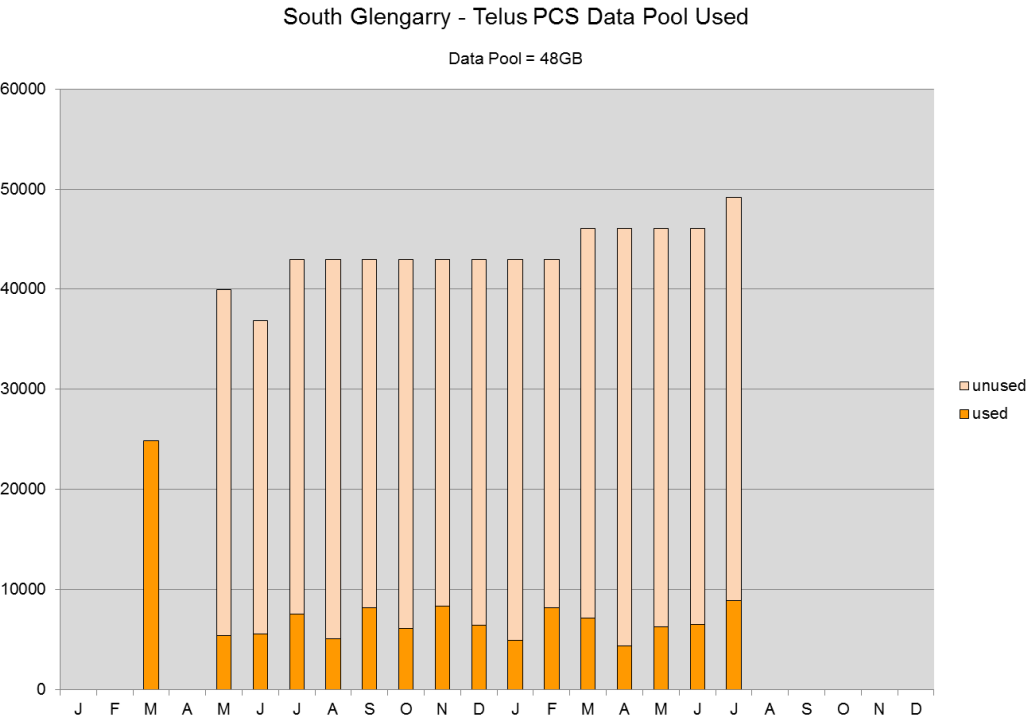
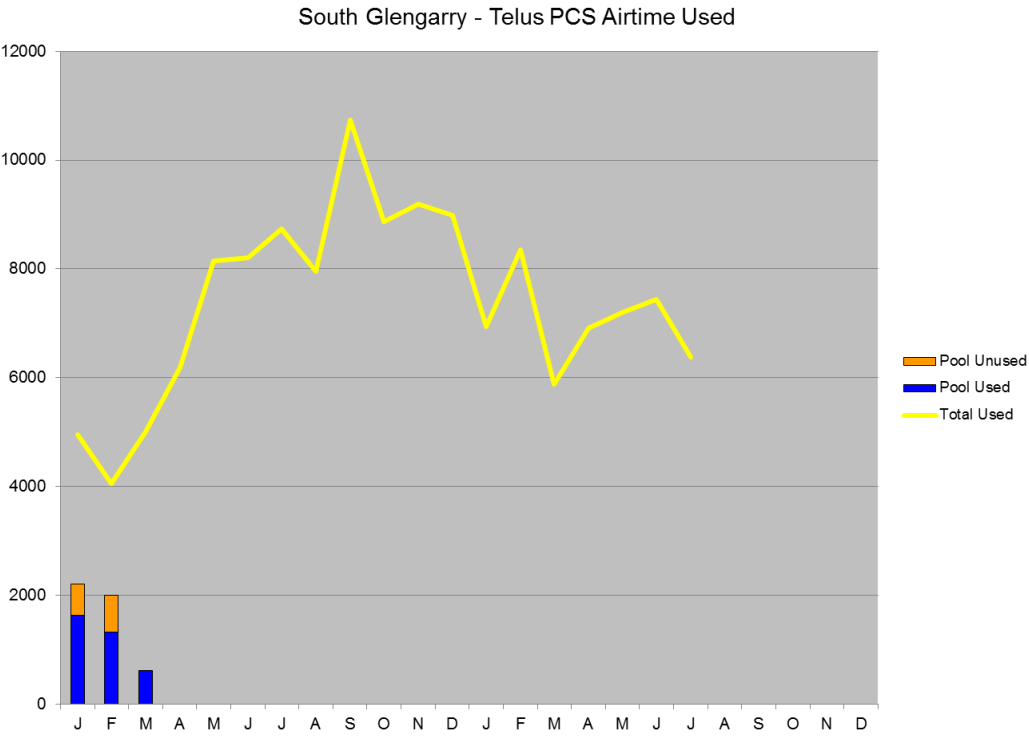
### Data Services

