

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Tuesday, September 8, 2020 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
 - a) [Declaration of Pecuniary Interest Form](#) 5
- 5. APPROVAL OF MINUTES**
 - a) [Previous Meeting Minutes - August 4, 2020](#) 6 - 10
 - b) [Special Meeting Minutes – August 4, 2020](#) 11 - 12
 - c) [Public Meeting Minutes - August 4, 2020](#) 13 - 15
- 6. PRESENTATIONS AND DELEGATIONS**
 - a) [Friends of the Summerstown Trails - Vic Leroux](#) 16
- 7. NEW BUSINESS**
 - a) **Staff Reports**
 - i. [Place St. Laurent Phase 4 Acceptance of Works](#) 17 - 18
 - ii. [Energy Efficiency Study RFP 18-2020 Award](#) 19 - 23
 - iii. [Surplus Lands Glen Walter Waterfront Part 3 on 14R-6524](#) 24 - 27

iv.	<u>Glen Walter Waterfront Property Part 10 on 14R-6524</u>	28 - 31
v.	<u>Water Wastewater Capacity Allocation</u>	32 - 35
vi.	<u>Landfill Compactor</u>	36 - 39
vii.	<u>Winter Stone Dust RFQ</u>	40 - 41
viii.	<u>Water Rates - Industrial, Commercial, and Institutional</u>	42 - 44
ix.	<u>Grinley Hill Cemetery - Trust Fund for Perpetual Care and Maintenance</u>	45 - 49
x.	<u>Municipal Drains - Raisin River Park Property</u>	50 - 53
xi.	<u>Accessibility Funding & Modernization</u>	54 - 55
xii.	<u>Site Plan Control Agreement Approval - 9256-1950 Quebec Inc.</u>	56 - 61
xiii.	<u>Community Improvement Plan</u>	62 - 123
b)	Other Business	
c)	Committee Reports	
i.	<u>Committee of Adjustment August 4, 2020 Meeting Minutes</u>	124 - 128
d)	For Information Only	
i.	<u>Departmental Update - CAO- July 2020</u>	129 - 131
ii.	<u>Department Update - Corporate Services - July 2020</u>	132 - 137
iii.	<u>Departmental Update- Community Services- July 2020</u>	138 - 143
iv.	<u>Departmental Update- Fire Services- July 2020</u>	144 - 146
v.	<u>Departmental Update- Infrastructure Services- July 2020</u>	147 - 148
vi.	<u>Departmental Update- Recreation & Facilities- July 2020</u>	149 - 152
vii.	<u>Letter - Investments in Rural Broadband (Town of Mono)</u>	153 - 154
viii.	<u>Letter - Regarding the Security from Trespass and Protecting Food Safety Act, 2020 (Min. of Agriculture, Food & Rural Affairs)</u>	155 - 156
ix.	<u>Letter -Endorsement of Bill 164 Protecting Vulnerable Persons in Supportive Living Accommodation Act 2019 (City of Port</u>	157 - 158

Colborne)

x.	<u>Resolution - Support Township of Mapleton's Resolution on Farm Tax Class Review (Township of Huron-Kinloss)</u>	159 - 160
xi.	<u>Resolution - Support Oshawa's Resolution Assistance for Social Cultural, Service Clubs and Children & Youth Minor Sports Organizations</u>	161
xii.	<u>Resolution - Border Closure (Town of Prescott)</u>	162 - 163
xiii.	<u>Letters of Support - South Glengarry's Long Term Care Resolution (Multiple Municipalities)</u>	164 - 179
xiv	<u>Draft Plan of Subdivision Decisions</u>	180 - 184
.		
xv.	<u>Consent Summary 2020</u>	185 - 186
xvi	<u>Consent Application B-48-20</u>	187 - 190
.		
xvii	<u>Consent Application B-49-20</u>	191 - 194
.		
xvii	<u>Consent Application B-50-20</u>	195 - 198
i.		
xix	<u>Consent Application B-51-20</u>	199 - 202
.		
xx.	<u>Consent Application B-57-20</u>	203 - 207
xxi	<u>Consent Application B-60-20</u>	208 - 211
.		
xxii	<u>Consent Application B-63-20</u>	212 - 215
.		

8. UNFINISHED BUSINESS

a)	<u>Unfinished Business Listing - September 8, 2020</u>	216 - 218
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9. CLOSED SESSION

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

Act S.O. 2001

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

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Staff Report 132-2020 (K. MacDonald)

10. CONFIRMING BY-LAW

a) [Confirming By-law 56-2020](#)

219

11. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

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

Signature

MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AS AN ELECTRONIC MEETING IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON AUGUST 4, 2020

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

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

1. CALL TO ORDER

Resolution No. 240-2020

Moved by Deputy Warden
Seconded by Councillor McDonell

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

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 241-2020

Moved by Councillor Jaworski
Seconded by Councillor Lang

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

Item added to New Business

i. Staff Report 118-2020 - Sale of Lots Lancaster Heights

Items moved to Other Business

7. d) i. Budget Review

d)ii. Employee Commendation – Fire

d)iv. Resolution – Emancipation Day (Chatham Kent)

d)v. Resolution – Investing in Canada Infrastructure Program Grant (Town of Amherstburg)

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

a) Declaration of Pecuniary Interest Form -I, Lyle Warden, declare a pecuniary interest on Agenda Item(s) for the meeting of Aug 4, 2020: Staff Report 118-2020 sale to Harding Amendment. I was the realtor that represented the buyers.

5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - July 20, 2020

Resolution No. 242-2020

Moved by Councillor Lang
Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on July 20, 2020 be adopted as circulated.

CARRIED

b) Public Meeting Minutes - July 20, 2020

Resolution No. 243-2020

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the Public Meeting of the Council of the Township of South Glengarry held on July 20, 2020 be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

- a) Proposed Township Office Renovations - J. L. Richards & Associates
Brett Shaw and Orlando Barone provided an overview to Council on renovations proposed to the Township administrative office.

7. NEW BUSINESS

- a) Staff Reports

- i) Municipal Office Design Phases 2 and 3

Resolution No. 244-2020

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Procurement 12-2020 Phase 2 be awarded to the firm of J.L. Richards and Associates in the amount of \$24,220, that a contract administration cost of \$130 per hour be accepted for possible use in Phase 3 and further that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

- ii) Char-Lan Arena Reopening

Resolution No. 245-2020

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 107-2020 be received and that Council approve the ice installation in preparation for opening, staffing levels that will ensure health & safety and operational procedures as per EOHU guidelines and community user group guidelines.

CARRIED

- iii) Quotes for New Council Audio Equipment

Resolution No. 246-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 108-2020 be received and that Council of the Township of South Glengarry authorizes administration to purchase new council audio equipment from Baldwin Presentation Systems at an estimated cost of 19,687.66.

CARRIED

- iv) Budget - Set Dates for 2021 Budget Deliberations

Resolution No. 247-2020

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 109-2020 be received and that the Council of the Corporation of the Township of South Glengarry set the dates for the 2021 budget for November 6, 2020 and November 20, 2020.

CARRIED

- v) Surplus Lands Lancaster Heights

Resolution No. 248-2020

Moved by Deputy Warden

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 110-2020 and that Council direct administration to issue an RFP for Realtor Services for all properties declared surplus by the municipality.

CARRIED

vi) General Insurance RFP Results

Resolution No. 249-2020

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 111-2020 be received and that the Council of the Township of South Glengarry directs administration to renew their insurance with Marsh/JLT for a one-year period and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

vii) ICON Program

Resolution No. 250-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 112-2020 be received and that the Council of the Township of South Glengarry supports Administration in their efforts to determine if a partnership with a service provider is possible in order to improve high speed internet services and authorizes administration to prepare a letter of support on behalf of Council.

CARRIED

viii) Longevity Acrylics Ltd. Site Plan Control Agreement

Resolution No. 251-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 113-2020 be received and that the Council of the Township of South Glengarry approves By-Law 48-2020, and the Site Plan Control Agreement for the property legally described as Part of Lot 12, Concession 1 Front, in the geographic Township of Charlottenburgh, also known as 6861 Richmond Road and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

ix) Cornwall Roof Truss Inc. Site Plan Control Agreement

Resolution No. 252-2020

Moved by Councillor Jaworski
Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 114-2020 be received and that the Council of the Township of South Glengarry approves By-Law 49-2020 and the Site Plan Control Agreement for the property legally described as Part of Lot 18, Concession 2 I.L., in the geographic Township of Charlottenburgh, also known as 900 Boundary Road and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

x) Lancaster Heights Surplus Lot Sale Approval

Resolution No. 253-2020

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 118-2020 be received and that the Council of the Township of South Glengarry approves By-Law 49-2020 and the Site Plan Control Agreement for the property legally described as Part of Lot 18, Concession 2 I.L., in the geographic Township of Charlottenburgh, also known as 900 Boundary Road and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

b) Other Business

i) 2020 – Budget Review as of July 22, 2020

ii) Employee Commendation – Fire

Councillor Lang praised the lifesaving actions of Firefighter Gary Hicks and Firefighter Thomas Sangster who have been awarded Ontario Provincial Police Commissioner's Commendation for Exemplary Performance of Duty.

iii) Resolution - Emancipation Day (Chatham Kent)

Council requested a motion be brought to the next Council meeting.

iv) Resolution – Investing in Canada's Infrastructure Program Grant (Town of Amherstburg)

Council requested a motion be brought to the next Council meeting.

Resolution No. 254-2020

Moved by Deputy Warden
Seconded by Councillor Jaworski

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

CARRIED

- c) Committee Reports
- d) For Information Only
- i) Letter – Char-Lan High School Bursary Thank You

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - August 4, 2020

9. CLOSED SESSION

Resolution No. 255-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

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

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

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

- i. Staff Report 115-2020 Glen Walter Waterfront Lots (E. MacDonald)

(d) labour relations or employee negotiations;

- ii. Staff Report 116-2020 (L. MacDonald & K. MacDonald)

- iii. Staff Report 117-2020 (T. Mills)

CARRIED

Resolution No. 256-2020

Moved by Councillor Jaworski
Seconded by Councillor Lang

THAT Council now rise and reconvene at 9:11pm without reporting.

CARRIED

Resolution No. 257-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 115-2020 be received and that Council approve the sale price for the surplus lots along the waterfront in Glen Walter as noted in the Closed Session minutes.

CARRIED

Resolution No. 258-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 116-2020 be received and that Council directs administration to proceed as noted in the Closed Session

minutes.
CARRIED

Resolution No. 259-2020

Moved by Deputy Warden
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 117-2020 be received and that Council approve the job description, job posting and timelines for the hiring process for the GM of Infrastructure.

CARRIED

10. CONFIRMING BY-LAW

Resolution No. 260-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT By-law No. 50-2020 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed, and sealed in Open Council.

CARRIED

11. ADJOURNMENT

Resolution No. 261-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:13pm.

CARRIED

Mayor

Clerk

MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AS AN ELECTRONIC MEETING IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON AUGUST 4, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald,

1. CALL TO ORDER

Resolution No. 236-2020

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Special Meeting of the Township of South Glengarry now be opened at 4:30pm.

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 237-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

a) Declaration of Pecuniary Interest Form – None.

4. NEW BUSINESS

a) Staff Reports

i. Amendment to the Procedural Bylaw to Continue Electronic Participation

Resolution No. 238-2020

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff report 105-2020 be received and By-law 47-2020 being a by-law to amend By-law 59-16 Rules of Procedure be read a first, second and third time passed, signed and sealed in open Council this 4th day of August, 2020

CARRIED

5. ADJOURNMENT

Resolution No. 239-2020

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 4:32pm.

CARRIED

Mayor

Clerk

MINUTES

THE PUBLIC MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AS AN ELECTRONIC MEETING IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON AUGUST 4, 2020 AT 6:00PM

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, Meagan Bingley Economic Development and Tourism Coordinator (Acting)

PUBLIC PRESENT: Brian Hickey, David Martel, Elaine Kennedy, Ian Macintosh, Janet Keefe, Mike Chegrinec, Odette Bonneville, Robin Poole, Tom Hughes, Jennifer Wood, Ian Macintosh, Nanette Norris

1. OPEN PUBLIC MEETING

Mayor Prevost opened the public meeting.

2. PRESENTATIONS AND DELEGATIONS

a) Run Guo Investments Proposed Campground

Ms. Haley welcomed the public and provided a description of the planning rules regarding the proposed zoning amendment. Ms. Haley described the property, proposed zoning amendment and application received from Run Guo Investments to allow for a campground on their property. Ms. Haley explained the reduction in the provincially significant wetland and the request to zone the property as Open Space to allow for a 25 lot campground. MNR has already approved the reduction in the provincially significant wetland which would allow for the proposed campground, if approved. The proposed zoning amendment conforms to the official plan. The RRCA and SDG were circulated on the application. The RRCA has requested an amendment to the Environmental Impact Statement and requested amendments to the study which are currently being addressed. Should the zoning amendment be approved, the campground would be subject to the site plan control approval process. Ms. Haley gave the deadline of August 21st, 2020 for comments on the proposed campground. Jennifer Wood, a planner from Fotenn Planning & Design, gave a presentation

further detailing the proposed campground and zoning amendment for the current site. Ms. Wood shared a conceptual image of the proposed layout and explained that no permanent structures are being proposed. A septic system is proposed to be installed to service the campground. Ms. Wood provided details on supporting studies. The EIS has advised that any vegetation removal and disturbance must avoid nesting season. Educational signage for campground users has been proposed and erosion and sediment control. The EIS concluded that the proposed campsites should have no negative impact on the adjacent natural heritage feature provided the recommended mitigation measures are meant. Ms Wood provided an overview of the current and surrounding zoning and how the OP allows for wetland adjustments when approved by the appropriate ministry. The applicant is seeking a site-specific Open Space zone that would only permit a campground use.

Ms. Wood gave the opinion that the proposed amendment is good land use planning. It is consistent with the general intent of the official plan and the EIS will mitigate the impact on the adjacent wetland.

Councillor Jaworski asked what guidelines there may be on proposed campgrounds similar to what may be mandated for houses.

Ms. Haley answered that our zoning by-law does not provide guidelines that would be similar to what exists for single family dwellings. If the zoning amendment is approved, the Township would work with the owner during the site plan approval process to ensure that the proposed campground would have standard sites that meet market needs to accommodate a variety of campers. These conditions would be reflected in the site plan agreement and approval process.

Elaine Kennedy gave a submission on behalf of the Cooper's Marsh Conservators. As secretary for the CMC, she provided the mandate for the Conservators, information on the section of marsh abutting the campground and made requests for conditions for the approval of the amendment on behalf of the CMC. The requests included: restrict entry to the east marsh by constructing a fence between the two properties to protect nesting habitat. She outlined concerns during breeding season, conditions to include mitigating campfire smoke, and concerns that landscaping may encroach on the PSW. The CMC offered to assist with education of patrons and suggested the benefit of advertising Cooper's Marsh as an ecotourism destination. The Conservator's welcome neighbours that will help protect the environment. Ms. Kennedy asked for information about the proposed septic system and if the sites proposed are intended to back directly up against the provincially significant wetland.

Ms. Wood thanked the Conservators for their offer to assist with educational signage and literature. Ms. Wood explained that it is anticipated a trench will go along the proposed driveway with hydro and power line. The septic being proposed is a communal system further from the water and provincially significant wetland. The applicant is looking at a minimum buffer between sites

and the provincially significant wetland. The recommendation for a fence is something that will be discussed with the RRCA and the applicant's ecologist.

Janet Keefe commented to endorse what Ms. Kennedy's remarks. She wished to highlight the importance of the breeding sites in the East Marsh and the endangered species which nest there. She voiced her concern for the impact the proposed campsite might have on the birds returning to the East Marsh. Ms. Keefe noted that there are numerous campsites along the river and only one Marsh. She highlighted its value to the local community, birders from Ontario and beyond and that it is our only provincially significant wetland. She asked that Council consider the importance of this habitat when considering the viability of a campground next door.

Ms. Haley thanked all those who participated and had sent comments to date and reminded the public that written comments may be forwarded until August 21st.

3. ADJOURNMENT

Mayor Prevost adjourned the Public Meeting.

Mayor

Clerk



PRESENTATION TO THE TOWNSHIP OF SOUTH GLENGARRY COUNCIL

TUESDAY, SEPTEMBER 8, 2020

The Friends of the Summerstown Trails (FOTST) is a volunteer-based organization whose mandate is to maintain and groom the trails at Summerstown Forest and offer programs and services to the community.

Because of the COVID situation, we anticipate increased presence at the trails, not only during the winter season, but also throughout the fall.

For the same reason, special measures will have to be put in place to ensure that we follow the EOHU guidelines and offer a secure environment for the users and our volunteers.

In order to be able to offer our community services and programs this winter, we are requesting assistance from the Township to cover these extra COVID measures as we are unable to pay for these with our limited resources which will be further amputated this year.

More specifically, it is our rental program that we expect to be more popular than ever (not just the trails in general) , and because of that expectation, with the increased "touch points" that the "sharing" of rental equipment brings, and the coming into an enclosed space, this leads us to greater expenditures as we are putting plans in place to ensure the safety of our renters and volunteers.

The assistance we are requesting is in the form of financial help and staffing totalling \$26,356.

Thank you.





STAFF REPORT

S.R. 119-2020

PREPARED BY: Ewen MacDonald – GM Infrastructure Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: September 8, 2020
SUBJECT: Place St. Laurent Phase 4 Acceptance of Works

BACKGROUND:

1. The Township entered into a Subdivision agreement for the Place St. Laurent Phase 4 Subdivision in 2018.
2. The Developer has installed the infrastructure to base course asphalt and has requested that the Township accept the works completed.
3. Section 18 of Subdivision Agreement sets out the conditions that must be satisfied in order to formally accept the works.

Before applying for final acceptance of any of the works or any part thereof, the Developer shall submit to the Township the following:

- i) A written request for acceptance.
- ii) A Statutory Declaration that all accounts for work and materials have been paid except normal guarantee hold-backs, and that there are no claims for liens in connection with such work done or material supplied for or on behalf of the Owner.
- iii) A certificate from the Developer's Engineer stating that he has been engaged for complete general construction supervision of all services, and that the works have been constructed and installed in accordance with Township specifications, standards and requirements and in accordance with the approved designs of the works.
- iv) "As-built" drawings of the Works in both hard copy and electronically



ANALYSIS:

4. The Developer has submitted the documents required as per the Subdivision Agreement and the Infrastructure has been constructed and installed as per the approved design and in accordance with the agreement.
5. The formal acceptance of the works is one of the conditions required before the Township can issue Building Permits.
6. The formal acceptance of the works will also allow the developer to request a reduction in the security.

IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 119-2020 and that Council approves the request for the Acceptance of the Works from 2795264 CANADA INC. C.O.B. AS PLACE ST. LAURENT DEVELOPMENTS, Place St. Laurent Phase 4 Subdivision.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 120-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Energy Efficiency Study RFP 18-2020 Award

BACKGROUND:

1. The Township completed an Energy Audit in 2008 on five facilities that were the largest energy consumers. The five facilities were the two Public Works Garages, the Arena, the Township Office, and the Glen Walter Water/Wastewater Treatment Plant.
2. The energy conservation measures identified in this study were primarily lighting retrofits and HVAC upgrades.
3. The project proceeded as a Performance Contract with a guaranteed reduction of utility costs of \$49,355.00 per year. The Savings were realized through an annual Measurement and Verification Process.
4. A review of the Townships Energy Consumption Costs since 2006 shows that our energy costs have gone up by 14% over the past 13 years. A spreadsheet showing the annual costs is appended to this report.
5. If we apply the Consumer Price index to the energy cost in 2006; the cost for energy in 2019 would be \$422.613.75.
6. The efforts to find efficiencies in energy consumption have been successful and most of the measures from the 2008 Report have been implemented and it is timely to look at additional measures that will provide further savings in future years.
7. An RFP for an Energy Efficiency Audit was issued with the following Scope of Work:

The overall objective of the Energy Audit is to determine the following for the 28 municipal buildings covered in the scope:



- Existing annual energy use in the facility and comparison to similar facilities;
 - Energy, GHG emissions, and cost savings potential of various energy conservation and/or mechanical optimization measures;
 - Cost estimates for new or modified equipment and other recommended measures;
 - Financial analysis of projects costs and savings over the expected life of the measures, including impacts to GHG emissions; and
 - A plan for implementation of energy conservation and/or mechanical optimization measures.
 - Identify potential funding sources (Grants) for the Energy Efficiency measures
8. The Standard for the Energy Audit was set at the Industry Standard for An Ashrae Level 2 – Energy Survey and Analysis that defines the process and outcomes as follows:

A Level 2 audit includes the preliminary ASHRAE Level 1 analysis, but also includes more detailed energy calculations and financial analysis of proposed energy efficiency measures. The financial analysis or Life Cycle Cost Analysis provides the facility owner with comprehensive understanding of the financial benefits of implementing specific energy efficiency measures. Utility bills are collected for a 24 to 36-month period to allow the auditor to evaluate the facility's energy/demand rate structures and energy usage profiles. This type of audit identifies all energy conservation measures appropriate for the facility given its operating parameters. A detailed financial analysis is performed for each measure based on implementation cost estimates, site-specific operating cost savings, and the customer's investment criteria. Sufficient detail is provided to justify project implementation.

9. The RFP closed on August 18th and 18 submissions were received. A summary of the results is appended to this report

ANALYSIS:

10. The RFP Submissions were reviewed and evaluated using the following criteria

Team	15%
Methodology	20%
Past Relevant Experience	15%
Schedule for the project.	15%



Cost.	35%
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11. The Submission from Wood Environmental & Infrastructure Solutions had the highest score in the evaluation and is also the lowest bidder.

IMPACT ON 2020 BUDGET:

12. The funding for the Energy Audit is to be drawn from the Modernization Fund.

ALIGNMENT WITH STRATEGIC PLAN:

13. The Energy Audit aligns with the following strategic Goals.

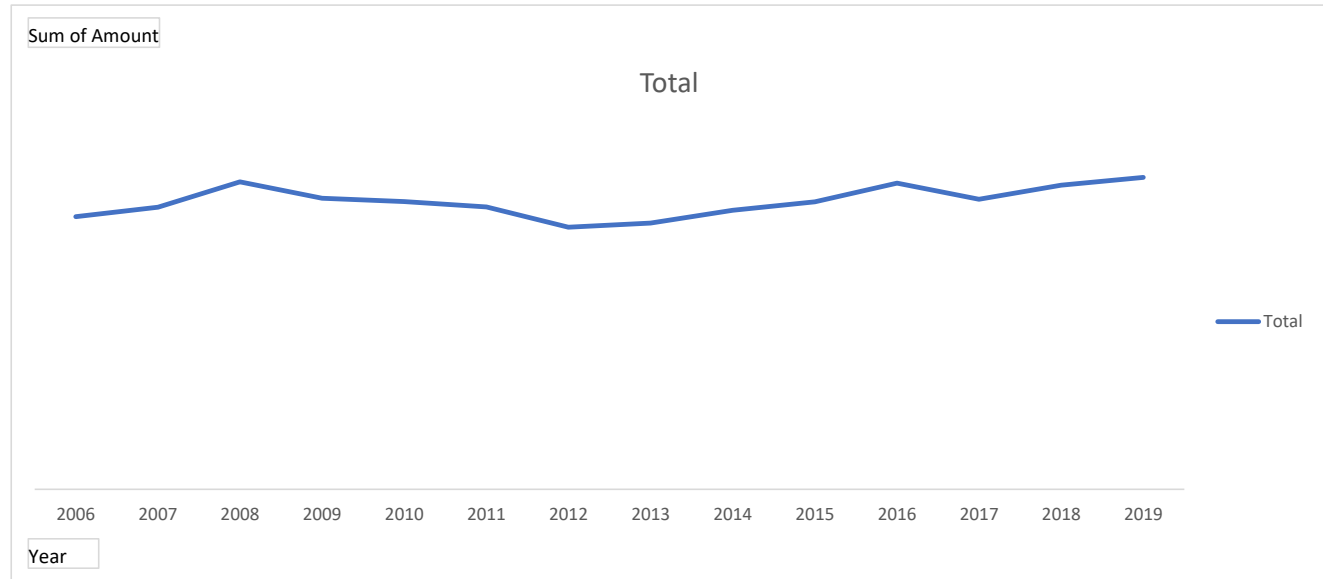
- Invest in infrastructure and its sustainability
- Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 120 -2020 be received and that the RFP for an Energy Audit be awarded to Wood Environmental & Infrastructure Solutions as per their submission of \$24,270.00 Plus HST; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Row Labels	Sum of Amount
2006	338,091
2007	349,709
2008	381,184
2009	360,818
2010	356,848
2011	350,049
2012	325,002
2013	330,069
2014	345,925
2015	356,591
2016	379,618
2017	359,546
2018	377,089
2019	386,775
Grand Total	4,997,314



RFP 18-2020 Proposals	Final Price (Tax not included)	
Wood Environment & Infrastructure Solutions	\$	23,270.00
JLL	\$	23,585.00
Ainsworth Inc.	\$	25,530.00
Ontario Clean Water Agency	\$	26,739.00
Stephenson Engineering Ltd.	\$	36,200.00
Maritime Link Ltd	\$	37,821.00
TriEdge & Associates	\$	41,800.00
BPA	\$	45,000.00
H.S.P. CONSULTANTS INC	\$	56,190.00
LCA	\$	57,100.00
SPG	\$	62,935.00
Jp2g Consultants Inc.	\$	65,995.00
Internat Energy Solutions Canada Inc.	\$	69,200.00
J.L. Richards & Associates	\$	93,093.00
Finn Projects (Synchronicity Projects Inc.)	\$	96,785.00
GCMY	\$	106,020.00
RWDI	\$	129,000.00
EVNA Services	\$	143,958.00



STAFF REPORT

S.R. 121-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: September 8, 2020
SUBJECT: Surplus Lands Glen Walter Waterfront Part 3 on 14R-6524

BACKGROUND:

1. The Township has surplus properties located along the waterfront in Glen Walter.
2. The property has been surveyed to create 10 parcels as shown on Reference Plan 14R-6524
3. An Agreement for the Purchase of Part of Lot 9, Concession 1, Indian Lands, being Part 3 on 14R-6524; Part of PIN 678129-0643, has been received from Mark Laurin.

ANALYSIS:

4. The terms and conditions of the purchase are consistent with the established sale price set by Council.

IMPACT ON 2020 BUDGET:

5. The sale of the surplus lots would generate \$11,761.20 of unbudgeted revenue for the Township

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 121-2020 be received and that the Council of the Township of South Glengarry approve the sale of Part of Lot 9, Concession 1, Indian



Lands, being Part 3 on 14R-6524, Part of PIN 67129-0643, to Marc Laurin as per the offer received and that By-law 52-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 8th day of September 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

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

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

PLAN 14R-6524
RECEIVED AND DEPOSITED
July 16, 2020
July 27, 2020
Brigitte Clermont
REGISTRAR FOR THE LAND TITLES
DIVISION OF GLENGARRY (No. 14)

PLAN OF SURVEY OF
PART OF LOTS 8 & 9
CONCESSION 1 INDIAN LANDS
GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH
COUNTY OF GLENGARRY
RON M. JASON O.L.S.
SCALE: 1 INCH=20 FEET

NOTES
ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9998666.

COORDINATES CANNOT BE USED TO RE-ESTABLISH
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
COORDINATE VALUES ARE TO A 99% ACCURACY IN ACCORDANCE WITH
SECTION 14 (2) OF C. REG. 210/10.
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS
AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18N (75M)
NAD83 (GSR) (2010).
BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

LEGEND
DENOTES PLANTED MONUMENT
DENOTES FOUND MONUMENT
DENOTES STANDARD IRON BAR
DENOTES IRON BAR STANDARD IRON BAR
DENOTES CONCRETE MONUMENT
DENOTES CUT CROSS
DENOTES ACCEPTED
ACC DENOTES ACCEPTED
INST DENOTES INSTRUMENT
X-X DENOTES FENCE
P1 DENOTES PLAN 14R-3507
P2 DENOTES PLAN 14R-3229
P3 DENOTES PLAN 14R-6433
P4 DENOTES PLAN 14R-6433

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH
THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT
AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 12th DAY OF JULY, 2020.

July 16, 2020
Ron M. Jason
ONTARIO LAND SURVEYOR

Ron M. Jason Surveying Ltd.
ONTARIO & CANADA LAND SURVEYORS
ALEXANDRIA
PRESCOTT
REF: 20-10-1020

PART	LOT	CONCESSION	PIN	AREA
1				0.313 Ac.
2				0.053 Ac.
3				0.018 Ac.
4				0.028 Ac.
5				0.028 Ac.
6				0.060 Ac.
7				0.003 Ac.
8				0.042 Ac.
9				0.016 Ac.
10				0.068 Ac.

FROM	TO	BEARING	DISTANCE	REMARKS
1	2	N67°39'30"W	140.4±	WATER'S EDGE
2	3	S22°37'30"E	121.2±	WATER'S EDGE
3	4	N67°18'50"W	131.5±	WATER'S EDGE
4	5	N67°09'00"W	113.3±	WATER'S EDGE
5	6	N67°05'10"W	97.0±	WATER'S EDGE
6	7	N67°48'40"W	89.2±	WATER'S EDGE
7	8	N84°51'30"W	39.7±	WATER'S EDGE
8	9	S54°54'00"W	43.99	EDGE OF CONCRETE
9	10	S45°37'20"W	43.69	EDGE OF CONCRETE
10	11	S43°03'40"W	47.37	EDGE OF CONCRETE
11	12	S27°10'10"E	188.6±	WATER'S EDGE
12	13	S37°09'50"W	50.63	WATER'S EDGE
13	14	S34°12'50"W	52.46	WATER'S EDGE
14	15	S28°45'20"W	53.7±	WATER'S EDGE
15	16	S27°28'50"W	68.8±	WATER'S EDGE
16	17	S10°02'40"W	71.1±	WATER'S EDGE
17	18	S04°03'20"W	79.2±	WATER'S EDGE
18	19	S02°53'10"E	87.6±	WATER'S EDGE
19	20	S10°12'40"E	90.4±	WATER'S EDGE
20	21	S14°07'10"E	100.1±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
21	22	S22°37'30"E	121.2±	WATER'S EDGE
22	23	S24°24'10"E	123.0±	WATER'S EDGE
23	24	S29°30'50"E	138.6±	WATER'S EDGE
24	25	S27°38'50"E	145.9±	WATER'S EDGE
25	26	S22°49'40"E	159.9±	WATER'S EDGE
26	27	S22°43'50"E	165.4±	WATER'S EDGE
27	28	S25°10'20"E	184.4±	WATER'S EDGE
28	29	S25°21'20"E	188.6±	WATER'S EDGE
29	30	S31°55'50"E	204.0±	WATER'S EDGE
30	31	S35°06'00"E	198.6±	WATER'S EDGE
31	32	S35°06'00"E	200.8±	WATER'S EDGE
32	33	S34°54'20"E	175.1±	WATER'S EDGE
33	34	S35°24'10"E	180.0±	WATER'S EDGE
34	35	S37°19'00"E	191.9±	WATER'S EDGE
35	36	S37°45'00"E	187.9±	WATER'S EDGE
36	37	N70°16'40"W	164.6±	WATER'S EDGE
37	38	S42°07'20"E	209.2±	WATER'S EDGE
38	39	S47°59'30"E	260.3±	WATER'S EDGE
39	40	S49°29'40"E	302.6±	WATER'S EDGE
40	41	S49°38'00"E	340.6±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
41	42	N54°14'40"W	321.8±	WATER'S EDGE
42	43	N50°07'50"W	278.8±	WATER'S EDGE
43	44	N65°52'10"W	93.4±	WATER'S EDGE
44	45	N65°05'50"W	238.7±	EDGE OF CONCRETE
45	46	N65°07'50"W	226.15	EDGE OF CONCRETE
46	47	N65°07'50"W	222.52	EDGE OF CONCRETE
47	48	N67°16'50"W	88.86±	EDGE OF CONCRETE
48	49	N84°15'30"W	227.88±	EDGE OF CONCRETE
49	50	S92°30'40"W	50.20±	EDGE OF CONCRETE
50	51	S89°27'30"W	271.08±	WATER'S EDGE
51	52	S73°16'10"W	371.1±	WATER'S EDGE
52	53	S53°41'20"W	34.8±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
53	54	N65°58'40"W	191.9±	WATER'S EDGE
54	55	N67°58'20"W	167.9±	WATER'S EDGE
55	56	N70°16'40"W	164.6±	WATER'S EDGE
56	57	N67°40'30"W	160.3±	WATER'S EDGE
57	58	N65°32'30"W	157.0±	WATER'S EDGE
58	59	N61°11'00"W	153.1±	WATER'S EDGE
59	60	N63°17'30"W	124.0±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
61	62	N62°48'00"W	113.8±	WATER'S EDGE
62	63	N64°11'20"W	93.4±	WATER'S EDGE
63	64	N65°52'10"W	95.40±	EDGE OF CONCRETE
64	65	N72°26'10"W	88.86±	EDGE OF CONCRETE
65	66	N81°02'50"W	88.86±	EDGE OF CONCRETE
66	67	N84°15'30"W	227.88±	EDGE OF CONCRETE
67	68	S92°30'40"W	50.20±	EDGE OF CONCRETE
68	69	S89°27'30"W	271.08±	WATER'S EDGE
69	70	S73°16'10"W	371.1±	WATER'S EDGE
70	71	S53°41'20"W	34.8±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
71	72	S22°37'30"E	121.2±	WATER'S EDGE
72	73	S24°24'10"E	123.0±	WATER'S EDGE
73	74	S29°30'50"E	138.6±	WATER'S EDGE
74	75	S27°38'50"E	145.9±	WATER'S EDGE
75	76	S22°49'40"E	159.9±	WATER'S EDGE
76	77	S22°43'50"E	165.4±	WATER'S EDGE
77	78	S25°10'20"E	184.4±	WATER'S EDGE
78	79	S25°21'20"E	188.6±	WATER'S EDGE
79	80	S31°55'50"E	204.0±	WATER'S EDGE
80	81	S35°06'00"E	198.6±	WATER'S EDGE
81	82	S35°06'00"E	200.8±	WATER'S EDGE
82	83	S34°54'20"E	175.1±	WATER'S EDGE
83	84	S35°24'10"E	180.0±	WATER'S EDGE
84	85	S37°19'00"E	191.9±	WATER'S EDGE
85	86	S37°45'00"E	187.9±	WATER'S EDGE
86	87	N70°16'40"W	164.6±	WATER'S EDGE
87	88	S42°07'20"E	209.2±	WATER'S EDGE
88	89	S47°59'30"E	260.3±	WATER'S EDGE
89	90	S49°29'40"E	302.6±	WATER'S EDGE
90	91	S49°38'00"E	340.6±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
91	92	N54°14'40"W	321.8±	WATER'S EDGE
92	93	N50°07'50"W	278.8±	WATER'S EDGE
93	94	N65°52'10"W	93.4±	WATER'S EDGE
94	95	N65°05'50"W	238.7±	EDGE OF CONCRETE
95	96	N65°07'50"W	226.15	EDGE OF CONCRETE
96	97	N65°07'50"W	222.52	EDGE OF CONCRETE
97	98	N67°16'50"W	88.86±	EDGE OF CONCRETE
98	99	N84°15'30"W	227.88±	EDGE OF CONCRETE
99	100	S92°30'40"W	50.20±	EDGE OF CONCRETE
100	101	S89°27'30"W	271.08±	WATER'S EDGE
101	102	S73°16'10"W	371.1±	WATER'S EDGE
102	103	S53°41'20"W	34.8±	WATER'S EDGE

FROM	TO	BEARING	DISTANCE	REMARKS
103	104	N65°58'40"W	191.9±	WATER'S EDGE
104	105	N67°58'20"W	167.9±	WATER'S EDGE
105	106	N70°16'40"W	164.6±	WATER'S EDGE
106	107	N67°40'30"W	160.3±	WATER'S EDGE
107	108	N65°32'30"W	157.0±	WATER'S EDGE
108	109	N61°11'00"W	153.1±	WATER'S EDGE
109	110	N63°17'30"W	124.0±	WATER'S EDGE

COORDINATES WERE DERIVED FROM REAL-TIME NETWORK UTM ZONE 18N, NAD83 (GSR) (2010)

STATION A
NORTHING 16361481.233
EASTING 1732536.300

STATION B
NORTHING 16361023.711
EASTING 1733106.467

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

FORMERLY KING'S HIGHWAY No. 2
(TRANSFERRED BY O.I.C., INST No. ART09824, M.T.O. P-1689-34)

DEPOSITED PLAN No. 543, M.T.O. P-1689-7

ST. LAWRENCE RIVER

INDIAN CONVEYANCE

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

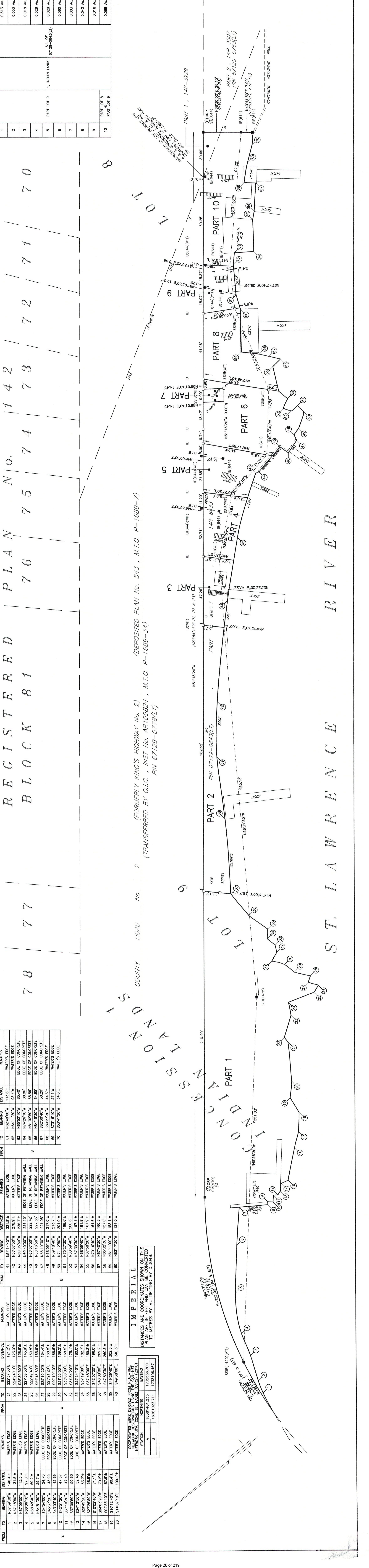
LOT 16

LOT 17

LOT 18

LOT 19

LOT 20



SG-J-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 52-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO AUTHORIZE THE SALE OF SURPLUS LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 11-18, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF SOUTHGLENGARRY.