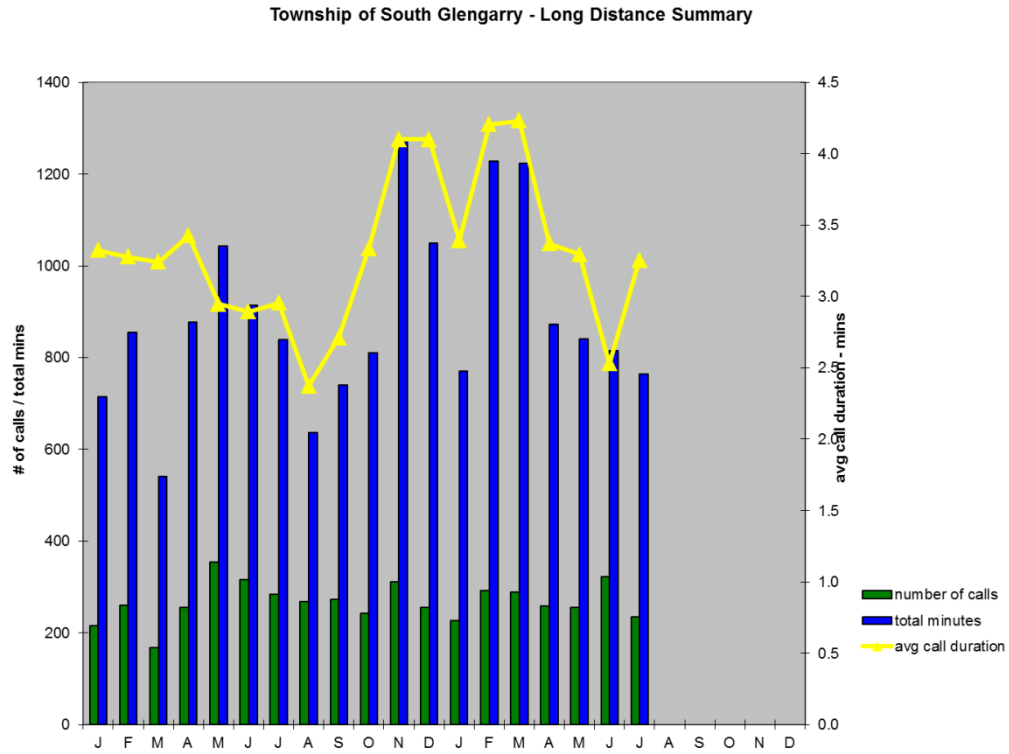
- Completed a review of all internet services, including site visits, to facilitate upgrades to Bell's latest service and pricing offer. Chiltern Group were asked to not to place orders for the upgrades, instead, an EORN representative was given the information and has been asked to complete the upgrades.
- Bell increased the cost of the static IP address option in July from \$27.50 to \$30.00. 4 accounts were affected, net increase is \$10/mth.
- Bell introduced two billing errors when the internet service at Glen Walter Fire Station was moved, the \$5 email option has still not been removed. Bell reports it will be removed on the next invoice and back-dated.

### Mobile Services

- Device 613-362-2702 (Lowry) was added to the account in July and assigned the \$45/3GB voice/shared data combo plan. The account data pool is now at 48GB of which 15% is consumed each month.









## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** September 6, 2016

**SUBJECT:** Auditor - Management Letter

**PREPARED BY:** L. McDonald, Deputy Treasurer

Good evening Council:

Please find attached the Management Letter provided from our auditors at CKDM.

They include management's response to their notes.

Thank you,  
Lachlan



CHARTERED PROFESSIONAL ACCOUNTANTS

709 COTTON MILL ST. · CORNWALL, ONTARIO K6H 7K7  
 TEL: 613-932-3610 · FAX: 613-938-3215 · WWW.CKDM.CA

June 27, 2016

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

Dear Members of Council:

**Re: Audit of December 31, 2015 Financial Statements**

During the course of our audit of the financial statements for the year ended December 31, 2015, we identified some matters which may be of interest to administration and Council. As a result of our observations, we have outlined below some suggestions for your consideration. This letter deals with the important matters that came to our attention during the audit. Minor matters were discussed verbally with your staff.

We have included Administration's responses provided to us regarding some of the matters discussed below.

**Expense Reports**

Staff expense reports are being reviewed but the initial by the reviewer indicating the review and approval is sometimes missing.

**Response from Administration:** The accounts payable clerk has been informed of the change of protocol and will sign following her review. When further review(s) of expense reports are warranted and required (i.e. unique or unusual items, high cost expenditures, etc.) the Deputy Treasurer or Treasurer will sign to ensure a second review.

**Tax Arrears**

The amount of tax arrears at December 31, 2015 rose 1% from the previous year and represents 18% of total tax billings which is high. While Administration is taking the appropriate steps to manage the arrears we encourage a continued effort to collect. As well, tax arrears reminder notices should be sent out on a regular basis.

**Response from Administration:** As noted, Administration is taking, and continues to take, the appropriate steps to manage the arrears. The Treasurer's efforts can be noted in calendar year 2016 where 3 year old taxes and penalty and interest are at 40% and 53%, of where they were in 2015, respectively. 2 year taxes receivable and penalty and interest are at 42% and 85% of 2015 amounts, respectively. Current year figures are distorted because we still have final billing to collect and thus Administration would expect that number to decrease to the normal amount.

BRIAN D. KEEN, CPA, CA (RET.)  
 MICHAEL D. DESPATIE, CPA, CA, LPA  
 ROSS M. MARKELL, CPA, CA, TEP, LPA  
 H. JAMES POLLOCK, CPA, CA, LPA

PAUL DESNOYERS, CPA, CGA, LPA  
 ERIN LALONDE, CPA, CA, LPA  
 IAN MURPHY, CPA, CA, LPA



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## RECOMMENDATIONS FROM PRIOR YEAR

### User Fees

There was a discrepancy between the rate being charged on barn/machine sheds and the by-law rate. Three permits were undercharged by a total of \$3,938.

**Response from Administration:** In late spring of 2014 it was discovered that building permits for Barns/Machine Sheds were mistakenly being undercharged at a rate of \$0.20 per sq. ft. rather than the By-Law rate of \$0.42 per sq. ft. This new By-Law was passed by Council on January 13th, 2014. Following the discovery of the discrepancy, building permits for Barns/Machine Sheds were charged the applicable By-Law rate of \$0.42 per sq. ft. from that point forward.

### Water and Sewer Arrears

The Township should consider updating and improving the water and sewer arrears collection policy in order to maintain sufficient cash flow for the Township.

**Response from Administration:** The billing clerk advises that water/sewer arrears are transferred before the final billing of each year for clients who have a mortgage company paying their taxes, a registered property or where a tax certificate is requisitioned by a solicitor in the process of selling a property. Administration has noted that a policy would ensure all persons involved are aware of the procedures to be followed.

### Refundable Deposits

The Township has a number of refundable deposits outstanding for a number of years. Upon review of the policy, the procedures are lacking in applying timelines and the terms of when they become non-refundable and notifications to the taxpayer are sent. There should be a review of the policy and procedure to update these issues.

**Response from Administration:** The building department is aware of this issue and has been working to resolve the outstanding balances.

BRIAN D. KEEN, CPA, CA (RET.)  
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We have discussed the matters in this report with your staff and received comments thereon. We now bring them to your attention. We would like to express our appreciation for the co-operation and assistance which we received from your Administration during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

This communication is prepared solely for the information of Council and administration and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,

**CKDM LLP**

A handwritten signature in red ink, appearing to read 'I. Murphy', written over the printed name.

Ian P. Murphy, CPA, CA, LPA

cc: Mr. Bryan Brown, Chief Administrative Officer  
Mr. Mike Samson, Treasurer



CHARTERED PROFESSIONAL ACCOUNTANTS

**UNFINISHED BUSINESS REPORT****September 6, 2016**

Number	Title	Department	Date	Outcome
1.	Fairview Rd Extension	Infrastructure	January 2016	<i>Fall 2016</i>
2.	Docks on Township Property	CAO	January 2016	<i>July 2016</i>
3.	Performance Appraisal/Job Descriptions	CAO	January 2016	<i>July 2016</i>
4.	Old Glen Walter Fire Hall	Infrastructure	March 28, 2016	<i>Nothing to Report</i>
5.	Cornwall Airport Opportunity Analysis	CAO	January, 2016	<i>-CFDC Agreement at June 13<sup>th</sup> Meeting -September 2016</i>
6.	Environmental Assessment for Glen Walter Area	Infrastructure	January, 2016	<i>Nothing to Report</i>
7.	Fire Protection Ponds	Infrastructure Services	March 2016	<i>Aug 8/16 meeting</i>
8.	To Name Street "A"	Infrastructure Services	March 2016	<i>Survey Completed and Registered Plan to be Deposited Process to name Street to be determined?</i>
9.	Water and Sewage Rating By-law 30-10	Lachlan McDonald	Amend by-law 1 <sup>st</sup> /2 <sup>nd</sup> reading	<i>Final By-law October 17/16</i>
10.	Garbage and Recycling Contract - Tender	Infrastructure Services	January 2016	<i>October November Council Meeting</i>



**SG-M-16**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW No. 66-16  
FOR THE YEAR 2016**

***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 September 6<sup>th</sup>, 2016 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 6<sup>th</sup> DAY OF SEPTEMBER 2016.***

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