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 of the Township of South Glengarry declared PT LT 9 CONCESSION 1, Indian Lands, being PT 3 14R-6524, Part of PIN 67129-0643 SOUTH GLENGARRY as surplus in April 2020.

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

1. **THAT** the lands described as PT LT 9 CONCESSION 1, Indian Lands, being PT 3 14R-6524, Part of PIN 67129-0643, SOUTH GLENGARRY be sold and transferred to Mark Laurin pursuant to the Agreement of Purchase and Sale or as otherwise authorized.
2. **THAT** the Mayor and Deputy Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 8TH DAY OF SEPTEMBER,2020.

MAYOR: _____ **DEPUTY CLERK:** _____



STAFF REPORT

S.R.122-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: September 8, 2020
SUBJECT: Glen Walter Waterfront Property Part 10 on 14R-6524

BACKGROUND:

1. The Township has surplus properties located along the waterfront in Glen Walter.
2. The property has been surveyed to create 10 parcels as shown on Reference Plan 14R-6524
3. An Agreement for the Purchase of Part of Lot 8 and 9, Concession 1, Indian Lands, being Part 10 on 14R-6524; Part of PIN 678129-0643, has been received from Lisa Liboiron.

ANALYSIS:

4. The terms and conditions of the purchase are consistent with the established sale price set by Council.

IMPACT ON 2020 BUDGET:

5. The sale of the surplus lot would generate \$44,431.20 of unbudgeted revenue for the Township.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 122-2020 be received and that the Council of the Township of South Glengarry approve the sale of Part of Lot 8 and 9, Concession 1, Indian Lands, being Part 10 on 14R-6524, Part of PIN 67129-0643, to Lisa Liboiron as



per the offer received and that By-law 53-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 8th day of September 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

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

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

SG-J-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 53-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO AUTHORIZE THE SALE OF SURPLUS LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 11-18, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF SOUTHGLENGARRY.

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 of the Township of South Glengarry declared PT LT 8 and 9 CONCESSION 1, Indian Lands, being PT 10 14R-6524, Part of PIN 67129-0643 SOUTH GLENGARRY as surplus in April 2020.

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

1. **THAT** the lands described as PT LT 8 and 9 CONCESSION 1, Indian Lands, being PT 10 14R-6524, Part of PIN 67129-0643, SOUTH GLENGARRY be sold and transferred to Lisa Liboiron pursuant to the Agreement of Purchase and Sale or as otherwise authorized.
2. **THAT** the Mayor and Deputy Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 8TH DAY OF SEPTEMBER, 2020.

MAYOR: _____ **DEPUTY CLERK:** _____

PLAN 14R-6524
RECEIVED AND DEPOSITED
July 16, 2020
July 27, 2020

BRITIGTE CLETMONT
REGISTRAR FOR THE LAND TITLES
DIVISION OF GLENGARRY (No. 14)

PLAN OF SURVEY OF
PART OF LOTS 8 & 9
CONCESSION 1 INDIAN LANDS
GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH
COUNTY OF GLENGARRY
RON M. JASON O.L.S.
SCALE: 1 INCH=20 FEET

NOTES
ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9998666.

COORDINATES CANNOT BE USED TO RE-ESTABLISH
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
COORDINATE VALUES ARE TO A 99% ACCURACY IN ACCORDANCE WITH
SECTION 14 (2) OF G. REG. 210/10.
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS
AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18N (75W)
NAD83 (GSR) (2010).
BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

- LEGEND
- IB (644) DENOTES PLANTED MONUMENT
 - IB (644) DENOTES FOUND MONUMENT
 - IB (644) DENOTES STANDARD IRON BAR
 - IB (644) DENOTES IRON BAR STANDARD IRON BAR
 - IB (644) DENOTES CONCRETE MONUMENT
 - IB (644) DENOTES CUT CROSS
 - IB (644) DENOTES ACCEPTED
 - IB (644) DENOTES INSTRUMENT
 - IB (644) DENOTES FENCE
 - IB (644) DENOTES PLAN 14R-3507
 - IB (644) DENOTES PLAN 14R-3229
 - IB (644) DENOTES PLAN 14R-6433

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH
THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT
AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 12th DAY OF JULY, 2020.

July 16, 2020
RON M. JASON
ONTARIO LAND SURVEYOR
Ron M. Jason Surveying Ltd.
ONTARIO & CANADA LAND SURVEYORS
ALEXANDRIA
PRESCOTT
REF: 20-10-1020

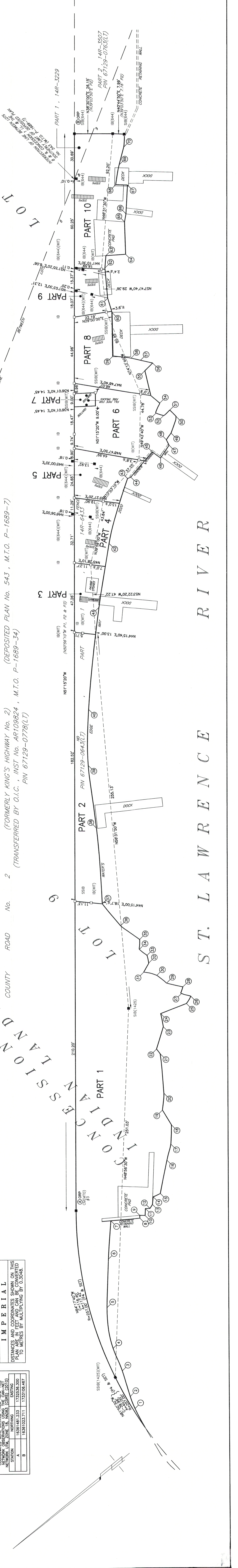
PART	LOT	CONCESSION	PIN	AREA
1				0.313 Ac.
2				0.053 Ac.
3				0.018 Ac.
4				0.028 Ac.
5				0.028 Ac.
6				0.060 Ac.
7				0.003 Ac.
8				0.042 Ac.
9				0.016 Ac.
10				0.068 Ac.

TOPOGRAPHIC TIES				TOPOGRAPHIC TIES				TOPOGRAPHIC TIES						
FROM	TO	BEARING	DISTANCE	REMARKS	FROM	TO	BEARING	DISTANCE	REMARKS	FROM	TO	BEARING	DISTANCE	REMARKS
1	21	S22°37'30"E	140.4±	WATER'S EDGE	41	N54°14'40"W	321.8±	113.8±	WATER'S EDGE	61	N62°48'00"W	113.8±	WATER'S EDGE	
2	22	S24°24'10"E	123.0±	WATER'S EDGE	42	N50°07'50"W	278.8±	93.4±	WATER'S EDGE	62	N64°11'20"W	93.4±	WATER'S EDGE	
3	23	N67°09'00"W	113.3±	WATER'S EDGE	43	N65°52'10"W	258.7±	85.40'	EDGE OF CONCRETE	63	N65°52'10"W	85.40'	EDGE OF CONCRETE	
4	24	N67°09'00"W	97.0±	WATER'S EDGE	44	N60°40'00"W	236.15'	88.88'	EDGE OF RETAINING WALL	64	N72°06'10"W	88.88'	EDGE OF CONCRETE	
5	25	S22°49'40"E	159.9±	WATER'S EDGE	45	N65°07'50"W	222.52'	64.85'	EDGE OF CONCRETE	65	N81°02'50"W	64.85'	EDGE OF CONCRETE	
6	26	S22°43'50"E	185.4±	WATER'S EDGE	46	N67°16'50"W	227.88'	50.20'	EDGE OF CONCRETE	66	N84°15'30"W	50.20'	EDGE OF CONCRETE	
7	27	S54°54'00"W	39.7±	WATER'S EDGE	47	N68°19'50"W	217.08'	44.8±	WATER'S EDGE	67	S92°30'40"W	44.8±	WATER'S EDGE	
8	28	S45°37'20"W	43.99	WATER'S EDGE	48	N68°09'10"W	213.7±	37.1±	WATER'S EDGE	68	S92°27'30"W	37.1±	WATER'S EDGE	
9	29	S43°03'40"W	47.37	WATER'S EDGE	49	N68°18'40"W	204.0±	34.8±	WATER'S EDGE	69	S73°16'10"W	34.8±	WATER'S EDGE	
10	30	S42°51'20"W	47.49	WATER'S EDGE	50	N71°12'50"W	198.0±		WATER'S EDGE	70	S53°41'20"W		WATER'S EDGE	
11	31	S37°09'50"W	50.63	WATER'S EDGE	51	N70°27'50"W	192.8±		WATER'S EDGE					
12	32	S34°12'50"W	52.46	WATER'S EDGE	52	N68°58'40"W	200.8±		WATER'S EDGE					
13	33	S34°12'50"W	52.46	WATER'S EDGE	53	N67°38'30"W	197.4±		WATER'S EDGE					
14	34	S28°45'20"W	53.7±	WATER'S EDGE	54	N67°58'40"W	191.9±		WATER'S EDGE					
15	35	S27°28'50"W	58.8±	WATER'S EDGE	55	N67°45'00"E	182.3±		WATER'S EDGE					
16	36	S10°02'40"W	71.1±	WATER'S EDGE	56	N70°16'40"W	164.6±		WATER'S EDGE					
17	37	S04°03'20"W	87.6±	WATER'S EDGE	57	N67°40'30"W	160.3±		WATER'S EDGE					
18	38	S02°53'10"E	90.4±	WATER'S EDGE	58	N65°32'30"W	157.0±		WATER'S EDGE					
19	39	S10°12'40"E	100.1±	WATER'S EDGE	59	N61°11'00"W	153.1±		WATER'S EDGE					
20	40	S14°07'10"E	100.1±	WATER'S EDGE	60	N63°17'30"W	124.0±		WATER'S EDGE					

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

COORDINATES WERE DERIVED FROM REAL-TIME
NETWORK UTM ZONE 18N, NAD83 (GSR) (2010)
STATION A
NORTHING 16361481.233 EASTING 1732536.300
STATION B
NORTHING 16361023.711 EASTING 1733106.467

IS COUNTY ROAD No. 2 (FORMERLY KING'S HIGHWAY No. 2)
(TRANSFERRED BY O.I.C., INST No. ART09824, M.T.O. P-1689-34)
PIN 67129-0778(LT)





STAFF REPORT

S.R. 123-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Water Wastewater Capacity Allocation

BACKGROUND:

1. Council adopted the Allocation of Water and Wastewater Capacity By-law 24-11 in April 2011.
2. The by-law states that the municipality shall, at least annually, determine the available units of Water and Wastewater Capacities. From the available capacities, Council shall determine the Annual Development Allocation.
3. The Development Allocation has been calculated using historical flow data per service connection. The appended spreadsheets show the details of the available capacity calculations.
4. The available capacity and the distribution of 80% of the capacity for General Development and 20% for Infill Development are as follows:

Location	Water Connections	General Development	Infill
Glen Walter	140	112	28
Lancaster	424	339	85

Location	Wastewater Connections	General Development	Infill
Glen Walter	9	7	2
Lancaster	330	264	66



ANALYSIS:

5. The Glen Walter Wastewater Plant Certificate of Approval received a re-rating to 787 cm/day in March 2015.
6. The 5 Year Average Flow has been used to calculate the remaining capacity for Glen Walter Wastewater Plant.
7. There are 78 pre-approved connections that have been allocated in Glen Walter.
8. Administration recommends that the capacity available, less the previously approved connections, be approved as the Annual Development Allocation for 2020.

IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Council receive and file Staff Report 123-2020, being a report, which details available capacity for allocation at the Glen Walter and Lancaster Water and Wastewater Systems and furthermore that the capacity available be approved as the Annual Development Allocation for 2020.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

**Capacity Allocation
Glen Walter**

		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Available Capacity
2019	Water	453	393	1.15	995	542	470	75	395
		Maximum Flow							
		638	384	1.66	995	357	215	75	140
		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Available Capacity
	Waste Water	747	380	1.97	787	40		78	0
2019		782	373	2.10	787	5	2	78	0
2018		727	364	2.00	787	60	30	75	0
2017		786	363	2.17	787	1	0	74	0
2016		626	358	1.75	787	161	92	70	22
2015		585	326	1.79	787	202	113	91	22
5 Year Average		701	357	2	787	86	48	78	9

**Capacity Allocation
Lancaster**

		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Available Capacity
2019	Water	410	477	0.86	1440	1030	1198	0	1198
		Maximum Flow							
		762	477	1.60	1440	678	424	0	424
		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Available Capacity
2019	Waste Water	881	477	1.85	1490	609	330	0	330



STAFF REPORT

S.R. 124-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Landfill Compactor

BACKGROUND:

1. The Caterpillar 816F Landfill Compactor has 14,459 Hours and has recently had a mechanical issue with the Transmission and Drive Train. The unit has been out of service as a result of this mechanical failure.
2. The Fleet Asset Management Listing (Attached), identifies the Landfill Packer for either replacement or rebuilding. We were hoping that the unit would last until 2021, however, the mechanical failure has advanced the replacement of this unit to this year.
3. The Township obtained a quote of \$220,000 to rebuild the Power Train.
4. A complete evaluation of the Landfill Compactor was completed and identified a number of other components that will likely need to be rebuilt or replaced in the near future.
5. Given the existing condition of the Compactor and the cost to rehabilitate the unit, THE other option to purchase new, lease new or buy used have been reviewed.
6. A spreadsheet showing the costs and expected service life for the various options to replace the existing unit is attached.

ANALYSIS:

7. The Used Compactor from Marcel Equipment with a cost of \$265,000.00 would provide the lowest cost option for both the purchase price and the annual life cycle costs. Marcel Equipment has offered a \$45,000.00 Trade In value on the existing unit.



8. Marcel Equipment is a company that specialized in the reconditioning of Landfill Packers and the Township has purchased units from them in the past.
9. The compaction of the waste at the landfill sites is critical to the operations and without compaction the capacity of the site would be severely compromised. Compaction of the waste also prevents wind blown debris and reduces the amount of cover material needed.
10. Waste is compacted and covered weekly as per the requirements of our Certificate of Approval.

IMPACT ON 2020 BUDGET:

11. The Landfill Reserve Fund has a balance of \$990,749.50.
12. The funds to purchase the Landfill Compactor from Marcel Equipment would be drawn from the Reserve Fund.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 124-2020 and that Council approve the purchase of the Caterpillar 816F Landfill Compactor from Marcel Equipment at a cost of \$265,000.00 less the Trade in Allowance for the existing Compactor of \$45,000.00; and furthermore, that the Mayor & Clerk be authorized to sign any relevant documents.

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Landfill Packer Options

			Service Life			Annual Cost
	New	\$680,000.00	25			\$27,200.00
	Used/Reconditioned	\$385,000.00	15			\$25,666.67
	Used/Reconditioned	\$265,000.00	15			\$17,666.67
				Purchase Option	Total Cost	
Leased	Term	Monthly				
	5 Year	\$9,580.00	\$574,800.00	\$ 193,800.00	\$768,600.00	\$30,744.00
	7 Year	\$7,920.00	\$665,280.00	\$ 143,000.00	\$808,280.00	\$32,331.20

Unit #	Year	Type	Make	Model	Mileage/Hours	License #	Replacement Value \$	Vehicle Age	Year of Service Left	Notes
1	2010	Grader	CAT	140M AWD	10256 hrs	N/A	350,000	10	10	
2	1994	Grader	Champion	740 Grader	23000 hrs	N/A	350,000	26	0	Needs replacing
3	2009	One Ton	Dodge	3500 - 1 Ton	216734	698-2XA	90,000	11	4	
4	2003	Four Ton	Freightliner	FL60	221531	AK74516	250,000	17	1	Recreation
5	2006	One Ton	GMC	2500 - 1Ton	334797	291-1RK	90,000	14	1	
6	2016	Tractor	John Deere	6110 M	2260 hrs	N/A		4	1	5 year Lease Agreement
6A	2019	Mower	Sovema			N/A	15,000	1	2	
8	2016	Tandem	International	Workstar	51728	AL92228	260,000	4	14	
9	2002	Tandem	International	S-2574	417960	AM33126	260,000	18	0	Needs Replacing/Rear Blade Attachment
10	2014	Tandem	Mack	GU713	76790	AE53148	260,000	6	12	Rear Blade Attachment
11	2008	Tandem	Ford	Sterling	146442	AJ711951	260,000	12	6	Shoulder box
12	1999	Tandem	Volvo	WG64	251425	961-GED	260,000	21	0	Recreation
13	2004	Tandem	International	7600	192508	412-3MP	260,000	16	2	Rear Blade Attachment
14	2012	Tandem	International	Work Star	89677	AA61121	260,000	8	10	Recreation
15	2010	Tandem	International	Work Star	172012	219-3XW	260,000	10	8	Water Truck
16	2013	One Ton	GMC	1 Ton Ext Cab	143815	AC37642	90,000	7	8	Recreation
17	2019	Pickup	GMC	Silverado	29358	BA85194	45,000	1	11	Road Manager
19	2008	Pickup	GMC	1500 4x4	451543	AL92242	45,000	12	0	Needs replacing -Roads Lead Hand Truck
20	2009	Pickup	GMC	1500 4x4	361917	AL92229	45,000	11	1	Recreation
22	2010	Pickup	GMC	1500 4x4	343400	AL92228	45,000	10	2	Recreation
24	2002	Backhoe	CAT	420 Backhoe	12000	N/A	200,000	18	0	Needs Replacing
29	2013	Pickup	GMC	Silverado				7	5	Building Department
32	1996	Landfill Packer	CAT		12543 hrs	N/A	300,000		0	Needs to be Replaced or Rebuilt
33	2019	Tandem	International	HX	15070		260,000	1	17	New Jan 2019
35	2016	Tractor	Trackless	MT6	32365/3412hrs	N/A	175000	4	6	
Water	2018	Pickup	Chevy	Silverado			40,000			Leased
	2018	Pickup	Chevy	Silverado			40000			Leased
	2018	Pickup	Chevy	Colorado			40000			Leased
	2007	Pontoon Trailer								
	2011	Ski Doo	Skandic	SWT 800V						
	2013	Ski Doo	Skandic	550 FC						



STAFF REPORT

S.R. 125-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Winter Stone Dust RFQ

BACKGROUND:

1. Quotations from three Contractors were requested for the supply and placement of winter stone dust. The deadline for submissions was August 31, 2020.
2. Two Submissions were received as follows:

Contractor	Airport Road 2,500 Tonnes		North Lancaster 1,000Tonnes	
Cornwall Gravel	\$11.85/tonne	\$29,625.00	\$13.95/tonne	\$13,950.00
COCO Group	No bid	No bid	No Bid	No Bid
2019	\$11.95/tonne		\$11.75/tonne	

ANALYSIS:

3. Cornwall Gravel is the only contractor that has provided unit prices. COCO has advised that they do not have Stone Dust in their current inventory and therefore they have not provided a unit price.

IMPACT ON 2020 BUDGET:

4. The 2020 budget for winter material is \$350,000.00. To date there has been \$415,172.00 spent for winter materials.



5. The 2020 budget for winter road ploughing/Stone Dust & Salting, is \$820,000.00. To date there has been \$689,665.00 spent.
6. Depending on the winter events and the nature of the winter events in November and December it is very likely that this item will be over budget in 2020.
7. The stone dust quantities are for the entire 2020/2021 winter season and a calculation of the stone dust and salt remaining at the end of the year will determine the dollar value of the material that will need to be carried forward for the 2021 budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 125 -2020 be received and that the Quotation for the supply of winter stone dust be awarded to Cornwall Gravel Company Ltd as per their quote of \$11.95 per tonne for the Airport Road Site and \$13.95 per tonne for the North Lancaster Patrol Yard.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R.126-2020

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Water Rates - Industrial, Commercial, and Institutional

BACKGROUND:

1. On June 4, 2018, Council approved rate increases for each of its water and wastewater systems. The structure that was put into place is summarized in Table 1.

Table 1 – Current Rates

System	Base Usage Rates		Comment
Glen Walter (W/WW)	Minimum Bill (bi-monthly)	\$179.53	Includes 19.3 m ³ /2 months
	Metered Rate	\$4.97	Charged above 19.3 m ³
Glen Walter (W only)	Minimum Bill (bi-monthly)	\$120.56	Includes 19.3 m ³ /2 months
	Metered Rate	\$2.84	Charged above 19.3 m ³
Lancaster (W/WW)	Minimum Bill (bi-monthly)	\$184.17	Includes 19.3 m ³ /2 months
	Metered Rate	\$4.97	Charged above 19.3 m ³
Green Valley	Flat Rate	\$540.00	Annual
Kennedy Redwood Estates	Flat Rate	\$1,107.50	Annual

2. At the July 9, 2020 Council meeting, EVB Engineering provided a presentation which reviewed the ability for the current rates to offset current expenses as well as generate enough reserves for future capital expenses.



3. EVB Engineering recommended the following future rates for our systems:

Table 2 – Recommended Rates

System	Base Usage Rates			
	Year	2021	2022	2023
Glen Walter (W/WW)	Minimum Bill (bi-monthly)	\$184.92	\$190.46	\$196.18
	Metered Rate	\$4.97	\$4.97	\$4.97
Glen Walter (W only)	Minimum Bill (bi-monthly)	\$124.18	\$127.90	\$131.74
	Metered Rate	\$4.97	\$4.97	\$4.97
Lancaster (W/WW)	Minimum Bill (bi-monthly)	\$144.57	\$148.91	\$153.38
	Metered Rate	\$4.97	\$4.97	\$4.97
Green Valley	Flat Rate	\$556.20	\$572.89	\$590.07
Kennedy Redwood Estates	Flat Rate	\$1,287.55	\$1,416.31	\$1,557.94

4. EVB Engineering also provided the option of having a regional rate to be used across the Glen Walter and Lancaster systems:

Table 3 – Regional Rate

System	Base Usage Rates			
	Year	2021	2022	2023
Glen Walter & Lancaster Regional Water and Wastewater Rate	Minimum Bill (bi-monthly)	\$174.14	\$179.37	\$184.75
	Metered Rate	\$4.97	\$4.97	\$4.97

5. As part of the discussion that followed the presentation, Council directed EVB Engineering and Township Administration to review whether the industrial, commercial and institutional (ICI) clients were paying their fair share of the cost for the provision of potable water and sewage treatment.

ANALYSIS:

6. A review of ICI water accounts (21) was undertaken using a fair method that was based on equivalent households:

Divide the cost each property is paying by the minimum billing paid by a residential home, EVB determined a value which represents how many residential properties each ICI property represents.



7. It was determined that the ICI properties were paying their fair share. An example of some of the properties is provided in the following table:

Table 4 – ICI Property Assessed as Equivalent Households, based on 2019 consumption

Property	Equivalent Households
Chartwell Property	40.5
McDonalds / Esso	7.7
Dairy Queen / Subway	2.7
Tim Hortons	4.5

IMPACT ON 2020 BUDGET:

8. It was determined that the ICI clients utilizing the potable water and wastewater treatment services provided by the municipality were paying their fair share of these services.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 126-2020 be received and that the Council of the Township of South Glengarry does not introduce special ICI water and sewer rates within their next Water Rate Bylaw.

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 127-2020

PREPARED BY: L. McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Grinley Hill Cemetery - Trust Fund for Perpetual Care and Maintenance

BACKGROUND:

1. Grinley Hill Cemetery was erroneously labelled as inactive and abandoned in 1992 (Information Report on October 1, 2018).
2. South Glengarry took the stance that we did not want to be involved with active cemeteries and the Bereavement Authority of Ontario (BAO) required us to vest our interest of the cemetery to accomplish this.
3. On Staff Report 129-18 (October 15, 2018), administration requested Council to transfer the Township's license obligations to Knox/St. Andrew's United Church and acknowledge that there are no Care and Maintenance Trust Funds held by the Municipality for this cemetery.
4. On November 19, 2018, a delegation to Council presented the option that instead of transferring to Knox/St. Andrew's United Church, it be transferred to the local committee currently running Grinley Hill.
5. Grinley Hill was well maintained and cared for by the committee (and local families) throughout its history and this presented a viable option.
6. On Staff Report 32-2019 (March 18, 2019) a thorough staff report was prepared with two options to Council. Council chose to transfer the license per Staff Report 129-18 (point 3 above).
7. Since the transfer, a new Grinley Hill Committee (GHC) has been formed and is heavily representative of the families involved in the maintenance and upkeep of the cemetery throughout the years.
8. The GHC would like to administer its own trust fund for the perpetual care and maintenance of the cemetery and to do so the BAO requires the Township to decline the right to administer the trust fund.



9. The GHC is not a commercial cemetery and is licensed under Knox St. Andrew's United Bainsville (as of October 2019).
10. Knox St. Andrew's has its own trust fund with The Public Guardian Trust, but the GHC wishes to keep its funds separate.
11. The GHC currently oversees its own bank account and GIC for the long-term care and maintenance of the cemetery. Most care and maintenance has been, and will continue to be, done by volunteers.
12. The GHC need to establish a perpetual trust fund to comply with the act, pertinent Sections 83, 84, and 85 attached.

ANALYSIS:

13. The GHC requires documentation indicating that the Township declines to act as the trustee for the Grinley Hill Cemetery so that they can forward to the BAO at our earliest convenience.
14. Administration is in favour of a resolution declining our right to administer the trust fund for perpetual care and maintenance on two tenets:
 - Active cemeteries and churches are a good fit; not a core municipal activity
 - The GHC have a long history of being excellent stewards of the Grinley Hill Cemetery and there is no need to add bureaucracy to their activities

IMPACT ON 2020 BUDGET:

15. There is no impact to the budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 127-2020 be received and that the Council of the Corporation of the Township of South Glengarry decline the right to administer the trust fund for perpetual care and maintenance of Grinley Hill Cemetery.



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

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

Funeral, Burial and Cremation Services Act, 2002

ONTARIO REGULATION 30/11

GENERAL

Consolidation Period: From January 1, 2020 to the e-Laws currency date.

Last amendment: 412/19.

This is the English version of a bilingual regulati

DIVISION G

CARE AND MAINTENANCE FUNDS AND ACCOUNTS

Establishment of fund

83. (1) For the purposes of subsection 53 (3) of the Act, a care and maintenance fund shall be established in a corporation registered under the *Loan and Trust Corporations Act* or a credit union or league as defined in the *Credit Unions and Caisses Populaires Act, 1994*. O. Reg. 30/11, s. 83 (1).

(2) Subject to section 85, for the purposes of clause 53 (5) (a) of the Act, the trustee of the fund shall be the corporation, credit union or league in which the fund has been established. O. Reg. 30/11, s. 83 (2).

(3) The name under which a care and maintenance fund is established and maintained shall include the words “care and maintenance fund” in English or “fonds d’entretien” in French. O. Reg. 30/11, s. 83 (3).

Establishment of account

84. (1) A cemetery operator may establish a care and maintenance account for the purposes of care and maintenance trust money if,

- (a) the account is in relation to a cemetery that is not a commercial cemetery;
- (b) the cemetery operator holds in trust or will hold in trust less than \$50,000 in total for care and maintenance in respect of all cemeteries that the cemetery operator operates;

- (c) the cemetery operator has requested that the municipality act as trustee as permitted under section 85 and the municipality has declined to do so; and
- (d) the registrar has not determined that the use of a care and maintenance account by the operator would be contrary to the public interest. O. Reg. 30/11, s. 84 (1).

(2) A care and maintenance account established under subsection (1) shall comply with the following requirements:

1. It shall be maintained in an eligible depository.
2. It shall be designated as the care and maintenance account.
3. It shall be established in the names of the cemetery operator as they appear on the licence, as trustee, for each cemetery to which the trust money in the account will relate.
4. It shall be used only as a care and maintenance account to hold care and maintenance trust money.
5. Money in the account shall be invested in and kept invested in one or more of the following types of investments:

i. An interest-bearing account.

ii. A guaranteed investment certificate, deposit receipt, deposit note, certificate of deposit, term deposit or other similar instrument that is issued by an eligible depository. O. Reg. 30/11, s. 84 (2).

(3) A cemetery operator who is permitted under subsection (1) to establish a care and maintenance account shall notify the registrar in writing before beginning to use the account. O. Reg. 30/11, s. 84 (3).

(4) The cemetery operator shall be the trustee if care and maintenance trust money is held in a care and maintenance account. O. Reg. 30/11, s. 84 (4).

Municipality as trustee of fund or account

85. For the purposes of subsection 53 (5) of the Act, a municipality may act as the trustee of a care and maintenance fund or account,

- (a) for a cemetery of which the municipality is the owner; or
- (b) for a cemetery of which the municipality is not the owner, if the cemetery operator requests the municipality to act as trustee. O. Reg. 30/11, s. 85.



STAFF REPORT

S.R. 128-2020

PREPARED BY: Lachlan McDonald, GM Corporate Service

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Municipal Drains - Raisin River Park Property

1. The Ministry of Transportation Ontario (MTO) is looking to locate a facility on the west side of the Raisin River, north of Highway 401 in the near-to-mid term.
2. The MTO will be petitioning for a municipal drain under Section 4 of the Drainage Act once they formally acquire the land.
3. The MTO currently has Dillon Consulting (Dillon) as their site project engineer and suggested that Dillon could also be the engineer to create the Engineer's Report for the new drain.

Pros	Cons
<ul style="list-style-type: none"> • Cost Savings – detailed knowledge of site • Neighbouring landowners may benefit with improved drainage while construction costs and the cost of producing the Engineer's report are borne by MTO 	<ul style="list-style-type: none"> • No RFP

4. If we did approve Dillon as the author of the Engineer's Report, it would be with the written confirmation that all Engineering, legal, and construction costs are borne by MTO and that no costs would be charged to neighbouring landowners.
 - This point is important for transparency of tax dollars
5. The assessment schedule for future maintenance would have costs apportioned to all property owners that outlet to or benefit from the drain.
6. Tim Oliver would be the lead engineer for the report and is highly experienced. Dillon also has extensive experience writing reports under the Drainage Act.
7. The drain is yet to be developed and therefore details about length and catchment area are unavailable



the construction costs for the new drain and pays the contractor (contractual agreement) and then invoices MTO for reimbursement as per the conditions set out in the agreement formulated with the MTO.

The costs of allowances for land used (S. 29) for the drain construction or for damages (S. 30) to lands as defined within the drainage report and being a part of the overall drain costs would be paid by the municipality to the landowners being compensated and then would invoice the MTO for reimbursement as per the conditions set out in the agreement formulated with the MTO.

- B. The Township of South Glengarry interim finances the construction costs for the new drain and pays the contractor (contractual agreement) and interim finances the S. 29 & S. 30 allowances to be paid to landowners being compensated and then collects these total costs through a drainage assessment to be levied 100% against the MTO as the landowner in accordance with the drain report assessment and by-law.

This assessment would take place once the municipality completes the drain construction and further certified to be complete by the engineer (Dillon) who would be overseeing the drain construction work.

IMPACT ON 2020 BUDGET:

15. No impact on the budget but it will affect our cash flow as we will be financing the municipal drain projects until assessment.

ALIGNMENT WITH STRATEGIC PLAN:

16. Nil

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 129-2020 be received and that the Council of the Corporation of the Township of South Glengarry approve administration entering into an agreement with the MTO to appoint Dillon Consulting for the design of the unnamed municipal drain and financing under conditions A or B.



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

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



STAFF REPORT

S.R. 129-2020

PREPARED BY: Rick Ladouceur, Director of Recreation & Facilities

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Accessibility Funding & Modernization

BACKGROUND:

1. An RFP was issued on May 1, 2020 for Touchless Faucets, Mixing Valves & Urinal Flush Valves and Submissions were due electronically by the Township Clerk; until 1100 hours (11:00 a.m.) local time on May 21, 2020.
2. The RFP did not receive any responses. Staff contacted several related businesses for quotes and received three.
 - Noble \$25,600.00
 - Rona \$42,193.00
 - Wolseley \$39,036
3. The successful quote was \$25,600.00 to complete the work desired.

ANALYSIS:

4. Several physical barriers had been identified in the “Accessibility Facilities Implementation Plan” in the Township’s Recreation Facilities. It was determined the best solution was to invest in Touchless Automatic Faucets, Mixing Valves and Urinal Flush Valves.
5. This proposal along with minor cost such as: sink pipe covers, light motion sensors and hand railings will significantly enhance the Township’s Recreation Facilities and address the accessibility identified in the report.

IMPACT ON 2020 BUDGET:

This project draws from modernization funding, it will have no direct impact on the 2020 budget. The other funding will be reflected in the operating cost for each facility. The installation will be completed by our staff and completed by December 2020 or sooner.



ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Invest in infrastructure and its sustainability

Goal 2: Strengthen the effectiveness and efficiency of our organization

Goal 3: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT \$25,600 be allocated from the Modernization Funding for the completion of the "Accessibility Facilities Implementation Plan" in the Township's Recreation Facilities.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 130-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Site Plan Control Agreement Approval - 9256-1950
Quebec Inc.

BACKGROUND:

1. The subject property is legally described Part of Lots D And E, Concession 1, Being Part 1 on Reference Plan Number 14R- 253 in the Geographic Township of Charlottenburgh, Township of South Glengarry, County of Glengarry, Ontario also known as 20007 County Road 2.
2. The subject property is currently developed with an existing commercial space used as a workshop with professional offices as an accessory use known as Midland Resource Recovery.
3. The current structure is 464.5 square meters in area; the developer proposes to construct an addition to the existing structure that will be 278.8 square meters in area which totals to a 743.3 square meter structure.

ANALYSIS:

4. The subject property is approximately 9 acres in area and is privately serviced. The property is designated Rural District and is zoned Highway Commercial and Floodplain- Holding (FPH). This proposed use conforms to both the Official Plan and the Zoning By-law; there is no development proposed within the floodplain-holding zone.
5. The proposed site plan was circulated to, reviewed and approved by the Building Department, the Fire Chief, the United Counties Transportation Department and the RRCA. The site plan conforms to the Township's Site Plan Control By-Law. The RRCA requires a regulation permit to be issued prior to a building permit being issued.



6. The attached Site Plan Control Agreement contains the typical clauses to ensure that the development proceeds as per the approved plan. The proposed Site Plan including grading and drainage information can be found in Schedule B within the agreement as attached.
7. The Site Plan Control Agreement and the Site Plan will be registered on title following the execution of the agreement.
8. A building permit may be issued following the execution of the Site Plan Control Agreement.

IMPACT ON 2020 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 130-2020 be received and that the Council of the Township of South Glengarry approves By-Law 54-2020 and the Addendum to the Site Plan Control Agreement for the property legally described as Part of Lots D And E, Concession 1, Being Part 1 on Reference Plan Number 14R- 253 in the Geographic Township of Charlottenburgh, Township of South Glengarry, County of Glengarry, Ontario also known as 20007 County Road 2 and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 54-20
FOR THE YEAR 2020**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO
A SITE PLAN AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH
GLENGARRY AND 9256-1950 QUEBEC INC.**

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 deems it necessary and in the public interest to enter into a Site Plan Agreement with 9256-1950 QUEBEC INC. being the owners of the land described as Part of Lots D And E, Concession 1, Being Part 1 on Reference Plan Number 14R- 253 in the Geographic Township of Charlottenburgh, Township of South Glengarry, County of Glengarry, Ontario also known as 20007 County Road 2.

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

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

1. **THAT** the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with 9256-1950 QUEBEC INC., a copy of which is attached hereto as Schedule "A" and is hereby declared to form part of this by-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 8th DAY OF SEPTEMBER, 2020.**

MAYOR:

CLERK:

THIS AGREEMENT made this 8th day of September, 2020

BETWEEN:

9256-1950 QUEBEC INC.

(hereinafter referred to as the "Owner")

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

(hereinafter referred to as the "Municipality")

WHEREAS:

1. The Owner has entered in to a Site Plan Control Agreement with the Township dated the 21st day of July 2014 for the property legally described as Part of Lots D & E Concession 1 Front, Township of South Glengarry, Geographic and Township of Charlottenburgh, County of Glengarry, now designated as Part 1 on Reference Plan 14R253 and,
2. The Site Plan Control Agreement contained a site plan and the Owner, and the Municipality wish to amend the site plan in the Site Plan Control Agreement as an addition is proposed to the existing facility.

AND WHEREAS:

3. Schedule "B" of the Site Plan Control Agreement is hereby amended by inserting the following:

Site Plan prepared by Perras Distefano, Construction and Design Services Inc. dated July 2020 revised on August 19, 2020.

4. The parties agree that this Agreement may be registered upon title to the Lands to which it applies.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper signing officers in that behalf.

SIGNED, SEALED AND DELIVERED

) **9256-1950 QUEBEC INC.**

) _____
Name: Juraj Strmen Date

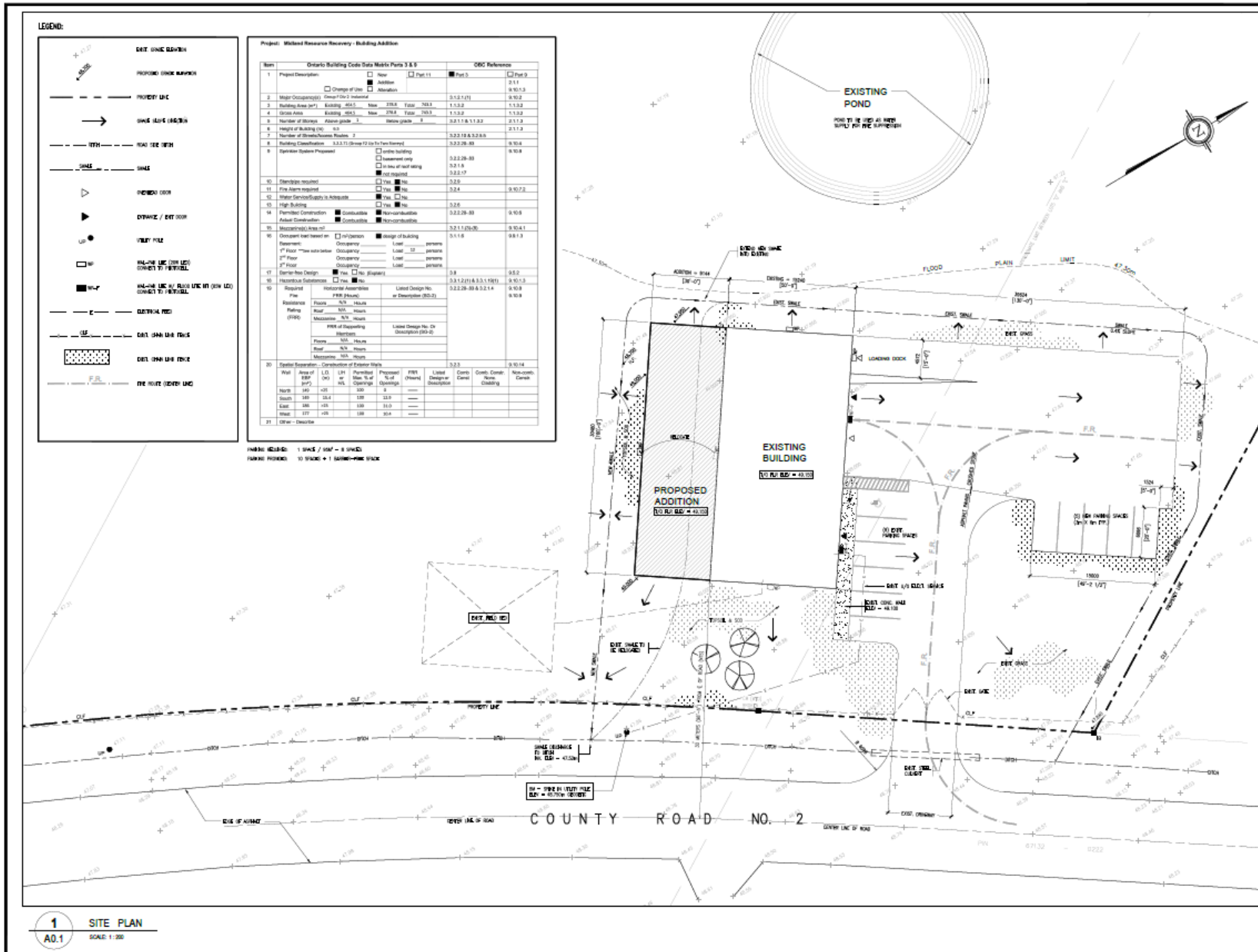
) I have authority to bind the corporation

) **The Corporation of the Township of
South Glengarry**

) _____
Frank Prevost, Mayor

) _____
Kaylyn MacDonald, Deputy Clerk

Date



Project: Midland Resource Recovery - Building Addition

Item	Ontario Building Code Table Main Part 3 & 5	OBC Reference
1	Project Description	2.1.1
2	Major Occupancy	9.0.1.3
3	Building Area (sq ft)	1.1.3.2
4	Store Area	1.1.3.2
5	Number of stories	2.1.1.2
6	Height of Building (m)	2.1.1.2
7	Number of Storeys Above Grade	9.0.4
8	Building Classification	9.0.4
9	Separation System Proposed	9.0.8
10	Partitions required	9.0.2
11	Fire Alarm required	9.0.7.2
12	Water Supply to Address	9.0.8
13	Water Heating	9.0.6
14	Permitted Construction	9.0.5
15	Miscellaneous Area	9.0.4.1
16	Occupant load based on	9.0.1.6
17	Horizontal Assembly	9.0.1.3
18	Required	9.0.8
19	Horizontal Assembly	9.0.8
20	Separation - Contribution of Existing Walls	9.0.14
21	Other - Describe	

THIS DRAWING, THE INFORMATION SHOWN AND THE PLANS SCALE USED IN ITS PREPARATION ARE THE PROPERTY OF PERRAS + DISTEFANO CONSTRUCTION & DESIGN SERVICES INC. AND SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION.

DRAWING SHALL BE AT SCALE. DIMENSIONS SHOWN MUST NOT BE USED FOR CONSTRUCTION UNLESS VERIFIED IN THE FIELD. ALL DISCREPANCIES MUST BE REPORTED TO THE OFFICE BEFORE COMMENCING WORK.

PROFESSIONAL DESIGNER

L. A. ARMSTRONG

PROFESSIONAL ENGINEER

NO.	REV.	DATE
1	ISSUE FOR IFC	20.08.19
2		
3		
4		
5		

NO.	REV.	DATE
1	ISSUE FOR IFC	20.08.19
2		
3		
4		
5		

PERRAS + DISTEFANO

CONSTRUCTION & DESIGN SERVICES INC.

300 HAMILTON STREET, SUITE 101, CANTONVILLE, ONTARIO L0M 1S0
TEL: 416-494-1821

PROJECT NAME

MIDLAND RESOURCE RECOVERY BUILDING ADDITION

LANCASTER, ONTARIO

DRAWING TITLE

SITE PLAN

SCALE	AS NOTED	PROJECT NO.	20.127
DRAWN BY:	PD	DATE:	JULY 2020
DRAWING NO.:		REVISION NO.:	4

AO.1



STAFF REPORT

S.R. 131-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: September 8, 2020

SUBJECT: Community Improvement Plan

BACKGROUND:

1. A community improvement plan is a tool that allows a municipality to direct funds and implement policy initiatives toward a specifically defined project area. Section 28 of the Planning Act gives municipalities that have enabling policies in their official plans, the ability to prepare Community Improvement Plans. The Community Improvement Plans are intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide tax assistance, grants or loans to assist in the rehabilitation of lands and/or buildings within the defined Community Improvement Project Area.
2. The Township of South Glengarry's CIP process began in March 2018 and was approved in September 2018. The Township completed 5 intakes for applications between November 1, 2018 and June 2020.
3. Administration began to obtain feedback and seek feedback on possible changes to the CIP to increase the number of applications received and to increase the grant amounts for certain CIP programs.
4. The following public consultations were held to gain public feedback and support:
 - ❖ Consultation with the CIPAC Committee to obtain their feedback on what has gone well and what they would recommend changing
 - ❖ May 19, 2020 – A presentation to Council at the May 19, 2020 Council meeting to introduce the possible CIP amendment and to obtain Council's feedback



- ❖ July 20, 2020 - A statutory public meeting was held to present the proposed community improvement plan for the Township of South Glengarry
- ❖ The draft Final CIP was provided to the Ministry of Municipal Affairs and Housing for review and comments as required by the Ontario Planning Act.

ANALYSIS:

5. The attached CIP reflects the feedback received through the various forms of public consultation as well as the direction from Council obtained during the May 19, 2020 and July 20, 2020 Council meeting and public meeting respectfully.
6. A summary of the Community Improvement Plan changes is as follows:
 - ❖ Permit a constant intake of CIP applications- no deadlines will be established
 - ❖ Grammatical errors and corrected inconsistencies in the language
 - ❖ Updated the document to include the policies of the 2020 PPS
 - ❖ Provided 18 months for all program completions with the exception of 6 months for public art- window displays- different dates were provided previously for different programs
 - ❖ Updated wording on secondary façade so it is clear that this is for structures located on corner lots
 - ❖ Removed the requirement for CIPAC to complete a site visit following the completion of the project as this has been completed by administration in the past
 - ❖ Increased the accessibility grant from a maximum of \$5,000 to \$10,000 for exterior and \$2,500 to \$5,000 for the interior
 - ❖ Required paved parking lots to meet the Ontario Accessibility Laws
 - ❖ Added a definition for Life Cycle Replacement and a description within the Implementation portion of the CIP
 - ❖ Eliminated phasing- now all applicable areas are eligible for funding
 - ❖ Expanded the boundary in Lancaster to include the Curling Club
 - ❖ Expanded the Boundary in North Lancaster to cover the main street going east and west and north and south within the settlement area boundary
 - ❖ Included the updated RIP
7. The Community Improvement Plan Grant Incentives Programs are as follows:



Program	Grant Amount
1. Planning and Design	The Township will provide a onetime grant of 50% up to a maximum of \$1,500 toward the cost of preparing architectural and/or site plans for building facade improvements, commercial signage, commercial awnings, landscaping improvements and public art.
2. Building Improvements	Township will provide a grant that will cover up to 50% of the costs, up to: <ol style="list-style-type: none"> 1) A maximum of \$5,000 towards the cost of façade improvements to the principal façade that is visible from the street. 2) A maximum of \$2,500 for a secondary façade visible from the street, to a total maximum Façade improvement grant of \$7,500.
3. Commercial Signage & Awnings	<ul style="list-style-type: none"> • Signage: With a minimum eligible cost of \$750, the Township will provide a 50% matching grant to a maximum of \$2,000, for the following projects: <ul style="list-style-type: none"> • Removal of inappropriate, older, or obsolete signs • Installation of commercial signs in conformity with the design guidelines • Lighting improvement associated with signage • Commercial Awnings: The Township will provide a matching grant of 50% up to a maximum of \$2,500 for the installation of a commercial awning in conformity with the design guidelines.
4. Landscaping	A grant of 50% up to a maximum of \$2,000 is available for the following: <ol style="list-style-type: none"> 1) Improving the landscaping between the private property and the



	<p>municipal property.</p> <p>2) Improving (including paving and/or in laid bricks) and greening the parking areas visible from the street.</p>
5. Public Art	<p>A grant of 50% up to a maximum of \$1,000 is available for the installation of exterior public art or window displays in vacant storefronts visible from the street and of 50% up to a maximum of \$2,000 is available for the following:</p>
6. Accessibility	<p>Township will provide a grant that will cover up to 50% of the costs, up to:</p> <p>1) A maximum of \$10,000 towards the cost of accessible improvements to the principal façade that provides access to the building</p> <p>2) A maximum of \$5,000 towards the cost of accessible improvements for the interior that impairs access to patrons, to a total maximum improvement grant of \$15,000</p>
7. Interior Improvements (Loan Only)	<p>The Township will provide an interest-free loan up to a maximum of \$10,000 (minimum loan of \$2,000), amortized in equal payments over a five-year period subject to the review and recommendation of the CIP Approvals Committee</p>

IMPACT ON 2020 BUDGET:

There is no impact on the 2020 budget to amend this plan as the advertising costs for Planning Act processes are included in the budget

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity



Goal 2: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 131-2020 be received and by-law 55-2020 being a by-law to adopt a community improvement plan be read a first, second and third time passed, signed and sealed in open Council this 8th day of September, 2020.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-D-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 55-2020
FOR THE YEAR 2020**

***BEING A BY-LAW TO ADOPT A COMMUNITY IMPROVEMENT PLAN FOR THE
TOWNSHIP OF SOUTH GLENGARRY***

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

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

AND WHEREAS pursuant to the provisions of Section 28 (2) & (4) of the *Planning Act*, R.S.O. 1990, as amended, provides for the designation of a Community Improvement Plan area and the adoption of a Community Improvement Plan.

AND WHEREAS for the purpose of carrying out a municipality's community improvement plan that has come into effect, pursuant to the provisions of Section 28 (7) of the *Planning Act*, R.S.O. 1990, as amended, the municipality may make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan.

AND WHEREAS Sections 28 (4) *Planning Act*, R.S.O. 1990, as amended, states "When a by-law has been passed under subsection (2), the council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area and the plan may be adopted and come into effect in accordance with subsections (5)".

AND WHEREAS Section 3.5.1.10 and 8.12.5 of the Official Plan of the United Counties of Stormont, Dundas and Glengarry contains policies and provisions relating to community improvement, creating and implementing community improvement plans and designating community improvement project areas.

AND WHEREAS By-law 53-18, passed by the Council of the Township of South Glengarry designated the Township, in its entirety, as the Community Improvement Project Area.

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

1. **THAT** the Community Improvement Plan, attached hereto as Schedule "A" is hereby declared to form part of this by-law.

2. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.
3. **THAT** on the date this by-law comes into effect, By-law 54-18 is hereby repealed.

***READ A FIRST, SECOND AND THIRD TIME PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 8th DAY OF SEPTEMBER, 2020.***

MAYOR: _____

CLERK: _____

SOUTH GLENGARRY

Community Improvement Plan

Adopted on: September 4, 2018
Amended on: September 8, 2020



Ontario's Celtic Heartland

Table of Contents

Table of Contents.....	2-3	Implementation	24
South Glengarry Community Improvement Plan.....	4	Application Process.....	25
What is a Community Improvement Plan?	4	Application Requirements and Eligibility	26
Legislative Authority/Framework.....	5	Community Improvement Plan Approvals Committee	26
<i>Municipal Act</i>	5	Funding and Municipal Budget.....	26
<i>Planning Act</i>	5	Monitoring.....	27
The Provincial Policy Statement	6	Monitoring and Data Collection	27
United Counties Official Plan.....	7	Program Amendments.....	27
PROJECT AREA.....	8	Definitions.....	28
Community Improvement Project Area.....	9	Definitions.....	29-30
Community Improvement Project Areas	10	Schedules	31-40
<i>Main Streets in Primary Settlement Areas</i>	10	Section 2:.....	41
Grant Incentive Program.....	11	Stay, Discover Grow Regional Incentive	41
Grant Incentive Program.....	12	1.0 PURPOSE.....	43
Financial Incentive Programs Offered:	12-19	Grants or loans between upper and lower-tier municipalities...	43
Design Criteria.....	20	1.0.1 SDG Official Plan.....	44
Design Guidelines.....	21	3.5.1.10 Community Improvement:.....	44
Objectives and Design Guidelines:.....	21-23	8.12.5 Community Improvement.....	44
5) To ensure that all residents and visitors have barrier free		1.2 REGIONAL CONTEXT.....	45
access South Glengarry.....	23		

1.3	SDG REGIONAL ECONOMIC GOALS	46	2.1	REGIONAL FINANCIAL INCENTIVE PROGRAMS	48
1.4	SDG REGIONAL INCENTIVES PROGRAM AREA.....	46	2.2	GENERAL ELIGIBILITY CRITERIA	48
1.5	MUNICIPAL AND PUBLIC ENGAGEMENT	46	3.	MONITORING, TERM, AND AMENDMENTS	54
2	FIANCIAL INCENTIVES	47	3.	DEFINITIONS.....	54
2.0	GENERAL	47	Schedule:	55

South Glengarry Community Improvement Plan

The Township of South Glengarry, with the United Counties of Stormont, Dundas and Glengarry is a historic community located in Ontario's Celtic Heartland. Consisting of a population of approximately 13,000 residents, South Glengarry is a unique community that boasts many historical landmarks and vibrant settlements.

The Township lies within the United Counties of Stormont, Dundas, and Glengarry, and neighbours the Townships of North Glengarry, North Stormont and South Stormont, the City of Cornwall, the St. Lawrence River, and the province of Quebec. South Glengarry's strategic place along the Highway 401 corridor makes the Township well connected to larger cities, such as Ottawa and Montreal.

Through the completion of a wide range of planning initiatives, strategies, and several community consultations an "action" list has been identified by the community with respect to improving the physical, social, and business environment, including:

- Stimulate business development;
- Revitalize and beautify the villages and waterfront;
- Encourage façade improvements
- Promote infill, intensification, and adaptive reuse; and
- Enhance the quality of life in South Glengarry.

What is a Community Improvement Plan?

A Community Improvement Plan (CIP) is a municipal planning and financial tool, legislated under the Ontario *Planning Act* that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a Municipality. A CIP establishes a framework for future capital improvements, municipal initiatives, and private sector investment. Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows municipalities to assist financially with physical improvements to privately owned land and buildings in order to address underutilized areas, stimulate development, and encourage revitalization within communities. Many municipalities across Ontario have prepared CIPs to achieve important community goals, such as:

- Establishing a set of goals for community improvement;
- Facilitating change;
- Stimulating economic growth;
- Assisting property owners with repair, rehabilitation, and redevelopment projects; and
- Raising awareness of local needs and priorities.

Legislative Authority/Framework

The creation of a Community Improvement Plan is guided by several pieces of provincial *legislation* and municipal policies. These policies work to define what a CIP is, as well as when and how it can be implemented.

Municipal Act

Section 106 of the *Municipal Act* regulates a municipalities' ability to provide financial incentives to private businesses. Section 106 states that "a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose". Municipalities are prohibited from:

- Giving or lending any property of the municipality, including money;
- Guarantee borrowing;
- Leasing or selling any property of the municipality at below fair market value; or
- Giving a total or partial exemption from any levy, charge, or fee.

However, despite these prohibited actions, there are exemptions from these policies for municipalities. Under Section 106 (3), municipalities can provide financial incentives when a Council is exercising its authority to create a Community Improvement Plan under Section 28 of the *Planning Act*.

The Township of South Glengarry has partnered with the United Counties of Stormont, Dundas and Glengarry (SDG) to create a local and regional incentive program within this CIP which will be implemented by the Township of South Glengarry as per Section 28 of the *Planning Act* while working closely with SDG.



Planning Act

Section 28 of the *Planning Act* allows municipalities to create a Community Improvement Plan. Section 28 of the *Planning Act* defines community improvement as "the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works

improvements or facilities, or spaces therefore, as many be appropriate or necessary”.

Under Section 28 of the Planning Act, when there are Official Plan policies for a Community improvement plan in place, the council may pass a by-law to designate all or part of the municipality as a community improvement project area. When this by-law is passed, the council may then proceed to adopt a Community Improvement Plan.

Where an Official Plan has designated a Community Improvement project area and a Community Improvement Plan is in place, the municipality may use a CIP to:

Acquire land within the Community Improvement Project Area;

- a) Hold land acquired before or after the passing of the by-law within the community improvement project area;
- b) Clear, grade, or otherwise prepare the land for community improvement
- c) Construct, repair, rehabilitate, or improve buildings on land acquired or held by it in the community improvement project area in conformity with the Community Improvement Plan, and sell, lease, or otherwise dispose of any such buildings and the land appurtenant thereto;

- d) Sell, lease, or otherwise dispose of any land acquired or held by it in the Community Improvement Project Area to any person or governmental authority for use in conformity with the Community Improvement Plan

Once a Community Improvement Plan is in place, the municipality may provide loans and grants to registered owners, assessed owners, and tenants of lands and buildings within the Community Improvement Project Area. This could include costs for an environmental site assessment and remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities.

The Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. It provides a vision for land use planning in Ontario and sets the foundation for regulating current and future development within the Province. There are several key PPS policies that provide direction and support for the South Glengarry CIP including the following:

1.1.3.1 Settlement areas shall be the focus of growth and development;

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Long-term economic development should be supported by:

1.7.1.d) Maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;

1.7.1.e) Encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;

1.7.1.f) Promoting the redevelopment of brownfield sites.

United Counties of SDG Official Plan

As previously noted, Section 28 of the *Planning Act* directs that Official Plan policies must be in place for a municipality to implement a Community Improvement Plan. The United Counties Official Plan establishes a policy driven framework for SDG and the six (6) local municipalities which includes South Glengarry, it permits Community Improvement Plans to be established within the municipality. Local municipalities rely on the County Official Plan as a single tier Official Plan. A local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a Community Improvement Plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters; the extent or deficiencies in public services and infrastructure; building stock, including municipal buildings, which do not meet a local municipality's Property Standards By-law; the presence of vacant buildings/lands that could be developed, redeveloped or converted to another use; the opportunity to expand supply of housing; the need to improve the aesthetics or streetscape of an area; the presence of incompatible land uses; and the presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment. The intent of the Official Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

ÉPICERIE HENDERSON'S GROCERY



PROJECT AREA

PARKING

BUTCHER SHOP
BOUCHERIE

GROCERY
HOMETOWN FRESH!

187

hello!
0900

bonjour!
0800

ÉPICERIE
HENDERSON'S
GROCERY
HOMETOWN FRESH!

ÉPICERIE
HENDERSON'S
GROCERY
**OPEN
OUVERT**
HOMETOWN FRESH!

Community Improvement Project Area

A Community Improvement Project Area is defined under Section 28 of the *Planning Act* as a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

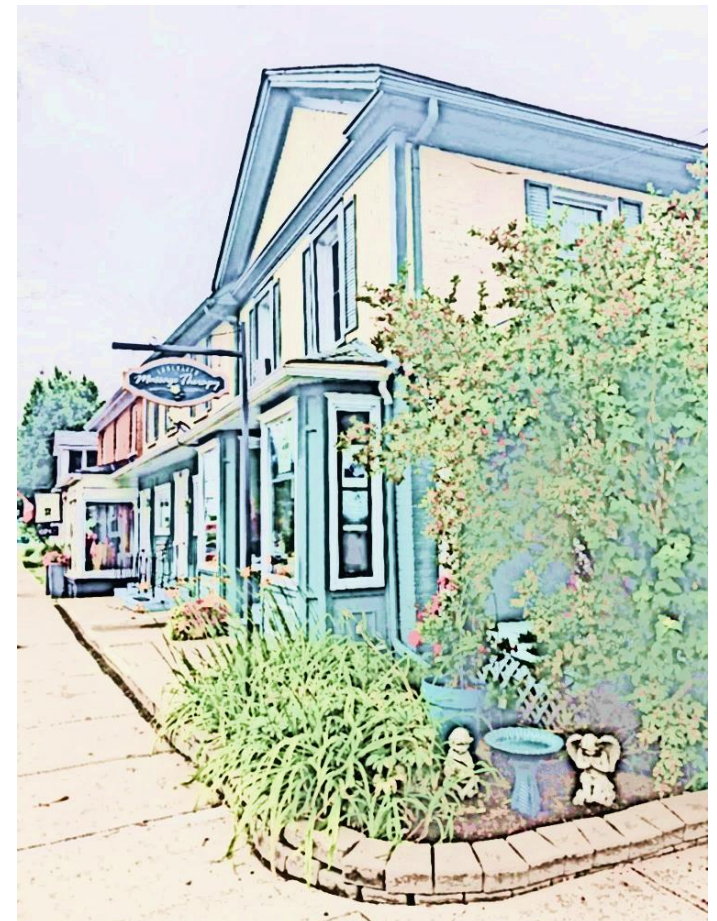
As previously noted, Section 28 of the *Planning Act* directs that Official Plan policies must be in place in order for a municipality to implement a Community Improvement Plan. A Local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a Community Improvement Plan, on such terms as Council considers appropriate. The intent of the Official Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

Pursuant to Section 28 (2) of the *Planning Act*, By-law 53-18 was adopted by Council on September 4, 2018 designating the Community Improvement Project Areas described below:

For the South Glengarry Community Improvement Plan, the CIP shall be implemented in all applicable settlement areas as defined in the schedules in order to target certain areas of the Township, as well as to make the process of evaluating community improvement projects more manageable. The CIP

shall be implemented over a time period of six (6) years from the approval of the Community Improvement Plan (2018 to 2024).

For the Regional Incentive Program (RIP) shall be implemented on a continual basis and available throughout the Township of South Glengarry together with SDG.



Military Road, Lancaster

Community Improvement Project Areas

In accordance with the *Planning Act*, the South Glengarry CIP designates certain areas of the Municipality as Community Improvement Project Areas (CIPAs), for providing Financial Incentive Programs to eligible applicants.

Main Streets in Primary Settlement Areas

The Community Improvement Plan will target designated areas of the primary settlements of South Glengarry. This will focus on community improvement projects within the settlements of Lancaster, South Lancaster, Williamstown, Martintown and Green Valley for both commercial and residential structures fronting on the main streets.

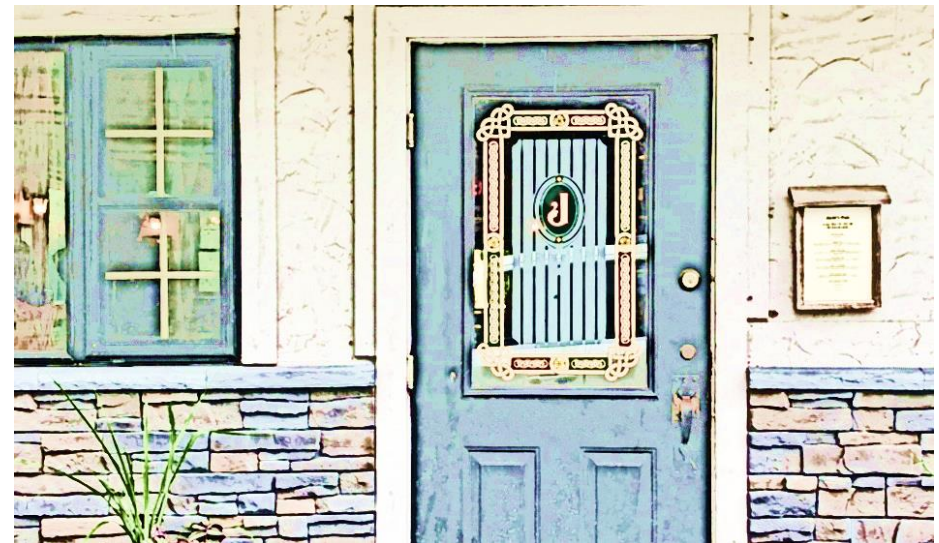
Main Streets in Secondary Settlement Areas

The CIP will expand the community improvement project area to main streets of secondary settlement areas of the Township. This will include the settlements of Glen Walter, North Lancaster, Bainsville and Glen Norman for both commercial and residential structures. Only commercial structures will be eligible in Glen Walter.

Public Art and Internal Upgrades

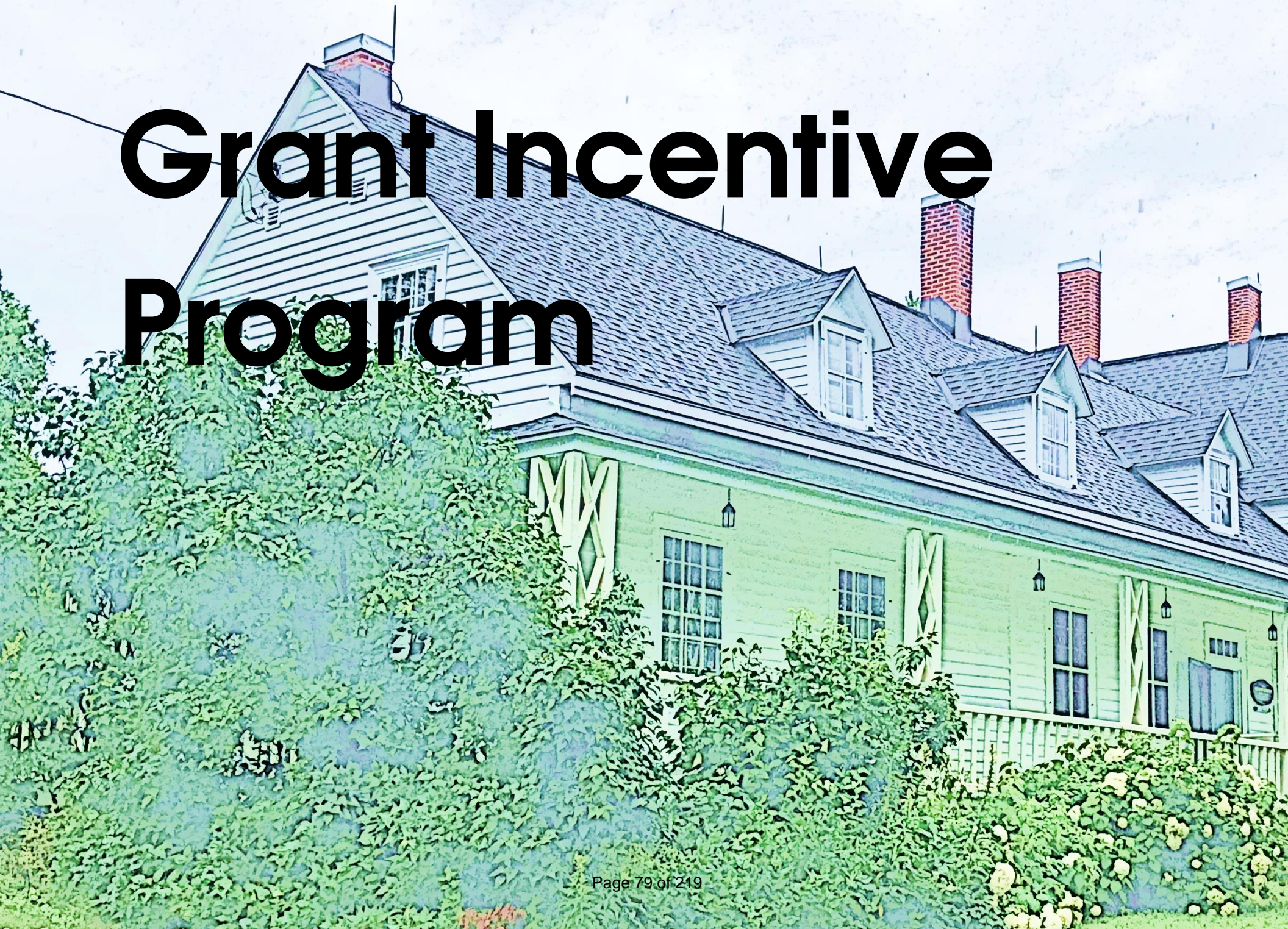
The CIP will permit public art within the settlement areas throughout the Township and eligible internal upgrades in both existing commercial and residential structures fronting on main streets in the designated areas defined in the schedules as resources permit.

See schedules for CIP areas.



Jack's Pub, Williamstown

Grant Incentive Program



Grant Incentive Program

The impression visitors take away from a community can be shaped by their experience driving or walking through it. As they drive or walk, visitors experience views and form a series of visual images in their mind—either positive or negative—which in turn influence their overall impression of the place. This impression can influence whether they decide to return in the future. We can shape the outcome of these visitor impressions through streetscape design techniques that affect how visitors (and locals) see and experience our built communities. Views to significant features can be emphasized, while less desirable views can be screened or minimized through visual distractions. By giving a community a more structured form, we also influence how its inhabitants experience it.


A more aesthetically pleasing community fosters local pride and encourages further beautification and improvement efforts. This in return can promote the cultural economy by improving local shopping experiences and promoting tourism by making South Glengarry a destination. Downtown streetscape improvements should be viewed as an investment in the community, and not necessarily just a cost. This investment is intended to leverage private sector investment to achieve the vision for stronger, more comfortable, and healthier main streets in the CIP areas.


The Township may offer grants or loans to property owners and tenants to help cover eligible costs to improve their spaces and to further community improvement goals. Below are the

programs offered by the Township that are available for eligible applicants to apply for.

Financial Incentive Programs Offered:

1	Planning and Design	
2	Building Improvements	
3	Commercial Signage Commercial Awnings	
4	Landscaping	
5	Public Art	
6	Accessibility	
7	Interior	


 Program 1 – Planning and Design Programs			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>Intended to offset the professional fees associated with preparing the necessary plans, models and renderings that will illustrate the extent of the improvements to support the application.</p>	<p>The grant is payable in two (2) equal installments, the first upon approval of the final design renderings or public art model and the second installment upon completion of the approved works. Plans, models and renderings must be prepared by an Architect, Engineer, Ontario Land Surveyor, a Landscaped Architect, a Certified Designer or other professionals qualified to produce detailed plans. The plans must illustrate the dimensions, materials, setbacks, foundations, or any other details that are relevant to the project. The CIP Approvals Committee (CIPAC) may request additional information or plan revisions, as necessary.</p> <p>The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC).</p>	<p>The Township will provide a onetime grant of 50% up to a maximum of \$1,500 toward the cost of preparing architectural and/or site plans for building façade improvements, commercial signage, commercial awnings, landscaping improvements and public art.</p>	<p>Professional fees associated with the preparation of said plans/models.</p>

 Program 2 – Building Improvement Grant			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this grant is to provide funding to assist property owners in improving the aesthetic qualities of their buildings by renovating building façades that are visible from the street.</p> <p>All proposed projects must result in visible improvements or rehabilitation over the existing conditions and must not be for life cycle replacement of structures or portions thereof.</p>	<ul style="list-style-type: none"> Available to both owners and tenants (with written permission from the owner). The Township will not grant funds for labour if the work is completed by the owner of the property. Must adhere to the “Design Criteria” section included in this plan. The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>The Township will provide a grant that will cover up to 50% of the costs, up to:</p> <ol style="list-style-type: none"> A maximum of \$5,000 towards the cost of façade improvements to the front façade that is visible from the street. A maximum of \$2,500 for a secondary façade visible from the street, to a total maximum Façade improvement grant of \$7,500. <p>Eligible façades include both the front façade and secondary façades that front on a street, public park/public space. The rear façade is excluded except in the case where the rear of the property is fronting on a street or a public park/public space. This grant may include two (2) secondary façades pending eligibility.</p> <p>NOTE: Applications for both façades must be filled simultaneously unless the front façade was completed at an earlier date and is acceptable to the CIPAC committee.</p>	<ul style="list-style-type: none"> Costs associated with materials and third-party labour. Repairs and restoration of existing façades and original architectural elements such as facing material, doors, windows, cornices, porches and verandas. Painting of original woodwork and non-clay brick. Repairs and maintenance of non-authentic architectural elements such as cleaning and re-pointing masonry.



Program 3 – Commercial Signage & Commercial Awnings


Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>Intended to assist applicants with the replacement and updating of existing signage, and to encourage the replacement or addition of awnings, with or without commercial lettering.</p>	<ul style="list-style-type: none"> • The grant is available to both building owners and tenants, with written permission from the owner; however, no grant can be issued to two separate parties for the same project. The project must respect the section on “Design Guidelines”. The extent of the grant will be outlined in the agreement between the Township of South Glengarry and the applicant. Where applicable, projects may be subject to an encroachment permit from the Township. • An owner/tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the owner/tenant (e.g. owner/tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project). • The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>Signage: With a minimum eligible cost of \$750, the Township will provide a 50% matching grant to a maximum of \$2,000, for the following projects:</p> <ul style="list-style-type: none"> • Removal of inappropriate, older, or obsolete signs • Installation of commercial signs in conformity with the design guidelines • Lighting improvement associated with signage <p>Commercial Awnings: The Township will provide a matching grant of 50% up to a maximum of \$2,500 for the installation of a commercial awning in conformity with the design guidelines.</p>	<ul style="list-style-type: none"> • Costs associated with the production and installation of signage. • The installation of decorative goose neck or sconce lighting. • The removal of abandoned or obsolete signs.


 Program 4 – Landscaping			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The inclusion of a sustainable landscaping component is intended to provide assistance to enhance the front yard of a property, including parking areas, visible from the street and other landscaping features between the building façade and municipal property.</p>	<ul style="list-style-type: none"> The grant is available to both property owners and tenants, with written consent from the owner. Repaving of private parking areas is subject to the submission of a landscaping plan that provides for the addition of a low-lying hedge surrounding the parking area and/or the addition of landscaped and treed medians. The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>A grant of 50% up to a maximum of \$2,000 is available for the following:</p> <ol style="list-style-type: none"> Improving the landscaping between the private property and the municipal property. Improving (including paving and/or in laid bricks) and greening the parking areas visible from the street. 	<ul style="list-style-type: none"> Costs associated with material and labour Creation of approved sidewalk terraces, excluding furnishings Hard landscape improvements such as flower boxes Sustainable tree or hedge planting within specific parameters (species, planting specifications) Repaving and the addition of greenery to parking lots <p>Note: annual-flowers, plants and movable landscape features will not be funded as these are not sustainable.</p>



Program 5 – Public Art

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of the CIP is to promote South Glengarry as a destination for arts and culture by encouraging the installation of exterior public art (sculptures, fountains and murals) on private property in order to embellish and animate the streetscape.</p>	<ul style="list-style-type: none"> • This grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Township. • Public art projects must have communal appeal, shall be non-commercial and non-political in content and are subject to a legal agreement with the Township. For exterior public art, works must be completed within eighteen (18) months of the approved agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. • For window displays in vacant storefronts visible from the street, works must be completed within six (6) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>A grant of 50% up to a maximum of \$1,000 is available for the installation of exterior public art or window displays in vacant storefronts visible from the street and of 50% up to a maximum of \$2,000 is available for the following but not limited to:</p> <ul style="list-style-type: none"> • Murals • Window art • Outdoor sculptures/statues • Interpretive signage 	<ul style="list-style-type: none"> • Costs associated with material and labour • Painting of an outdoor public mural, subject to municipal approval

 Program 6 – Accessibility (Commercial zones only)			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this grant is to provide funding to assist property owners in improvements to existing buildings such as the removal of barriers to increase accessibility for people with disabilities that may otherwise be considered cost prohibitive. This program is intended to support improvements to private property to meet the current Building Code and Ontario’s accessibility laws and standards in order to provide for safe and usable eligible uses.</p>	<ul style="list-style-type: none"> • Available to both owners and tenants (with written permission). The Township will not grant funds for labour if the work is completed by the owner of the property. • Must adhere to “Design Guidelines” of this plan. • The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>Township will provide a grant that will cover up to 50% of the costs, up to:</p> <ol style="list-style-type: none"> 1) A maximum of \$10,000 towards the cost of accessible improvements to the principal façade that provides access to the building 2) A maximum of \$5000 towards the cost of accessible improvements for the interior that impairs access to patrons, to a total maximum improvement grant of \$15,000 	<ul style="list-style-type: none"> • Installation of ramps, lifts, and/or automatic door openers; and • Any other improvements that may bring a building up to building code, address health and safety concerns, or improve accessibility and removal of barriers, as approved by the Municipality. <p>Note: All construction must conform to the Ontario Building Code and Ontario Accessibility Laws and will require a Building Permit.</p>

 Program 7 – Interior Improvements- Loan Only			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this loan is to provide funding to assist property owners in improving the aesthetic qualities of the buildings by renovating the interior of buildings. Priority will be given to loans that create or improve commercial accessible spaces.</p>	<ul style="list-style-type: none"> • Only the owner of a property may apply for the CIP Municipal Loan Program. This loan applies only to eligible projects that are receiving grant funding under Grant Program 2 (Building Improvement). The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. • An owner of a property may conduct the proposed work themselves, however, the Township will not grant funding for labour by the owner. • Applications will be accepted as per the “Implementation” section; however, the availability of loans cannot be guaranteed. Where the property is sold, or interest in the property is transferred to another entity within the 5-year interest-free loan repayment period, the remaining principal of the loan is repayable to the Township based on the approved loan repayment agreement signed by both the Township and the applicant. The loan repayment agreement will be registered on title. 	<p>The Township will provide an interest-free loan up to a maximum of \$10,000 (minimum loan of \$2,000), amortized in equal payments over a five-year period subject to the review and recommendation of the CIP Approvals Committee</p>	<ul style="list-style-type: none"> • Costs associated with materials and labour. • Installation of ramps, elevators, lifts, and/or automatic door openers. • Widening of doorways, entranceways, aisles. • Lowering of service counters. <p>Note: All construction must conform to the Ontario Building Code and Ontario Accessibility Laws and will require a Building Permit.</p>

Design Criteria



Design Guidelines

Design Guidelines are to assist property owners and stakeholders with their initiatives to improve the physical environment of the downtown cores within the urban and rural hamlets and the commercial fringe areas, and to preserve and restore buildings of significant heritage interest that contribute to the enhancement of the community.

Design Guidelines are:

- A flexible tool for CIP area design and development. They are not strict “policies” or “regulations” and are not meant to restrict design but are important considerations to overall community look and feel.
- Wide-ranging, or general, and are recommended to be a target goal for all projects.
- Suggested guidelines – not a required checklist meant to be applied in all cases.

Objectives and Design Guidelines:

1) To develop and improve the built environment while encouraging pedestrian traffic and respecting local character and history.

- a) Repainting, cleaning or resurfacing of the street visible façade(s).
- b) Repair or restoration of façade masonry, brickwork or wood.
- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features.
- e) Paint (including removal, surface preparation, cleaning and/or painting).
- f) Installation or repair of street visible exterior lighting.
- g) Entranceway modifications to improvement appearance and/or accessibility to commercial units.
- h) Replacement of street visible windows.

2) To preserve and enhance the visual unity of the streetscape.

- a) To favour architectural design quality for restorations, renovations and repairs to existing buildings and for new infill buildings.

Commercial Awning

Commercial awnings can enhance a façade while improving the overall appearance and character of a shopping area.

- a) No rigid permanent canopies shall be permitted.
- b) Awnings are limited to retractable canopies, affixed to a building, to balance weather protection with daylight penetration and night-time storefront transparency. Retractable awnings also allow the covering to be open and closed according to the weather.
- c) Awnings shall be installed only on the ground floor over shop windows or doorways.
- d) Awnings shall not consume the full length of a façade.
- e) Awnings shall be installed at a consistent height and projection in order to harmonize their effect on the streetscape.

3) To improve the appeal the and attractiveness of commercial signage.

Dimensions

- a) Signs must conform to Section 3.15 of the Ontario Building Code as amended and may require a building permit.
- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Representational and iconic images are encouraged to supplement conventional textual signs to help establish a special character.
- d) Signs comprised of detached letters affixed to the wall are encouraged.

Lighting

- a) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- b) Signage shall be externally lit using gooseneck or sconce lighting, or other similarly shielded light source, attached to the building. No backlit or light box signage is permitted.
- c) Lighting shall be designed to prevent or limit light scatter or pollution.
- d) The use of LED or other energy saving lighting is encouraged.
- e) Signs that are to be located along a County Road and/or a Ministry of Transportation (MTO) Highway must obtain a sign permit from the United Counties of SDG and/or the MTO.

4) To create accessible, safe, vibrant, and pedestrian friendly streets.

Landscaping and Public Art

Landscaping and culture-based initiatives, such as public art, are essential to revitalization programs and are an innovative approach to sustainable development. Public art beautifies an area and helps to ensure that a community's surroundings reflect who they are and how they live, while landscaping features help to embellish the streetscape and create a vibrant and healthy environment.

Landscaping

The planting of trees on private property should be encouraged within the following parameters:

- a) Trees shall be planted with sufficient space to allow for root expansion and in accordance with the specifications provided by the Township of South Glengarry.
- b) Trees shall be planted in accordance with the provisions stipulated by Hydro One.
- c) The planting of hedges to delineate private property from the public-right-of-way is encouraged but shall not conflict with pedestrian-oriented street activity.
- d) In order to improve the private parking areas, any reconfiguration or repaving project shall include a typical surrounding low-lying hedge and/or green medians.
- e) Annual flowers and plants, or moveable landscape features such as; bird baths, arches, outdoor furniture will not be funded.

Hard Landscape

The addition of seasonal commercial terraces in the front setback, where possible, is encouraged.

- a) Commercial terraces shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of South Glengarry.
- b) Appropriate heritage style materials (ex: wrought iron, wood) shall be used to define and embellish the outdoor space (ex: terrace railings, flower boxes).
- c) All paved parking areas must adhere to Ontario Accessibility laws.

Public Art

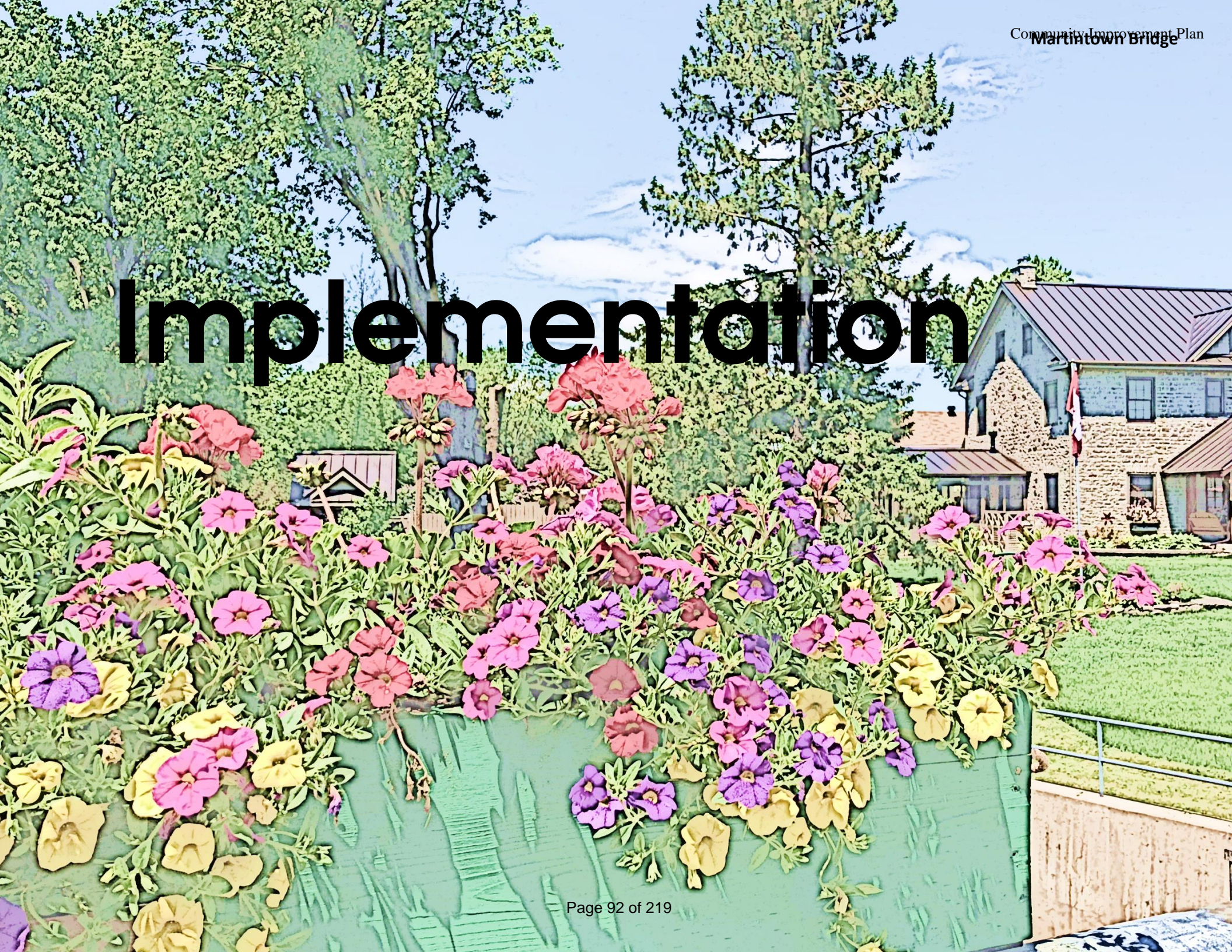
- a) Public art, such as murals, fountains, stained glass, and statues shall have a communal appeal and should clearly demonstrate a positive contribution to the community and to the surrounding environment.
- b) Public art shall be non-commercial and non-political in content.
- c) Public art shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of South Glengarry.
- d) Public art may be subject to a legal agreement with the municipality.

5) To ensure that all residents and visitors have barrier free access South Glengarry.

Accessibility and Interior Layout

- a) To enhance the interior of existing structures in order to create a space that is accessible to all.
- b) All projects must conform with the Ontario Building Code and building permits must be issued before work begins.

Implementation



Application Process

Pre-Consultation: Prior to applying under the South Glengarry CIP, an applicant will be required to schedule a pre-consultation meeting with Township staff in order to ensure that a project proposed by an applicant is able to meet all the necessary application and eligibility requirements

Submitting a Complete Application: After conducting a pre-consultation meeting, an applicant may then submit a complete application to the Township. Staff will review the application and ensure that there are no application components missing.

CIPAC Application Review: Once the complete application has been received by the Township it is circulated to members of the Community Improvement Plan Approvals Committee (CIPAC), as well as any other additional municipal staff or agencies as required, for review. The CIPAC will review the application during a scheduled CIPAC meeting and make a recommendation to Council whether the application should be refused based upon the criteria and provisions within the Community Improvement Plan.

Council Decision: Upon the application being reviewed and evaluated, the application then proceeds to Council to make a decision whether to approve or refuse the application. There is no appeal for an application for an incentive program for a Community Improvement Plan. If the application is approved, the applicant shall then enter into an agreement with the Township regarding the conditions of the terms, duration, and any other provisions of the incentive program. This agreement

may be registered on title of the subject property. The approval process for a CIP application may take up to three (3) months.

Completion of Work: If the application is approved and an agreement is entered into, the applicant may proceed with having the work completed as per the application that has been submitted. The applicant will have eighteen (18) months to complete the work for all programs (with the exception for window displays in vacant storefronts), as per the agreement. If the approved work is not completed within the eighteen (18) month time period, the agreement and application will be declared null and void, and there will be no monies provided. If an applicant is unable to complete the work before the time period expires, they may write a letter to the CIP Approvals Committee (CIPAC) requesting that the time period be extended. This extension is subject to Council's approval.

For window displays in vacant storefronts visible from the street, works must be completed within six (6) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC).

Approved Funding: Once the work is completed, the applicant must prove that payment has been made and submit photographs of the completed work to Administration. If Administration is satisfied that the work has been completed as per the application and an inspection of the work has been completed by Township staff, the approved funds will be provided to the applicant. If the actual costs of the project are greater than what was provided in the quote for the application, the municipality is not obligated to increase the amount of funding in the grant that was originally approved by

Council. In the event that the costs of the project are lower than what was provided in the quote for the application, the Municipality may lower the amount of funding provided to 50% of the actual cost of the project.

Application Requirements and Eligibility

In order to be eligible for any of the programs offered within this CIP, applicants must submit an application that is deemed to be complete by Township staff. Which must include the following:

1. All proposed projects must result in visible improvements or rehabilitation over the existing conditions and must not be for life cycle replacement of structures or portions thereof;
2. A completed application form;
3. Supporting materials, including but not limited to:
 - A. Site plan, model and/or professional drawings of the proposed work;
 - B. A minimum of two cost estimates from licensed contractors of the work to be completed for the proposed improvements; the cost estimates must be exclusive of taxes.
 - C. Any planning, building, or work permits that are necessary for the work to be completed;
 - D. Applicable reports/studies, as deemed by the Township;
 - E. Photographs of the existing building and/or property (historical where appropriate);

- F. The property must have no open building permits, outstanding taxes, or work orders against the property, the application will be deemed to be ineligible and the applicant will be provided the opportunity to remedy the situation in order to become eligible.
- G. Any additional information required by Township staff and/or Council.

Community Improvement Plan Approvals Committee

A Community Improvement Plan Approvals Committee (CIPAC) will be formed and will be responsible for the review of applications under the criteria and provisions of the CIP and will provide a recommendation to Council whether the application shall be approved refused. The CIPAC shall consist of members of the public, members of Council, and any applicable Township advisory staff. The committee will meet regularly to evaluate CIP applications.

Funding and Municipal Budget

Each year, Council shall allocate funds in an annual budget for the CIP incentive programs. If the funds remain unused after the year has ended, any remaining funds shall be carried over to the following year. Once this budget has been approved and funds have been allocated for the CIP, applications will begin to be accepted for that year on a first come first serve basis.

In the event that the applicant is unable to complete the approved work within the set time period and the applicant has not requested that the time period be extended or it has not been approved, there will be no funding made available to

the applicant and the Municipality will not be liable for any costs due to the applicant's failure to obtain funding. the applicant and the Municipality will not be liable for any costs due to the applicant's failure to obtain funding.

Monitoring

Monitoring and Data Collection

In order to ensure that the Community Improvement Plan is meeting its intended objectives and goals, reviews of the CIP will be completed. This will determine if the CIP is effective and whether improvements to the CIP should be made. A component of this review will take place through the collection of data from CIP projects. This may include collecting data regarding:

- Number of successful and unsuccessful applications;
- Number of applications for each incentive program
- Total approved funds for each type of incentive program
- Total cost of project by type of application
- Estimated increase in property assessment value

Feedback will also be collected during the application process in order to determine if there are any potential changes that may be needed to improve the Community Improvement Plan and its process.

Program Amendments

Based upon feedback that is gathered, amendments to the CIP may take place at any time. Depending upon the changes that are proposed, a formal amendment may be required, such as:

- A change in the boundary and area of the Community Improvement Project Area
- Additions or changes to the financial incentive programs that are offered within the Community Improvement Plan
- A change in the funds to be offered for a financial incentive program as defined within the Community Improvement Plan
- Changes to the eligibility criteria for applicants applying to CIP programs

Definitions



Definitions

Agreement: Terms, duration, conditions and default provisions of the grant/loan program between the property owner and the Township of South Glengarry.

Applicant: The registered owner, assessed owner or tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an owner or tenant has assigned the right to receive a grant of loan.

Brownfield Site: Undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant (Provincial Policy Statement 2014).

Building Permits: Issued by the Township of South Glengarry who is responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

Community Improvement: The planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement or energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.

Community Improvement Plan (CIP): A plan for the community improvement of a Community Improvement Project Area.

Community Improvement Project Area (CIPA): A municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social, or community economic development reason.

Community Improvement Plan Advisory Committee (CIPAC): A committee consisting of members of the public including members of Council plus applicable Township advisory staff which meets regularly to evaluate CIP applications and makes a recommendation to Council.

Eligible Costs: The cost as detailed under each financial incentive program of this CIP. These include all capital cost categories for which the owner is entitled to program assistance from the Township, as may be approved and may be provided for in the CIP and further specified in any agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

Encroachment: Any object or material, including a building, structure, sign, apparatus, equipment, facility, fence, hedge, earth or rock, which is wholly or partly upon municipal property

Final Completion (i.e. project completion): The conclusion of proposed building/construction/landscaping or public artwork in its entirety, as well as subsequent final payments on all aspects of the project for which proof of payment may be provided by the applicant to the Township of South Glengarry

LED (Light-emitting diode): A semi-conductor device that emits light when a voltage is applied across it. The colour of the light depends on the semiconductor material used.

Life Cycle Replacement: Means any work for the renewal of any assets that are necessary to ensure that the buildings are structurally sound and maintained.

- a. Replacing old windows would be life-cycle. Restyling, returning heritage features, or making them more attractive would not be considered a life-cycle replacement.
- b. Replacing shingles on a roof that are deteriorating would be life-cycle replacement. Changing a roofline or or remodel would not be considered life cycle replacement.

MPAC: Municipal Property Assessment Corporation

Municipal Portion: Taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Township of South Glengarry.

Municipal Property: Common and public property including a highway, roadway or portion of common and public property under the ownership, control or authority of the Township of South Glengarry and includes any street, lane, road allowance, bridge, trestle, viaduct or structure that forms part of property or lands inclusive and all area between the lateral boundaries of lands owned or under control or authority of the Township of South Glengarry and includes the space from the ground to the sky within the lateral boundary of any highway or property.

Owner (Property Owner): The registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered owner of the property irrespective of any assignment of those funds to another party by the owner under separate agreement between the owner and a third party.

SDG: The Corporation of the United Counties of Stormont Dundas and Glengarry.

Tenant: A person who occupies land or property rented from an owner.

Township: The Corporation of the Township of South Glengarry

Schedules



Lancaster – CIP Area



South Lancaster – CIP Area



Williamstown – CIP Area

Phase 1



Martintown - CIP Area

Phase 1



Glen Walter - CIP Area

Green Valley - CIP Area

Phase 1



North Lancaster – CIP Area

Phase 2



Bainsville – CIP Area

Phase 2



Glen Norman – CIP Area

Phase 2

Section 2:

Stay, Discover Grow Regional Incentive

The United Counties of Stormont, Dundas and Glengarry



11.0 Section 2 – Regional Incentives Program



ENTER DATE HERE
South Glengarry, Rev. 1



Where Ontario Began



1 – INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG). The County developed these regional incentives as part of a broad, progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG coordinates regional funding through this Program to advance economic priorities where the need is the greatest and where there will be demonstrable County-wide benefits.

Regional economic initiatives focus on: projects linked to *agriculture-related uses*, adaptive re-use of commercial, industrial, and institutional buildings/structures, and the development of *roofed accommodations* across the County. The County offers customized financial programs within these areas based on Council's annual priorities.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

The Ontario *Planning Act* (Section 28) permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

In recent years several upper-tier municipalities in Ontario have used this policy to create funding opportunities that expand the scope of local CIP programs.



1.0.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for both the County and its local municipalities. The SDG Official Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement:

Local municipalities may undertake community improvement projects as authorized under Section 28 of the Planning Act (see Section 8.12.5). County Council may also make grants or loans to the council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a. The extent or deficiencies in public services, public service facilities or infrastructure;*
- b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;*
- c. The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;*
- d. The opportunity to expand the supply of housing;*
- e. The need to improve the streetscape or aesthetics of an area;*
- f. The presence of incompatible land uses; and*
- g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.*

2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

A local Municipality may implement measures for community improvement including, but not limited to:

- a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.*
- b. Scheduling community improvement projects in accordance with municipal budgets.*
- c. Enforcement of the Property Standards By-law.*



Regional Incentives Program

- d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
- e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
- f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
- g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
- h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
- i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
- j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
- k. Providing grants or loans to the registered **owners** or assessed **owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
- l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

1.2 REGIONAL CONTEXT

The SDG Economic Development Strategy and Action Plan (2017) identified three high-level goals which anchor and qualify all strategic initiatives for the County over the next three to five years: Regional Promotion and Investment Attraction; Small Business and Entrepreneurship and Business Retention and Expansion; and, Investment Readiness. These goals provide an overarching vision for economic development planning.

Within this framework, the SDG Regional Incentives Program supports strategic economic development initiatives in the following areas:

- a. **Agriculture-related uses, agri-tourism**, and facility improvement projects;
- b. Regional trail expansion and development of new trail systems;
- c. Adaptive re-use of commercial, institutional, and industrial buildings; and,
- d. Development of permanent **roofed accommodations**.



Regional Incentives Program

Regional financial incentives are available in the following municipalities:

- 1) The Township of North Dundas;
- 2) The Municipality of South Dundas;
- 3) The Township of North Stormont;
- 4) The Township of South Stormont;
- 5) The Township of North Glengarry; and
- 6) The Township of South Glengarry.

The SDG Regional Incentives Program is incorporated as part of a local CIP and offers additional economic development tools in an expanded area. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria of Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

- 1) Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
- 2) Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality, especially within the waterfront area;
- 3) Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and *agri-tourism*; and,
- 4) Increase the amount of tourist accommodation available within the County and enhance and expand existing establishment.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered *owners* or *tenants* (upon written landowner consent) of land or buildings within the Program area.

1.5 MUNICIPAL AND PUBLIC ENGAGEMENT

The County formed a Working Group in 2017 comprised of planning and economic development staff and Councilors from the County and local municipalities. The Working Group reviewed the potential for regional involvement in local CIPs. Two models for developing a regional program were proposed: one consistent template for all municipalities or unique local CIPs with a consistent regional section. The County decided to move forward with a standard regional section that could be incorporated into the existing, unique, local CIPs. The Working Group agreed to continue to meet, as needed, to collaborate on public



Regional Incentives Program

engagement and promotion.

The County also engaged the Ministry of Municipal Affairs and Housing (MMAH) at the outset of the process. The MMAH held a CIP training session for County and local municipal staff in December 2017 and offered advice and suggestions throughout the development process.

Beginning in February 2018, the County, in partnership with local municipalities, held six public consultations. Additionally, a survey to collect feedback and suggestions on the proposed regional incentives was made available online. Through these meetings with local business owners and residents, the County received valuable feedback including:

- Importance of local and regional trails and cycling networks;
- Providing funding to non-profit organizations;
- Encouraging collaboration between SDG Regional Tourism partners;
- Promoting areas across the County, not only downtown locations;
- Prioritizing projects which include accessibility initiatives; and
- Offering a variety of ways in which applicants can submit project proposals (i.e. online, live pitches, etc.).

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that 50% matching grant funding is a direct, predictable, and simple way to stimulate private sector investment, attract and retain businesses, and increase taxable assessment. These grants are available to eligible property **owners** and authorized **tenants**, including bona fide non-profit organizations, local municipalities, and quasi municipal organizations such as Conservation Authorities.

Where a property is eligible for local municipal funding through one of the incentive programs (e.g. **façade** improvement) the County will not fund the same incentive; however, the County may fund a different type of incentive on the same property (e.g. landscaping), as part of the overall project enhancement.



2.1 REGIONAL FINANCIAL INCENTIVE PROGRAMS

The following incentive programs may be offered during the term of this Program, subject to the availability of County resources:

- 1) **Façade**, Signage, and Property Improvement Grant;
- 2) Building Improvement/Restoration Grant;
- 3) Building Conversion/Expansion Grant;
- 4) Trails Improvement Grant;
- 5) Planning, Design, and Study Grant;
- 6) Application and Permit Fees Grant;

The regional incentives are a collaborative effort between the County and local municipalities. Applications will generally be received by the local municipality and reviewed and approved by the County. The County will host a Review Committee comprised of County staff, two members of County Council including the Warden, and two lay members. Funding for approved regional initiatives will flow directly to the local municipality and **not to the applicant**.

Detailed information about each program can be found in Section 2.3. Any number of the grants identified above may be put into effect during the term of this document, subject to the availability of funds and resources. Each year, the Review Committee will determine intake dates and amounts as well as make recommendations to County Council with respect to the financial incentives that will be offered for that year.

2.2 GENERAL ELIGIBILITY CRITERIA

All applicants must meet the following general eligibility requirements:

- 1) All **owners** and authorized **tenants** of lands (who are authorized in writing by the **owner**) and buildings within the local municipality are eligible to apply within the approved area designated by by-law.
- 2) The type of property or use subject to an application must be identified as eligible. Generally, this includes properties with full or partial commercial, agricultural, or outdoor/recreational use.
- 3) All proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions and not simply represent a **life-cycle replacement**.
- 4) All projects must contribute to achieving one or more SDG regional economic goals (as identified in Section 1.3), must conform to the County Official Plan, and must comply with the local Zoning By-law.
- 5) Incorporated non-profit groups (e.g. local fair boards, agricultural societies, community groups, etc.), local municipalities, and quasi-municipal organizations are eligible for regional improvement grants.



Regional Incentives Program

- 6) Applicants will be required to disclose **all** other funding sources to support the project, including government, private, or non-profit. The County will not fund the portion of a project already being funded by a local CIP; however, the County may fund a complementary aspect of the same project.
- 7) The Applicant will be required to enter into an Agreement with the County and the local municipality.
- 8) A property may be eligible for multiple regional incentives and may submit multiple applications during the term of this document; however, the total combined value of grants approved through the County in any given year shall not exceed \$50,000 per property.
- 9) Grants will not be applied retroactively to works started prior to approval of the application.
- 10) For programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed.
- 11) The property **owner** must have no outstanding building permit, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property at the time of application.
- 12) All outstanding building permits, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property must be completed and/or rectified before grant money will distributed to an applicant.
- 13) All works approved under this document shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- 14) The grant approval will expire if work is not completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality. Any request for an extension beyond twelve (12) months must be made in writing and is subject to the approval of the Review Committee. Extensions can be a maximum of six (6) months.
- 15) The County reserves the right to discontinue any of the programs at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and Program specific requirements.
- 16) Funding will not be provided for any labour supplied by of the applicant, either personally or via a company or person associated with the applicant.
- 17) The applicant must submit at least (2) written estimates for all work. 50% of eligible costs will be based on the lowest estimates.



2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **façade** or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot. Eligible costs may include:

- a. Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings;
- b. Exterior painting where a clear enhancement is made;
- c. Chemical or façade cleaning;
- d. Outdoor art (i.e. murals, etc.);
- e. Redesign of entrances including changes to improve accessibility; and/or,
- f. Other similar improvements or repairs required to enhance a building **façade**.

Signage Improvement Project – may cover 50% of eligible costs to a maximum of \$2,500. Maximum value may increase to \$5,000 if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Property Improvement Project - may cover 50% of eligible costs to a maximum of \$10,000. Eligible costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation;
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
- 3) Addition of new parking/upgrades to existing parking areas for cars, motorcycles, and bicycles;
- 4) Improvements to rear building entrances and rear parking areas;
- 5) Addition of walkways; and
- 6) Such other similar improvements and repairs that may be necessary to improve a property



2.3.2 Building Improvement/Restoration Grant

Objective

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration Project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible if not deemed to be a **life-cycle replacement**:

- 1) Structural repairs to walls, ceilings, floors, and foundations;
- 2) Interior restoration and design;
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- 5) Weatherproofing;
- 6) Accessibility improvements;
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues;
and
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with large-scale conversion or expansion of existing vacant space into new commercial, mixed-use and other eligible uses. This grant is reserved for large, regionally significant projects resulting in the conversion of not less than 5,000 ft².

Grant Amount and Details

This grant may be provided on approved applications for 50% of the eligible cost to a maximum of \$50,000. The following projects may be eligible:

- 1) Conversion of non-commercial or vacant space into new commercial, mixed-use, secondary uses, and **agriculture-related uses**, and other eligible uses;
- 2) Conversion of upper storey space (whether vacant, office, commercial or other non-residential use) into new residential units;
- 3) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast;
- 4) Expansion of existing eligible uses to increase the gross floor area;



- 5) Environmental studies which are related to the conversion; and
- 6) The services of a professional engineer, architect or planner to design and implement the project.

2.3.4 Trails Improvement Grant

Objective

To promote the development, preservation, management, and expansion of trails, especially those that connect to regional trail networks. Funding will be prioritized for projects that are regional in scope, promote or enhance well-established trails, include considerations for accessibility, and/or connect built-up areas.

Grant Amount and Details

This grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$10,000. The following costs may be eligible:

- 1) Capital expenses including:
 - a. Renovation or construction of permanent spaces, parks or grounds, and/or ancillary facilities related to trails;
 - b. Furniture, fixtures or other non-portable equipment;
- 2) Acquiring land essential for the connection or extension of an existing trail; and
- 3) Creating new trails

2.3.5 Feasibility, Design, and Study Grant

Objective

To assist with the completion of a range of studies and plans that investigate or support a new business or development project on individual properties.

Grant Amount and Details

This grant may be provided on approved applications for 50% of the eligible cost to a maximum of \$2,000. The following types of plans or studies may be eligible:

- 1) Concept plans;
- 2) Site plan drawings;
- 3) Feasibility studies;
- 4) Environmental studies;
- 5) Structural analyses;
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems;



- 7) Traffic Impact Assessments;
- 8) Market analyses;
- 9) Business plans; and
- 10) Any other study or plan as approved.

2.3

The plan or study must provide new information about the feasibility and cost of an eligible use or provide details in support of a new business or development.

2.3.6 Planning Application and Building Permit Fee Grant

Objective

To grant a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- 1) Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments; and/or
- 2) Municipal building permit fees or change of use permits.

3. MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist in the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Based on the results of monitoring and evaluation efforts, adjustments may be made from time to time. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

3. DEFINITIONS

Agriculture-related uses are farm related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement (2014).

Agri-tourism includes those farm-related tourism uses, including limited accommodations such as bed and breakfast, that promote the enjoyment, education or activities related to the farm operation, as per the Provincial Policy Statement (2014).

Façade refers to the front of a building and/or other exterior walls that are exposed to high-density areas. Refers to the overall or multiple design element(s) of a building, not a single aspect.

Life-cycle replacement refers to a noticeable improvement or change to a building or property. For example:

- c. Replacing old windows would be life-cycle. Restyling, returning heritage features, or making them more attractive would not be considered a life-cycle replacement.
- d. Replacing shingles on a roof that are deteriorating would be life-cycle. Changing a roofline or covering an extension or remodel would not be considered life cycle replacement.

Roofed Accommodations are defined as year-round, permanent fixed roof accommodations within or as an extension to existing buildings and including hotels/motels/Bed and Breakfast establishments. This excludes camp grounds, cottage rentals or trailer parks.

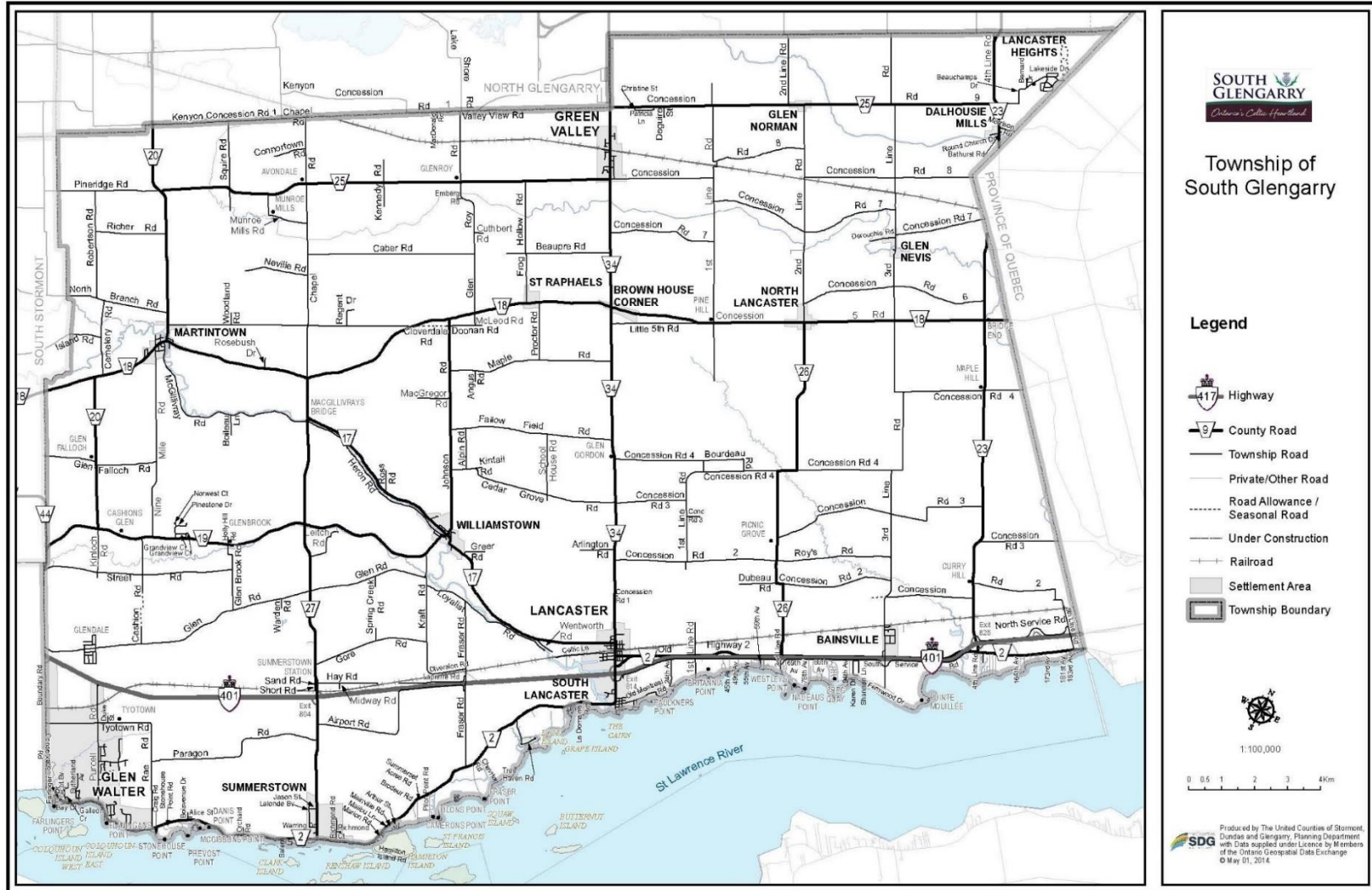
Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporations.

Tenants refers to a person(s) who occupies or possesses a property, which has been rented to a person by a landlord.



Regional Incentives Program

Schedule: SDG Regional Incentive South Glengarry Area





August 4, 2020

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:00 pm on August 4, 2020 via a public zoom webinar with phone access.

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

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Committee of Adjustment meeting of August 4, 2020 is hereby called to order.

CARRIED

Meeting was called to order at 5:00 pm

Approval of Agenda

MOVED BY: Frank Prevost

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the July 20, 2020 meeting be approved as presented.



CARRIED

Review of Application:

Application A-22-20 Legault

Joanne Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot 22, Registered Plan 14M-4 in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 20329 Andrea Avenue
- Proposed Minor Variance:
 - The subject property is developed with a semi-detached dwelling unit. The current property owner has applied for a minor variance to bring the existing structure into compliance with the Township's Zoning By-Law 38-09. The purpose of the minor variance request is as follows:
 - Part 6.2 - to reduce the front side yard setback from 6 meters to 5.73 meters
 - to reduce the rear yard setback from 6 meters to 4.68 meters
 - to increase the lot coverage from 40% to 43.2%

Planning:

- The property is designated Residential District and is located in the Urban Settlement Area of Lancaster. This application conforms to the general intent of the Official Plan
- The property is zoned Residential Two and conforms to the general intent of the Zoning By-law

Consultation:

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

Recommendation:

- Planning and Building have no concerns with the proposed minor variances

Discussion:



Martin Lang asked whether it should be assumed that all semis on the street do not conform to the by-law. J Haley explained that this is not the case and each structure has to be looked at individually.

MOVED BY: Frank Prevost

SECONDED BY: Sam McDonell

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

CARRIED

Application A-23-20 Laroche

Joanne Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot 3, Concession 2, I.L. in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18431 Tyotown Road.

- Proposed Minor Variance:
 - The subject property is developed with a single detached dwelling and an attached garage. Construction occurred without a building permit for portions of the structure by a former owner. The current property owner has applied for a minor variance to bring the existing structure into compliance with the Township's Zoning By-Law 38-09. The purpose of the minor variance request is as follows:
 - Part 10.2 - to reduce the interior side yard setback from 5 meters to 1.58 meters (5.2 ft)

Planning:

- The property is designated Rural District in the Official Plan and conforms to the general intent of the Official Plan
- The property is Rural and Natural Hazard (Grey's Creek Drain) and conforms to the general intent of the zoning by-law

Consultation:

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



Recommendation:

- Planning and Building have no concerns with the proposed minor variances

Discussion:

There was no discussion on this application.

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

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

CARRIED

Application A-24-20 Kaneb

Joanne Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot 8, Registered Plan 162, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18548 Stone House Road
- Proposed Minor Variance:
 - The Subject property is currently residentially developed. The Applicant proposes to construct a pool house in the rear yard of the subject property. The purpose of the minor variance request is as follows:
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 17.09 meters from the top of bank of the St. Lawrence River

Planning:

- The property is designated Residential District in the Official Plan and conforms to the general intent of the Official Plan
- The property is zoned Estate Residential and Floodplain- Holding and conforms to the general intent of the zoning by-law

Consultation:



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

Recommendation:

- Planning and Building have no concerns with the proposed minor variances
- The RRCA has no concerns with this application, an Ontario Regulation permit has been applied for and issued by the RRCA

Discussion:

There was no discussion on this application.

MOVED BY: Sam McDonell

SECONDED BY: Frank Prevost

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

CARRIED

Next Meeting date: September 8, 2020

Adjournment

BE IT RESOLVED THAT the meeting of August 4, 2020 be adjourned to the call of the Chair @ 5:15 p.m.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: September 8, 2020

SUBJECT: Departmental Update - CAO- July 2020

PREPARED BY: Tim Mills, CAO

Completed Work:

- Review of subdivisions & surplus lands
- Worked with Managers to complete Social Services Relief Fund
- Prepared work for Council and Committee meetings
- Worked with Managers to prepare a cost analysis to open Char Lan Recreation Centre and Community Centres during COVID
- Prepared Accessibility Grant
- Collaborated with Management and consultant to completed office drawings
- Boundary Road discussions with CAO/City of Cornwall
- Attended Recreation director's meeting discussions on reopening arena
- Energy Audit RFP
- Held weekly Senior Management Team meetings
- Met with City of Cornwall Administration staff re: Boundary Rd servicing
- Attended Public Information Centre – Glen Walter Water & Wastewater Master Servicing Plan
- Submitted delegation requests for AMO
- Met with constituents re: complaints process
- Successful tracking of facility inspections completed by Health & Safety Representatives
- Attended COVID-19 meetings for Municipal officials
- Board meeting with Community Futures Development Corp.
- Meeting with Cornwall & Area Chamber of Commerce Executive Director

Work in Progress:

- See attached Critical Path Document

Month at a glance:

- Met with Smithfield Park Groups to discuss future use of the new building
- Technical Information Briefing on Proposed Bill and Implementation of Community Benefits Charges

- United Counties of SD & G Head of Council meetings with MP, MPP, Warden and Mayors.
- Public Health meetings – Provincial and EOHU related to COVID 19
- Cornwall Regional Airport - Explorer Solutions Meeting
- Attended weekly SD&G CAO virtual meetings.
- Attended Boundary Road Servicing Review Meeting
- Zoning and Official Plan Amendment meeting with JL Richards & RRCA, Counties SD&G

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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: September 8, 2020

SUBJECT: Department Update - Corporate - July 2020

PREPARED BY: The Corporate Services Team

Completed Work:

- Assist in preparation of surplus lands document
- Administered and completed the application for Social Services Relief Fund
- Completed Staff Reports for Council meetings
- Completed the cost-analysis to reopen Char-Lan Recreation Centre
- Reviewed office drawings to share the perspective of those who will be affected (i.e. Accounts Payable, Accounts Receivable, Reception, Communications, and Treasurer)
- Boundary Road Servicing discussions with City of Cornwall
- Supervised 3 summer students (remotely)
 - Municipal Drains
 - Asset Management Planning
 - How to manuals and assorted administrative duties
- Clerk is nearing conclusion of OMTRA's Municipal Tax Administration Program and completed Unit 1 of AMCTO's Municipal Law Program
- Prepared and delivered tax bills, processed water bill payments (bi-monthly)
- Prepared HST remittance reports
- Completed Gas Tax Audit
- Set the budget date
- Completed OCIF Interim Reporting Requirements
- Completed Donor list for Glengarry County Archives
- Solved multitude of minor IT issues
- Reviewed and commented on GM of Infrastructure job posting
- Prepared Tax information sheet
- Officiated at a couple of weddings
- Commissioner of Oath for dozens of documents, processes, etc.
- 1,329 calls received from residents (last month we tracked call volume)
- Processed hundreds of payments: vendor, refundable deposit, misc.
- Less activity on the website due to summer vacations
- Website Page Visits:
 - Garbage & Recycling: 140
 - Careers: 90
 - Landfill Sites: 84

- Property Taxes: 80
- Zoning: 65
- Contact Us: 59
- Social Media Reach
 - Facebook: 3,141 Subscribers (+54 followers)
 - Facebook: 4,243 people reached by our posts (one week)
 - Twitter: 847 followers (+13 followers)
 - Instagram: 101 posts, 977 followers (+15 followers)
- Upgraded website – form builder application

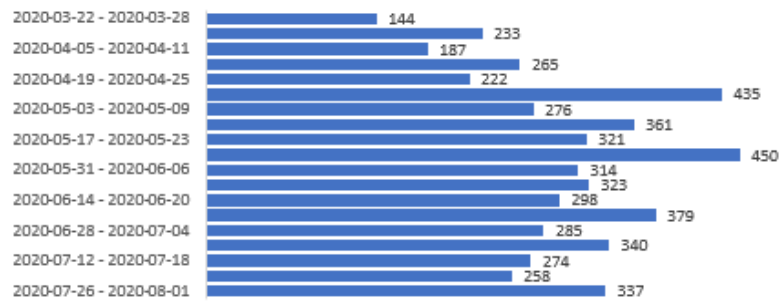
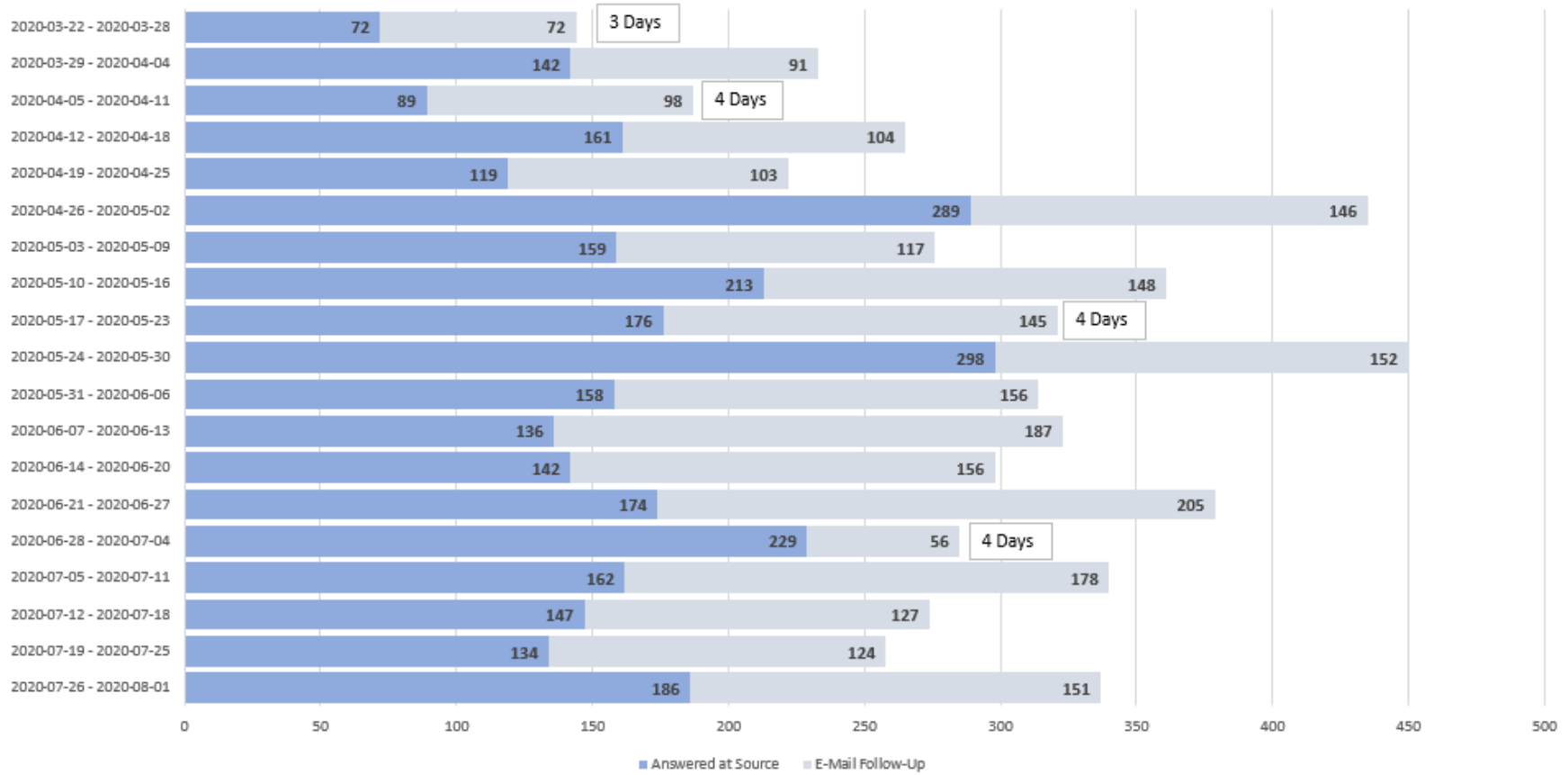
Work in Progress:


- See attached Critical Path Document

Month at a Glance:

- Prepared for Township-wide return to work
- Prepared for Township re-opening
- Prepared tax bills for distribution

Call Volume



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

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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Departmental Update- Community Services- July 2020

PREPARED BY: Community Services



Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Completed Site Plan reviews
- Involved Planner and Fire Chief in numerous adequate water supply discussions for Part 3 buildings
- Planning Application Fee review
- Conducted inspections
- Created short form application templates for simple accessory buildings and decks
- Followed up on maintenance agreements for tertiary septic systems
- Prepared work order reports for lawyers
- Conducted septic system file researches
- Prepared statistical reports for MPAC and Statistics Canada
- Provided updates to Tarion on new residential builds
- Received applications for and assigned civic addresses
- Ordered, retrieved, and distributed civic address signs and posts
- Conducted staff meetings and collaborated on policy in response to provincial COVID19 regulations

Economical Development

- Gathered information pertinent to businesses for assistance during COVID-19
- Prepared business newsletter for email distribution
- Commenced an internal vacant land inventory of properties for commercial or industrial development
- Worked on community signage policy
- Compiled CIP Applications, and attended CIPAC meeting (2 grants were approved)
- Assisted with updates/changes to existing CIP document

- 19 CIP inquiries have been discussed and reviewed to date
- Attended virtual townhalls and telephone calls regarding COVID updates
- Attended bi-weekly EDO meetings with the Counties of SDG
- Reviewed ICON funding and scheduled meetings with ISP's
- Assisted in the design of new CIP lawn/window signage
- 21 Regional Incentives Program inquiries received
- 2 Calls with businesses and the Ministry of Economic Development Job Creation and Trade regarding Eastern Ontario Development Funding (EODF)
- Individual calls scheduled with local funders (CFDC, GIAG, EOTB, Futurpreneur), connected the funders with local businesses depending on their individual needs
- Assisted in coordinating the Williamstown Fair, and the tree giveaway with RRCA
- Partnered with the Counties of SDG to work and promote "staycations" in the area

Planning

- Conducted staff meetings
- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared for and held CIP Public Meeting
- Prepared for CIPAC meeting
- Prepared and held Committee of Adjustment meetings
- Prepared Staff Reports for Council meeting
- Worked on OP Appeal documents
- Conducted meetings with Internet Service providers to prepare for ICON Program submission
- Commenced review of County OP agricultural and rural lands for LPAT hearing
- Assisted with CIP and RIP implementation
- Completed site visits
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Attended provincial training sessions on legislative changes
- Worked on subdivision files
- Prepared notices for LPAT hearing scheduled on October 5, 2020

By-Law

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


- Collected and installed Minor Variance Signs
- Collected civic blades and posts
- Conducted Pool Permit reviews and inspections
- Conducted Kennel Licence Application reviews and inspections
- Responded to walk in inquiries
- Arranged and attended meetings with the public
- Attended and reviewed sites that are building without permits.

Emergency Planning

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

Statistics

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

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

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

Community Services Monthly Report:

Planning, Building, By-Law, Economic Development

JULY, 2020

78

Meetings



3581

E-mails Received



497

Phone Calls Received



68

Site Inspections- Building



14

By-Law Complaints Received



Economic Development- Newsletters



755 Sent

349 Open

37 Clicks

1793

E-mails Sent



50

Site Inspections- By-Law



34

Building Applications Received



13

Planning Applications



34

Permits Issued



489*

Phone Calls Returned

***Does not include calls initiated**

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry
MEETING DATE: September 8, 2020
SUBJECT: Departmental Update- Fire Services- July 2020
PREPARED BY: Dave Robertson, Fire Services

OPERATIONS and RESPONSES:

- Motor Vehicle Collisions: 2
- Alarms: 2
- Medical: 0
- Burn Complaint / Unauthorized Burns: 0
- Fire – Structural: 4
- Fire – Brush / Grass: 2
- Fire – Vehicle: 2
- False: 0
- Public Hazard: 1
- Notes of interest
 - o One significant structure fire affecting 2 residential properties in Green Valley
 - o Medical responses remain low to none since the beginning of the COVID-19 medical emergency


TRAINING:

- FIRE DEPARTMENT
 - o July saw the continuation of large multi-station training events that are typically conducted during the summer months.
 - o The Training Officer co-ordinated 5 evening sessions with stations at an acquired structure in North Lancaster focusing on search and rescue, ventilation and ladder deployment.
 - o One live fire training session was conducted on CR 18. The goal of the event was for senior officers to evaluate situations with minimal manpower at the initial stages of a rural fire.
 - o We are receiving many compliments from members regarding the direction of the training department with its goal to both work on common elements between stations and various specialties that they conduct.
- TOWNSHIP EMPLOYEES
 - o Summer students were trained on

- WHIMIS
- Accessibility for Ontarians with Disabilities Act
- Occupational Health and Safety awareness
- Workplace violence and harassment
- Traffic control measures (Roads Dept. students)

HEALTH AND SAFETY:

- Health & Safety along with WHIMIS audits continue in all Township workspaces with excellent progress directed by the Committee.
- All workplace inspections are being completed as per the Health and Safety Act.
- Unused or unnecessary chemicals and other hazardous materials will be disposed of as required with a goal of healthier workplaces.
- New Health & Safety boards installed and up to date in all workplaces

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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Departmental Update- Infrastructure Services- July 2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services



Completed Work:

- Road Patrol
- Completed Surface Treatment Projects on Cedar Grove, Maple, and 67th Ave
- Grade Granular Roads
- Patch Hard Top Roads
- Replaced Culverts in various locations
- Routine Fleet Maintenance and CVOR Safeties on Roads & Fire Fleet
- Landfill Maintenance, pack and cover North Lancaster
- Water & Sewer routine operations
- Attended Virtual Weekly Management Meetings
- Attended Virtual Health & Safety Meeting
- Attended Airport Commission Meeting

Work in Progress (Critical Path):

- See Attached Critical Path Document
- Met with EVB to review cost estimates for Boundary Road Services.

Training

- Student Orientation and Training
- WHMIS

Good News Stories

- Posted and mailed the Collections Calendar.
- Dillen Seguin completed a desktop review for Non-Revenue Water and presented his finding to the CAO and EVB. His efforts will assist with the investigation on this issue and field work is to be scheduled in August. Great work Dillen!



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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Departmental Update- Recreation & Facilities- July 2020

PREPARED BY: Rick Ladouceur, Director of Recreation and Facilities



Completed Work :

- 107 SOP'S completed for Arena
- All Community Centre's outdoor rinks & skating shacks painted
- Visited Peanut Line with recommendation to CAO
- Created Ice Users Protocol for entering/exiting the Arena
- Report for Accessibility Plan
- Rink Seal installed for preventative maintenance for arena flooring
- Glen Walter speed bumps installed
- Lights on Arena building installed
- Celtic Museum completed much needed work on the outside of the building
- Dog Waste Stations installed in parks

Work in Progress:

- 7 summer students hired
- Grass Cutting – internal staff plan is going well
- SOP'S being developed for all Community Centre's
- H&S inspection items are almost completed
- Contacted & spoke to all ice users for upcoming season
- Creating Community Centre's protocol for entering/exiting
- Confirmed Township office roofing for September
- Nor'Wester Museum

Good News Stories

- Set-up Zoom Meetings with seven (7) Townships & Cornwall to discuss protocols and best practices for arena and facilities
- Met with Goodtimers/Green Valley and North Lancaster groups to plan programming/scheduling etc.
- Students workers pick up all garbage in the South Glengarry Hamlets main/side streets
- Brush Cutting at Glen Walter Park



Recreation & Facilities		Responsibility	Completed	On-going		
Activity			April	May	June	July
<i>Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.</i>						
Recreation Research						
Competitive analysis	Natalie	Nearing Completion	Completed			
Each community demographics	Natalie	Nearing Completion	Completed			
Programs surrounding communities (partners)	Natalie	Nearing Completion	Completed			
3 similar communities offerings/cost	Natalie	Nearing Completion	Completed			
Local & similar communities staffing	Natalie	Nearing Completion	Nearing Completion	Completed		
Engaging the Community						
Schools						
Create a SG recreation working committee	Rick/Tim/Council	Nearing Completion	Nearing Completion	Completed		
Create a SG recreation working committee terms of reference	Rick/Tim/Council	Nearing Completion	Nearing Completion	Nearing Completion		
Meet with stakeholders	Rick	In Progress	In Progress	In Progress		
SOP's/Operations						
Writing standardized operating procedures	Rick	In Progress	In Progress	In Progress	Completed	
Organizing & laminating SOP's	Rick	Researching/Planning	In Progress	In Progress	Completed	
Create emergency section in SOP binder	Rick	Researching/Planning	In Progress	In Progress	Completed	
Testing & improvement of SOPs	Rick	Researching/Planning	In Progress	In Progress	Completed	
Implement the audits, SOP's, LOGS & checklist	Rick	Researching/Planning	In Progress	In Progress	In Progress	
Opening/closing						
Tool inventory	Rick	Nearing Completion	Completed			
Log books	Rick	In Progress	In Progress	In Progress	In Progress	
Incident reports	Rick					
Work order system	Rick					
Asset management software	Rick/Tim/Ewen	Nearing Completion	Nearing Completion	Nearing Completion		
Staffing & Scheduling						
Scheduling	Rick	In Progress	On-going	On-going	On-going	
Safety courses	Rick	Researching/Planning	Nearing Completion	Nearing Completion	Completed	
Staff meeting	Rick	On-going				
Job descriptions review	Rick	In Progress	Completed			
Lead hand/maintenance job description	Rick					
Orientation staff/students	Cathy	In Progress	In Progress	In Progress	Completed	
Performance reviews	Rick	In Progress	In Progress	In Progress	In Progress	
Uniforms	Rick	In Progress	In Progress	In Progress	In Progress	
Summer maintenance list	Rick	Completed	On-going	On-going	On-going	
Winter maintenance list	Rick	Nearing Completion	Nearing Completion	Nearing Completion		
Training						
Operations manual staff	Rick/Cyndi	Researching/Planning	In Progress	In Progress	In Progress	
Orientation agenda and event planning	Rick/Cyndi	Researching/Planning	In Progress	In Progress	In Progress	
Job shadow checklist	Rick/Cyndi	Researching/Planning	In Progress	In Progress	In Progress	
Tracking training certificates	Rick/Cyndi					
Casual staff training and development	Rick/Cyndi					
Training for staff	Rick/Cyndi	In Progress	In Progress	In Progress	Completed	
CIT program	Rick/Cathy	In Progress	In Progress	In Progress	Completed	
Budget						
Review budget/ understanding the numbers	Rick	Researching/Planning	In Progress	In Progress	Completed	
Accounting software	Rick	In Progress	In Progress	In Progress	In Progress	
Start coding	Rick					
EMS system	Rick	In Progress	In Progress	In Progress	Completed	
Pricing/services	Rick/Cathy	In Progress	In Progress	In Progress	Completed	
Facility vs. recreation separation	Rick	In Progress	In Progress	In Progress	In Progress	
H&S						
Health & Safety facility inspections (AED, Fire Extinguisher, and Water Fountain)	Rick/Tim	In Progress	In Progress	In Progress	Completed	
Employee board	Rick/Tim					

2 Way Radio's	Rick				
Recreational Programs					
Grant oppportunities/local contact/assigned point person	Rick	In Progress	In Progress	In Progress	Completed
Program audits	Rick	In Progress	In Progress	In Progress	In Progress
Community engagement	Rick	In Progress	In Progress	In Progress	In Progress
Community Centre's North Lancaster					
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco Key	Rick	In Progress	Completed		
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress
Website information	Rick	Nearing Completion	Completed		
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Facility Issues					
Canapy	Rick	In Progress	In Progress	In Progress	Completed
Garbage container	Rick	In Progress	In Progress	In Progress	In Progress
Paint job	Rick	In Progress	In Progress	In Progress	Completed
Beach volleyball sand	Rick	In Progress	In Progress	In Progress	Completed
Internet	Rick	In Progress	Completed		
Coat hanger	Rick				
Ball diamond	Rick	In Progress	In Progress	In Progress	Completed
Green Valley					
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco key	Rick	Nearing Completion	Completed		
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress
Website information	Rick	In Progress	Completed		
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Bainsville					
Roof & play structure	Rick	In Progress	In Progress	In Progress	In Progress
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco key	Rick	Nearing Completion	Completed		
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress
Website information	Rick	In Progress	Completed		
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress
Paul Rozon					
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco key	Rick	Nearing Completion	In Progress	In Progress	Completed
Facility audits	Rick	In Progress	Completed		
Website information	Rick	In Progress	Completed		
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress
Splash pad	Rick	In Progress	In Progress	In Progress	Completed
Martintown					
Scheduling	Rick	In Progress	Completed		
Medco key	Rick	Nearing Completion	Completed		
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress
Website information	Rick	In Progress	In Progress	Completed	
Programming	Rick	In Progress	In Progress	Completed	
Good Timers	Rick				
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress
Smithfield					
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco key	Rick	Nearing Completion	Nearing Completion	Nearing Completion	Completed
Facility audits	Rick	In Progress	In Progress	In Progress	In Progress
Website information	Rick	In Progress	In Progress	In Progress	Completed
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress
Construction	Ewen	In Progress	In Progress	In Progress	Nearing Completion
Glen Walter					
Scheduling	Rick	In Progress	In Progress	In Progress	In Progress
Medco key	Rick	Nearing Completion	Completed		
Facility audits	Rick	In Progress	In Progress	In Progress	
Website information	Rick	In Progress	In Progress	In Progress	Completed
Programming	Rick	In Progress	In Progress	In Progress	In Progress
Park/sports facilities audit	Rick	In Progress	In Progress	In Progress	In Progress

Wharf	Rick	In Progress	In Progress	In Progress	Completed
SG Arena					
Rec director office	Rick/Contractor				
Expansion plans	Rick/Consultant	In Progress	In Progress	In Progress	In Progress
Ice sales manual	Rick/Cathy	Completed			
Rental contracts	Rick/Cathy				
Medco key	Rick	Completed			
Canteen contract	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed
RFP	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed
Operated by rec/analysis	Rick	Researching/Planning	Researching/Planning	Researching/Planning	Completed
Server/one drive back up	Rick				
Arena Hall					
Programming	Cathy/Rick	In Progress	In Progress	In Progress	In Progress
Bar procedures	Cathy/Rick	In Progress	In Progress	In Progress	In Progress
Event security	Cathy/Rick	In Progress	In Progress	In Progress	In Progress
Jr. B Rebels					
Bar procedures	Cathy/Rick	In Progress	In Progress	In Progress	Completed
Bar pay-out	Cathy/Rick	In Progress	In Progress	In Progress	Completed
Regularly scheduled meetings	Rick	In Progress	In Progress	On-going	On-going
Events					
Possibilities (i.e. wrestling, teen skate, kilt skate, circus, etc.)	Rick	In Progress	In Progress	In Progress	In Progress
EAP					
Emergency action plan procedures (indoor/outdoor)	Rick	In Progress	In Progress	In Progress	In Progress
Facilities					
Asset management program	Rick	In Progress	Nearing Completion	Nearing Completion	Completed
Asset management program data entries	Rick	In Progress	Nearing Completion	Nearing Completion	Completed
Asset management program training	Rick	In Progress	Nearing Completion	Nearing Completion	Completed
Asset management program what reports??	Rick	In Progress	Nearing Completion	Nearing Completion	Nearing Completion
Tour	Rick	In Progress	Nearing Completion	Nearing Completion	Nearing Completion
Create audits	Rick	In Progress	Nearing Completion	Nearing Completion	Completed
Fob access	Rick	Researching/Planning	Nearing Completion	Nearing Completion	Completed



July 28, 2020

Honourable Navdeep Bains
Minister of Innovation, Science and Industry
C.D. Howe Building
235 Queen Street
Ottawa, ON K1A 0H5

Re: Investment in Rural Broadband Infrastructure

Dear Honourable Navdeep Bains:

On behalf of the residents and businesses of the Town of Mono, I want to add my voice to that of Ontario Minister of Municipal Affairs and Housing, the Honourable Steve Clark, in reminding your government of the importance of bringing high speed Internet to rural areas. Without reliable Internet access, businesses and residents are being left behind, furthering the digital divide between rural and urban centres.

The COVID-19 pandemic has only revealed deeper issues with Internet access in rural communities as businesses, students and teachers struggled with unreliable Internet. Rural residents are concerned that limited access is preventing their children from accessing remote learning tools and is leaving them behind in their education. It is hampering economic growth and limiting businesses' ability to recover from the pandemic.

Building the infrastructure needed to address these concerns will take a concerted effort by all levels of government. The Town of Mono, as a lower tier Ontario municipality, has been working on the issue for a number of years as has the upper tier County of Dufferin, including investing in the Southwestern Integrated Fibre Technology (SWIFT) initiative.

The need for immediate action has never been greater. We are encouraged by the Province of Ontario's commitment to invest a further \$315 million in the Broadband and Cellular Action Plan. The Town of Mono urges your government to take urgent action to provide immediate funding to build the infrastructure needed to ensure reliable broadband service in rural and underserved areas in Ontario.

Regards,

TOWN OF MONO

Laura Ryan
Mayor

Copies:

Honourable Catherine McKenna, Minister of Infrastructure and Communities
Honourable Maryam Monsef, Minister of Rural Economic Development
Honourable Ahmed Hussen, Minister of Families, Children and Social Development
Honourable Kyle Seeback, MP Dufferin-Caledon, Ontario
Honourable Steve Clark, Minister of Municipal Affairs and Housing, Ontario
Honourable Laurie Scott, Minister of Infrastructure, Ontario
Honourable Sylvia Jones, MPP Dufferin-Caledon, Ontario; Solicitor General, Ontario
All Ontario Municipalities (via email)

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

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

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



August 31, 2020

Ms. Kelli Campeau
Clerk
Township of South Glengarry
kcampeau@southglengarry.com

Dear Ms. Campeau:

Over the past 2 years, our government has heard from farmers, municipalities and the broader agriculture community about the threat of on-farm trespass activities. We have heard that farmers are worried for their own safety, the safety of their families, their employees as well as the safety of their animals.

We listened to your concerns, and back in December 2019, I was honoured to introduce the [Security from Trespass and Protecting Food Safety Act, 2020](#) and to act on our government's commitment to protect farmers, agri-food businesses, farm animals and our food supply from the risks of trespass activities. The Act received Royal Assent on June 18, 2020.

I appreciate the strong support that I have received from our stakeholder partners, like you, on such an important piece of legislation. The COVID-19 outbreak has shown us now more than ever, how important it is to have a steady, reliable food supply and to protect the health and safety of the agri-food workers who help feed us.

As you may be aware, we have recently seen a public safety situation grow more urgent. Earlier this summer a demonstrator tragically died outside a meat processing plant. Since then, we have seen heightened tensions leading to greater risks for everyone involved. This has created a significant public safety concern that must be addressed to ensure everyone's safety.

As a result, I am announcing today a partial proclamation of the [Security from Trespass and Protecting Food Safety Act, 2020](#) that will come into effect on Wednesday September 2, 2020 at 12:01AM to address these immediate public safety concerns.

.../2



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

- 2 -

We are proclaiming sections 6(1), 7, 14(1)[3] and 15(1) of the Act, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the [Provincial Offences Act \(POA\)](#) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

I am also pleased to inform you that a [Discussion Paper](#) has been posted on the regulatory registry, outlining the ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to SecurityFromTrespass.OMAFRA@ontario.ca.

I understand the importance and urgency of this Act to many across the sector. However, before the remaining sections can be proclaimed into force, a number of items must be prescribed via a regulation to operationalize the Act. These regulations are needed to ensure the act is clear, easily interpreted and fulfils its intended purposes. It is important that we take the time to hear from those impacted so we can take those comments into consideration in finalizing the regulation.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council. Once fully proclaimed into force, the Act will recognize the unique risks associated with trespassing on farms and at processing facilities.

I strongly encourage you to provide feedback and comments on this discussion paper. Your insights are valuable as we work to ensure the Minister's Regulation and the Act are fair and reasonable while also meeting the needs of industry. Your input is an important contribution to help shape the content and design of the Minister's Regulation.

Again, thank you for your support. I look forward to working with you to create a safe and healthy Ontario for all.

Sincerely,



Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs



CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

**Re: Endorsement of Bill 164 – Protecting Vulnerable Persons in Supportive Living
Accommodation Act, 2019**

Please be advised that, at its meeting of January 27, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS Niagara Centre MPP, Jeff Burch, introduced Private Member's Bill 164: Protecting Vulnerable Persons in Supportive Living Accommodation Act, 2019 (the "Bill") at the Legislative Assembly of Ontario;

AND WHEREAS the Province of Ontario regulates matters under the following statutes:

- a) Child, Youth and Family Services Act, 2017;
- b) Homes for Special Care Act;
- c) Long-Term Care Homes Act, 2007;
- d) Private Hospitals Act;
- e) Public Hospitals Act;
- f) Retirement Homes Act, 2010;
- g) Residential Tenancies Act, 2006;
- h) Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

AND WHEREAS there is a need for regulating private supportive living accommodations to protect individuals requiring special care;

NOW THEREFORE the City of Port Colborne endorses the Bill and will complete the following:

...2

1. Send a letter to the Premier, the Minister of Government and Consumer Services; the Minister of Health; the Minister of Children, Community, and Social Services; the Minister of Long-Term Care, and carbon copy the Association of Municipalities of Ontario stating the endorsement of the Bill and reasons for its support no later than one (1) month's time from the passing of this resolution; and,
2. Circulate the resolution endorsing the Bill to all municipalities in Ontario.

Your favourable consideration of this request is respectfully requested.

Sincerely,



Amber LaPointe
City Clerk

cc: Hon. Christine Elliott, Deputy Premier
Hon. Lisa Thompson, Minister of Government and Consumer Services
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Todd Smith, Minister of Children, Community and Social Services
Hon. Merrilee Fullerton, Minister of Long-Term Care
Andrea Horwath, Leader of the New Democratic Party
Association of Municipalities of Ontario (AMO)
Local Area Municipalities
Local Area MPPs



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

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

August 17, 2020

Dear Honourable Doug Ford;

Re: Copy of Resolution #485

Motion No. 485

Moved by: Don Murray Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss hereby support the Council of the Township of Mapleton in their request that: The Province of Ontario undertake a review of the Farm Property Tax Class Rate Program to determine:

- a. The appropriateness of the cost of the Farm Property Tax Class Rate Program falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
- b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Program;
- c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
- d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
- e. Other methods of delivering the farm tax rebate program to farmland owners where the cost can be shared province wide

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush". The signature is written in a cursive, flowing style.

Kelly Lush
Deputy Clerk

c.c Honourable Steve Clark, Minister of Municipal Affairs and Housing, Honourable Rod Phillips, Minister of Finance, Honourable Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Honourable Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

City of Oshawa
Mary Medeiros City Clerk
50 Centre Street South,
Oshawa, Ontario L1H 3Z7

August 28, 2020

Dear Ms. Medeiros;

Re: Copy of Resolution #512

Motion No. 512

Moved by: Ed McGugan Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council support the City of Oshawa in their request that the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting organizations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflicted on them by the effects of COVID-19 and FURTHER directs staff to forward a copy of this resolution to the City of Oshawa and the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, and Association of Municipalities of Ontario and Federation of Canadian Municipalities.

Carried

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush". The signature is fluid and cursive.

Kelly Lush
Deputy Clerk

c.c Mr. Justin Trudeau, The Right Honourable Prime Minister of Canada, Mr. Douglas Ford, The Honourable Premier of Canada, AMO, FCM and all Ontario Municipalities.



**Special Council
August 10, 2020**

Moved by: Councillor Ray Young

Seconded by: Councillor Gauri Shankar

That the Council of the Corporation of the Town of Prescott endorse the City of Sault Ste. Marie's resolution regarding the closure of the Canada/US border and puts forward the following:

WHEREAS due to the COVID-19 pandemic, Canada and the United States agreed to close their shared border on March 21, 2020 and that closure, with exceptions, has been extended to August 21, 2020; and

WHEREAS Canada has managed to slow the spread of COVID-19 across the country including our own community of Leeds and Grenville; and

WHEREAS the United States has not slowed the spread of COVID-19 and cases continue to grow in the United States at a much more significant rate than Canada; and

WHEREAS Canadians across the country including here in the Town of Prescott have made and continue to make many sacrifices to slow the spread of COVID-19 and minimize the risk to each other and our larger community; and

WHEREAS Mayor Todd has been working with his border municipal mayoral colleagues across Eastern Ontario to advocate for and support the continued closure of the Canada/United States border with the current terms and conditions.

THEREFORE BE IT RESOLVED that this resolution shall serve to support the Federal Government's decision to close the Canada/US border and to request that the Federal Government maintain its current position until the risk of COVID-19 travelling into Canada from the United States is minimized and there is objective data that indicates the growth and spread of the COVID-19 virus across the United States has slowed dramatically and is at a minimum consistent with the growth and spread of the virus in Canada; and

FURTHER BE IT RESOLVED that this resolution shall serve to support the work that local border mayors have done on this issue and encourages that work to continue until Council directs otherwise; and



FURTHER BE IT RESOLVED that a copy of this resolution be sent to The Right Honourable Prime Minister Justin Trudeau, MP Michael Barrett, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Eastern Ontario

		REQUESTED BY:		
		RECORDED VOTE	YES	NO
		Councillor Leanne Burton		
		Councillor Teresa Jansman		
		Councillor Lee McConnell		
CARRIED:	X	Councillor Mike Ostrander		
TABLED:		Councillor Gauri Shankar		
DEFEATED:		Mayor Brett Todd		
RECORDED VOTE:		Councillor Ray Young		

BRETT TODD, MAYOR	KIMBERLEY CASSELMAN, CLERK



United Counties of
Stormont Dundas Glengarry
Corporate Services Department
323 - 26 Pitt Street
Cornwall, Ontario K6J 3P2
T: 613-932-1515
F: 613-936-2913



August 27, 2020

Hon. Doug Ford
Premier of Ontario
Room 281
Legislative Block, Queen's Park
Toronto, ON
M7A 1A1

Dear Sir:

The Council of the United Counties of Stormont, Dundas and Glengarry, at its recent meeting, supported resolution from the Township of South Glengarry, concerning long term care homes.

A copy of both resolutions are enclosed for your reference. Your attention to this matter would be greatly appreciated.

Sincerely,

Helen Thomson, CMO
Director of Council Services/Clerk

CC: Hon. Merrilee Fullerton
CC: Jim McDonell, MPP
CC: Township of South Glengarry ✓



United Counties of
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY Councillor Wert

RESOLUTION NO 2020-130

SECONDED BY Councillor Williams

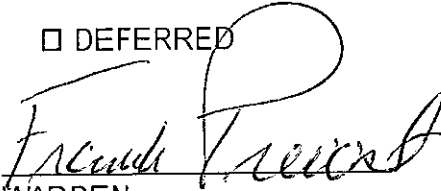
DATE August 24, 2020

THAT Council support the resolution from the Township of South Glengarry concerning urging the Ontario government to provide funding for long term care homes to increase full-time positions in place of casual and part-time labour and to facilitate regular inspections of all long term care homes.

CARRIED

DEFEATED

DEFERRED


WARDEN

Recorded Vote:

Councillor Armstrong	_____
Councillor Byvelds	_____
Councillor Fraser	_____
Councillor Gardner	_____
Councillor Landry	_____
Councillor MacDonald	_____
Councillor McGillis	_____
Councillor Prevost	_____
Councillor Smith	_____
Councillor Warden	_____
Councillor Wert	_____
Councillor Williams	_____



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

1669 Arthur Street
P.O. Box 187
Richards Landing, ON P0R 1J0
Telephone: 705-246-2625
Fax: 705-246-3142
www.stjosephtownship.com



August 14, 2020

The Township of South Glengarry
Attn: Mayor Frank Prevost
6 Oak Street, P.O. Box 220,
Lancaster, ON
K0C 1N0

Dear Mayor Frank Prevost;

Thank you for your resolution of July 20, 2020, regarding Long Term Care Services in Ontario.

At its meeting of August 12, 2020 the Council of The Township of St. Joseph supported your resolution urging the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes, and that the Ministry of Long Term Care acts immediately to regularly inspect all long term care homes, and to ensure that sound infection control measures are put in place.

We appreciate your attention to the fact that the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country. The pandemic has exposed deplorable conditions in many LTC homes across Canada in Ontario, which affects all residents of Ontario regardless of their Municipality.

The Township of St. Joseph appreciates your attention to this critical service.

Yours truly,

Carol O. Trainor, A.M.C.T.
Clerk Administrator

sg

cc. Premier of Ontario Doug Ford
Minister of Long Term Care Merrilee Fullerton
MPP Algoma-Manitoulin M. Mantha,

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076



Postal Box 590
Gore Bay, Ontario
POB 1H0

Office of the
Clerk

August 18, 2020

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

Dear Frank;

Re: Support of Long Term Care Facility Inspections

Please be advised that at a recent Council meeting held on August 10, 2020 Council reviewed your request for support urging the Ontario Government to provide funding to increase the fulltime positions in place of casual and part time labour in long term care homes.

The Town of Gore Bay is in support of the Township of South Glengarry's request to the Ministry of Long Term Care to enact regular inspections of all long term care homes. Please find attached a certified true copy of Resolution No. 14878 indicating the Town of Gore Bay's support.

Yours truly,

Stasia Carr
Clerk
SC/cp
Encl.

cc: Mr. Justin Trudeau, *The Right Honourable Prime Minister of Canada*
Mr. Douglas Ford, *The Honourable Premier of Ontario*
All other Municipalities with the Province of Ontario

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14878

14878

Moved by Patricia Bailey

*Seconded by Leanne
Woestenenk*

WHEREAS the Township of South Glengarry has passed a motion urging the Ontario Government to provide funding to increase the fulltime positions in place of casual and part time labour in long term care homes;

AND WHEREAS they further request the Ministry of Long Term Care to enact regular inspections of all long term care homes;

THEREFORE BE IT RESOLVED THAT the Town of Gore Bay supports the Township of South Glengarry's motion and they be so advised;

FURTHER a copy of this motion be sent to the Ministry of Long Term Care.

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14878
ADOPTED BY COUNCIL ON
AUGUST 10, 2020


.....
Stasia Carr
Clerk



CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

Re: Resolution – Funding and Inspections for Long Term Care Homes due to COVID-19 Pandemic

Please be advised that, at its meeting of August 10, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the Township of South Glengarry regarding funding and regular inspections for Long Term Care facilities, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,



Amber LaPointe
City Clerk

Encl.

ec: Hon. Merrilee Fullerton, Minister of Long-term Care
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



Regular Council Meeting Resolution Form

Date: August 4, 2020 No: RESOLUTION - 213-2020
 Moved by Councillor Oliver Jacob Disposition: CARRIED
 Seconded by Deputy Mayor Brian Armsden Item No: 9.1

Description: Request for Support 1-3
 1. Town of Gore Bay - Support of Universal Basic Income
 2. Township of South Glengarry - Staffing in Long Term Care Homes
 3. Township of Bonnechere Valley - Ontario's Economic Recovery

RESOLUTION:

THAT Council support the Township of South Glengarry in their effort to urge the Ontario Government to provide funding to increase full time positions in place of casual and part time labour in Long Term Care Homes and requests that the Ministry of Long Term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario Long Term Care Homes.

T. Peckett

 MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
T. Peckett	_____	_____
B. Armsden	_____	_____
H. Lang	_____	_____
S. Brum	_____	_____
O. Jacob	_____	_____

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote



Township of La Vallee

OFFICE OF
CLERK AND TREASURER
P.O. BOX 99, DEVLIN, ONTARIO POW 1C0
TELEPHONE 807-486-3452 FAX 807-486-3863
email: lavalley@nwonet.net

August 13, 2020

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

Dear Council:

At the open regular Council Meeting of the Township of La Vallee held on Wednesday, August 12, 2019 the following resolution was passed:

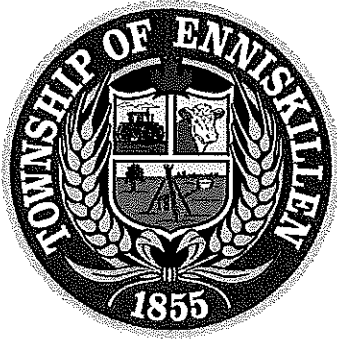
“BE IT RESOLVED that the Township of La Vallee supports the Township of South Glengarry’s resolution urging the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes and sound infection control measures are put in place at all Ontario long term care homes.”

If you should have any further questions or concerns please feel free to contact me at the above number.

Yours truly,

A handwritten signature in black ink that reads "Patti McDowall". The signature is written in a cursive style.

Patti McDowall
Clerk/Treasurer



TOWNSHIP OF ENNISKILLEN
4465 Rokeby Line
RR# 1, Petrolia, Ontario N0N 1R0
Phone (519) 882-2490 Fax (519) 882-3335

Duncan McTavish,
Administrator-Clerk/Treasurer
Mike Cumming,
Road Superintendent

August 11, 2020


Kelli Campeau, Clerk
Township of South Glengarry
6 Oak Street
Lancaster, Ontario,
K0C 1N0

Dear Kelli,

Re: Resolution Long-Term Care Homes

Please note that the Council of the Township of Enniskillen at its regular meeting of August 4, 2020 passed a resolution in support of urging the Ontario Government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requesting that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes.

Yours truly,


Duncan McTavish
Clerk



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg ON K0C 1X0
613.543.2673 | southdundas.com



August 12, 2020

Township of South Glengarry
6 Oak Street PO Box 220
Lancaster ON K0C 1N0

Attention: Tim Mills

Dear Mr. Mills:

Re: Long Term Care Homes

At the August 10, 2020 meeting of the Council of the Municipality of South Dundas the following resolution was passed supporting the Township of South Glengarry resolution concerning Long Term Care Homes:

Resolution No. 18-22-640

Moved By Councillor Wells

Seconded By Councillor Mellan

That the Council of the Municipality of South Dundas support the resolution from the Township of South Glengarry concerning Long Term Care homes.

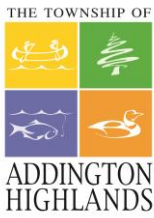
CARRIED Mayor Byvelds

If you have any questions or require further assistance, please contact our office at 613-543-2673

Yours truly,

A handwritten signature in blue ink, appearing to read "Ethan Robert".

Ethan Robert
Deputy Clerk



Township of Addington Highlands

August 10, 2020

The Corporation of the Township of South Glengarry
6 Oak St., P.O. Box 220
Lancaster, ON K0C 1N0
e-mailed to: kmacdonald@southglengarry.com

Re: Resolution on Long Term Care Homes

To Whom It May Concern,

Please be advised that at their August 4th, 2020 meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support your municipality's resolution urging the Ontario Government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requesting that the Ministry of Long Term Care act to regularly inspect all long term care homes and that sound infection control measures are put in place at all Ontario long term care homes.

I trust you will find this letter of support satisfactory.

Sincerely,

Christine Reed

Christine Reed
CAO/Clerk-Treasurer

cc. Hon. Doug Ford, Premier – premier@ontario.ca
Hon. Merrilee Fullerton, Minister of Long Term Care – Merrilee.fullerton@pc.ola.org
Daryl Kramp, MPP – daryl.kramp@pc.ola.org



August 20, 2020

[Sent via email]

Hon. Premier Doug Ford
premier@ontario.ca

Dear Premier Ford:

RE: Long Term Care homes

The Township of Billings' Council passed the following resolution at their regular meeting on August 4, 2020, in response to the Township of South Glengarry and Town of Amherstburg's requests for support:

2020-254 Barker – Jackson

BE IT RESOLVED that Council joins the Township of South Glengarry and Town of Amherstburg in calling on the provincial government to increase full-time positions in place of casual and part-time labour in long term care homes, regularly inspect all long term care homes, and ensure sound infection control measures are put in place at all Ontario long term care homes; and,

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Premier Ford, Minister Fullerton, MPP Michael Mantha, the Township of South Glengarry and the Town of Amherstburg.

Carried

Please contact Kathy McDonald, CAO/Clerk (kmdonald@billingstwp.ca; 705-282-2611 ext.223), should you have any questions or concerns.



Regards,



Megan Bonenfant, Deputy Clerk
Township of Billings
mbonenfant@billingstwp.ca

cc: Minister Fullerton
MPP Michael Mantha
Township of South Glengarry
Town of Amherstburg



Municipality of Central Huron

P.O. Box 400, 23 Albert Street, Clinton, Ontario N0M 1L0

Telephone: 519-482-3997 Fax: 519-482-9183

Email: info@centralhuron.com

www.centralhuron.com



August 6, 2020

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

Dear Ms Campeau,

RE: Resolution of Support – Funding increase to Full-Time Positions and Regular Inspections of Ontario LTC Homes

This is to confirm that the following resolution of support was adopted by the Council of the Municipality of Central Huron at their August 4, 2020 regular meeting:

RES:315-20

Moved by Councillor Westerhout, seconded by Councillor Colquhoun

That the Council of the Municipality of Central Huron supports the July 20, 2020 Township of Glengarry resolution requesting that the Ministry of Long-Term Care provide funding to increase full-time positions, take action to regularly inspect and ensure sound infection control measures are put into place at all Ontario long term care homes;
Carried.

A copy of the July 20, 2020 Township of South Glengarry resolution is attached for your consideration.

Yours truly,

Kerri Ann O'Rourke
Municipal Clerk
519-606-1223



MUNICIPALITY OF HURON EAST

PO Box 610, 72 Main Street South, Seaforth Ontario N0K 1W0

Tel: 519-527-0160

Fax: 519-527-2561

888-868-7513

www.huroneast.com

Brad Knight, BA, CAO/Clerk
bknight@huroneast.com

Paula Michiels, CPA, CGA, Treasurer-Finance Manager
pmichiels@huroneast.com

August 12th, 2020.



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

Attention: Mayor Frank Prevost

Dear Mayor Prevost:

RE: Resolution – Long-Term Care

We wish to acknowledge receipt of your resolution urging the Ontario Government to increase full-time positions in long-term care homes and requesting Ministry of Long-term Care act to regularly inspect all long term care homes and sound infection control measures be put in place.

This matter was referred to Huron East Council at their regular meeting on August 11th, 2020 and the following motion was passed.

It was duly moved and seconded:

THAT Council of the Municipality of Huron East endorse the resolution of the Township of South Glengarry urging the Ontario government to increase full-time positions in long-term care homes and requesting the Ministry of Long-term Care act to regularly inspect all long term care homes and sound infection control measures be put in place.

Motion Carried.

Trusting this action of Council will be of assistance.

Yours truly,

Brad Knight / Paula
Brad Knight,
CAO/Clerk.

BK:ja



August 17, 2020

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

Sent via email: Kmacdonald@southglengarry.com

**Re: Long-Term Care Homes
Our File 35.11.2**

Dear Ms. MacDonald,

At its meeting held on August 10, 2020, St. Catharines City Council approved the following motion:

That Council endorse the resolution from the Township of South Glengarry regarding increased funding and inspections for long-term care homes.

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

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

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

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Draft Plan of Subdivision Decisions

PREPARED BY: Joanne Haley, GM Community Services

The United Counties of Stormont, Dundas and Glengarry Transportation and Planning Department recently issued the following decisions:

Tyotown Heights:

On July 14, 2020 the United Counties of Stormont, Dundas and Glengarry issued draft plan approval for a subdivision application filed by Grants Dairy Inc.; this subdivision is referred to as Tyotown Heights and is comprised of 5 building lots fronting directly onto Tyotown Road.

The draft plan approval is in effect for 3 years and will expire on July 14, 2023.

Place St. Laurent Phase 5:

On August 25, 2020 the United Counties of Stormont, Dundas and Glengarry issued draft plan approval for a subdivision application filed by 2796264 Canada Inc. this subdivision is referred to as Place St. Laurent Phase 5 and is comprised of 20 building lots and one Block; this phase is a continuation of Place St. Laurent Subdivision.

The draft plan approval is in effect for 3 years and will expire on August 25, 2023.

Please contact Ms.Haley if there are any questions in regards to the attached Notice of Decisions.

Owner: Grant's Dairy Inc.
File No.: 01-SG-S-2012

Date of Decision: July 14, 2020
Date of Notice: July 14, 2020

Municipality: Township of South Glengarry
 (Former Township of Charlottenburgh) **Last Date of Appeal:** August 3, 2020
Part of Lots 38 & 39, Plan 101 **Lapsing Date:** July 14, 2023

NOTICE OF DECISION

On Application for Approval of Draft Plan of Subdivision/Condominium
 Section 51 of the Planning Act

Approval of Draft Plan of Subdivision /Condominium to the application in respect of the subject lands noted above, is proposed to be given by the United Counties of Stormont, Dundas and Glengarry. A copy of the decision is attached.

When and How to File An Appeal

Notice to appeal the decision to the Local Planning Appeals Tribunal must be filed with the Approval Authority no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Planner, at the address shown below and it must,

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Local Planning Appeals Tribunal Act in the amount of \$1,100.00, payable by certified cheque to the Minister of Finance, Province of Ontario.

Who Can File An Appeal

Only individuals, corporations or public bodies may appeal the decision of the United Counties of Stormont, Dundas and Glengarry to the Local Planning Appeals Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the Approval Authority to the Local Planning Appeals Tribunal by filing with the Approval Authority, a notice of appeal

How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of subdivision if you have either, made a written request to be notified of the decision to give or refuse to give approval of draft plan of subdivision, or make a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

Other Related Applications:

N/A

Getting Additional Information

Additional information about the application is available for public inspection during regular office hours at the United Counties of Stormont, Dundas and Glengarry at the address noted below or from the office of the municipality noted above.

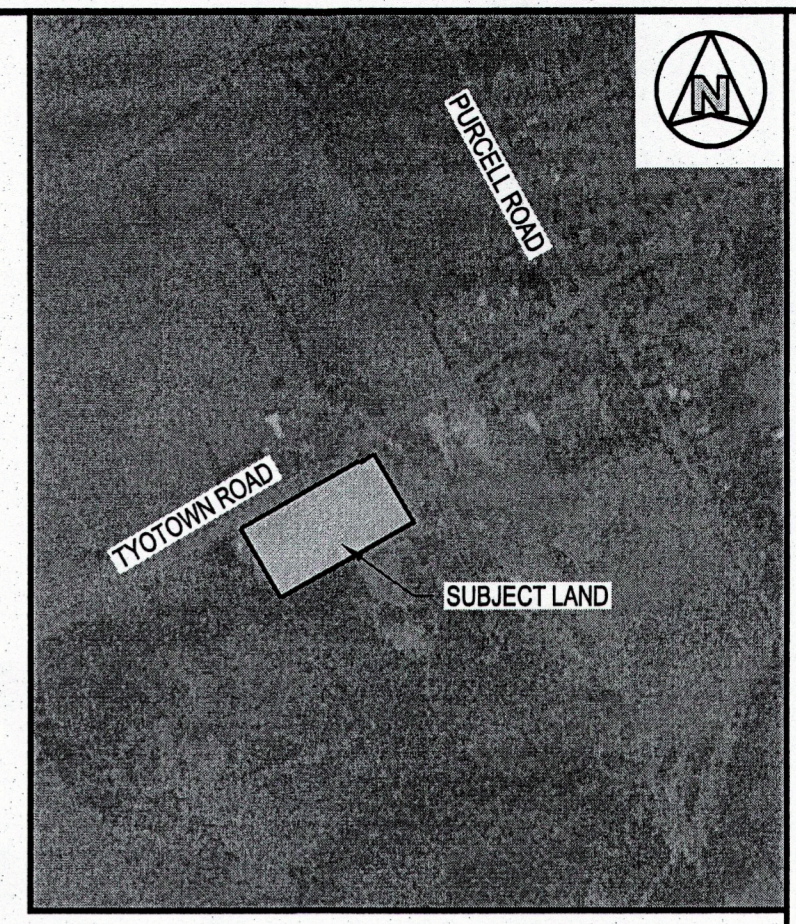
Mailing Address for Filing a Notice of Appeal

United Counties of Stormont, Dundas and Glengarry
 26 Pitt Street
 Cornwall, ON K6J 3P2
 Attention: County Planner
 Tel: (613) 932-1515
 Fax: (613) 936-2913

DRAFT PLAN OF SUBDIVISION
OF PART OF
PART OF LOT 38 & 39
REGISTERED PLAN No. 101

GEOGRAPHIC TOWNSHIP OF
CHARLOTTENBURGH,
TOWNSHIP OF SOUTH GLENGARRY
COUNTY OF GLENGARRY

**ADDITIONAL INFORMATION AS
REQUIRED UNDER SECTION 51,
PLANNING ACT**



KEYPLAN
SCALE: 1:10,000

This draft plan of Subdivision is approved under ss. 51 (31) of the Planning Act on this 14 day of July 2020

United Counties of Stormont
Dundas and Glengarry

- A) AS SHOWN ON DRAFT PLAN
- B) AS SHOWN ON DRAFT PLAN
- C) AS SHOWN ON DRAFT PLAN
- D) REFER TO SCHEDULE OF LAND USE E) AS SHOWN ON DRAFT PLAN
- F) AS SHOWN ON DRAFT PLAN
- G) AS SHOWN ON DRAFT PLAN
- H) MUNICIPAL WATER SERVICE
- I) CLAYBOULDERS
- J) AS SHOWN ON THE DRAFT PLAN
- K) HYDRO, BELL, CABLE, NATURAL GAS, SANITARY SEWER, WATERMAIN.
- L) REFER TO SCHEDULE OF LAND USE

OWNER'S CERTIFICATE
I HEREBY AUTHORIZE THIS DRAFT PLAN OF SUBDIVISION TO BE SUBMITTED TO UNITED COUNTIES OF STORMONT, DUNDAS, AND GLENGARRY.

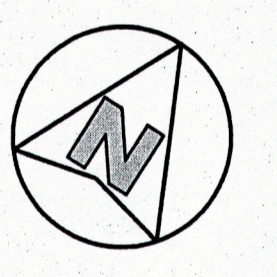
Jan 15/2020 *[Signature]*
DATED

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJOINING LANDS ARE CORRECTLY SHOWN.

Jan 28 2020 *[Signature]*
DATED
RON W. JASON
(ONTARIO LAND SURVEYOR)

DATE	No.	REVISION
2020/01/27	1	ISSUED FOR REVIEW

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EVB ENGINEERING
800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H8
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

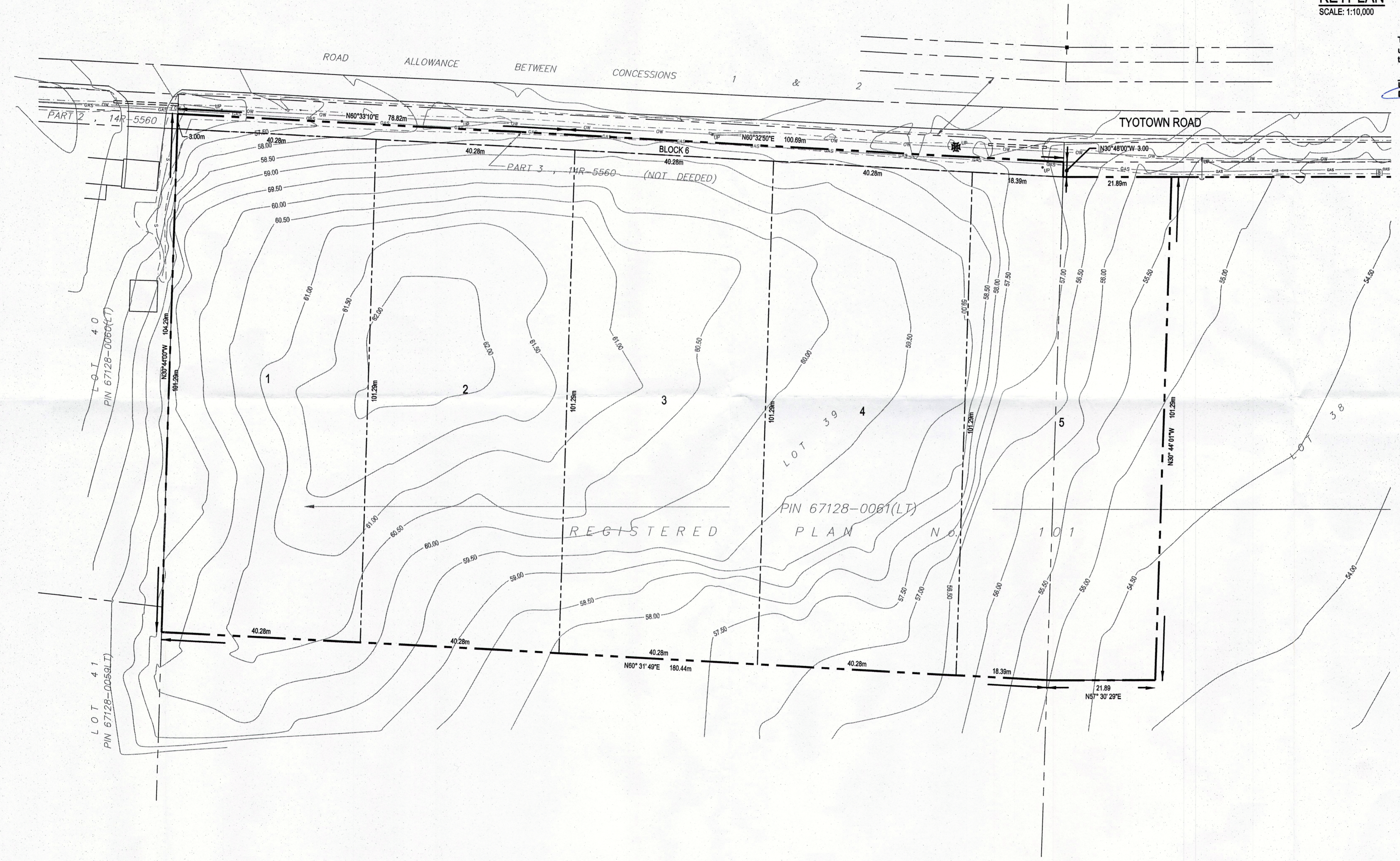
CLIENT:
GRANTS DAIRY Inc.

PROJECT:
**TYOTOWN HEIGHTS
SUBDIVISION**

TITLE:
DRAFT PLAN

SCHEDULE OF LAND USE

DWELLING TYPE OR LAND USE	NUMBER OF LOTS	NUMBER OF DWELLINGS
SINGLE	5	
SEMI-DETACHED		
STREET		
BLOCK	1	
OTHER		



Owner: 2795264 Canada Inc.
File No.: 02-SG-S-2020

Date of Decision: August 25, 2020
Date of Notice: August 25, 2020

Municipality: Township of South Glengarry
 (Former Township of Charlottenburgh) **Last Date of Appeal:** September 14, 2020
Part of Lot 3, Plan 101 **Lapsing Date:** August 25, 2023

NOTICE OF DECISION

On Application for Approval of Draft Plan of Subdivision/Condominium
 Section 51 of the Planning Act

Approval of Draft Plan of Subdivision /Condominium to the application in respect of the subject lands noted above, is proposed to be given by the United Counties of Stormont, Dundas and Glengarry. A copy of the decision is attached.

When and How to File An Appeal

Notice to appeal the decision to the Local Planning Appeals Tribunal must be filed with the Approval Authority no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Planner, at the address shown below and it must,

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Local Planning Appeals Tribunal Act in the amount of \$1,100.00, payable by certified cheque to the Minister of Finance, Province of Ontario. Private citizens or eligible community groups may request a reduction of the filing fee to \$400.00.

Who Can File An Appeal

Only individuals, corporations or public bodies may appeal the decision of the United Counties of Stormont, Dundas and Glengarry to the Local Planning Appeals Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the Approval Authority to the Local Planning Appeals Tribunal by filing with the Approval Authority, a notice of appeal.

How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of subdivision if you have either, made a written request to be notified of the decision to give or refuse to give approval of draft plan of subdivision, or make a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

Other Related Applications:

N/A

Getting Additional Information

Additional information about the application is available for public inspection during regular office hours at the United Counties of Stormont, Dundas and Glengarry at the address noted below or from the office of the municipality noted above.

Mailing Address for Filing a Notice of Appeal

United Counties of Stormont, Dundas and Glengarry
 26 Pitt Street
 Cornwall, ON K6J 3P2
 Attention: County Planner
 Tel: (613) 932-1515
 Fax: (613) 936-2913

CARDINAL DEVELOPMENT Subdivision (Phase 5)

Client 2795264 CANADA Inc.
CORNWALL ONTARIO

DRAFT PLAN OF SUBDIVISION
SHOWING
PART OF LOT 3, REGISTERED PLAN No. 101
TOWNSHIP OF SOUTH GLENGARRY
(GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH)
COUNTY OF GLENGARRY

SCALE 1 : 1000 50m

METRIC

DISTANCES AND SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

OWNER'S CERTIFICATE

I hereby authorize K. L. STIDWILL, O.L.S. to prepare
and submit this plan to
the United Counties of Stormont, Dundas and Glengarry
for review and approval

JANUARY 28, 2020

Date

Jean-Luc Cardinal
JEAN-LUC CARDINAL
(PRESIDENT)

2795264 CANADA INC.
I AM EMPOWERED TO BIND THE COMPANY

SURVEYOR'S CERTIFICATE

I hereby certify that the lands to be subdivided and their relationship
to adjacent lands are correctly shown.

JANUARY 28, 2020

Date

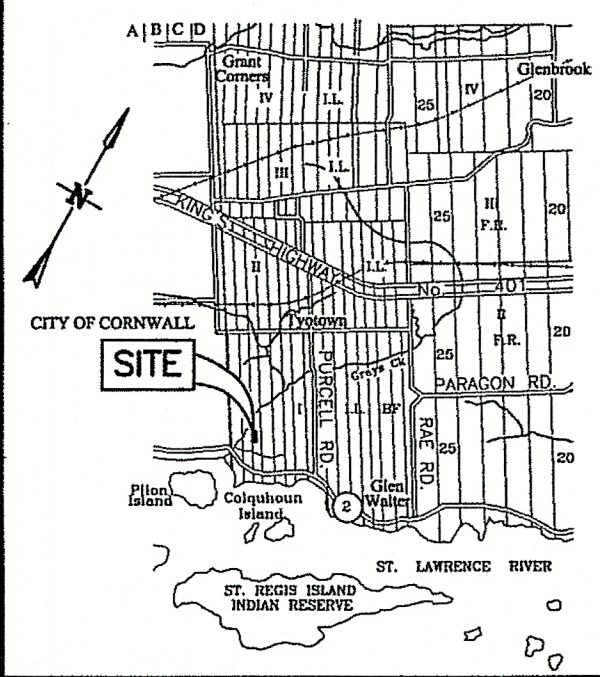
K.L. Stidwill
K. L. STIDWILL O.L.S.

K. L. STIDWILL Job No. 23237
107-109 SYDNEY STREET, CORNWALL, ONTARIO Ref. No. 205-101 GLEN

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 50.2 a to l OF THE PLANNING ACT

- a. as shown on the draft plan
- b. as shown on the draft plan
- c. as shown on the draft plan
- d. residential
- e. as shown on the draft plan
- f. as shown on the draft plan
- g. as shown on the draft plan
- h. municipal water
- i. glacial till
- j. as shown on the draft plan
- k. storm sewer, sanitary sewer, hydro, bell, cable, natural gas
- l. as shown on the draft plan

TOWNSHIP OF SOUTH GLENGARRY (GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH)



KEY PLAN
NOT TO SCALE

No.	Description	Date	By
3			
2			
1			

Revisions

NOTE:

(S) = SINGLE

GRID

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE
POINTS A AND B, SHOWN ON PLAN 14R-6429, HAVING A BEARING
OF N 30°02'00"W, REFERRED TO THE CENTRAL MERIDIAN OF UTM
ZONE 18 (75°00'00" WEST LONGITUDE) NAD83(CSRS) (1997).

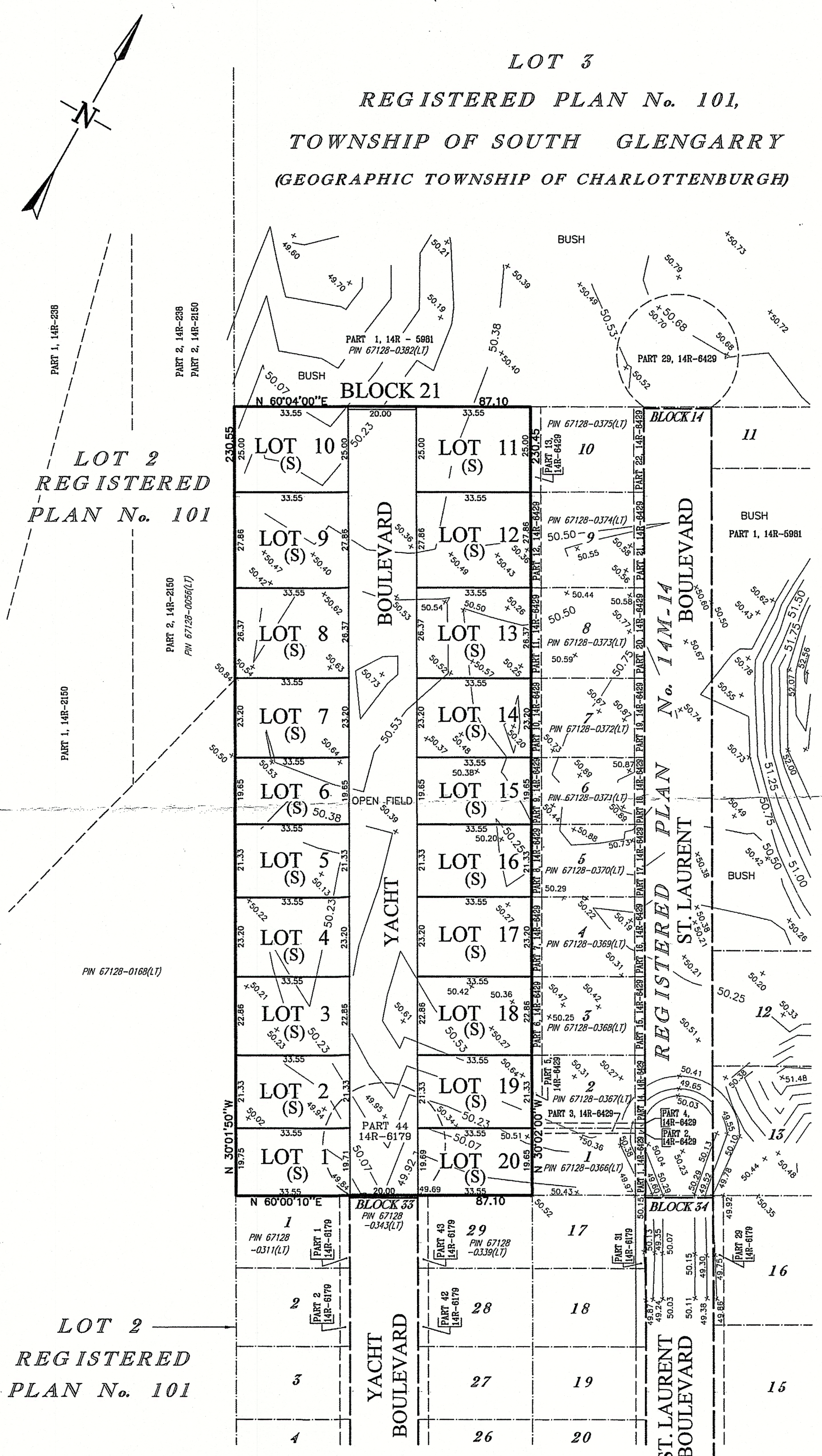
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999608
FOR BEARING COMPARISONS, A ROTATION OF 01°02'40" COUNTER
CLOCKWISE CAN BE APPLIED TO BEARINGS ON PLAN 14M-9

NOTE:

ELEVATION ARE GEODETIC AND ARE DERIVED
FROM THE STIDWILL GPS BASE STATION WHICH
IS REFERENCED TO CGVD28 AS ESTABLISHED
BY NATURAL RESOURCES CANADA
AND ARE SHOWN THUS x 63.67

FROM THE OFFICE OF
K. L. STIDWILL
PROFESSIONAL ENGINEERS & ONTARIO LAND SURVEYORS
107-109 SYDNEY STREET
CORNWALL, ONTARIO

LOT 3 REGISTERED PLAN No. 101, TOWNSHIP OF SOUTH GLENGARRY (GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH)



REGISTERED PLAN No. 14M-9

This draft plan of Subdivision is approved
under ss. 51 (31) of the Planning Act on
this 25 day of August 2020

United Counties of Stormont
Dundas and Glengarry

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** September 8, 2020**SUBJECT:** Consent Summary 2020**PREPARED BY:** Joanne Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2020**

#	Application #	Recommendation	Decision
1	B-3-20	Recommended	Approved
2	B-9-20	Recommended	Approved
3	B-23-20	Recommended	Approved
4	B-27-20	Recommended	Approved
5	B-31-20	Recommended	Approved
6	B-35-20	Recommended	Approved
7	B-48-20	Recommended	
8	B-49-20	Recommended	
9	B-50-20	Recommended	
10	B-51-20	Recommended	
11	B-57-20	Recommended	
12	B-60-20	Recommended	
13	B-63-20	Recommended	
14	B-65-20		

15	B-66-20		
16	B-67-20		

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-48-20

PREPARED BY: Joanne Haley- GM Community Services

RE: B-48-20
Part Lot 12, Concession 2 Front
Former Township of Charlottenburgh
Beaulieu & Bouchard

Type of Consent: To Create a Building Lot

Subject:

The subject property is located on part of lot 12, Concession 2 Front, on the south side of Airport Road. The purpose of this application is to create a parcel approximately 7.4 acres in size for future residential development while retaining approximately 29 acres of developed land.

Official Plan Designations:

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

Zoning By-law:

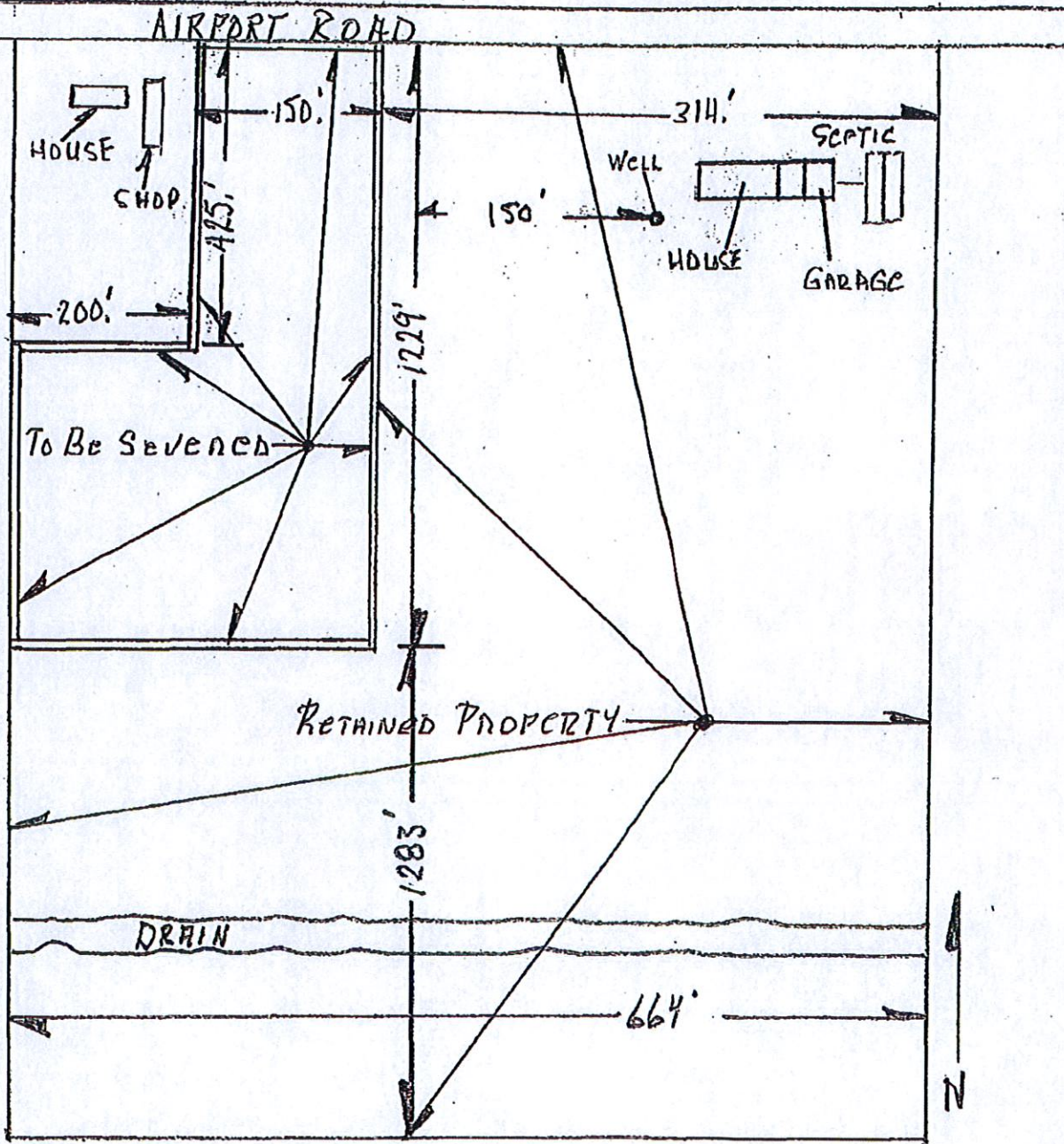
The subject property is zoned Rural in the Township’s Zoning By-Law. This proposed consent conforms to the Zoning By-law.

Proposed Recommendation:

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



1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
4. That Road widening must be deeded to the Township on both the severed and retained parcels.

BLAKE BAULIEU AND KESEY BOUCHARD
19246 AIRPORT RD SUMMERSTOWN
P.E. 1/2 LOT 12 CONC. 2 FRONT.
MUNICIPALITY: SOUTH GLENGARRY
ARN-D101006013010000000 Pin: 671310061



Township of South Glengarry



-  Retained ~29.2 acres
-  Severed ~7.4 acres

Application Number: B-48-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-49-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-49-20
Part Lot 21, Concession 3, SSRR
Former Township of Charlottenburgh
Glover

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

Subject:

The subject property is located on part of lot 21, Concession 3, SSRR on the south side of Street Road. The purpose of this application is to sever approximately 2.8 acres of developed land that is surplus to the farming operation and to retain approximately 17.5 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:

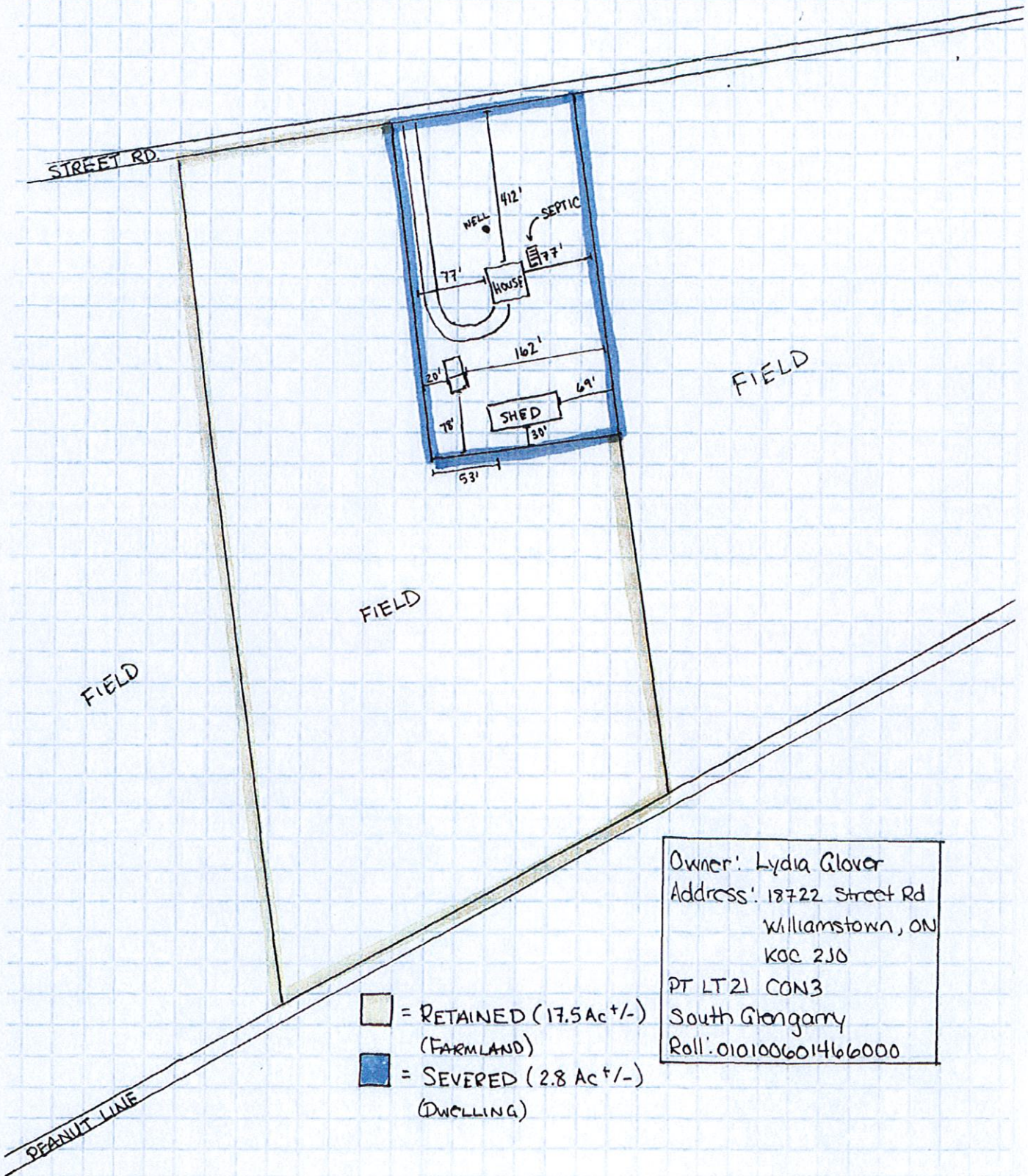
The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent does not conform to the Township’s Zoning By-Law as the proposed retained land is less than 20 hectares (49.4 acres).

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 of 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. That Road widening must be deeded to the Township on both the severed and retained parcels.

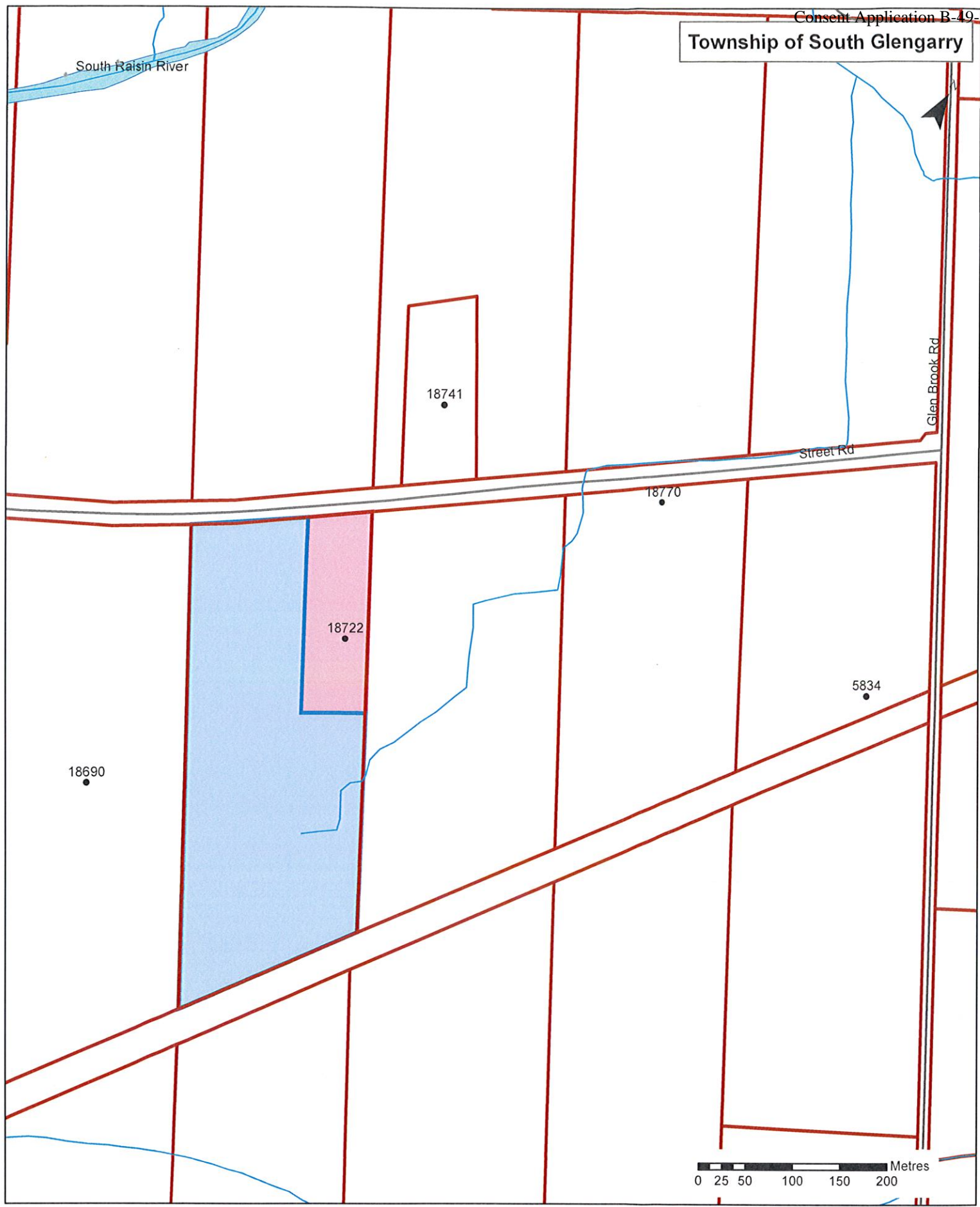
(Please note that this is a resubmission of Application B-36-18 therefore some conditions had been previously satisfied and therefore were not required to be included in this application.)



- = RETAINED (17.5 Ac +/-)
(FARMLAND)
- = SEVERED (2.8 Ac +/-)
(DWELLING)

Owner: Lydia Glover
 Address: 18722 Street Rd
 Williamstown, ON
 K0C 2J0
 PT LT 21 CON 3
 South Glengarry
 Roll: 010100601466000

Township of South Glengarry



- Retained ~ 17.5 acres
- Severed ~ 2.8 acres

Application Number: B-49-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-50-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-50-20
Part Lot 8 & 9, Concession 8 I.L
Former Township of Charlottenburgh
Kinloch

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

Subject:

The subject property is located on part of lot 8 & 9, Concession 8 I.L. on the north side of North Branch Road. The purpose of this application is to sever approximately 1.2 acres of developed land that is surplus to the farming operation and to retain approximately 98 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.”

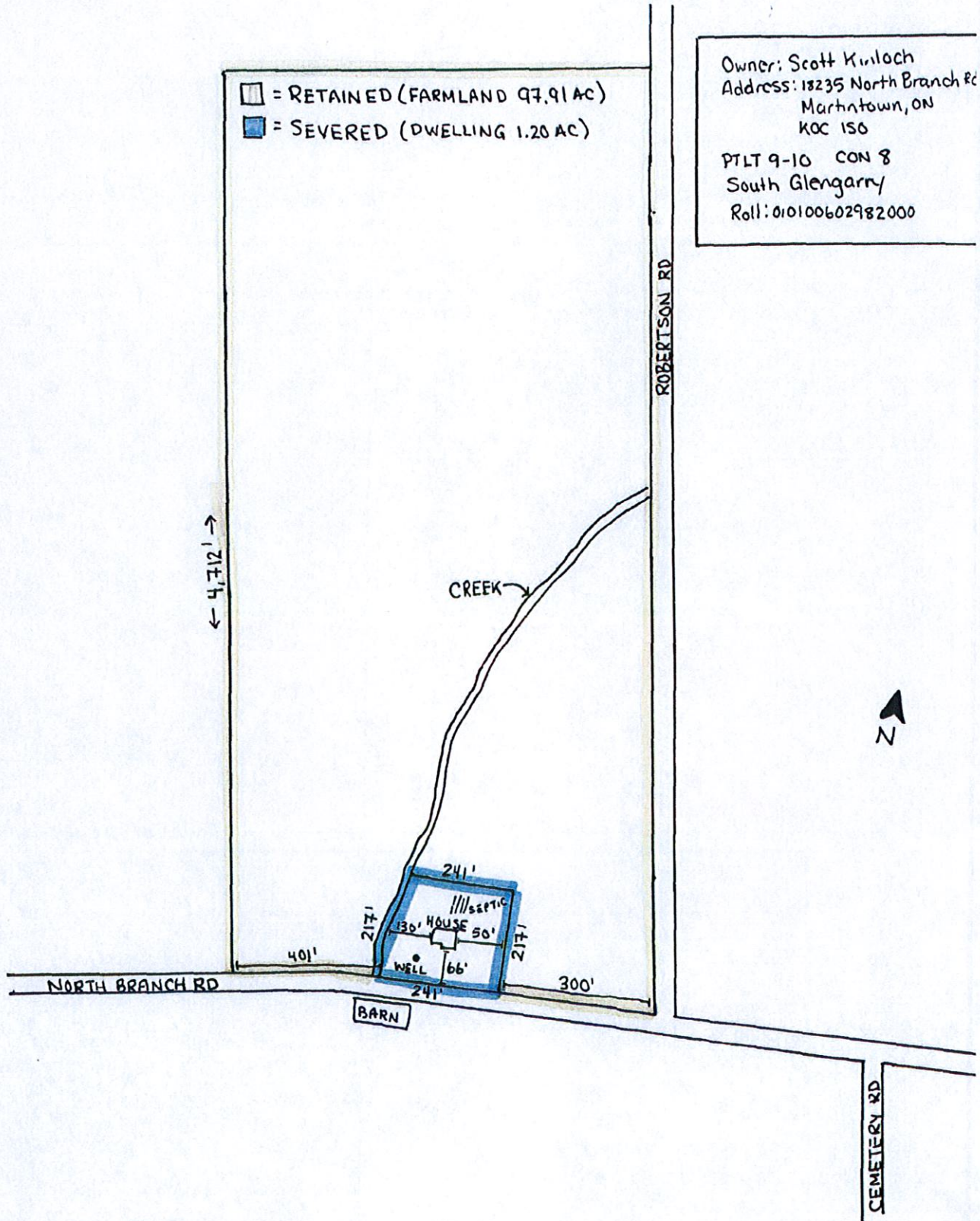
Zoning By-law:

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.

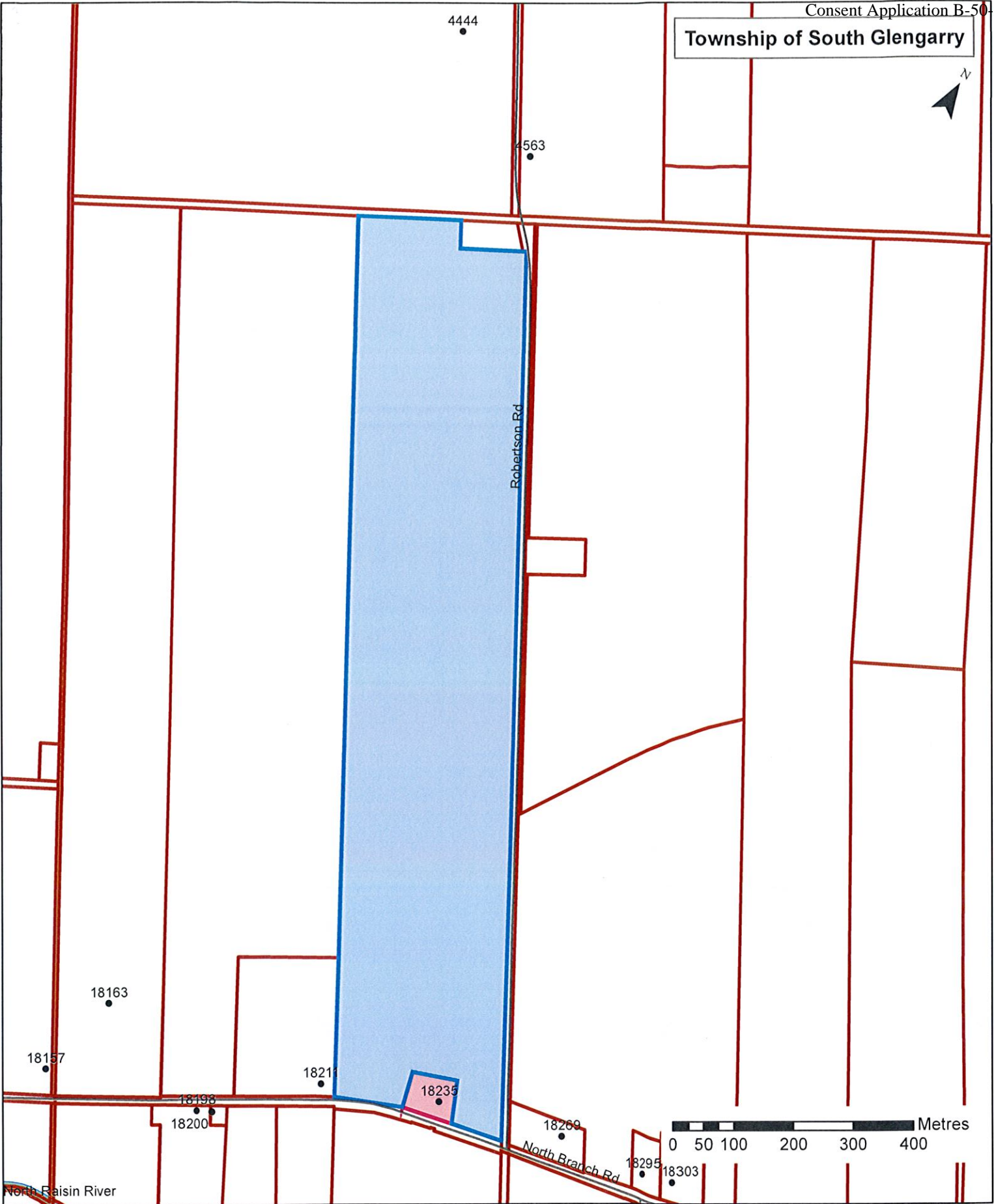
Proposed Recommendation:

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

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



Township of South Glengarry



- Retained ~97.91 acres
- Severed ~ 1.20 acres

Application Number: B-50-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-51-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-51-20
Part Lot 18 & 19, Concession 2 SRR
Former Township of Charlottenburgh
Schreck & Seale

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

Subject:

The subject property is located on part of lot 18 & 19, Concession 2 SRR. on the south side of County Road 19. The purpose of this application is to sever approximately 1.7 acres of developed land that is surplus to the farming operation and to retain approximately 44.3 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 and Natural Hazard in the Township of South Glengarry Zoning By-law. This proposed consent does not conform to the Township’s Zoning By-Law as the proposed retained land is less than 20 hectares (49.4 acres).

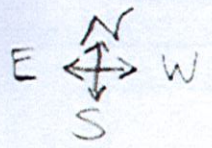
Proposed Recommendation:

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:

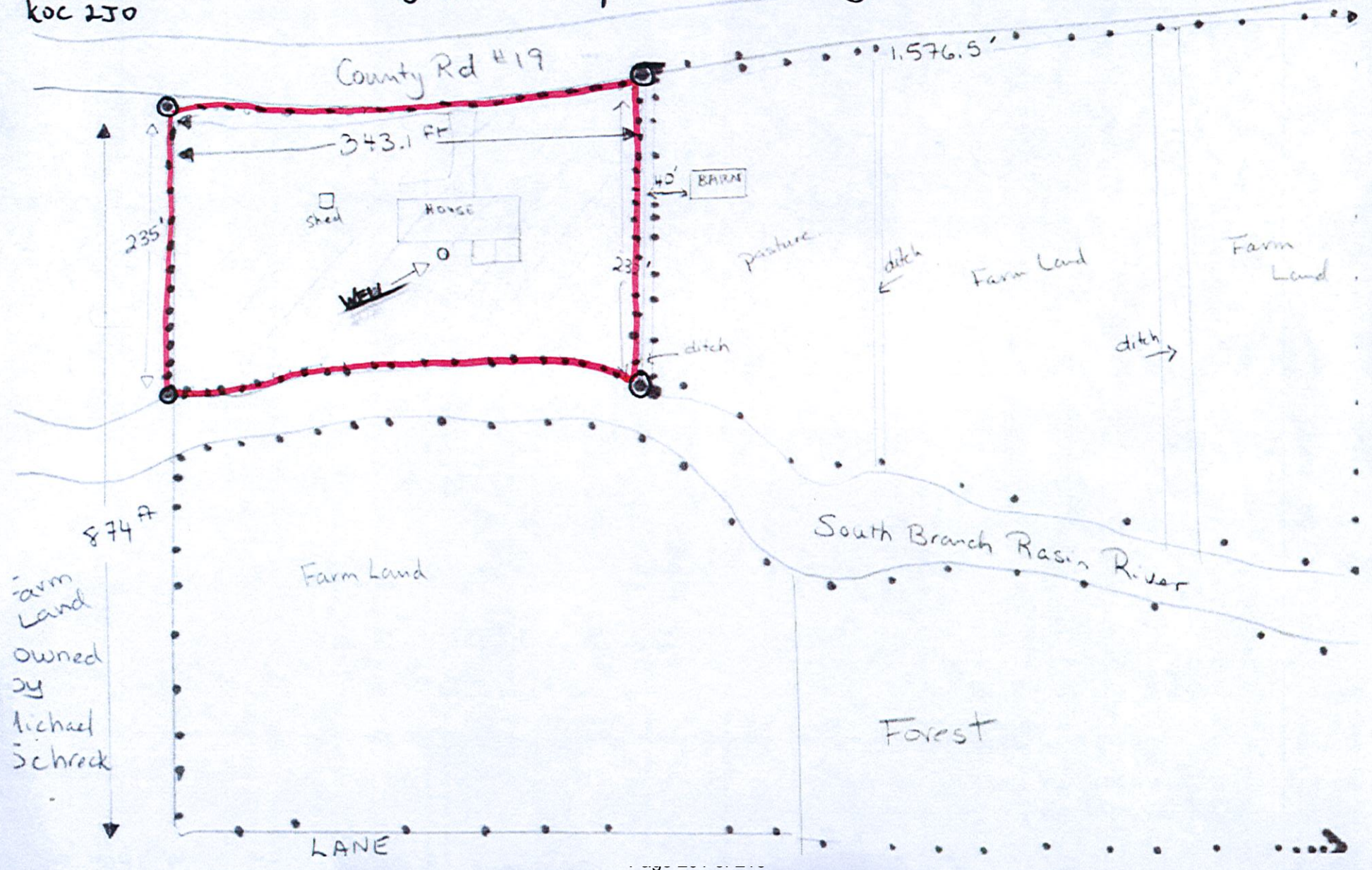
1. A review fee of \$200.00 must be paid to the Township.
2. A site-specific zoning amendment must be applied for and approved to reduce the minimum lot area for the proposed retained parcel as the Zoning By-law requires 20 hectares. The prohibition of residential construction will also be included in this amendment. The Zoning Amendment Application Fee is \$1,200.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.

 → Severed = 1.71 acres ±
 Michael Schreck retained = 44.3 acres ±
 Sarah Seal
 18820 County Rd #19
 Williamstown, Ont.
 KOC 2J0

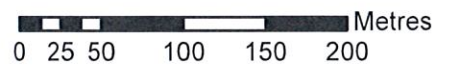
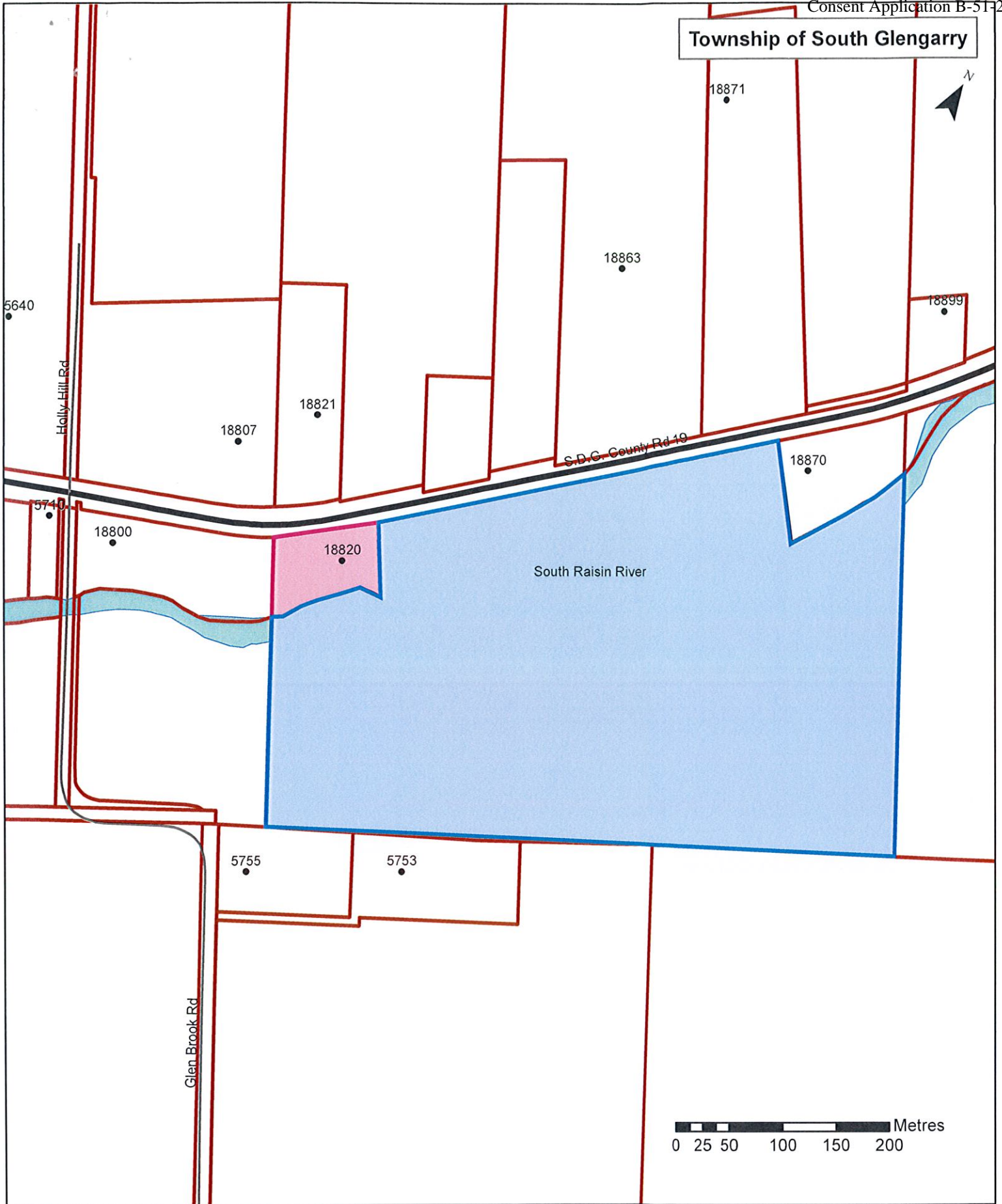
CONCESSION 2 SSK
 Lot 18, 19



Geographic Township of Charlottenburg



Township of South Glengarry



- Retained ~ 44.0 acres
- Severed ~ 1.71 acres

Application Number: B-51-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-57-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-57-20
Part Lot 32, Registered Plan # 101
Former Township of Charlottenburgh
Winchester

Type of Consent: To Sever an Existing Dwelling and to Retain Lands that will contain a Subdivision in the future.

Subject:

The subject property is located on part of lot 32, Registered Plan 101 on the south side of Tyotown Road also known as 18370 Tyotown Road. The purpose of this application is to sever approximately 3 acres of residentially developed land and to retain approximately 50.5 acres of vacant land that will be residentially developed in the future.

Official Plan Designations:

The subject property is designated Rural Settlement Area. This proposed consent conforms to the Official Plan.

Zoning By-law:

The subject property is zoned Residential One- Holding, Flood Plain Holding and Rural in the Township's Zoning By-Law. This proposed consent does not conform to the Zoning By-law as the retained lands do not have adequate public road frontage.

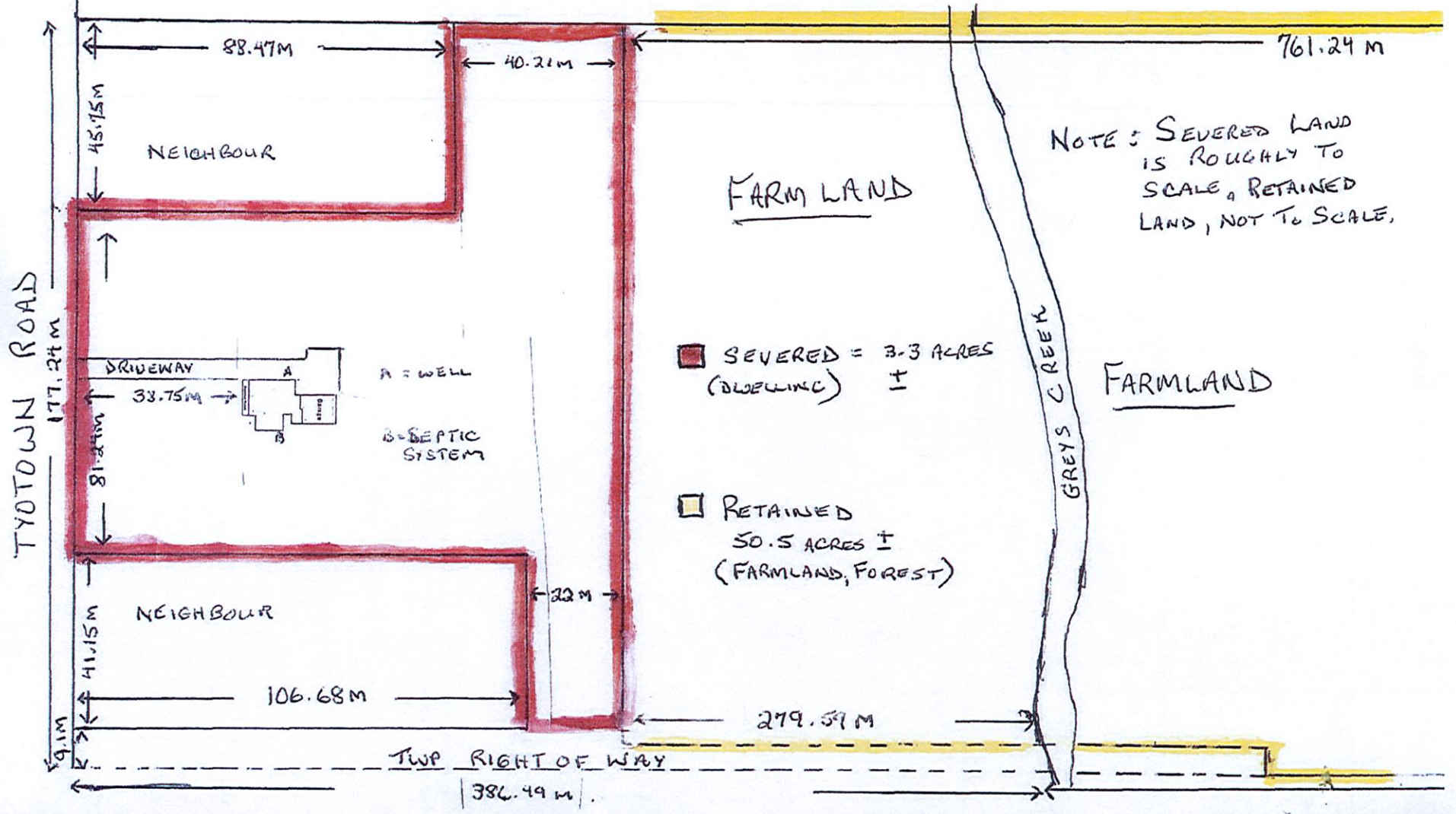
Proposed Recommendation:

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

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

3. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
4. A zoning amendment must be applied for and approved to remove the holding symbol on the severed portion of this application only.
5. A minor variance must be applied for and approved to reduce the public road frontage on Samuel Drive. There is a one-foot reserve on Samuel Drive that results in the retained land not having public road frontage. This will be removed prior to the minor variance being applied for.
6. A concept plan demonstrating the proposed residential plan of subdivision on the retained lands must be submitted to the Township of South Glengarry Administration for review and approval.

OWNER: CLAIRE T. WINCHESTER
ADDRESS: 18370 TYOTOWN RD
SOUTH GLENGARRY, ONTARIO K6H 1S5
PLAN 101 PT LOT 32 RP: MR3745 PT PART 1;
MUNICIPALITY: TOWNSHIP OF SOUTH GLENGARRY
ROLL # 0101 006 026 29000.0000

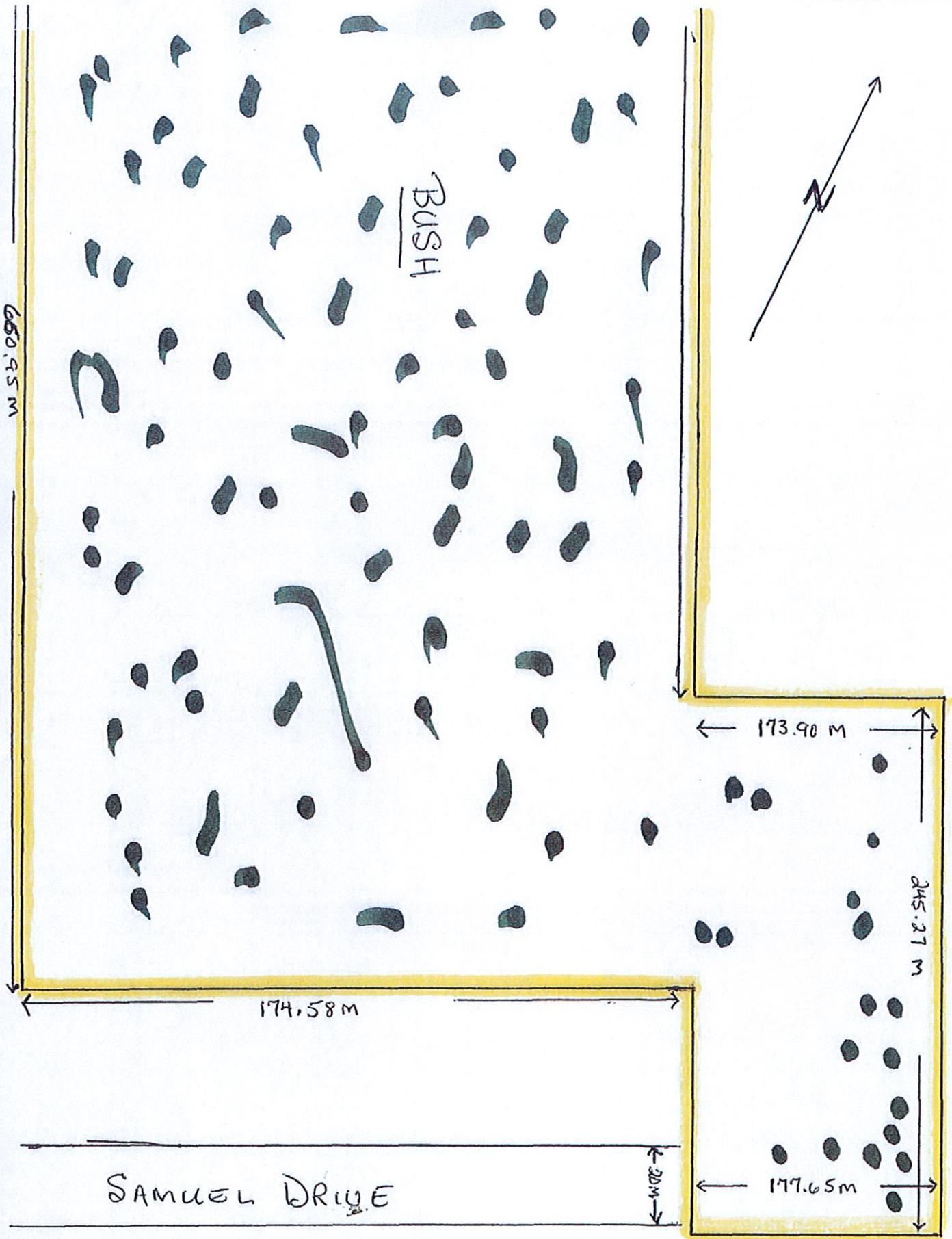


NOTE: SEVERED LAND IS ROUGHLY TO SCALE, RETAINED LAND, NOT TO SCALE.

SEVERED = 3.3 ACRES (DWELLING)

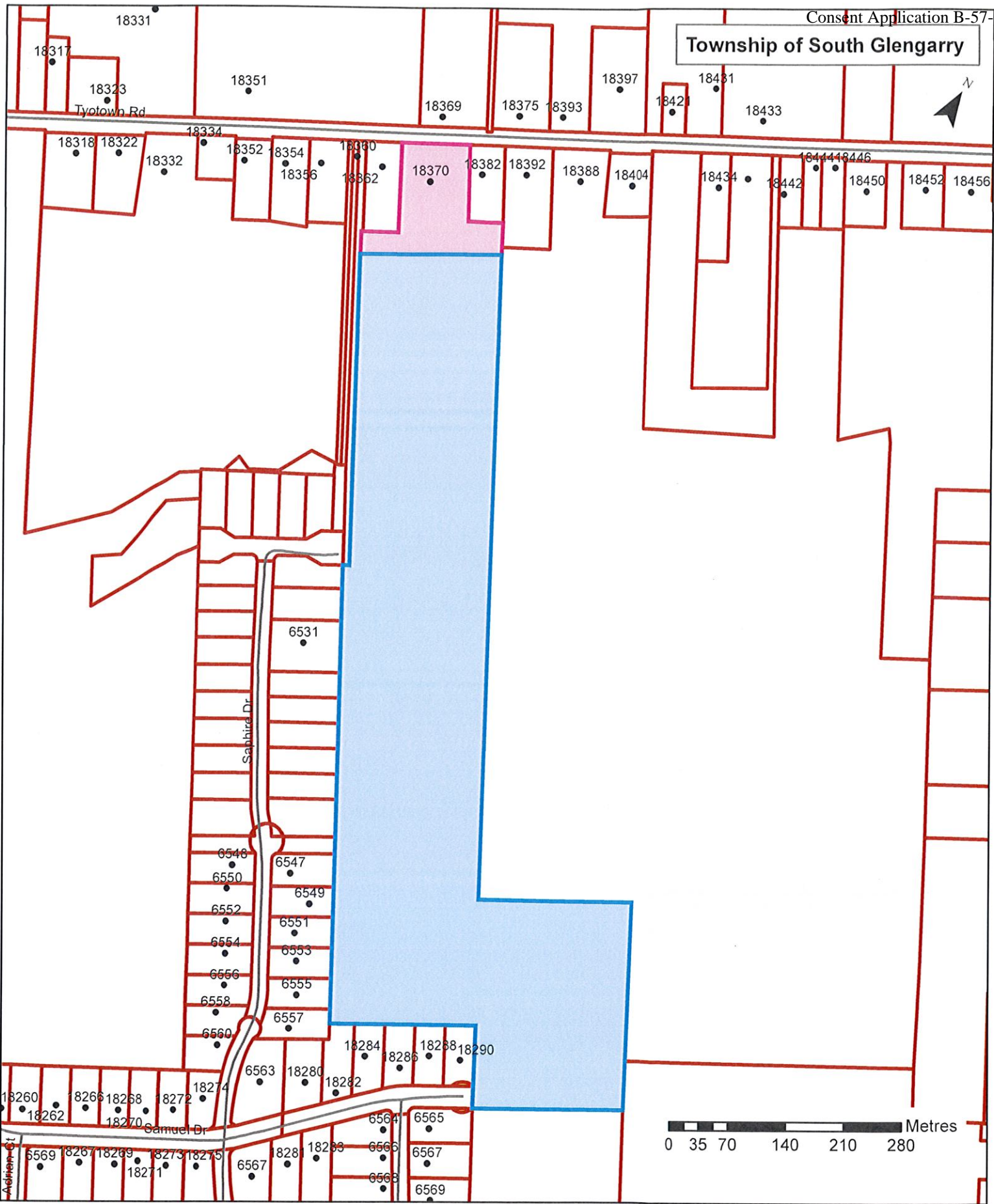
RETAINED 50.5 ACRES (FARMLAND, FOREST)

FARMLAND



PAGE 2 OF 2

Township of South Glengarry



- Retained ~ 50.5 acres
- Severed ~ 3.3 acres

Application Number: B-57-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-60-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-60-20
Part Lot 36, Concession 7
Former Township of Charlottenburgh
Kuipers/Alford
Type of Consent: To Create a Building Lot

Subject:

The subject property is located on part of lot 36, Concession 7, on the west side of County Road 20, in the settlement area of Martintown. The purpose of this application is to create a 0.6 acre building lot while retaining approximately 0.6 acres of residentially developed land.

Official Plan Designations:

The subject property is located within the Rural Settlement Area of Martintown. This proposed consent conforms to the Official Plan.

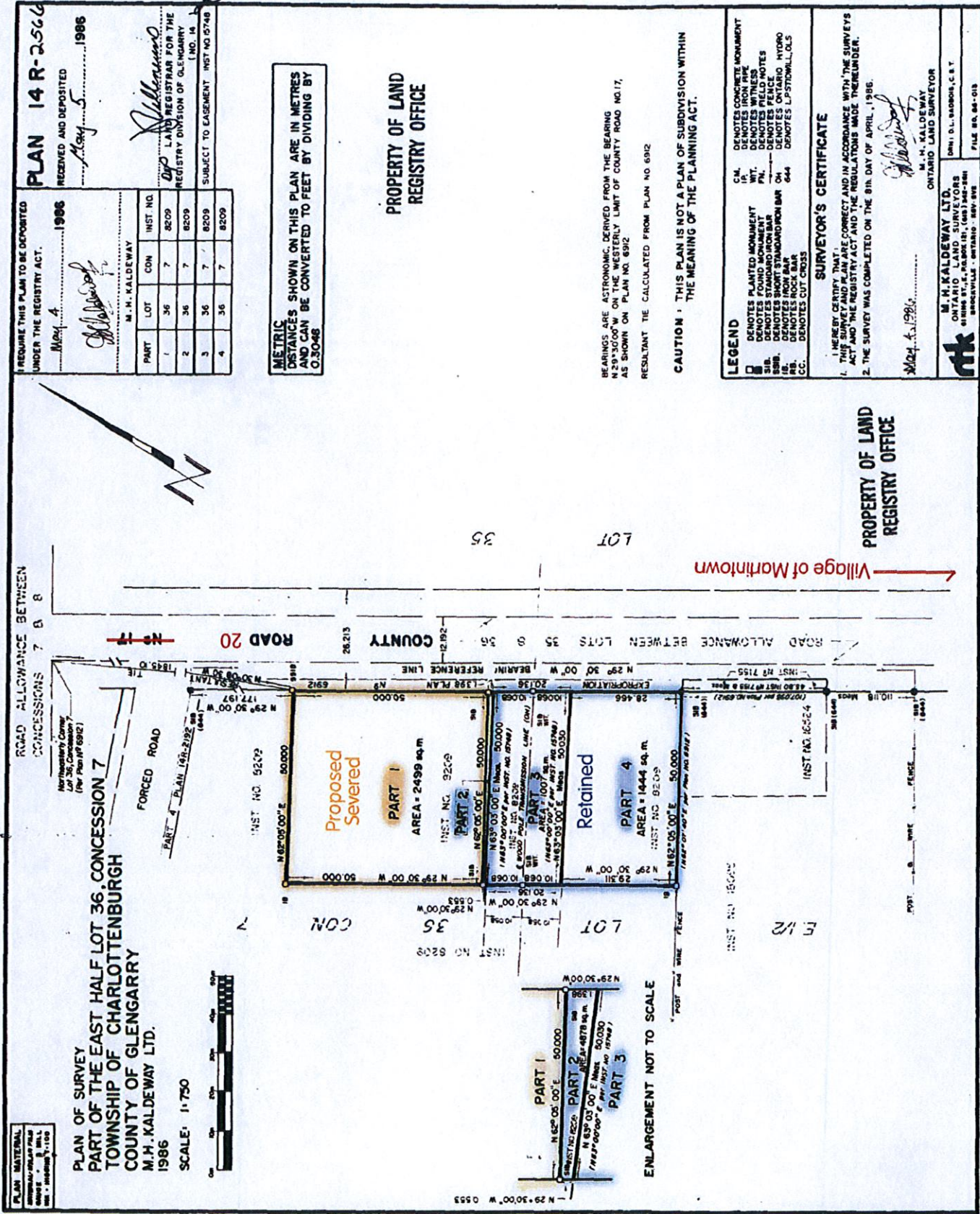
Zoning By-law:

The subject property is zoned Rural in the Township's Zoning By-Law. This proposed consent does not conform to the Township's zoning by-law as the proposed severed and retain parcels are undersized and therefore do not conform to the require minimum lot area of 1 acre. An investigation was completed by a certified septic system designer to ensure that there is an adequate area to install a new septic system should this severance application be approved. The designer also reviewed the existing system; this system is in good working order; the designer also ensured that creating a new lot will not negatively impact this system.

Proposed Recommendation:

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

1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. A Minor Variance must be applied for and approved to reduce the minimum lot area for both the severed and retained parcels.
4. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
5. The applicant must prepare an MDS I Calculation to determine the required distance from an existing livestock facility to the proposed building lot. If the required distance cannot be met a minor variance must be applied for and approved prior to final consent.



PLAN 14 R-2566
 RECEIVED AND DEPOSITED
 May 4 1986
 M.H. KALDEWAY
 LAND REGISTRAR FOR THE
 REGISTRY DIVISION OF GLENGARRY
 (IND. 14)
 SUBJECT TO EASEMENT INST NO 8748

PART	LOT	CON	INST. NO.
1	36	7	8209
2	36	7	8209
3	36	7	8209
4	36	7	8209

METRIC
 DISTANCES SHOWN ON THIS PLAN ARE IN METRES
 AND CAN BE CONVERTED TO FEET BY DIVIDING BY
 0.3048

PROPERTY OF LAND
 REGISTRY OFFICE

BEARINGS ARE ASTROMIC DERIVED FROM THE BEARING
 N 29° 30' 00" W ON THE WESTERLY LIMIT OF COUNTY ROAD NO. 17,
 AS SHOWN ON PLAN NO. 6912.
 RESULTANT BE CALCULATED FROM PLAN NO. 6912

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN
 THE MEANING OF THE PLANNING ACT.

LEGEND
 CA. DENOTES CONCRETE MONUMENT
 WT. DENOTES WITNESS
 PL. DENOTES PLANTED MONUMENT
 FB. DENOTES FOUND MONUMENT
 S.B. DENOTES SHORT STANDARD IRON BAR
 I.B. DENOTES IRON BAR
 R.B. DENOTES ROCK BAR
 C.C. DENOTES CUT CROSS

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS
 ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
 2. THE SURVEY WAS COMPLETED ON THE 8th DAY OF APRIL, 1986.

M.H. KALDEWAY
 ONTARIO LAND SURVEYOR

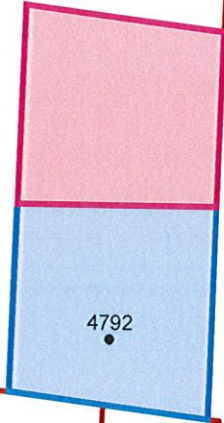
M.H. KALDEWAY LTD.
 ONTARIO LAND SURVEYORS
 1000 BAYVIEW AVE. SUITE 101
 BRIDGEVILLE, ONTARIO L9V 5K5
 FILE NO. 84-013

PROPERTY OF LAND
 REGISTRY OFFICE

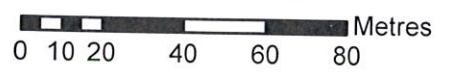
Township of South Glengarry



S.D.G. County Rd 20



Beaver Brook Rd



- Retained ~ 0.67 acres
- Severed ~ 0.67 acres

Application Number: B-60-20



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: September 8, 2020

SUBJECT: Consent Application B-63-20

PREPARED BY: Joanne Haley, GM Community Services

RE: B-63-20
Part Lot 7, Concession 1 Front
Former Township of Charlottenburgh
Glen Fallow Farm Ltd.
Type of Consent: To Sever an Existing Dwelling

Subject:

The subject property is located on part of lot 7, Concession 1 Front, on the north side of County Road 2. The purpose of this application is to sever a 4 acre parcel that is residentially developed while retaining 166 acres of land that is currently being farmed but could 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’s Zoning By-Law. This proposed consent conforms to the Zoning By-law.

Proposed Recommendation:

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

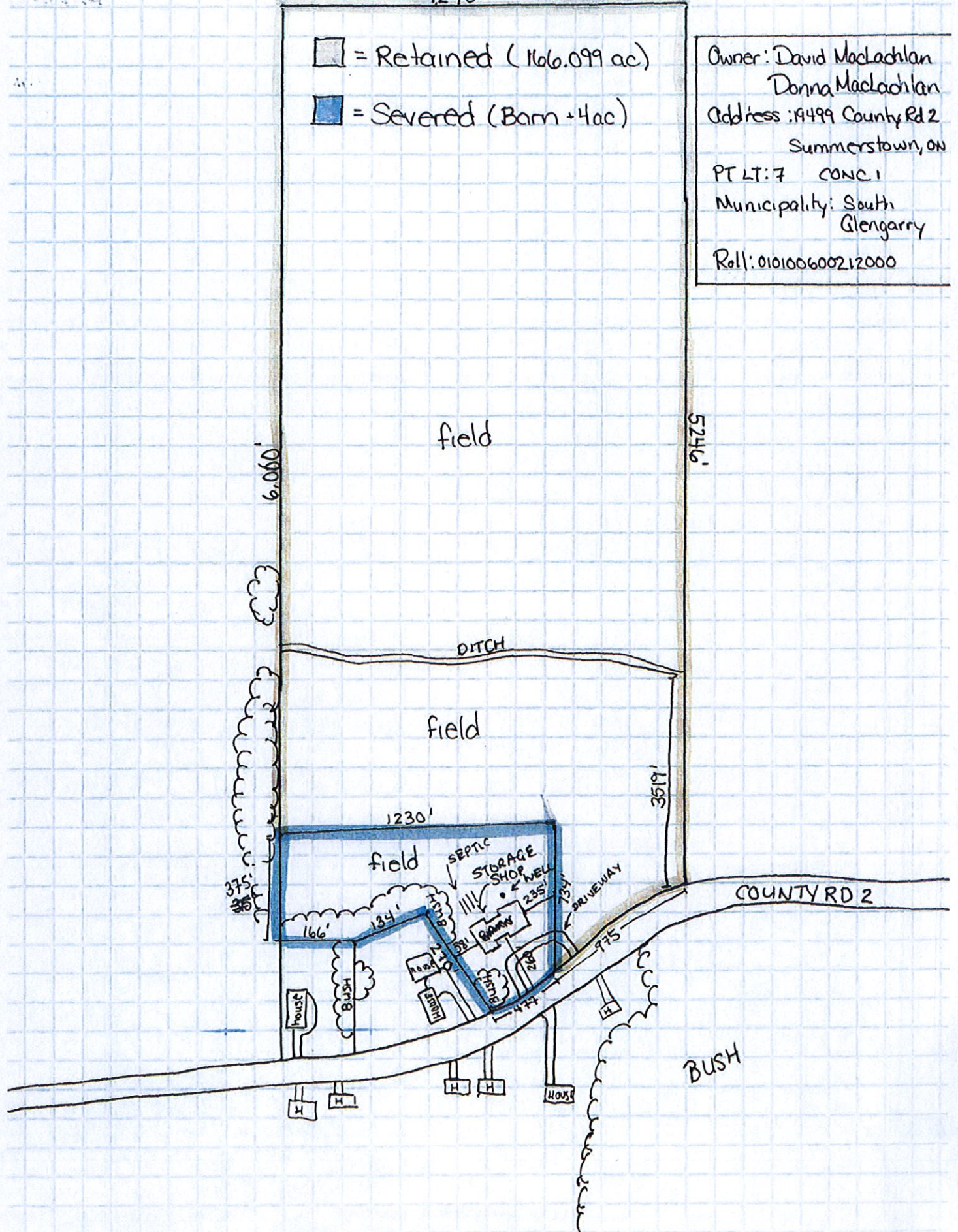
1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the installation of septic systems in the future. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.

1240'

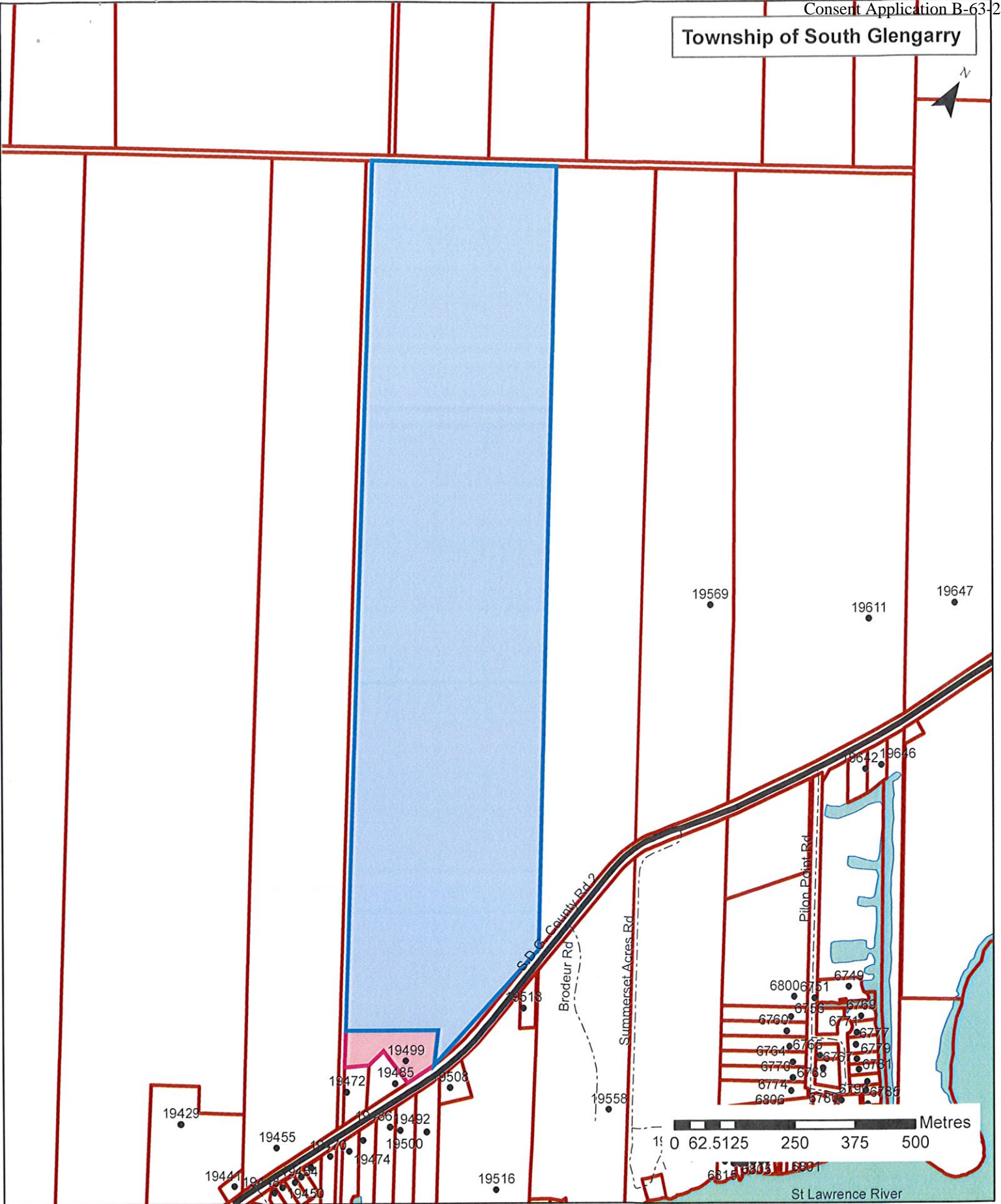
□ = Retained (1106.099 ac)

■ = Severed (Barn + 4ac)


Owner: David MacLachlan
 Donna MacLachlan
 Address: 19499 County Rd 2
 Summerstown, ON
 PTLT: 7 CONC 1
 Municipality: South
 Glengarry
 Roll: 010100600212000



Township of South Glengarry



 Retained ~ 166.0 acres

 Severed ~ 4.0 acres B-61-20

Application Number: B-63-20



UNFINISHED BUSINESS REPORT
Presented to Council September 8, 2020

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Fall 2020	Ongoing	Met with Residents on Tuesday March 3 rd . Property was declared surplus at the April 20 th Council Meeting. Survey Plan has been Registered. Offer of Sale Letter has been sent to all adjacent property owners.
2.	Fire Protection Ponds	MAY 2016	Fall 2020	Ongoing	Design completed for Richmond Road Pond. Richmond Road Pond has been filled to its design level. PacTiv has advised that they are no longer interested in purchasing the pond. Administration is reviewing options and will provide a report to Council this fall. Further discussion on the options for the Midway Pond to be scheduled in September
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2020	Ongoing	Administration for Township and City met on June 15 th to review draft agreement. Developing cost estimates for the properties on Boundary Road.

					Will set up meetings with the property owners to review costs in August Investigating options to finance the project
4.	Private Roads (development of document)	FEB 2017	Fall 2020	Ongoing	Will collect and review Policy's from other Municipalities over the summer and draft Policy for Council review in the fall.
5.	Williamstown Garage & Fire Hall	MAY 2018	2021	Ongoing	Funding approved in Budget. Location approved at the April 6 th Council Meeting Staff Report to provide Council will a copy of plans on May 19 th Agenda Further amendments and review of design to be completed by the end of June. Route Optimization Study awarded at June 4 th Council Meeting. Route Optimization to be completed in September/October
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2020	Ongoing	Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions. Cornwall Electric to review inventory of lights and provide estimated costs for the LED Conversion.
7.	Glen Walter Looping Project	June 2020	Fall 2020	Ongoing	2020 Capital Project Grant Application was not successful Tender for Looping and Bray Street Pumping Station Upgrades issues. Tender closes September 10 th .
COMMUNITY SERVICES					

12.	Hamlet Signage Policy	JUNE 2019	DEC 2019	Ongoing	Hope to have policy completed for first and second reading at the September 21, 2020 Council meeting.
12.	Review of Water Rates	APR 2019	SUMMER 2020	Ongoing	Staff Report on tonight's agenda (Sept. 8, 2020) regarding ICI (industrial, commercial, and institutional rates).
14.	Water Bill Design	AUG 2019	SUMMER 2020	Ongoing	On hold while bill structure is under review.
FIRE					

SG-M-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH
GLENGARRY BY-LAW 56-2020
FOR THE YEAR 2020**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of September 8th, 2020 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 8th DAY OF SEPTEMBER 2020.***

MAYOR:

CLERK: