

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Monday, July 6, 2020 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
 - a) [Declaration of Pecuniary Interest Form](#) 4
- 5. APPROVAL OF MINUTES**
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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 JUNE 15, 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 McDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

Resolution No. 177-2020

Moved by Deputy Warden
Seconded by Councillor Jaworski

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

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 178-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

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

Added to Agenda under Other Business:

7.b) i. Letter from Minister Clark MMAH on *Planning Act* timelines

7.b)ii. Letter from Joshua Deschamps

Moved from For Information Only to Other Business

7. d) i. Monthly Department Update – May 2020 – CAO

7. d) ii. Monthly Department Update – May 2020 – Recreation & Facilities

7. d) iii. Monthly Department Update – May 2020 – Infrastructure Services

7. d) iv. Monthly Department Update – May 2020 – Community Services

7. d) v. Monthly Department Update – May 2020 – Fire

7. d) vi. Monthly Department Update – May 2020 – Corporate Services

7. d) vii. Statement of Revenue and Expenses

CARRIED

4. DECLARATION OF PECUNIARY INTEREST - None

5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - June 1, 2020

Resolution No. 179-2020

Moved by Councillor Jaworski
Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on June 1st, 2020 be adopted as circulated.

CARRIED

b) Public Meeting Minutes - June 1, 2020

Resolution No. 180-2020

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Minutes of the Public Meeting of the Council

of the Township of South Glengarry held on June 1, 2020 be adopted as circulated.
CARRIED

6. PRESENTATIONS AND DELEGATIONS

a) Agri-tourism

GM Community Services Joanne Haley provided Council with a presentation on how Council may choose to amend the Zoning by-law to expand and enhance agri-tourism in South Glengarry. Council provided feedback to Ms. Haley and requested another opportunity to review the proposed amendments before presenting it to a public meeting.

7. NEW BUSINESS

a) Staff Reports

i) Delegate Authority for Patio Encroachment Agreements

Resolution No. 181-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of South Glengarry receives Staff Report 74-2020 and hereby delegates to the General Manager Infrastructure Services the authority to approve Encroachment Agreements for Commercial Patio's that encroach on the Township's Road Allowance, and furthermore; that this Authority will be in place until November 30, 2020 and furthermore that By-law 37-2020 be read a first, second, and third time, passed signed and sealed in Open Council this 15th day of June, 2020.

CARRIED

ii) Donation Request - Holy Trinity Bursary

Resolution No. 182-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 75-2020 be received and that the Council of the Township of South Glengarry support Holy Trinity Catholic High School with a bursary per option B to a South Glengarry student.

- Option A: Council supports Holy Trinity graduates with a bursary of \$200
- Option B: Council supports Holy Trinity graduates with a bursary of \$600
- Option C: Council does not provide a bursary at this time.

CARRIED

iii) Rate Increase - Cornwall Electric

Resolution No. 183-2020

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 76-2020 be received and that the Council of the Township of South Glengarry file this report.

CARRIED

iv) Telecommuting Policy Addition to Human Resources Policies and Procedure Manual

Resolution No. 184-2020

Moved by Deputy Warden

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry receives Staff Report 77-2020 and that By-Law 30-2020 being a by-law to establish a Human Resources Policies and Procedures Manual be read a second time this 15th day of June, 2020.

CARRIED

v) Dedication of Road Widening

Resolution No. 185-2020

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry pass By-Law 32-2020 being a By-Law to dedicate Parts 2 and 3 on Registered Plan 14R-6478 as Public Highway; read a first, second, and third time, passed signed and sealed in Open Council this 15th day of June, 2020.

CARRIED

- vi) Route Optimization Study RFP# 10-2020

Resolution No. 186-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 79-2020 be received and that the Council of the Township of South Glengarry Award the Route Optimization Study RFP # 10-2020 to KPMG LLP as per their submission of \$34,950.00 Plus HST; and furthermore: that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

- vii) Municipal Non-Objection Letters for Outdoor Patio Extensions

Resolution No. 187-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 80-2020 be received and that the Council of the Township of South Glengarry supports the Deputy Clerk or the General Manager of Community Services in providing a municipal non-objection letter to permit the extension of a temporary patios when requested by a licensee providing they meet the requirements of the Alcohol and Gaming Commission of Ontario, the Township of South Glengarry and the United Counties of Stormont, Dundas and Glengarry if applicable.

CARRIED

- viii) Sheep's Head Bistro Temporary Outdoor Patio Agreement

Resolution No. 188-2020

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 81-2020 be received and that the Council of the Township of South Glengarry approves By-Law 35-2020 and the Development Agreement for the property legally described as Block 82, Registered Plan #142, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry also known as 18299 County Road 2 and authorizes the Mayor and Clerk to execute the Development Agreement, and

BE IT FURTHER BE IT RESOLVED THAT the Township of South Glengarry supports liquor sales for the temporary patio extension providing the licensee can meet the eligibility and criteria requirements of the AGCO.

CARRIED

- ix) Titley Automobile Inc. Site Plan Control Agreement

Resolution No. 189-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 82-2020 be received and that the Council of the Township of South Glengarry approves By-Law 33-2020, and the Site Plan Control Agreement for the property legally described as Part of Lot 5, Concession 1, B.F., I.L., in the geographic Township of Charlottenburgh now in the Township of South Glengarry also known as 18372 County Road 2 and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

- x) Lavigne-Fournier Site Plan Control Agreement
Resolution No. 190-2020 Moved by Councillor McDonell
 Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 83-2020 be received and that the Council of the Township of South Glengarry approves By-Law 34-2020, and the Site Plan Control Agreement for the property legally described as Part of Lot 8, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, also known as 6278 152nd Ave and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

- xi) Regional Incentive Program Agreement - LouLou Lavender
Resolution No. 191-2020 Moved by Deputy Warden
 Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 84-2020 be received and that the Corporation of the Township of South Glengarry enter into the Regional Incentives Program financial agreement with LouLou Lavender and the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

- xii) Tyotown Heights - Proposed Draft Plan of Subdivision
Resolution No. 192-2020 Moved by Councillor Jaworski
 Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry recommends to the United Counties of Stormont, Dundas and Glengarry Manager of Planning to issue draft plan approval of Riverview North Subdivision subject to the conditions as requested by the Township, located in Glen Walter and legally described as Part of Lots 38 & 39, Registered Plan No. 101, geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry. The proposed draft plan conditions representing the requirements of the Township of South Glengarry can be found attached to this report. The Council of the Township of South Glengarry carefully considered the comments from the public, however, these comments did not negatively impact the decision of the Council to recommend approval.

CARRIED

- b) Other Business
 - i) Letter from Minister Clark MMAH on Planning Act timelines
 - ii) Letter from Joshua Deschamps

A letter was received from Joshua Deschamps, the owner of the Martintown Restaurant, whose restaurant was recently damaged in a structure fire. His letter requested permission from Council to temporarily allow a mobile food truck while his restaurant undergoes renovations.

- Resolution No. 193-2020** Moved by Deputy Warden
 Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry supports the request by Joshua Deschamps and directs administration to prepare a site specific amendment to the Mobile Food Premise By-Law 23-11 for the location described as PLAN 20 PT LOTS 4 AND 5 RP14R3530 PT PART 1 also know as 18526 Dundas St.

CARRIED

- iii) Monthly Departmental Update - May 2020 - CAO
- iii) Monthly Departmental Update - May 2020 - Recreation & Facilities

- iv) Monthly Departmental Update - May 2020 - Infrastructure Services
- v) Monthly Departmental Update - May 2020 - Community Services
- vi) Monthly Departmental Update - May 2020 - Fire Services
- vii) Monthly Departmental Update - May 2020 - Corporate Services
Council discussed these items and provided direction to administration on the format and detail they would prefer in the future.
- viii) Statement of Revenues and Expenses

Resolution No. 194-2020

Moved by Councillor Lang
Seconded by Councillor McDonell

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

- b) Committee Reports
- c) For Information Only
 - i) Consent Summary 2020
 - ii) Consent Application B-35-20
 - iii) Resolution - Diversity Training Program (Orangeville)
 - iv) Resolution - Essential Workers Day (Town of Fort Erie)
 - v) Resolution - Support Conservation Authorities (Township of Puslinch)
 - vi) Resolution - Provincially Significant Wetlands (Northumberland County)
 - vii) Newsletter - Sector Letter to Ministers COVID-19 (National Trust for Canada)

2. UNFINISHED BUSINESS

- c) Unfinished Business - June 15, 2020

3. CLOSED SESSION

Resolution No. 195-2020

Moved by Councillor Jaworski
Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:46pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

CARRIED

Resolution No. 196-2020

Moved by Deputy Warden
Seconded by Councillor McDonell

THAT Council now rise and reconvene into Open Session at 9:03pm without reporting.
CARRIED

Resolution No. 197-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

THAT Council directs administration to carry out all actions as specified in the Closed Session minutes.
CARRIED

4. CONFIRMING BY-LAW

Resolution No. 198-2020

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT By-law No. 36-2020 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

5. ADJOURNMENT

Resolution No. 199-2020

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 9:05pm.
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 JUNE 15, 2020

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

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

PUBLIC PRESENT: Luc Legroulx, Lorelei MacDonell

1. OPEN PUBLIC MEETING

Mayor Prevost opened the public meeting.

2. APPROVAL OF AGENDA

Moved by Councillor McDonell
Seconded by Deputy Warden

BE IT RESOLVED THAT the agenda for the Public Meeting for the Township of South Glengarry be approved as circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST - None

4. PRESENTATIONS AND DELEGATIONS

a) Legroulx Zoning Amendment

Ms. Haley provided information on Part of Lot 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 19711 County Road 25. The applicant/property owner recently applied for a severance to create an independent parcel to accommodate an existing business known as East Can Equipment Sales. This business has been in operation since 2005. The severance was conditionally approved with several conditions one being the requirement to rezone the severed land to General Commercial to accommodate the existing business. The subject property is approximately 6.2 acres in size and is currently developed, containing an office/ warehouse for the business. This area of the Township is proposed to be redesignated Agricultural Resource, the property owner was encouraged to apply for the severance and the zoning amendment in case we are unsuccessful at the LPAT hearing. The subject property is currently designated Rural District in the County Official Plan. The proposed zoning amendment conforms to the Official Plan. The United Counties of SDG have been circulated on this application; they have no comments or concerns.

Councillor Warden asked how the building was built and operating as a business since 2005 if it was not zoned correctly. Ms. Haley explained that it appeared the building permit had been issued in error. Councillor Warden asked if the property owners had been paying commercial taxes on the building. Ms. Haley explained that MPAC assesses the property

based on the use and not the zoning so the taxes were being paid in the proper classification regardless of the zoning. There were no questions or comments from the public. Ms. Haley requested that any additional comments from the public be sent by the end of the week.

b) MacDonell Zoning Amendment

The property described is Part of Lot 20, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry. The applicant recently applied for a severance to dispose of the surplus dwelling to the farming operation. The severance was conditionally approved with several conditions, one being the requirement to rezone the retained land to reduce the minimum lot area from 20 hectares to 16 and to prohibit residential construction. The subject property is vacant and is currently being farmed. The subject property is currently designated Agricultural Resource in the County Official Plan and this proposed amendment conforms to the Official Plan and the PPS. No written comments have been received to date from members of the public. I have received a few phone calls seeking clarification on the location and the purpose of the amendment but no objections. This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future.

No questions or comments were made. Ms. Haley requested that should there be any additional comments from the public that they be sent by the end of the week.

5. ADJOURNMENT

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Public Meeting of the Township of South Glengarry adjourn to the call of the chair.

CARRIED

Mayor

Clerk



WATER AND WASTEWATER RATE REVIEW

July 6, 2020



Basis for Establishing Water and Sewer Rates

In the [American Water Works Association \(AWWA\)](#) publication “Manual of Water Supply Practices – *Principles of Water Rates, Fees, and Charges*”, the following objectives should be considered when determining a rate structure:

- yielding necessary revenue in a predictable manner;
- minimizing unexpected changes to customer bills;
- discouraging wasteful use and promoting justified uses;
- promoting fairness and equity;
- avoiding discrimination;
- maintaining simplicity, certainty, convenience, feasibility, and freedom from controversy; and
- compliance with all applicable laws.

Current Water Rate Structure

The redistribution of the shared costs will have a large impact on the water and sewer rates applied in the four systems. Current Water Rates are as follows:

Based on Staff Report (SR 66-18), for 2019-2020, bi-monthly is as follows:

| System | Min. Fee | Rate | Includes | Annual Min. |
|-----------------------------|----------|--------|---------------------|-------------|
| Glen Walter – Water & Sewer | \$179.53 | \$4.97 | 19.3 m ³ | \$1,077.18 |
| Glen Walter – Water Only | \$120.56 | \$2.84 | 19.3 m ³ | \$723.36 |
| Lancaster – Water & Sewer | \$184.17 | \$4.97 | 19.3 m ³ | \$1,105.02 |

The following systems are billed semi-annually:

| System | Flat Rate | | | Annual Min. |
|-------------------------|------------|--|--|-------------|
| Kennedy Redwood – Water | \$1,107.50 | | | \$1,107.50 |
| Green Valley – Sewer | \$540.00 | | | \$540.00 |

Comparison to Local Municipalities – Residential Rates

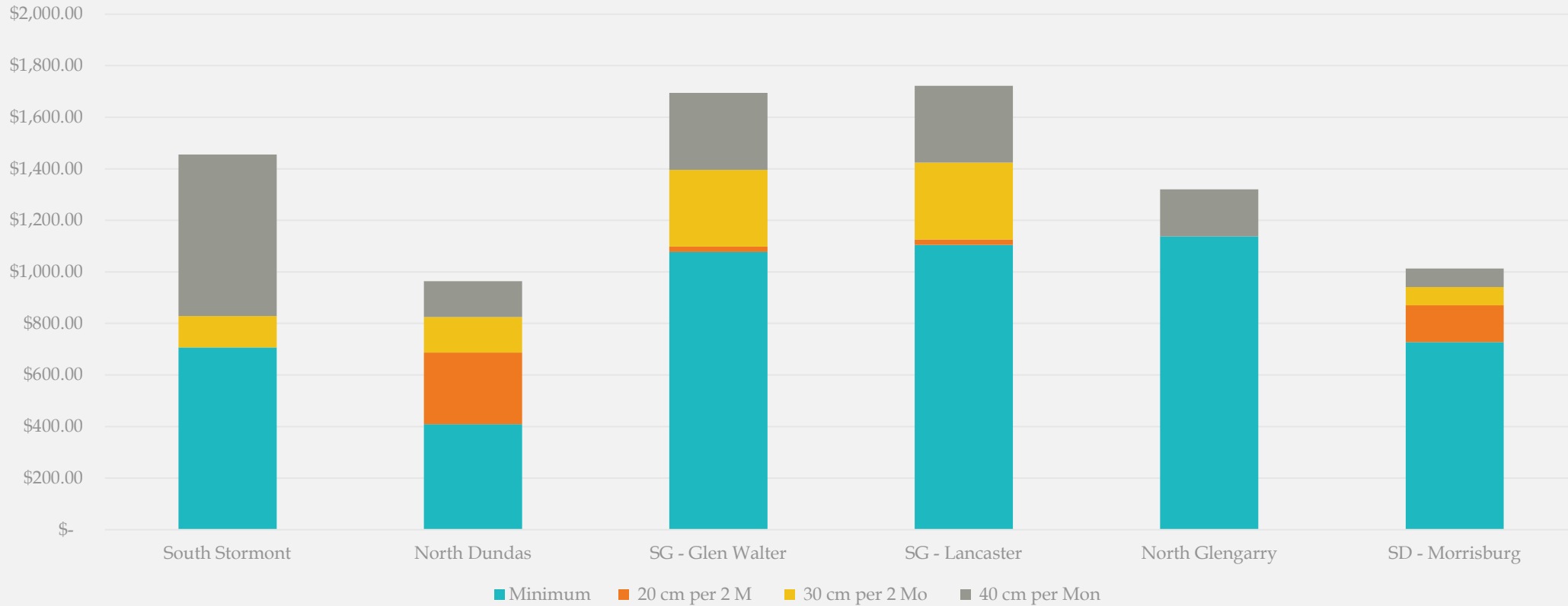
| Municipality | Service | Frequency | Minimum Bill | Includes (m ³) | | Metered Rate | Annual Service Minimum | Annual Total |
|------------------|----------|-----------|--------------|----------------------------|-----------|--------------|------------------------|--------------|
| | | | | Per Period | Per Month | | | |
| SS - Ing/LS | Water | Quarterly | 42.31 | 38.5 | 12.83333 | \$1.10 | \$169.24 | |
| | Sewage | Quarterly | 134.48 | 38.5 | 12.83333 | \$3.49 | \$537.92 | \$707.16 |
| North Glengarry | Water | Bimonthly | 122.66 | 30 | 15 | \$1.94 | \$735.96 | |
| | Sewage | Bimonthly | 66.92 | 30 | 15 | \$1.10 | \$401.52 | \$1,137.48 |
| SD – Morrisburg | Water | Annual | 415.56 | 0 | 0 | \$0.70 | \$415.56 | |
| | Sewage | Annual | 311.67 | 0 | 0 | \$0.49 | \$311.67 | \$727.23 |
| North Dundas | Water | Annual | 154.47 | 0 | 0 | \$1.12 | \$154.47 | |
| | Sewage | Annual | 254.88 | 0 | 0 | \$1.19 | \$254.88 | \$409.35 |
| SG - Glen Walter | Combined | Bimonthly | 179.53 | 19.3 | 9.65 | \$4.97 | \$179.53 | \$1,077.18 |
| SG - Lancaster | Combined | Bimonthly | 184.17 | 19.3 | 9.65 | \$4.97 | \$184.17 | \$1,105.02 |

Comparison to Local Municipalities – Residential Rates

| Municipality | Service Population | Rated Capacity (m ³ /d) |
|------------------------------|--------------------|------------------------------------|
| SS - Ing/LS | 3,500 | 9,500 |
| North Glengarry - Alexandria | 2,845 | 5,616 |
| SD – Morrisburg | 3,412 | 10,445 |
| North Dundas | 4,071 | 2,781 |
| SG - Glen Walter | 667 | 995 |
| SG - Lancaster | 1,000 | 1,440 |

Comparison to Local Municipalities – Residential Rates

Local Water Rate Comparison



Comparison to Local Municipalities – Industrial/Commercial/Institutional Rates

- Most local municipalities do not have industrial, commercial and institutional rates, except for South Stormont, which has a reduced rate for consumers using more than 6,000 cubic meters per year.
- However, North Dundas and South Dundas have a minimum billing based on the water service connection size.

| Meter Size | North Dundas | South Dundas |
|------------|--------------|--------------|
| 0.6 | \$110.34 | \$407.41 |
| 0.75 | \$110.34 | \$407.41 |
| 1 | \$154.47 | \$570.38 |
| 1.5 | \$198.6 | \$733.29 |
| 2 | \$319.97 | \$1,818.52 |
| 2.5 | \$772.35 | \$1,818.52 |
| 3 | \$1,213.69 | \$1,818.52 |
| 4 | \$1,544.7 | \$1,818.52 |
| 6 | \$2,317.04 | |

Comparison to Local Municipalities – Impost Fees

| Municipality | Impost |
|------------------|----------|
| North Dundas | \$5,223 |
| South Dundas | \$5,000 |
| South Stormont | \$4,495 |
| North Glengarry | \$5,000 |
| SG - Glen Walter | \$10,506 |
| SG - Lancaster | \$10,506 |

WATER RATES

CAPITAL RESERVES

Capital Reserves

The Provincial Government has promoted the self-sufficiency of municipal water and wastewater systems, by encouraging the use of reserves.

The Township has committed reserves for each of their systems with the following values (Year End 2019):

| | |
|------------------------|-------------|
| Glen Walter Systems | \$808,638 |
| Green Valley System | \$104,074 |
| Kennedy Redwood System | (\$67,618) |
| Lancaster Systems | \$1,232,758 |

Capital Replacement

Preparing an estimate for Future Capital Expenses:

| Component | Cost | Year | Useful Life | Annual Contribution | Municipal Share | Annual Reserve Contribution |
|-----------------|-------------|------|-------------|---------------------|-----------------|-----------------------------|
| Green Valley | \$1,105,000 | 1989 | 100 | \$11,050 | \$3,683 | |
| - desludging | \$150,000 | 1989 | 10 | \$15,000 | \$15,000 | \$18,683 |
| Component | Cost | Year | Useful Life | Annual Contribution | Municipal Share | Annual Reserve Contribution |
| Kennedy Redwood | \$2,600,000 | 1995 | | | | |
| - Building | \$2,350,000 | 1995 | 100 | \$23,500 | \$7,833 | |
| - Mechanical | \$250,000 | 2017 | 25 | \$10,000 | \$10,000 | \$17,833 |

Capital Replacement

Preparing an estimate for Future Capital Expenses:

| Component | Cost | Year | Useful Life | Annual Contribution | Municipal Share | Annual Reserve Contribution |
|------------------|-------------|------|-------------|---------------------|-----------------|-----------------------------|
| Glen Walter WTP | \$6,376,000 | | | | | |
| - Building | \$5,100,800 | 1989 | 100 | \$51,008 | \$17,003 | |
| - Mechanical | \$1,275,200 | 1989 | 25 | \$51,008 | \$51,008 | |
| Glen Walter WWTP | \$7,710,000 | 1989 | | | | |
| - Building | \$6,168,000 | 1989 | 100 | \$61,680 | \$20,560 | |
| - Mechanical | \$1,542,000 | 1989 | 25 | \$61,680 | \$61,680 | \$150,251 |

Capital Replacement

Preparing an estimate for Future Capital Expenses:

| Component | Cost | Year | Useful Life | Annual Contribution | Municipal Share | Annual Reserve Contribution |
|----------------|-------------|------|-------------|---------------------|-----------------|-----------------------------|
| Lancaster WTP | \$7,474,000 | 2009 | | | | |
| - Building | \$5,979,200 | 2009 | 100 | \$59,792 | \$19,931 | |
| - Mechanical | \$1,494,800 | 2009 | 25 | \$59,792 | \$59,792 | |
| - Coatings | \$150,000 | | 20 | \$7,500 | \$7,500 | |
| Lancaster WWTP | \$2,400,000 | 1976 | 100 | \$24,000 | \$8,000 | |
| - Desludging | \$400,000 | 1976 | 10 | \$40,000 | \$40,000 | |
| - Mechanical | \$240,000 | 1976 | 25 | \$9,600 | \$9,600 | |
| Lancaster WT | \$2,433,306 | 1976 | 50 | \$48,666 | \$16,222 | |
| - Repainting | \$250,000 | | 20 | \$12,500 | \$12,500 | \$173,545 |

WATER RATES

GREEN VALLEY SEWER RATE & KENNEDY REDWOOD ESTATES WATER RATE

Green Valley Sewage Rate & Kennedy Redwood Estates Water Rate

- Currently a flat rate
- No opportunity to incorporate a water meter for metered rates
- Kennedy Redwood Estates incurred a debenture as a result of works in 2017.

| Location | Revenue | Expenses | Debt Repay | Reserves | Target Reserves | Annual Rate Adjustments |
|-----------------|-----------|----------|------------|-----------|-----------------|-------------------------|
| Green Valley | \$106,920 | \$96,748 | | \$10,172 | \$18,683 | 3%, 3%, 3%,3%, 3% |
| Kennedy Redwood | \$35,640 | \$33,584 | \$3,381 | (\$1,325) | \$17,833 | 10%, 10%, 10%, 10%, 10% |

Green Valley Sewage Rate & Kennedy Redwood Estates Water Rate

| System | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------------------|------------|------------|------------|------------|------------|
| Green Valley Sewer Rate | \$556.20 | \$572.89 | \$590.07 | \$607.77 | \$626.01 |
| Kennedy Redwood Estates Water Rate | \$1,287.55 | \$1,416.31 | \$1,557.94 | \$1,713.73 | \$1,885.10 |

WATER RATES

GLEN WATER AND LANCASTER RATES

Components of a Water Rate

The Township's water/sewer expenses can be broken down into two types of costs:

Fixed Cost: A fixed cost is an expense incurred by the Township for the provision of potable water which would exist whether 1 m³ or 10,000 m³ of water was produced (i.e. heating, sampling, labour, insurance, etc.)

Variable Cost: A variable cost is an expense incurred by the Township for the provision of potable water which is dependent on the amount of water produced (i.e. chemicals, pumping, etc.)

Components of a Water Rate

- A review of the budget sheet provides that the variable costs are low in both Glen Walter (20% of total cost) and Lancaster (16% of total cost).
- In 2019, approximately \$180,000 (31%) of revenue in Glen Walter and \$258,000 (32%) of revenue in Lancaster is generated by users exceeding the water allotment of 19.3 m³/period.
- To ensure predictable yield the revenue from your water rate (above 19.3 m³/period) should more closely reflect the variable costs.

Target Revenue

| Location | Revenue | Expenses | Capital | Target Reserves (Actual) | Target Revenue |
|-------------|-----------|-----------|----------|--------------------------|----------------|
| Glen Walter | \$590,670 | \$421,975 | \$75,000 | \$158,545 (\$93,695) | \$647,226 |
| Lancaster | \$799,481 | \$478,175 | \$45,000 | \$173,545 (\$276,306) | \$698,720 |

- Large Capital Expenditure (i.e. Bray Street SPS) removed from Glen Walter's expenses.

Glen Walter Rates

The following table demonstrates the impact of a 3% increase in the minimum billing per year, based on bimonthly billing and including 19.3 cubic meters per period.

| Year | Minimum | Metered | Annual Minimum | Flat Revenue | Metered Revenue | Total Revenue |
|------|----------|---------|----------------|--------------|-----------------|---------------|
| 2020 | \$179.53 | \$4.97 | \$1,077.18 | \$409,328 | \$181,342 | \$590,670 |
| 2021 | \$184.92 | \$4.97 | \$1,109.50 | \$421,608.25 | \$181,342 | \$602,949.85 |
| 2022 | \$190.46 | \$4.97 | \$1,142.78 | \$434,256.50 | \$181,342 | \$615,598.10 |
| 2023 | \$196.18 | \$4.97 | \$1,177.06 | \$447,284.19 | \$181,342 | \$628,625.79 |
| 2024 | \$202.06 | \$4.97 | \$1,212.38 | \$460,702.72 | \$181,342 | \$642,044.32 |
| 2025 | \$208.12 | \$4.97 | \$1,248.75 | \$474,523.80 | \$181,342 | \$655,865.40 |

Lancaster Rates

The following table demonstrates the impact of a 20% decrease in 2021 in the minimum billing followed by a 3% increase every other year, based on bimonthly billing and including 19.3 cubic meters per period.

| Year | Minimum | Metered | Annual Minimum | Flat Revenue | Metered Revenue | Total Revenue |
|------|----------|---------|----------------|--------------|-----------------|---------------|
| 2020 | \$184.17 | \$4.97 | \$1,105.02 | \$541,459.80 | \$258,021.20 | \$799,481.00 |
| 2021 | \$144.57 | \$4.97 | \$867.44 | \$425,045.94 | \$258,021.20 | \$683,067.14 |
| 2022 | \$148.91 | \$4.97 | \$893.46 | \$437,797.32 | \$258,021.20 | \$695,818.52 |
| 2023 | \$153.38 | \$4.97 | \$920.27 | \$450,931.24 | \$258,021.20 | \$708,952.44 |
| 2024 | \$157.98 | \$4.97 | \$947.88 | \$464,459.18 | \$258,021.20 | \$722,480.38 |
| 2025 | \$162.72 | \$4.97 | \$976.31 | \$478,392.95 | \$258,021.20 | \$736,414.15 |

Regional Rates

The potential to implement a Regional Water and Sewer Rate for all systems with water meters would provide the following benefits for the Township

- Works towards addressing revenue generation for providing the same level of service through multiple systems;
- Provides equalization of revenue generation to ensure the sustainability of small systems;
- Simplifies the administration of water and sewer rates throughout applicable systems.

Regional Rates

The following table demonstrates the impact of a Regional Rate, based on bimonthly billing and including 19.3 cubic meters per period:

- Glen Water Rate Decreases by 3% in 2021
- Lancaster Rate Decreases by 5.46% in 2021

| System | Year | Minimum | Metered | Annual Minimum | Flat Revenue | Metered Revenue | Total Revenue |
|-------------|------|----------|---------|----------------|----------------|-----------------|----------------|
| Glen Walter | 2020 | \$179.53 | \$4.97 | \$1,077.18 | \$409,328.40 | \$181,341.60 | \$590,670.00 |
| Lancaster | 2020 | \$184.17 | \$4.97 | \$1,105.02 | \$541,459.80 | \$258,021.20 | \$799,481.00 |
| Regional | 2021 | \$174.14 | \$4.97 | \$1,044.86 | \$909,032.20 | \$439,362.80 | \$1,348,395.00 |
| | 2022 | \$179.37 | \$4.97 | \$1,076.21 | \$936,303.17 | \$439,362.80 | \$1,375,665.97 |
| | 2023 | \$184.75 | \$4.97 | \$1,108.50 | \$964,392.26 | \$439,362.80 | \$1,403,755.06 |
| | 2024 | \$190.29 | \$4.97 | \$1,141.75 | \$993,324.03 | \$439,362.80 | \$1,432,686.83 |
| | 2025 | \$196.00 | \$4.97 | \$1,176.00 | \$1,023,123.75 | \$439,362.80 | \$1,462,486.55 |



STAFF REPORT

S.R. 86-2020

PREPARED BY: Dave Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Staff Report – Disposal of Used Vehicle

BACKGROUND:

1. The South Glengarry Fire Service has removed from service the following fire apparatus.
 - a. One (1) 1997 GMC Fire Pumper (VIN ending # J519357)

ANALYSIS:

1. This vehicle is in its 23rd year and was authorized for replacement by South Glengarry Council within the 2020 Budget.
2. A new 2020 Fire Pumper was purchased by recommendation of Council and Staff Report 30-2020. The replacement pumper is now in service.
3. The vehicle will be posted for sale on the GovDeals resale website in addition to an announcement on the South Glengarry website.
4. This disposal will follow the direction of Bylaw 36-07, Section 5.1 and 5.2.

IMPACT ON 2020 BUDGET:

Nil

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 Staff Report 86-2020 be received and that the Council of the Township of South Glengarry deems the 1997 GMC Topkick Fire Pumper apparatus



(VIN ending # J519357) to be surplus as per Bylaw 36-07, Section 5.1 and 5.2 and authorizes that this surplus property be posted for sale.

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. 87-2020

PREPARED BY: T. Mills, CAO
D. Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Municipal Office Design

BACKGROUND:

1. The Township of South Glengarry is looking for architectural and design services for the renovation of the Municipal Office. Required are the services of a consultant with proven capabilities in design along with architectural and engineering abilities.
2. A Request for Proposal (RFP procurement 12-2020) was published on June 15th with a closing of June 26th.

ANALYSIS:

3. Initial concept considerations have been undertaken by South Glengarry staff and the Township is looking for an Architectural firm to offer their expertise in an effort to:
 - Utilize the current building to accommodate additional office space,
 - Improve staff efficiency and workflow by addressing the current layout,
 - Improve building security,
 - Add accessible space for public use,
 - Address any health and safety deficiencies for both staff and the public with specific reference to the current COVID-19 pandemic.
4. The Request for Proposal (RFP) specified three phases to the design.
 - Phase 1: Initial consultation, assessment, draft design and presentation of preliminary designs to Council with a Class D estimate of project cost. The RFP advised that further phases will only proceed with direction of Council.
 - Phase 2: Detailed design, final drawings and specifications ready for construction tender.



- Phase 3: General review and inspections during construction as requested on a per hour basis.
5. RFP 12-2020 solicited the 5 following submissions:
- **Perimeter Design Co.**, Etobicoke, ON.
 - Phase 1: \$14,000. Phase 2. \$12,500. Plus, estimated disbursements of \$3600.
 - Proposed start date July 2nd, estimated construction completion Oct. 30.
 - **J Horvath Architect Inc.**, Aurora, ON
 - Phase 1: \$7,980. Phase 2. \$21,945. Plus, reimbursables, mileage, permit fees.
 - Proposed start date July 10th, estimated construction completion Dec. 11.
 - **Mayhew**, Richmond Hill, ON
 - Phase 1: \$9,000. Phase 2: \$18,000. Engineering scope is excluded from provided fees.
 - Proposed start date July 2nd estimated construction completion mid-November.
 - **CSV Architects**, Ottawa, ON
 - Phase 1. \$25,720. Phase 2. \$24,745.
 - Proposed start date July 6, estimated construction completion April 26, 2021
 - **J.L. Richards & Associates**, Ottawa, ON
 - Phase 1: \$7,500 Phase 2. \$24,220. Travel mileage @ \$0.52/km not included.
 - Proposed start date July 6, estimated construction completion Oct. 20.
 - All respondents provided per hour rates for phase 3 as required in the RFP.
6. Administration favours awarding the procurement to J.L. Richards & Associates as they will provide the following strengths,
- The proponent provides all required architecture, design and engineering services. All project team members are from the same firm and location which will simplify contract administration,
 - Clean and concise response to the proposal,
 - The proponent understands the need to present the Phase 1 findings and proposal to Council on July 20th,
 - Lowest cost for Phase 1. As phase 1 is the exploratory phase, this information will allow Council to assess the merits of the entire project,
 - Staging milestones for consultation. I.E. client review at 66% with a Class D estimate to staff,



- The response highlights their desire to design with energy efficiency as a priority,
- Their relevant experience seems to better reflect our proposed project,
- It is administration's view that the proposed team will be open and collaborative as well as receptive to our realistic needs in providing a cost-effective office solution to the residents of South Glengarry.

IMPACT ON 2020 BUDGET:

\$50,000 was allocated in the 2020 budget for the design of office renovations.

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

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. 88-2020

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Road Needs Study RFP

BACKGROUND:

1. The Township completed a Road Needs Study (State of the Infrastructure Report) in 2016.
2. Typically, and historically the Township updates the Road Needs Report every 5 years.
3. The Township has submitted an application to FCM through the Asset Management Fund for the completion of Capital Planning Study for the Water and Wastewater Systems. The last Capital Planning Study was completed in 2008 and the Capital Plan has been updated annually by staff.
4. These needs reports and the capital plans that are developed as part of the studies are fundamental components of the Township's Asset Management Plan and are requirements for almost all Provincial and Federal Grant Programs.

ANALYSIS:

5. The Objective of a Road Needs Study is to:
 - Inform council on the current and future needs of their road system,
 - Formulate the most cost-effective long-term maintenance and construction strategies within current/proposed budgetary limitations,
 - Provide a projection of the future adequacy of the road system,
 - Provide a suggested year-by-year work plan for Council (over the next 10 years),
 - Upload the Study in digital format to the OGRA Municipal Data Works Platform, and
 - Update the Township's Municipal Asset Management Plan.
6. A Road Needs Study would contain the following:



- An updated inventory of the Municipality's road network,
 - Itemized condition of all roadways in the network,
 - Detailed recommendations on improvements to deficient roadways,
 - A cost-effective long-term maintenance and construction strategy with specific consideration of budgetary restrictions,
 - Complete up-to-date maps of the Township's roadway system for future reference,
 - A suggested year-by-year work plan for the Township to use as a frame of reference for future resource allocation,
 - Recommended 10-year capital improvement plan using current/proposed expenditure levels, and;
 - Capital construction requirements that cannot be realized within the current budget.
7. Although it is not 5 years since the last report it might be prudent to have this study completed in 2020 given the pending retirement of the General Manager of Infrastructure Services. The report would then provide the next General Manager with a current condition study and a 10-year Capital Program projection to assist with the transition.
8. Administration is recommending that an RFP be issued for the Completion of a Road Needs Study in 2020.

IMPACT ON 2020 BUDGET:

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

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Invest in infrastructure and its sustainability

Goal 2: Strengthen the effectiveness and efficiency of our organization

Goal 3: Improve quality of life in our community

RECOMMENDATION:

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



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

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



STAFF REPORT

S.R. 89-2020

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Glen Walter Park Road Lot Closing Date Extension

BACKGROUND:

1. In July of 2019, the Township of South Glengarry entered into an Agreement for the sale of Lot 1 on Glen Walter Park Road with a closing date of March 2nd, 2020.
2. A condition of the sale was that the Township would amend the Zoning By-Law to provide for the construction of a 4-Plex Residential unit.
3. Administration authorized an extension of the closing date to July 31st as the developer was still working on the site plan for the proposed 4-Plex.

ANALYSIS:

4. The General Manager Infrastructure Services and Director of Water/Wastewater Operations met with the Developer and his Engineer on June 2nd to review the site plan and provide direction on the servicing for the lot.
5. The Zoning Amendment can only be initiated once the Site Plan has been submitted to the General Manager Community Services.
6. The closing date was extended by 4 months to July 31st which at this point would not provide sufficient time to complete the Zoning Amendment.
7. It is recommended that the closing date be further extended to November 1st.
8. The original extension was considered minor and Administration did not seek Councils approval. With the recommendation to extend to November 1st, which is 8 months past the original closing date, Administration is seeking Council Approval as the extension term is significant.



IMPACT ON 2020 BUDGET:

The proceeds from the sale of the lot would offset the cost to provide the service and road repairs with the balance being deposited in the Fire Capital Purchases Reserve.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

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

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. 90-2020

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Blue Box Transition

BACKGROUND:

1. Municipal governments in Ontario have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging and paper products. Producers are best positioned to reduce waste and increase the resources that are recovered in order to re-incorporate them into the economy. A single system run by the producers will enable a consistent province wide system that makes recycling easier and more accessible.
2. In August 2019, the Ministry of the Environment, Conservation and Parks announced that Municipal Blue Box programs will be transitioned to full producer responsibility over a three-year period based on recommendations from the Special Advisor's report titled, "Renewing the Blue Box: Final Report on the Blue Box Mediation Process."
3. The Association of Municipalities of Ontario (AMO) with input from Municipal governments, including South Glengarry, played a key role in helping to develop the recommendations within this report.
4. The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

| Date | Description |
|------------------------------|---|
| September 2019-December 2020 | Blue Box wind-up plan developed for Stewardship Ontario |
| | Development of a Regulation under the Resource Recovery and Circular Economy Act, 2016 |
| January 2021-December 2022 | Producers prepare to assume control and operation of system and work with municipal governments and service |



| | |
|---|--|
| | providers |
| January 1 st , 2023-December 31 st 2025 | Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one- third of the Provincial program transitioning annually. |

5. The Ministry wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents.
6. Additional information related to the transition to a Full Producer Responsibility Model for Recycling can be viewed on the AMO website.

<https://www.amo.on.ca/AMO-Content/Waste-Management/WasteDiversio>

ANALYSIS:

7. In consideration of a recommendation regarding a transition date the following were reviewed:
 - The current Recycling Collection contract has been extended to December 2021 with an option for an additional 6-month extension
 - Existing recycling processing agreement with the City of Cornwall
 - Information from AMO and the Ministry of Environment, Conservation and Parks (MECP)
 - Grants provided by the Resource Productivity and Recovery Authority (RPRA)
 - Regional Waste Management Collaboration Meeting Minutes
8. Staff have ensured the following measures are in place to assist with Transition based on the items above:
 - Townships can transfer responsibility beginning in 2023 should Council choose to do so.
 - If the Township chooses not to transition in 2023, the Blue Box grant provided by RPRA will be available for 50% of collection and processing services that the Township pays for until December 31st, 2025.
 - The Township's contract with the City of Cornwall is re-issued annually and the Township may exit the agreement by providing 30 days notice.



- The City may terminate its agreement with the Township by providing 90 days notice.
 - The City of Cornwall's submitted transition date is proposed as 2024.
 - Regional transitioning may be simpler and more obtainable for the Producers.
 - AMO and the MECP's information is requesting a date for transition between 2023-2025 to be submitted as a schedule attached to the draft policy.
 - A draft policy will be placed on the Environmental Registry of Ontario during the summer of 2020.
 - The Regional Waste Management Group met on June 10th and the consensus was that a transition date in 2024 was preferred.
9. A Recycling Collection Tender would be issued with a 3-year contract period from December 2021 to December 2024. A shorter-term contract could potentially cost more as the Contractors need to offset/recover their investments in resources over the duration of the term.

IMPACT ON 2020 BUDGET:

10. Since the final Blue Box Regulation has not yet been approved by the Province of Ontario, staff are not currently aware of how this may impact the future of the recycling collection and processing budget.
11. As more information becomes available from the Province, staff will update Council and incorporate the appropriate funds into the budget for recycling collection and processing.

ALIGNMENT WITH STRATEGIC PLAN:

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 90-2020 and that the Township advise AMO that South Glengarry will transition the Blue Box Program to full producer responsibility in 2024; and,

THAT the Association of Municipalities of Ontario understand that the proposed date for transition submitted by the Township of South Glengarry is for informational purposes only and is in no way legally binding. The Township will retain its right to amend any proposed transition date as more information becomes available.



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. 91-2020

PREPARED BY: Dave Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

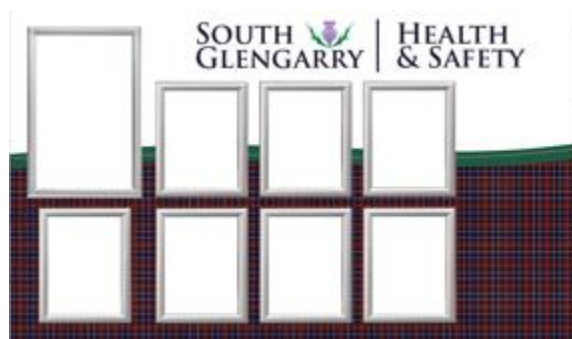
SUBJECT: Health and Safety Boards

BACKGROUND:

1. Over recent months, both the Fire Department and the Township Health and Safety Committees have been restructured.
2. During the committee's review of all workplaces, it was noted that there is little commonality with the 11 workplace Health and Safety boards though they have all met the requirements of the Occupational Health and Safety Act.

ANALYSIS:

3. In an effort to improve the efficiency and outcome of both the Fire and Township committee's, Deputy Fire Chief James Walker will provide leadership to both. DC Walker is certified by WSPS (Workplace Safety and Prevention Services) with Joint Health and Safety certification training.
4. With the two restructured committee's and various new members, it is felt that new health and safety boards will assist in sparking the program with enhanced staff participation.
5. Draft designs were proposed that would meet all requirements of the Occupational Health and Safety Act. They have features that allow for materials to be regularly updated and for the required information to be readily available to all employees.
6. Draft layout



7. Three quotes were requested from companies who have the ability to produce the boards and all have an excellent history of providing materials to the Township. All quotes specified similar materials, all of which meet our needs.
 - a. Dave's Reliable Signs. 11 units @ \$749.00 per unit.
 - b. Jan's Signs. 11 units @ \$681.00 per unit.
 - c. Cornwall City Press. 11 units @ \$492.00 per unit.

8. Administration recommends that the health and safety board procurement be given to Cornwall City Press with a total purchase price of \$5,507.25 which includes the municipal HST requirement of 1.76%.

IMPACT ON 2020 BUDGET:

This project was not identified within the 2020 budget. The cost of the boards will be allocated to each department with funds coming from their various Administration and Operations budgets.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization,
 Goal 5: Improve internal and external communication

RECOMMENDATION:

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



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

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



STAFF REPORT

S.R. 92-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Place St. Laurent Phase 5 Draft Plan of Subdivision

BACKGROUND:

1. In February 2020, the developer filed a Draft Plan of Subdivision Application with the United Counties for the property legally described as Part of Lot 3, Registered Plan no. 101, former Township of Charlottenburgh, now in the Township of South Glengarry also known as Place St. Laurent – Phase V. The purpose of this draft plan of subdivision application is to create 20 residential building lots that will be considered as Phase V of the existing Place St. Laurent Subdivision.
2. The subject property is currently zoned Residential One- Holding (R1-H). The purpose of placing this land in a holding zone is to provide the municipality the opportunity to request applicable studies to ensure the proposed use is compatible, meets our design requirements and can be serviced. A zoning Amendment to remove the holding symbol will be a condition of draft plan approval, it will be recommended to Council to remove the holding zone one phase at a time to ensure that municipal services are available to accommodate each phase.
3. The surrounding land uses to this proposed Phase V are residential, conservation lands and farmland. The proposed development will be accessed by Yacht Boulevard that is located directly off of County Road 2 as well as St. Laurent Boulevard which will continued to be constructed to the north.

ANALYSIS:

4. Section 2 of the Planning Act outlines those land use matters that are of provincial interest to which all planning decisions shall have regard. The provincial interests that applies to this site are; the orderly development of safe and healthy



communities, the adequate provision of a full range of housing, including affordable housing and the appropriate location of growth and development. In addition, the Planning Act requires that all planning decisions be consistent with the Provincial Policy Statement (PPS), a document that provides further policies on matters of provincial interest related to land use development. The PPS contains policies pertaining to “Building Strong Communities” contained within Part V, Section 1.0. This development application conforms to these policies, specifically 1.0 Building Strong Healthy Communities, specifically the following policies:

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

Building Strong Healthy Communities.

1.1.1 Efficient, Cost-effective Development and Land Use Patterns.

This proposed development:

- a) promotes efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- c) avoids development and land use patterns which may cause environmental or public health and safety concerns;
- d) promotes cost-effective development patterns and standards to minimize land consumption and servicing costs
- h) promoting development and land use patterns that conserve biodiversity; and
- i) preparing for the regional and local impacts of a changing climate

1.6 Infrastructure

This development will be serviced by municipal water and sewer. The proposed Roads (transportation systems) will be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

5. On February 4, 2018, the Ministry of Municipal Affairs and Housing approved the Official Plan (OP). The decision of the Official Plan was appealed therefore, the schedules from the former Official Plan remain in effect until the appeal is decided. The OP provides local policy direction for growth and development. The following



sections of the Official Plan were reviewed and considered, and the proposed development conforms to the Official Plan:

- Section 3- Community Growth and Settlement
 - 3.1 Objectives
 - 3.2. Settlement Areas
 - 3.5 Permitted Uses Table
 - 3.5.1.1 Adequate Lot Sizes
 - 3.5.1.2 Servicing Capacity
 - 3.5.1.3 Frontage and Access
- Section 4- Public Services and Infrastructure
 - 4.3.2.5 Parks and Recreation
 - 4.3.3.1 Servicing Hierarchy
 - 4.3.4 Stormwater Management

6. The proposed draft plan of subdivision and notice of a public meeting was circulated to the neighbouring property owners within 120 metres of the proposed site, including the Raisin Region Conservation Authority as well as many other applicable agencies as required by the Ontario Planning Act. The notice of public meeting was also advertised in the Glengarry News and on the Township's website. A public meeting was held on June 1, 2020. No written comments were received prior to the meeting. During the meeting, the Planning Consultants for the developer presented the proposed development and the developer provided additional information on the development. Members of the public participated in the public meeting; one member specifically requested dust control during construction.

7. When processing a draft plan of subdivision application, a "municipal questionnaire" is required to be completed and submitted to the approval authority, this questionnaire is attached to this staff report together with the proposed draft plan conditions representing the requirements of the Township of South Glengarry only.

IMPACT ON 2020 BUDGET:

None.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity



Goal 4: Improve quality of life in our community

RECOMMENDATION:

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

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**

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
107-109 SYDNEY STREET, CORNWALL, ONTARIO

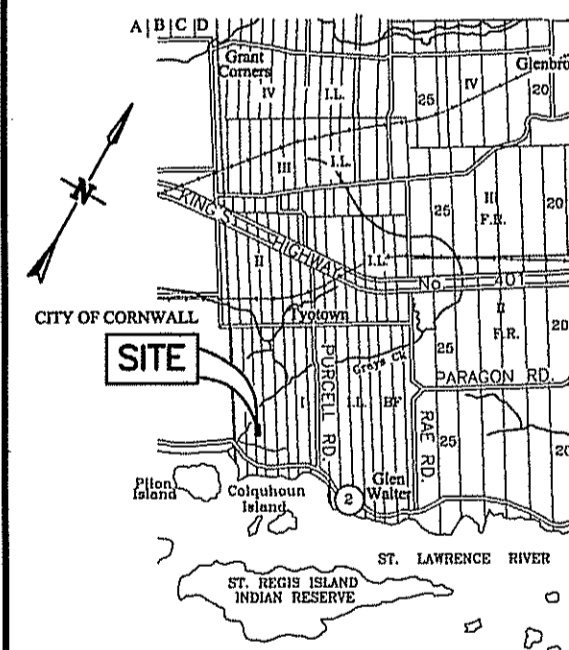
Job No. 23237

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(CRS) (1997).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999608

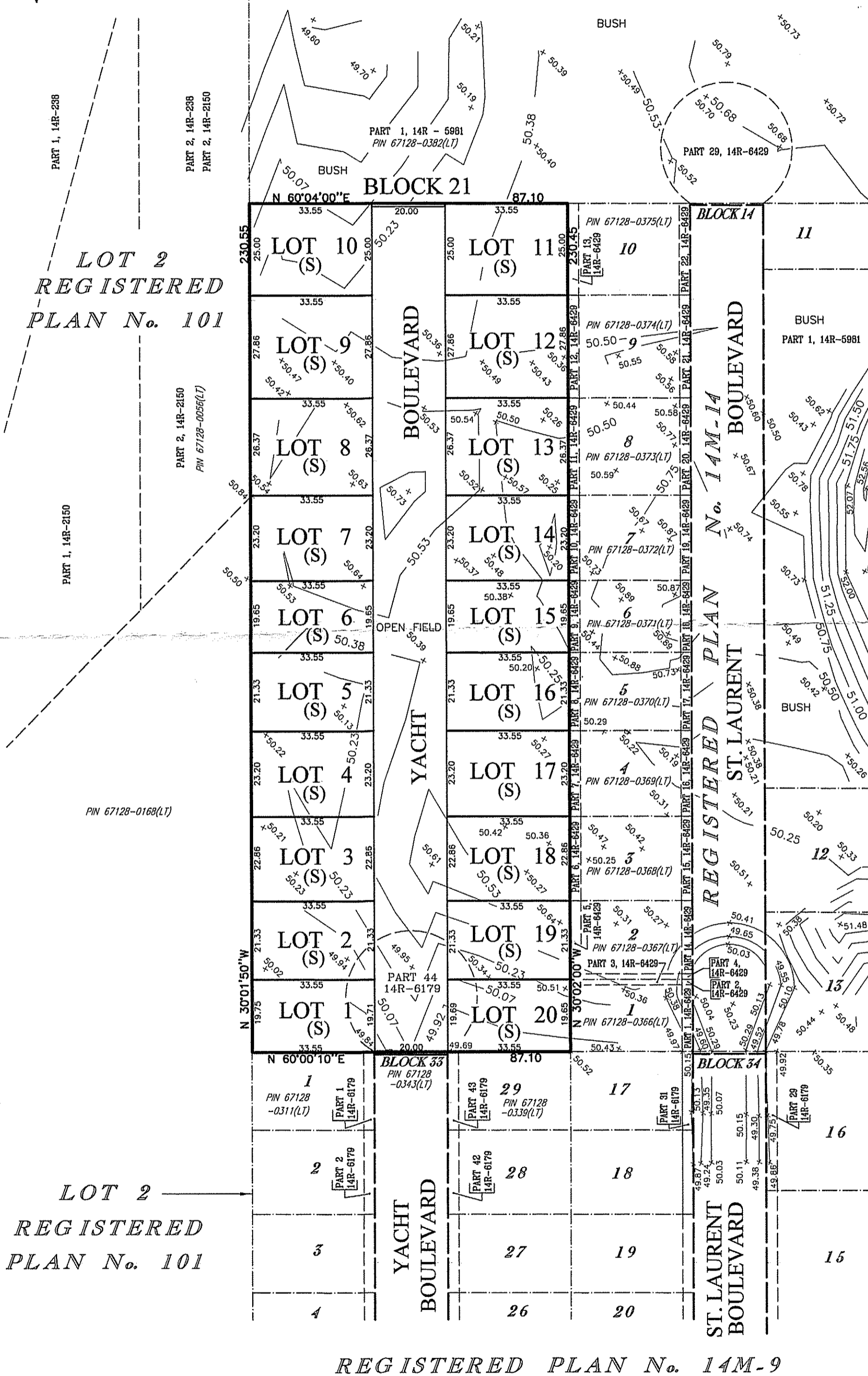
FOR BEARING COMPARISONS, A ROTATION OF 01°02'40" COUNTER
CLOCKWISE CAN BE APPLIED TO BEARINGS ON PLAN 14M-9

NOTE:

ELEVATION ARE GEODETIC AND ARE DERIVED
FROM THE STIDWILL GPS BASE STATION WHICH
IS REFERENCES 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

LOT 2
REGISTERED
PLAN No. 101

SUBDIVISION AND CONDOMINIUM QUESTIONNAIRE

Municipality: Township of South Glengarry **SDG File No.** 02-SG-S-2020
Owner: 2795264 Canada Inc.
Location: Part of Lot 3, Registered Plan 101
Former Township of Charlottenburgh

Please complete this questionnaire and return it to:

*United Counties of Stormont, Dundas and Glengarry
 Planning Department
 20 Pitt Street
 Cornwall, Ontario K6J 3P2*

If you require extra space, please add your comments on a separate sheet(s) of paper. In municipalities this form should be completed by staff responsible for planning.

1. SERVICES

1. a. Which of the following services will the municipality supply to this development; and is there existing capacity available to service the proposed use(s)?

| | Yes | No |
|---------------------------|----------------|----------------|
| Hydro | ___ | __ X __ |
| Garbage collection | __ X __ | ___ |
| Public transportation | ___ | __ X __ |
| School bus | ___ | __ X __ |
| Municipal water | __ X __ | ___ |
| Municipal sanitary sewers | __ X __ | ___ |

(If “no” how will these services be provided:

Hydro will be provided by Cornwall Electric, Public Transportation is not available at this time and will not be provided, School busing will be provided by the applicable school board depending on the need of the residents.

3. a. Is the land covered by a zoning by-law passed under section 34 of the Planning Act?
 Yes By-law Number **38-09** No

3. b. Does the proposal conform with the by-law or zoning order? Yes No

If “no”, is the site subject to an application for rezoning amendment?

The subject property is currently zoned Residential One- Holding. A zoning amendment will be required to remove the holding symbol.

(If a site specific by-law has been passed for the development, please attach.)

3. c. Please list the zoning provisions applicable to this proposal for the following:

| | |
|----------------|---|
| permitted uses | Single Detached Dwellings, Home Occupation, Group Home Type 1, Home Day Care, Bed and Breakfasts, Public Uses, Places of Worship not including cemeteries, Accessory Uses, Private Day Nursery |
|----------------|---|

| | |
|----------------------------|------------------|
| setbacks from water bodies | 30 meters |
|----------------------------|------------------|

| | |
|-----------------------------|------------|
| setbacks from railway lands | N/A |
|-----------------------------|------------|

| | |
|------------------------|------------|
| setbacks from highways | N/A |
|------------------------|------------|

| | |
|-------------------|--|
| minimum lot areas | 450 sq meters for full municipal services |
|-------------------|--|

| | |
|-----------------------|------------------|
| minimum lot frontages | 15 meters |
|-----------------------|------------------|

| | |
|-------|------------|
| other | N/A |
|-------|------------|

4. SITE CHARACTERISTICS

4. a. What is the present use of the site?
Vacant land

4. b. What were the previous uses on the site?
Vacant land

4. c. i Would any of these present or past uses result in potential health, safety or environmental concerns associated with the proposed development? Yes No

4. c. ii How has the municipality/planning staff determined this?

Knowledge of the property and area

4. d. Is an individual or class Environmental Assessment under the Environmental Assessment Act required? Yes _____ No **X**

If "yes", is one underway? _____
Status _____

4. e. Is the site subject to other possible hazards such as flooding, slumping, unstable subsurface soils or contaminated soils? _____ Yes **X** No

If yes, please explain how these might affect the development of the site.

.

4. f. What are the past and present uses of the surrounding lands?

Past: **Vacant Land/brush**

Present: **Vacant Land/brush to the north and west, residential to the south, a private water ski lake to the east.**

4. g. Is the proposed development compatible with these surrounding uses?

Yes **X** No _____

If "no", explain why:

4. h. List any noxious uses past and present close to (within 500 metres of) the site.

No past or present noxious uses are within the proposed plan of subdivision.

4. i. Please check the soil type:

- Bare rock _____
- Heavy clay **X**
- Light clay **X**
- Loam **X**
- Sandy loam _____
- Sand _____
- Other (specify) _____

5. LAYOUT

5. a. Does the layout and location of the development fit the terrain and surroundings?
Yes X No _____

If "no", explain why.

5. b. i In the layout of the development, has the municipality or planning board considered the following:

| | Yes | No |
|-----------------------------------|----------|-----|
| Topography | <u>X</u> | ___ |
| Vegetation | <u>X</u> | ___ |
| Drainage patterns | <u>X</u> | ___ |
| Unique land features | <u>X</u> | ___ |
| Integration into surrounding area | <u>X</u> | ___ |

5. b. ii Will the proposal negatively impact upon the above items? Explain.

No, a grading and drainage plan and a storm water management plan will be designed and peer reviewed to ensure no negative impacts

5. c. i Is the street pattern appropriate for existing and future adjacent road systems?

Yes X No _____

If "no", explain why.

5. c. ii Are there design changes that would address these concerns?

N/A

Please outline these design changes in red on a copy of the plan.

5. d. What is the status of any existing roads on or abutting this development (i.e. assumed public road, Crown access road, dedicated public highway maintained by a Local Roads Board, private road, water access only). (Please also indicate on the plan.) **The Existing Yacht and St. Laurent Boulevard will be constructed and continued to the north which will provide frontage on the proposed lots.**

5. e. If access is by water, please indicate location and distance of nearest public boat launching and parking facility.
N/A

5. f. Are the street allowances wide enough to allow for:

| | Yes | No | N/A |
|------------------------|--------------|-----|-----|
| Traffic | <u> X </u> | ___ | ___ |
| Access to lot | <u> X </u> | ___ | ___ |
| Snowploughing | <u> X </u> | ___ | ___ |
| All emergency vehicles | <u> X </u> | ___ | ___ |
| Parking | <u> X </u> | ___ | ___ |
| Utilities | <u> X </u> | ___ | ___ |
| Sidewalks | <u> X </u> | ___ | ___ |
| Ditches | <u> X </u> | ___ | ___ |
| Boulevards | <u> X </u> | ___ | ___ |

5. g. Will the municipality assume ownership of the roads within the development?
Yes X No ___ N/A ___

5. h. Will the roads be publicly maintained by the municipality or a local roads board?
Yes X No ___ N/A ___

5. i. Indicate whether such maintenance is year round X or seasonal _____.

5. j. Who will ensure the grading and surfacing of the roads and installations of services if any:

Subdivider/developer **X**

Municipality

6. CONSULTATION

6. a. Have the following agencies or departments fully concurred with this plan?

| | Yes | No | N/A at this time |
|---------------------------|--------------------------|------------|-------------------------|
| Municipal Engineer | <u> </u> | <u> </u> | <u> X </u> |
| Police/Fire Departments | <u> X-Fire </u> | <u> </u> | <u> </u> |
| Parks/Recreation | <u> X </u> | <u> </u> | <u> </u> |
| Medical Officer of Health | <u> </u> | <u> </u> | <u> X </u> |
| Local Services Board | <u> </u> | <u> </u> | <u> X </u> |
| Local Roads Depart. | <u> X </u> | <u> </u> | <u> </u> |
| Other (specify) | <u> </u> | <u> </u> | <u> X </u> |

If the answer to any of the above is “no”, list reasons and attach a copy of their comments.

7. PARKLAND

7. a. Does your Council wish to use section 51(5) of the Planning Act and require:

| | Yes | No |
|---|-------------------------------|------------|
| 5% of the land (if residential) be conveyed for park purposes | <u> X </u> | <u> </u> |
| 2% of the land (if commercial or industrial) | <u> </u> | <u> </u> |
| Cash-in-lieu | <u> X </u> see below | <u> </u> |

Please identify the location on the plan.

7. b. Who will maintain these lands?

Parkland is proposed to be dedicated within the public right of way and to be used as a walking/bike path and therefore will be maintained by the Township. (This will be reviewed to ensure that 5% of the land is being conveyed or cash in lieu will be requested to make up the difference)

7. c. Are the lands proposed for park purposes suitable for public use such as parkland or waterfront access? Yes No

7. d. If these lands are for water access, what are the proposed uses (e.g. parking, picnicking, boat launching)?
N/A

7. e. Will the water access serve an area greater than the area of the development?
Yes No

Explain
_____ N/A _____

7. f. Are the lands for park purposes in conformity with a municipal parks plan or policy?
Yes No

Explain N/A

8. COUNTY OR REGIONAL ROADS

8. a. Does the plan about a county or regional road? Yes No N/A

If “yes”, does the county or regional roads engineer fully concur with the development?
Summarize his/her comments.

9. RURAL DEVELOPMENT

9. a. Is the development within an area designated as “hamlet”, “village”, or “town” or other settlement area in the OP? Yes No

10. CONSISTENCY WITH PROVINCIAL POLICY STATEMENT

10. a. In considering this plan of subdivision, how has the municipality or planning board been consistent with the Provincial Policy Statement:

Section V - Policies

1.0 Building Strong Healthy Communities.

1.1 Efficient, Cost-effective Development and Land Use Patterns.

This proposed development:

- a) promotes efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- c) avoids development and land use patterns which may cause environmental or public health and safety concerns;
- d) promotes cost-effective development patterns and standards to minimize land consumption and servicing costs
- h) promoting development and land use patterns that conserve biodiversity; and
- i) preparing for the regional and local impacts of a changing climate.

1.6 Infrastructure

This development will be serviced by municipal water and sewer. The proposed Roads (transportation systems) will be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

2. Resources

2.1 Natural Heritage

See comments from Raisin Region Conservation Authority.

2.2 Water

See comments from Raisin Region Conservation Authority.

2.3 Agriculture

N/A

2.4 Minerals and Petroleum

N/A

2.5 Mineral Aggregate Resources
N/A

2.6 Cultural heritage and Archaeology
N/A

3. Protecting Public Health and Safety

3.1 Natural Hazards
N/A

3.2 Human-made Hazards

N/A

10. b. Has your municipality adopted affordable housing policies in the OP?
Yes _____ No **X**

If “yes”, explain how this proposal (if residential) is compatible with the projected housing needs.

N/A

If “no”, how will this development (if residential) address the need for affordable housing in the municipality?

The need for affordable housing in South Glengarry has not been determined by way of a study or policy. The application for draft plan of subdivision lists the proposed dwellings to be in the \$400,000 to \$500,000 range. This range is considerably less than many of the waterfront properties.

JUSTIFICATION

11a. Is this plan premature?
Yes _____ No **X** Explain **There is a demand for this phase of the subdivision at this time as all lots in Phase 1 and 2 have been sold and primarily developed. It is anticipated that most of Phase 3 and 4 will be developed within the next 2 years.**

11. b. Does Council recommend this plan? Yes **X** No _____

11. c. Give reasons for Council’s decision in 11.b.

Council is supportive of this proposed development as it will provide additional building lots within a plan of subdivision that is very valued by the residents and the Township of South Glengarry.

April 1, 1999

PLANNING ADVICE

12. a. In the consideration of this proposed development and in the filling of this questionnaire, has Council had input from professional staff, or from a professional planning consultant?
Yes ___**X**___ No ___

12. b. What are the recommendations of your professional planning staff/consultant?

It is recommended that the United Counties Manager of Transportation and Planning Services issues draft plan approval.

CONDITIONS

13. a. Should the United Counties of Stormont, Dundas and Glengarry approve this plan, please list any conditions that Council wishes attached.

Please see below:

Date: July 7, 2020 **Signature:** _____
Joanne Haley, GM-CS

On behalf of the municipality of:

**Township of South Glengarry
6 Oak Street
Lancaster, ON K0C 1N0**

TOWNSHIP OF SOUTH GLENGARRY PROPOSED DRAFT PLAN CONDITIONS- PLACE ST. LAURENT, PHASE V

1. That the Owner enters into a subdivision agreement with the Township of South Glengarry that is consistent with the Township's approved Subdivision Design Guidelines and said agreement shall be registered against the land to which it applies once the plan of subdivision has been registered.
2. That the road allowances included in the draft plan shall be shown and dedicated as public highways.
3. That the streets shall be named to the satisfaction of the municipality.
4. That the Owner convey up to 5% of the amount of the land included in the plan to the municipality for park purposes or payment in lieu of the value of the land as per the Planning Act, Section 51.1 subsection 1 and 3.
5. That the Owner agrees in writing to satisfy all standard requirements, financial and otherwise, of the Township of South Glengarry concerning the provision of roads, installation of services, storm water and drainage. All standard requirements must be consistent with the Township's approved Subdivision Design Guidelines.
6. That the Subdivision Agreement between the Owner and the municipality indicates that such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority and must be a minimum of one meter in width for utilities and a minimum of 3 meters in width for drainage purposes.
7. That the Subdivision Agreement between the Owner and the municipality include the requirement for dust control and the cleaning of Yacht and St. Laurent Boulevards during the construction of the infrastructure.
8. That the Subdivision Agreement between the Owner and the municipality contain phasing arrangements to the satisfaction of the municipality if required.
9. That prior to final approval, the approval authority be advised that this proposed plan of subdivision conforms to the zoning by-law in effect.
10. That any dead ends and open sides of the road allowance created by this draft plan that abut adjacent lands, shall be terminated by 0.3 metre reserves to be conveyed to, and held in trust by, the municipality.

April 1, 1999

11. The owner agrees to prepare and submit a Storm Water Management Plan and describe how it is to be implemented in accordance with the current Stormwater Management Best Management Practices to the satisfaction of the Township of South Glengarry and Raisin Region Conservation Authority. The plan should address both water quality and quantity concerns and any impact to the receiving watercourse. The plan should consider proposed on-lot controls to reduce the rate of runoff and minimize contaminant transportation. Models, assumptions and calculations of pre and post development runoff are to be included with this submission. Total suspended solids (TSS) should meet normal protection measures at a minimum of 80% removal.
12. That the Subdivision Agreement between the owner and the municipality includes the requirement that The Developer agrees to pay all Township expenses associated with an update addressing the impacts of the increased rate of flow and other effects of the proposed development and storm water management works on the McNairn Municipal Drain, as required under the *Drainage Act*. The work carried out by the Township's engineer shall include but not be limited to an updated assessment schedule and Drainage Area Map identifying new property owners as well as all costs associated with the improvement of drainage on the subject lands.
13. The owner agrees to prepare and submit a Lot Grading and Drainage Plan and indicate how it is to be implemented to the satisfaction of the Township of South Glengarry.
14. That the Subdivision Agreement between the owner and the municipality be consistent with By-Law 24-11 known as the "Water and Wastewater Capacity Allocation By-Law".

Note: The Township of South Glengarry advises the Owner that no construction of any infrastructure, including but not limited to, roads, water and waste water, ditches, utilities etc. within the proposed rights-of-ways commence prior to the registration of the plan of subdivision or any phase of the plan of subdivision.



STAFF REPORT

S.R. 93-2020

PREPARED BY: Joanne Haley- GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Legroulx Zoning By-Law Amendment

BACKGROUND:

Site Location:

- 1. Part of Lot 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 19711 County Road 25.

Owner/Applicant:

- 2. Luc Legroulx

Description of Site and Surroundings:

- 3. The subject property is located on the north side of County Road 25 just west of the corner of Glen Roy Road and County Road 25. It is approximately 6.2 acres (2.5hectares) in size and is serviced with a septic system and a well. The site is currently developed and contains an Agricultural Equipment Wholesale and Retail Business known as East Can Equipment sales. The surrounding lands are characterized as primarily farmlands, forested lands and a single family home to the east side.

4. Summary of Requested Zoning Proposal:

On March 2, 2020, the Township accepted the zoning amendment application; said application was deemed complete on March 6, 2020. The purpose of this Amendment is to rezone the subject property from Rural (RU) to General Commercial which will recognize and permit the existing use of an Agricultural Equipment Wholesale and Retail Business which is a permitted use in the General Commercial Zone (Agricultural Machinery Sales and Service).



ANALYSIS:

Planning Rationale:

Provincial Policy Statement

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

Official Plan Designation:

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

Zoning By-Law:

3. The subject property is currently zoned Rural in the Township's Zoning By-Law 38-09. The existing development conforms to Section 3- General Provisions section, Section 4- Parking and Part 10.2 as there is adequate lot area to meet all required setbacks.
4. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020

Public Consultation:



5. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was scheduled on March 19th, 2020, however, the meeting was required to be cancelled due to the Corona Virus- Covid 19 therefore this application was put on hold. A second public meeting was scheduled and held on June 1, 2020, no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received. The proposed Amendment was also circulated to the United Counties of SDG; they had no concerns with this application. However, they confirmed that no additional entrances will granted to this site in the future.
6. The Ontario Planning Act was recently amended due to Bill 108, previously, all complete zoning Amendment applications were required to be processed and a decision to be made within 150 days of receipt of a complete application. Bill 108 requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. This process will not be completed within the prescribed timeframe due to the restrictions that Covid 19 caused; a decision will be made on day 123.

Recommendation:

7. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.
8. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
9. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

IMPACT ON 2020 BUDGET:

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 93-2020 be received and that Council adopt by-law 38-2020, being by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry for the property legally described as Part of Lot 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 19711 County Road 25 be rezoned from Rural (RU) to General Commercial (CG) which will recognize and permit the existing use of an Agricultural Equipment Wholesale and Retail Business be read a first, second and third time, passed, signed and sealed this 6th day of July, 2020. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-G-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 38-2020
FOR THE YEAR 2020**

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

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

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

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

THAT the area affected by this by-law is legally described as Part of Lot 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 19711 County Road 25 as indicated on Schedule "A" attached hereto and forming part of this by-law.

THAT the property located at Part of Lot 13, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, be rezoned from Rural (RU) to General Commercial (CG).

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

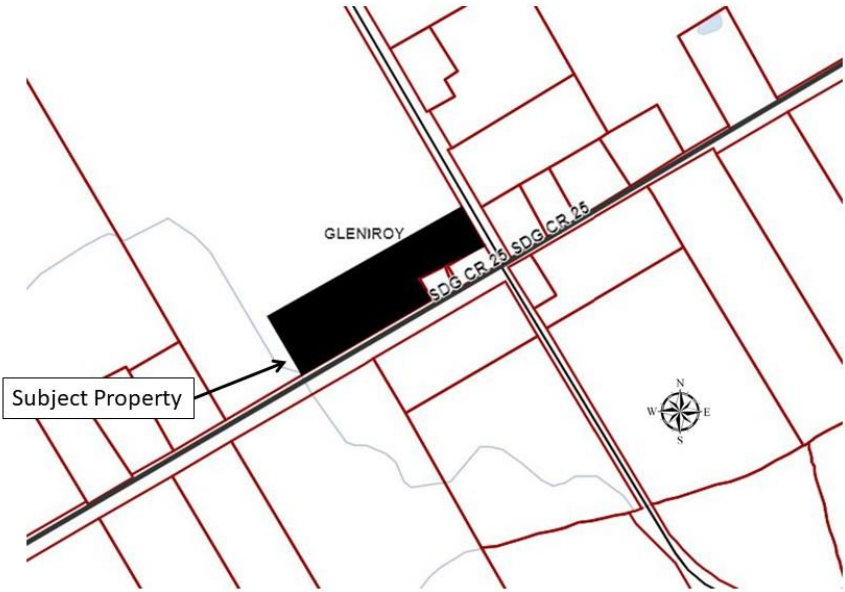
***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 6th DAY OF JULY, 2020.***

MAYOR: _____ **CLERK:** _____

BY-LAW 38-2020
EXPLANATORY NOTE

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Rural (RU) to General Commercial (CG) which will recognize and permit the existing use of an Agricultural Equipment Wholesale and Retail Business which is a permitted use in the General Commercial Zone (Agricultural Machinery Sales and Service).

Schedule "A"



Lands to be zoned to General Commercial (CG)

**This is Schedule "A" to By-law 38-2020
Adopted this 6th day of July, 2020**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R.94-2020

PREPARED BY: Joanne Haley, GM Community Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 6, 2020
SUBJECT: MacDonell Zoning By-Law Amendment

BACKGROUND:

Site Location:

1. The subject property is legally described as Part of Lot 20, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

Owner/Applicant:

2. Bruce and Lorelei MacDonell

Description of Site and Surroundings:

3. The subject site is located on the north side of County Road 18/the Concession 5 Road. The subject site is 16 hectares in size. A consent was recently granted to dispose of the surplus dwelling from the farming operation, therefore the site is vacant and is used for agricultural purposes. The surrounding lands are characterized as family farms, with very few single detached dwellings and large tracts of farmland.

Summary of Requested Zoning Proposal:

4. On March 2, 2020, the Township accepted a zoning amendment application; said application was deemed complete on March 6, 2020. A public meeting was scheduled on March 19th, 2020, however, the meeting was required to be cancelled due to the Corona Virus- Covid 19 therefore this application was put on hold. A second public meeting was scheduled and held on June 1, 2020. The purpose of this application is to reduce the minimum lot area from 20 hectares to 16 hectares and to prohibit residential construction.



ANALYSIS:

5. The United Counties of SDG recently adopted a new Official Plan (OP) in 2017 which was approved by the Ministry of Municipal Affairs and Housing with modifications in February 2018 and was appealed by both the United Counties and the Township of South Glengarry, therefore some of the schedules of the former Official Plan are still in effect. The subject property is designated Agricultural Resource in the former and the new Official Plan and is subject to policies in the new Official Plan. The former OP and the current OP serve as the Township's OP.

Planning Rationale:

Provincial Policy Statement

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

Official Plan Designation

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

Zoning By-Law

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



Public Consultation:

10. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on June 1, 2020, no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received.
11. The Ontario Planning Act was recently amended due to Bill 108, previously, all complete zoning Amendment applications were required to be processed and a decision to be made within 150 days of receipt of a complete application. Bill 108 requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. This process will not be completed within the prescribed timeframe due to the restrictions that Covid 19 caused; a decision will be made on day 123.

Recommendation:

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

IMPACT ON 2020 BUDGET:

None

**ALIGNMENT WITH STRATEGIC PLAN:**

None.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 94-2020 be received and by-law 39-2020, being a by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry and for the property legally described as Part of Lot 20, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from Agriculture (AG) to Agriculture – Exception Twenty-Four (AG-24) to reduce the Minimum Lot Area from 20 hectares to 16 hectares and to prohibit residential construction be read a first, second and third time, passed, signed and sealed this 6th day of July, 2020. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-G-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 39-2020
FOR THE YEAR 2020**

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

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

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

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

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

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

THAT the area affected by this by-law is legally described as Part of Lot 20, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.

THAT the property located at Part of Lot 20, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from from Agricultural (AG) to Agricultural – Exception Twenty-Four (AG-24) to reduce the Minimum Lot Area from 20 hectares to 16 hectares and to prohibit residential construction.

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

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 6th DAY OF JULY, 2020.

MAYOR: _____ CLERK: _____

BY-LAW 39-2020
EXPLANATORY NOTE

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Agricultural (AG) to Agricultural – Exception Twenty-Four (AG-24) to reduce the Minimum Lot Area from 20 hectares to 16 hectares and to prohibit residential construction.

Schedule "A"



Lands to be zoned to
Agricultural - Exception
Twenty Four (AG-24)

**This is Schedule "A" to By-law 39-2020
Adopted this 6th day July, 2020**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. 95-2020

PREPARED BY: Joanne Haley- GM Community Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 6, 2020
SUBJECT: Amendment to Mobile Food Premise By-law- Martintown

BACKGROUND:

1. Unfortunately, on Thursday June 11, 2020 a fire occurred at the Martintown Restaurant located at 18526 Dundas Street, resulting in significant damage to the kitchen area of the restaurant.
2. On Monday June 15th, 2020, the owner of the restaurant, Joshua Deschamps, requested permission to place a Mobile Food Premise (Chip Truck) on the subject property in order to continue his business until such time that the restaurant has been restored.
3. It was determined that a mobile food premise in this location does not conform to the Mobile Food Premise By-law as it cannot meet required setback distances.

ANALYSIS:

4. At the June 15th Council meeting, the Council of the Township of South Glengarry granted permission for a Mobile Food Premise to be located at the Martintown Restaurant property subject to the by-law being amended.
5. On April 25th, 2011, South Glengarry Council passed the Mobile Food Premise By-Law 23-11; also known as the Chip Stand By-Law. This by-law has general requirements and certain conditions that must be met prior to licensing a chip stand (see attached).
6. In reviewing the by-law and the request for a mobile food premise licence for the Martintown Restaurant location, it was determined that the proposed location of the chip stand could not meet the minimum distance of 90 meters between the



chip stand and the nearest dwelling and the minimum distance of 30 meters and the road allowance.

7. In order to bring this proposed mobile food premise into compliance, an amendment to the mobile food premise by-law is required to accommodate the property located at 18526 Dundas Street.
8. The by-law attached to this report provides the necessary amendments and all other provisions of the by-law shall apply.

IMPACT ON 2020 BUDGET:

None

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

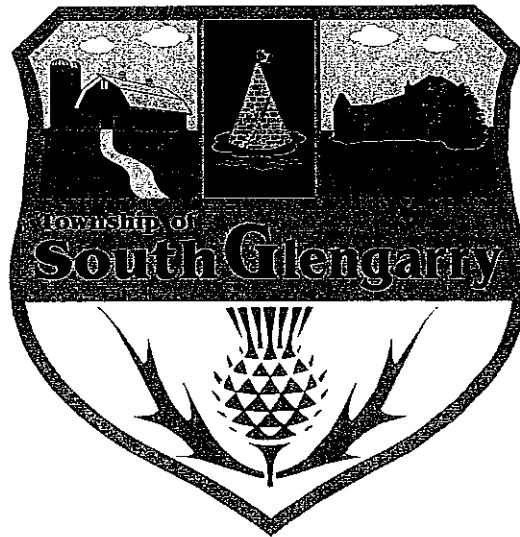
A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for
Consideration by:
CAO – TIM MILLS

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOBILE FOOD PREMISE BY-LAW

BY-LAW NO. 23-11



56-I-11

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 23-11
FOR THE YEAR 2011**

BEING A BY-LAW FOR LICENSING, REGULATING AND GOVERNING VEHICLES FROM WHICH REFRESHMENTS AND SUSTENANCE ARE SOLD FOR CONSUMPTION BY THE PUBLIC WITHIN THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS section 151.(1) of the *Municipal Act*, S.O. 2001, as amended, authorizes councils of local municipalities to pass by-laws for the licensing, regulating and governing any business carried on within the municipality;

WHEREAS, pursuant to section 151.(2) of the *Municipal Act*, S.O. 2001, as amended, Council deems it expedient to pass a by-law to licence, regulate and govern vehicles from which refreshments are sold for consumption by the public and for revoking any such licence in order to provide for the health and safety of the public;

WHEREAS Council deems such a system of licences appropriate to address health and safety, well-being of persons, consumer protection and nuisance control;

WHEREAS Sections 390 to 400 of the *Municipal Act* authorize a municipality to pass by-laws imposing fees or charges for services or activities provided or done by them; and

WHEREAS pursuant to Section 15.1(1)(g) of the *Municipal Act*, Council considers it desirable to provide for a system of administrative penalties and fees as an additional means of encouraging compliance with this By-law;

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

SECTION 1 - TITLE

1.1 That this By-law may be referred as "Chip Stand By-law".

SECTION 2 - DEFINITIONS

In this by law:

- 2.1 "By-law Enforcement Officer" shall mean the person or persons appointed by the Township of South Glengarry to enforce this by-law and any servant or agent of such person or persons employed for such purposes;
- 2.2 "Clerk" means the Clerk for the Corporation of the Township of South Glengarry.
- 2.3 "Commercial Zone" means a designated area of land use shown on the Zone Schedules of the *Township's* Zoning By-law.
- 2.4 "Council" means the Council of the Corporation of the Township of South Glengarry;
- 2.5 "Dwelling" means a detached building occupied or capable of being occupied as the home, residence, or sleeping place by one or more persons, and containing one or more dwelling units but shall not include a mobile home, a tent, bus, boat, vessel, motor vehicle, recreational vehicle, camper, or commercial trailer but shall include a factory built home.
- 2.6 "General Manager of Community Services" means the General Manager of Community Services for the Corporation of the Township of South Glengarry.

- 2.7 "General Manager of Corporate Services" means the General Manager of Corporate Services for the Corporation of the Township of South Glengarry.
- 2.8 "Industrial Zone" means a *designated* area of land use shown on the Zone Schedules of the *Township's* Zoning By-law
- 2.9 "Licence" means the person licensed under this by-law or the person required to be licensed under this by-law;
- 2.10 "Medical Officer of Health" means the Medical Officer of Health for the Eastern Ontario Health Unit or his or her designate;
- 2.11 "Mobile Food Premise" shall mean a vehicle or other itinerant food preparation premise from which food prepared is offered for sale to the public. A mobile food premise does not include any vehicle which is stationary but does include the following:
- a) ice cream vehicle
 - b) mobile canteen
 - c) catering vehicle, French fry vehicle
 - d) hot dog cart; and any other mobile food premise not mentioned.
- 2.12 "Operate" shall mean the selling or offering for sale of food products or refreshments from such vehicle but shall not preclude the delivery of food products or refreshments
- 2.13 "Sidewalk" shall mean all such parts of the street allowance as are set aside by the *Township* for the use of pedestrians or used by the general public for the passage of pedestrians and includes boulevard and a pedestrian walkway.
- 2.14 "Street Allowance" shall mean the entire right-of-way of a common and public highway, street, avenue, driveway, square, place, bridge, viaduct, or trestle, designed and intended for or used by the general public for the passage of vehicles.
- 2.15 "Township" means the Corporation of the Township of South Glengarry

SECTION 3 - GENERAL REQUIREMENTS

- 3.1 No person or persons (which terms shall include a partnership or corporation) shall *operate* a *mobile food premise* in the *Township* without first having been issued a licence to do so as hereinafter provided.
- 3.2 A completed application for a licence or for renewal of a licence shall delivered to the *Clerk* and shall be accompanied by:
- a) the fee in the appropriate amount as set out in the attached Schedule "A";
 - b) if other than a sole proprietorship, a copy of incorporating documents or the names and addresses of all partners;
 - c) where the *mobile food premise* contains equipment fuelled by propane or natural gas, a current certificate issued within thirty (30) days of the application by a provincially certified propane contractor attesting to the fact that such equipment has been inspected and found to conform to the *Ontario Propane Storage, Handling and Utilization Code*, as may be amended or replaced from time to time;
 - d) a letter from the *Medical Officer of Health* stating that the vehicle has been inspected and including the licence number and the serial number of the vehicle inspected;

- e) proof that the licensee is insured against personal, public liability and property damage in a minimum amount of \$2,000,000.00 (two million dollars);
 - f) proof that the Class 'A' vehicle is licensed as a commercial vehicle as defined under the Highway Traffic Act; and proof of ownership of the vehicle.
- 3.3 After the *Clerk* has issued a licence, the *licensee* shall ensure that no modifications are made to *mobile food premise*, or equipment placed therein, without the prior approval of the *Clerk*.
- 3.4 Notwithstanding Section 3.1 and 3.2, the *Council* may authorize the issuance of a *mobile food premise* licence to non-profit or volunteer organizations subject to any regulations or rules *Council* deems appropriate. *Mobile food premise* licences for non-profit or volunteer organizations shall be exempt from paying licence fees. Licenced *mobile food premise* may be used for this purpose at the request of non-profit or volunteer organizations for special events.
- 3.5 The *General Manager of Community Services* or the *General Manager of Corporate Services* shall be jointly authorized to raise the fees set out in the attached Schedule "A" by the rate of inflation on January 1st of each year and may round these amounts to the nearest dollar.

SECTION 4 - CONDITIONS OF PERMIT ISSUANCE

- 4.1 A licence shall be valid for the calendar year in which it is issued and may not be transferred or assigned.
- 4.2 A licence shall be issued with respect to one vehicle only and shall be at all times affixed to the vehicle for which it has been issued.
- 4.3 *Mobile food premises* shall be permitted to *operate* in a *commercial zone* or *industrial zone* only.
- 4.4 Notwithstanding any provisions of parking of vehicles within the *Township*, a *mobile food premise* shall not *operate* on any portion of a *street allowance*.
- 4.5 The minimum distance between a *mobile food premise* and any other eating establishment shall be 200 meters.
- 4.6 Notwithstanding paragraph 4.5 the minimum distance between a *mobile food premise* and any other eating establishment maybe less than 200 meters provided that the *mobile food premise* has been traditionally established at such a location.
- 4.7 The minimum distance between a *mobile food premise* and any *dwelling* shall be 90 meters.
- 4.8 The minimum distance between a *mobile food premise* and the street allowance shall be 30 meters.
- 4.9 A *licensee* shall ensure the *mobile food premise* conforms to all other provisions of the Zoning By-law.
- 4.10 The issued licence shall be prominently and permanently displayed in the *mobile food premise*.
- 4.11 No *licensee* shall sell or permit the selling of food from a *mobile food premise* unless:
- a) the food has been prepared, assembled and wrapped in accordance with the Public Health Protection and Promotion Act and regulations thereto; and

- b) the persons engaged in the handling and selling of food comply with the Public Health Protection and Promotion Act and regulations thereto;

- 4.12 No *licencee* shall operate a *mobile food premise* prior to 8:00 a.m. or after 9:00 p.m.
- 4.13 A *licencee* shall keep his or her vehicle and equipment and the place where food is prepared in a clean, sanitary and satisfactory condition and shall at all times permit the *Medical Officer of Health* to inspect the vehicle.
- 4.14 Every *licencee* of a *mobile food premise* shall ensure that the garbage or litter resulting from his or her vending activity is collected for recycling or disposal, and shall provide receptacles for such purposes. In addition, every *licencee* of a *mobile food premise* shall ensure that such garbage and litter is removed from the area of operation.

SECTION 5 - REVOCATION AND SUSPENSION

- 5.1 The *Clerk* shall provide notice of intention to revoke or suspend a licence where:
 - a) the *licencee* would be disentitled to a licence or a renewal of a licence for the reasons set out in this By-law; or
 - b) the licence was issued in error.
- 5.2 Notwithstanding subsection 5.1, the *Clerk*, if satisfied that the continuation of business poses an immediate danger to the health or safety of any person or to any property, may, for the time and on such conditions as it considers appropriate and without a hearing, suspend a licence for not more than 14 days and prior to suspending the licence, shall provide the *licencee* with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them.

SECTION 6 – OFFENCES AND ENFORCEMENT

- 6.1 Every person who contravenes any provision of this By-Law is guilty of an offence and, upon conviction, is liable to:
 - a) a set fine as set out in Schedule "C"; or
 - b) a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33.
- 6.2 Where a person is convicted of an offence under this By-Law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.3 Unless otherwise provided in the by-law, the By-law shall be enforced by the *By-law Enforcement Officers* of the *Township*.
- 6.4 At its own discretion, the *Township* may choose to enforce the provisions of the by-law on a complaint basis only, not enforce it, or enforce it on a proactive basis.
- 6.5 If there is a conflict between the provisions of this by-law and the provisions of another municipal by-law the most restrictive provisions prevails.
- 6.6 If an article in this By-law is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.

SECTION 7 – SPECIAL EVENTS

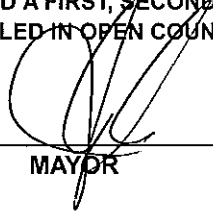
7.1 Notwithstanding anything in this by-law, a permit shall be considered issued for a *mobile food premise* located at special events approved by the Administration for the duration of the special event. Such special events shall include those outlined in Schedule "B" and these shall thereafter be considered approved by Administration.

SECTION 8 - COMING INTO FORCE

8.1 By-Law 04-82 of the former Corporation of the Village of Lancaster is hereby repealed.

8.2 This By-Law comes into force upon its enactment.

READ A FIRST, SECOND AND THIRD TIME AND PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 25 DAY OF APRIL, 2011.



MAYOR



CLERK

SCHEDULE A

Corporation of the Township of South Glengarry

By-Law 23-11: Mobile Food Premise By-Law

MOBILE FOOD PREMISE LICENCE FEE

| | |
|--------------------|----------|
| Annual Licence Fee | \$300.00 |
|--------------------|----------|

SCHEDULE B

Corporation of the Township of South Glengarry

By-Law 23-11: Mobile Food Premise By-Law

SPECIAL EVENTS APPROVED BY COUNCIL

1. Williamstown Fair
2. Raisin River Canoe Race
3. Local July 1st Canada Day events
4. Annual Santa Claus Parade

SCHEDULE C**Township of the Township of South Glengarry****By-Law 23-11: Mobile Food Premise By-Law****Set Fine Schedule****Part 1 Provincial Offences Act**

| Item | Short Form Wording | Provision Creating or Defining Offence | Set Fine |
|------|--|--|----------|
| 1. | Failed to obtain a licence to operate a <i>mobile food premise</i> . | 3.1 | 500.00 |

Note: The general penalty provision for the offences listed above is Section 6 of By-Law No. 23-11.

SG-I-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 40-2020
FOR THE YEAR 2020**

***BEING A BY-LAW TO AMEND BY-LAW 23-11, THE MOBILE FOOD PREMISE
BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY***

WHEREAS section 151 (1) of the *Municipal Act*, S.O. 2001, as amended, authorizes councils of local municipalities to pass by-laws for the licensing, regulating and governing any business carried on within the municipality.

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend by-law 23-11, a by-law for licensing, regulating and governing vehicles from which refreshments and sustenance are sold for consumption by the public within the Township of South Glengarry.

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

THAT the area affected by this by-law is legally described as Part of Lots 4 & 5 Registered Plan 20, being Part 1 on Reference Plan 14R 3520, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, now referred to as the subject property and as indicated on Schedule "A" attached hereto and forming part of this by-law.

THAT a mobile food premise be permitted on the subject property despite not being able to meet the minimum distances to any dwelling and to the street allowance.

1. **THAT** all other applicable provisions of by-law 23-11, shall continue to apply.
2. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Municipal Act* S.O. 2001, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 6th DAY OF JULY, 2020.***

MAYOR:

CLERK:

Schedule "A"



Mobile Food Premise
Permitted

**This is Schedule "A" to By-law 40-2020
Adopted this 6th day July, 2020**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. 96-2020

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 6, 2020

SUBJECT: Township Signage Policy

BACKGROUND:

1. At the February 19, 2019 Council meeting, Council supported the idea and need for a municipal signage policy. The costs to develop the policy and templates for the signage was approved in the 2019 municipal budget. A request for quotation was issued and the successful respondent was the company "Sign It".
2. Sign It was tasked to design a family of signs that represents the existing South Glengarry branding that will be applied in different spaces. This is an important task as municipal signage is an excellent opportunity for the Township to promote local businesses and attractions through consistent, recognizable signage that reinforces the Township's "Ontario Celtic Heartland" brand. A strong community brand is vital for the attraction of visitors, future residents and businesses. The United Counties of SDG has asked that the signage include the Counties "Where Ontario Began" slogan as well.
3. On May 19, 2020 signage options were presented to Council, at which time it was recommended that "The Township of South Glengarry" also be included on the signage options.

ANALYSIS:

4. The goal of implementing the signage policy is to provide a consistent message and brand that will help improve the visitor experience by using a family of signs through out South Glengarry. These signs will include parking signage, destination signage, street signage, village signage and more. The preferred design options outlined below will be incorporated into these signs and create a consistent theme and brand.
5. Noella Cotnam from Sign It has completed three signage options, our office completed three additional slightly altered signage options where we included the



United Counties of SDG's "Where Ontario Began" slogan. The signage options including the following:

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

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

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

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

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

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

IMPACT ON 2020 BUDGET:

6. The signage project was approved in the 2019 budget.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity

Goal 4: Improve quality of life in our community

Goal 5: Improve internal and external communication

RECOMMENDATION:

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

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



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

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

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

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

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Option #1



Option #2



Option #3



Option #4



Option #5



Option #6



CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. MARCH 4, 2020
CIVIC COMPLEX
AGENDA

1) Welcome

Present Frank Prevost, Chair
Justin Towndale
Eric Bergeron
Martin Lang
Dean Hollingsworth

Bob Peters, Resource Person
Steve Small, Manager
Ewen MacDonald, Resource Person

Regrets: Lyle Warden

Guest Tim Mills CAO Township of South Glengarry
Crystal LeBrun, Executive Assistant, Township of South Glengarry

Frank Prevost opened the Meeting at 3:05 P.M

2) Approval of Agenda

It was:

MOVED BY: Justin Towndale

SECONDED BY: Martin Lang

That the Agenda be adopted

Carried

3) Approval of Minutes from January 8, 2020

MOVED BY: Eric Bergeron

SECONDED BY: Dean Hollingsworth

That the Minutes of the (03-04-2020) Meeting be approved

4) Business Arising from the Minutes

Martin advised Cornwall Aviation declined the offer to lease the Commercial Hangar on a month to month basis.

Cornwall Aviation Declined

CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. MARCH 4, 2020
CIVIC COMPLEX
AGENDA

5) Correspondence

Climbing Away Event (COPA event) April 4th, 2020. No request had been received for the use of the hanger. Verify from event planner if they are requesting to use hangers.

Flying Club via Brian Ewenson as guest speaker on March 14th. Requesting to open the event to public and use the hanger.

- Fill propane for March 14th event
- Stephan Small to Request letter for March 14th event for use of hanger
- Confirm Insurance Liability- Additional Insured & Confirmation of Insurance

6) Airport Manager Update

- **Steve Small – KLT**

Appended to the minutes – Managers report attached

Explorer Solutions– April 1st presentation
Ewen MacDonald to follow up with Christian Perrault to confirm date

7) Financial Report

Account Balances as of March 4, 2020

Operating \$53,749.45

Fuel \$28,722.92

8) Airport Lands Update

Survey Plan is being registered and should be finalized by next meeting.

9) Commercial Hangar Update

In Camera Session

MOVED BY: Justin Towndale
SECONDED BY: Eric Bergeron

Open Session

CORNWALL REGIONAL AIRPORT COMMISSION
3:00 P.M. MARCH 4, 2020
CIVIC COMPLEX
AGENDA

MOVED BY Dean Hollingsworth
SECOND BY Justin Towndale
3:50 PM

Motion that the commission directs the lawyer to proceed as per their recommendations.

MOVED BY: Dean Hollingsworth
SECOND BY: Martin Lang

10) Airport Expansion Project Update

No update

11) Other Business

Eric Bergeron - GS5 (see previous meeting)
No movement since last meeting

12) Business Development Plan Update

Explorer Solutions were happy with turnout and feedback from Focus Groups held in Cornwall & South Glengarry.

Ewen MacDonald to confirm date for Presentation from Explorer Solutions

13) Next meeting

- April 1, 2020

14) Adjournment

Moved by everyone

CORNWALL REGIONAL AIRPORT COMMISSION
2:00 P.M. MAY 6, 2020
VIRTUAL MEETING
Minutes

1) Welcome

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

Regrets: Justin Towndale

Guest : Tim Mills
Crystal LeBrun

2) Approval of Agenda

It was:

MOVED BY: Martin Lang

SECONDED BY: Eric Bergeron

That the Agenda be adopted at 2:02 PM

Carried

3) Business Development Plan Presentation

a. Explorer Solutions – Christian Perreault

All other agenda items have been deferred due to the length of the presentation and time sensitivity

4) Approval of Minutes from March 4, 2020

5) Business Arising from the Minutes

6) Correspondence

7) Airport Manager Update

- Steve Small – KLT

CORNWALL REGIONAL AIRPORT COMMISSION
2:00 P.M. MAY 6, 2020
VIRTUAL MEETING
Minutes

- 8) Financial Report
- 9) Airport Lands Update
- 10) Commercial Hangar Update
- 11) Airport Expansion Project Update
- 12) Other Business
- 13) Next meeting
 - Committee Agreed to reschedule the commission portion of the meeting on May 27th, 2020
- 14) Adjournment

MOVED BY: Martin Lang
SECONDED BY: Lyle Warden



March 16, 2020

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00 pm on March 16, 2020 in the Council Chambers at the municipal building in Lancaster, Ontario.

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

Regrets: Mayor Frank Prevost,

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of March 16, 2020 is hereby called to order.

CARRIED

Meeting was called to order at 6:00 pm

Approval of Agenda

MOVED BY: Martin Lang
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 February 3, 2020 meeting be approved as presented.

CARRIED

Members of the public at this meeting were as follows:

Gary Senecal –applicant- A-04-20

Review of Application:

Application A-04-20 Senecal

Gary Poupart provided to the Committee the following information:

- Subject Property:
- Part of Lot 35 and Part of Lot 36, Concession 1 in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry also known as 20500 Old Montreal Rd
- Proposed Minor Variance:
 - The applicant proposes to construct a single-family dwelling, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 23.49 meters to the south east corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 28.49 meters to the south west corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback (on side of the property) from 30 meters to 12.78 meters to the south east corner of the proposed dwelling
 - The property is designated Residential District and is located in the Urban Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan
 - The property is zoned Residential Two (R2) Flood Plain Holding (FP-H)
 - Planning staff can support the following requested variances as they are not less than 15meters:
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 23.49 meters to the south east corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 28.49 meters to the south west corner of the proposed dwelling
 - Planning staff cannot support the following requested variance as it is less than 15 meters:



- Part 3.39 (7) – to reduce the watercourse setback (on side of the property) from 30 meters to 12.78 meters to the south east corner of the proposed dwelling
- This application was circulated to applicable municipal staff; including the RRCA
- The RRCA recommends the following:
 - Approval of the 23.49 m and 28.49 m setbacks; and
 - Denial of the 12.78 m setback as 15 m is the minimum attainable setback with supporting technical studies.
 - Excluding legally non-conforming rights, 30 m is generally the acceptable minimum setback for newly proposed site alterations and development. Keep in mind this is not only due to the watercourse/water quality, aquatic and fish habitat, or the coastal wetland, but flood and erosion hazards as well.
- I have received no formal comments from the public to date

Discussion:

Mr. Senecal explained the proposed development and the professional firms he retained to address the RRCA's concerns such as a geotechnical, a coastal wetland etc.

Member Martin Lang asked Mr. Senecal if the existing house would come down, Mr. Senecal informed him that the house will be relocated as opposed to demolished.

Mr. Senecal walked the Committee through the site plan to identify the existing structure, the proposed structure, the 1:100 year floodplain and the 15 meter setback from the 1:100 year floodplain.

Member Stephanie Jaworski asked Mr. Senecal what he would have to do to be able to meet the minimum 15 meter setback. Mr. Senecal explained that he would have to redesign the house, specifically a bathroom. Ms. Jaworski suggested adjusting the design of the home to reach the required setback.

Chair Lyle Warden expressed concern with the timing of the receipt of the comments from the RRCA.

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

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

CARRIED



Next Meeting date: March 30, 2020

Adjournment

BE IT RESOLVED THAT the meeting of March 16, 2020 be adjourned to the call of the Chair @ 6:34 p.m.



May 19, 2020

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00 pm on May 19, 2020 in the Council Chambers at the municipal building in Lancaster, Ontario.

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

MOVED BY: Sam McDonell
SECONDED BY: Frank Prevost

BE IT RESOLVED THAT the Committee of Adjustment meeting of May 19, 2020 is hereby called to order.

CARRIED

Meeting was called to order at 6:00 pm however the meeting did not officially begin until 6:13 pm due to technical difficulties with the power point presentation

Approval of Agenda

MOVED BY: Martin Lang
SECONDED BY: Sam McDonell

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 March 16, 2020 meeting be approved as presented.

CARRIED

Members of the public that participated in this meeting via zoom or by phone were as follows:

- Marc Lanthier- Applicant A-05-20
- Naoufel Echaoui'- Agent for Applicant A-06-20
- Martin MacDonald- Applicant A-07-20
- Jamie MacDonald- Agent for Applicant A-09-20 & A-10-20
- Julie Montpetit- Neighbour to Applications A-09-20 & A-10-20
- Helene Seguin- Neighbour to Applications A-09-20 & A-10-20

Review of Application:

Application A-05-20 Lanthier

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot 3, Part of Plan 15 Lots 1 & 2 in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry also known as 6423 Cairn View Rd.
- Proposed Minor Variance:
 - The applicant proposes to construct a detached residential garage, the following relief from the Zoning By-Law 38-09 is requested:
 - Part & 3.1 (5) - to increase the Maximum Gross Floor Area from 100 square meters to 168.7 square meters to construct a residential garage with a mezzanine

Definition:

- Gross Floor Area- means the total area of all floors above grade measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls, except that, in any other occupancy than a residential occupancy, where an access or a building service penetrates a firewall, measurements shall not be taken to the centre line of such firewall.
 - The proposed area of the main floor garage is 135.3 sq. meters
 - The proposed area of the mezzanine is 33.5 square meters



- Total gross floor area = 168.7 square meters
- The property is designated Residential District and is located in the Urban Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Residential Two (R2) and Flood Plain Holding (FP-H)
- This application conforms to the general intent of the Zoning By-law
- This application was circulated to applicable municipal staff; including the RRCA
- RRCA has no concerns however a permit is required by their office prior to construction
- Received 1 email inquiry on the footprint of the proposed garage
- I have received no formal oral or written comments from the public to date

Discussion:

Member Jaworski asked if there is a proposed dwelling unit within the second storey of the garage, Ms. Haley explained that it is not included in the design but would be permitted as per the Township's secondary unit by-law.

Member Lyle Warden asked if this was a repeat application and J Haley explained that this application increased the gross floor area so it is not a repeat application.

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

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

CARRIED

Application A-06-20 Whittkamp

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot E, Concession 1 front, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 6618 Tree Haven Road



- Proposed Minor Variance:
 - The applicant proposes to construct a foyer, a sunroom and a deck that will be attached to the existing single detached dwelling as well as to recognize an existing 2 story deck that was built without approvals.
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 23.1 meters to the proposed reconstructed foyer, from 30 meters to 15.3 meters to the south west corner and 19.5 meters to the existing north west corner of the existing 2 storey deck, from 30 meters to 26.3 meters to the south west corner and to 29 meters to the north west corner of the proposed deck.
 - The property is designated Rural District and conforms to the general intent of the Official Plan
 - The property is zoned Estate Residential and Flood Plain Holding and conforms to the general intent of the Zoning By-Law
 - This application was circulated to the RRCA:
 - The RRCA comments are as follows:
 - Reconstructed Foyer- no concerns
 - Proposed Deck- no concerns
 - Existing two storey deck- believed to be constructed without a permit – the RRCA may have issues with this structure however further information may be required
 - A permit is required for all of the above
 - I have received no formal oral or written comments from the public to date
 - Planning and Building have no concerns with the proposed minor variances
 - Staff will work with the property owner and the RRCA to obtain the additional information required to address the existing deck; if compliance can not be obtained, the deck may have to be removed

Discussion:

Member Jaworski asked if staff is treating the 2 storey deck as if it did not exist. J Haley confirmed this as staff believes the deck was built without a permit.

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

CARRIED

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



Next Meeting date: March 30, 2020

Adjournment

BE IT RESOLVED THAT the meeting of March 16, 2020 be adjourned to the call of the Chair @ 6:34 p.m.



June 15, 2020

**MINUTES OF
COMMITTEE OF ADJUSTMENT**

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:00 pm on June 15, 2020 via a public zoom webinar with phone access.

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

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of June 15, 2020 is hereby called to order at 6:00pm.

CARRIED

Approval of Agenda

MOVED BY: Frank Prevost
SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the May 19, 2020 meeting be approved as presented.

CARRIED



Members of the public that participated in this meeting via zoom or by phone were as follows:

Roger Matar- Applicant A-11-20

Nathaniel Aresenault & Janick Menard- Applicant A-13-20

Brock Wilson- Agent for Applicant A-13-20

Rules of Engagement:

- Welcome
- For members of the public that are participating by zoom or by phone you will be permitted to speak to your/the respective application following my presentation; Prior to speaking, please state your name and address for the record

Review of Application:

Application A-11-20 Matar & Olenitchi

J Haley provided to the Committee the following information:

- Subject Property:
 - Lot 8, Registered Plan 14M5 in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 6547 Sapphire Drive
 - The subject property is 0.72 acres in size
- Proposed Minor Variance:
 - The applicant has placed a storage container on the subject property for nonresidential storage purposes, a complaint was received by a member of the public which triggered the requirement of a minor variance or the removal of the container. The following permission from the Zoning By-Law 38-09 is requested:
 - to permit a shipping container in a residential zone to be used as an accessory detached garage.

Definition:

- **SHIPPING CONTAINER** means a container with strength suitable to withstand shipment, storage, and handling. Shipping containers range from large reusable steel boxes used for intermodal shipments to corrugated boxes.



General Provisions

- **3.38 SHIPPING CONTAINERS**
- *Shipping containers shall not be permitted in any Zone, save and except Industrial Zones and in the Agricultural Zone for Agricultural Use only and must be located within the rear yard.*
- The shipping container that is currently placed on the subject property is 40 feet long and is 8 feet wide, and is located in the rear yard (in a different location then what is on the site plan)
- The shipping container is only visible from the property to south and the north
- The northern and eastern properties are currently vacant however the property to the north is a registered plan of subdivision and the property to the east has draft plan of subdivision approval, these properties will be developed someday
- The property is designated Rural Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan as the Official Plan does not regulate the type of structures
- The property is zoned Residential One (R1) This application does not conform to the general intent of the Zoning By-law as shipping containers are permitted in the industrial zones and Agricultural zone for an agricultural use only
- Also, accessory structures in a residential zone are to be used for residential purposes only
- I have received no formal oral or written comments from the public to date, I have received one phone call expressing concerns
- If this application is approved a building permit will be required to be applied for and issued as the structure is over 100 square feet.
- It will also be required to conform to the setbacks as prescribed in the zoning by-law

Discussion:

Member Prevost expressed his opinions that the subject property is not an ideal location for a shipping container to be located. He asked if there is a way that the container can be approved on a temporary basis. J Haley explained that the applicant can apply for a temporary use by-law.

Member Lang agreed with Member Prevost that this location is not the place for a storage container.



Chair Warden indicated that this is not the proper location for a storage container, he is not in favour of a minor variance and feels the container must have an expiry date.

Member McDonell agreed with his colleagues' comments; he does not like that the container could remain if the property was sold and it does not fit in the community.

Roger Matar- the owner of the property provided information on the closure of his business in Bainsville and the need for the storage container. He also clarified that there is no business currently being operated on his property therefore there are no deliveries or pickups etc. He offered to put siding on the container.

Chair Warden wanted clarification on the requirements for a building permit.

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

This application has been **Denied** as the variance is considered not to be minor in nature, is not desirable for the use of the land and does not meet the general intent of the zoning by-law therefore, the committee **Denies** the application.

CARRIED

Application A-12-20 Cornwall Roof Truss Inc.- Grant Marion Construction Ltd.

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot 18, Concession 2 I.L., in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 900 Boundary Road- Cornwall Roof Truss Inc.
- Proposed Minor Variance:
 - The applicant proposes to construct an addition to the existing building known as Assembly Shop #2
 - The following relief is requested from the zoning by-law:
 - Part 7.2 - to reduce the interior side yard setback from 6 meters to 0.91 meters to permit a proposed addition to the existing assembly shop #2



- The property is designated Employment District and conforms to the general intent of the Official Plan
- The property is zoned Highway Commercial and Flood Plain Holding and conforms to the general intent of the Zoning By-Law
- This application was circulated to the City of Cornwall and the RRCA:
- The RRCA has no objections to the proposed minor variance
- The City of Cornwall has no objections or comments on this proposed minor variance
- I have received no formal oral or written comments from the public to date
- Planning and Building have no concerns with the proposed minor variances

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

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

Application A-13-20 Areseneault & Menard- Agent- Brock Wilson

J Haley provided to the Committee the following information:

- Subject Property:
 - Part of Lot 9 and Block A, Registered Plan 110, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry
 - The property is .73 acres in size and is privately serviced
- Proposed Minor Variance:
 - The Applicant proposes to construct a residential garage on the subject property; the purpose of the requested variance is to:
 - Part 3.1 (4)- increase the maximum height from 4.5 meters to 7 meters, and;
 - Part 3.1 (5)- increase the maximum gross floor area from 100 square meters to 162.5 square meters.
 - The property is designated Rural Settlement Area and conforms to the general intent of the Official Plan



- The property is zoned Residential One; the proposed minor variance conforms to the general intent of the zoning by-law
- The United Counties of SDG was circulated on this application and new entrance off of the County Road was not permitted
- I have received no formal oral or written comments from the public to date
- Planning and building have no concerns with the proposed minor variance

Discussion:

Brock Wilson- Agent for the applicant informed the committee that the property owners requested assistance from the Mayor and the Deputy Mayor to obtain a second access. Member Prevost explained that it may require to be a delegation at County Council.

Member Jaworski asked why the proposed garage is so large; the property owners explained that they recently moved from the City so they can have space to construct a garage to accommodate a 5th wheel, a convertible and other vehicles. They assured the committee that the proposed garage was for personal use only.

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

CARRIED

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

Next Meeting date: June 22, 2020

Adjournment

BE IT RESOLVED THAT the meeting of June 15, 2020 be adjourned to the call of the Chair @ 5:37 p.m.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 6, 2020

SUBJECT: 2019 Review of Expenses

PREPARED BY: L. McDonald, GM Corporate Services



Council had requested a review of the 2019 expenses to identify and explain budget variations before administration and Council exclusively focus on 2020.

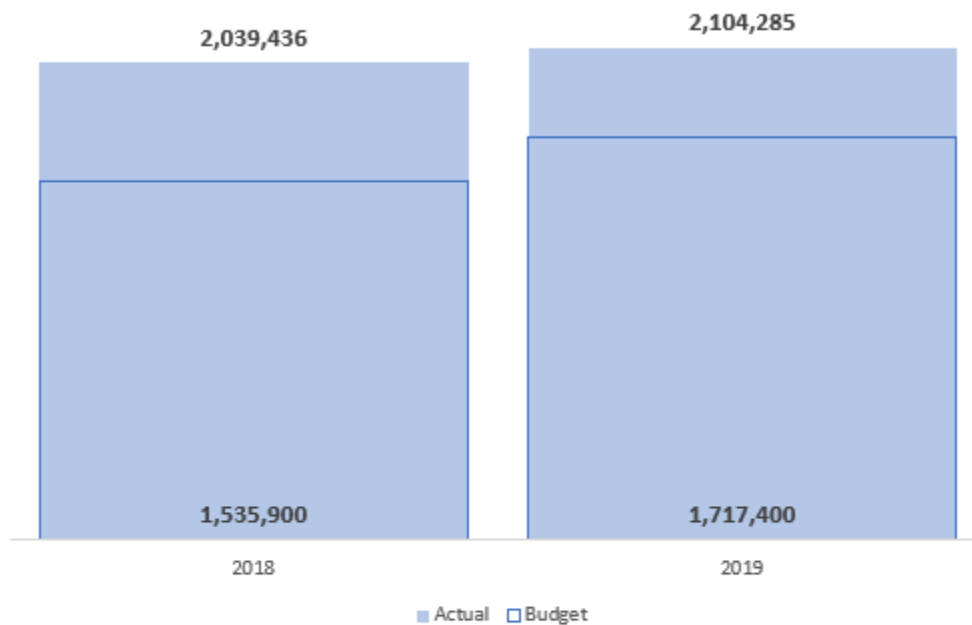
The following review will be divided by the following functional areas:

- Corporate Services
- Community Services
- Fire Services
- Infrastructure Services
- Water and Wastewater
- Parks & Facilities.

In the graphics provided, the budget number is at the base and is represented by the box. The actual is the blue fill and the number is on top.

Corporate Services (Budget \$17,063,451 | Actual \$17,730,494 | OVER 3.90%)

Corporate



| | 2018 | | 2019 | | 2019 |
|---------------------------------------|------------------|------------------|------------------|------------------|----------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| General Government - Administration | 1,163,650 | 1,690,878 | 1,360,400 | 1,750,460 | 390,060 |
| General Government - Grants to Others | 41,750 | 39,271 | 52,000 | 34,608 | -17,392 |
| General Government - Legislative | 148,500 | 153,371 | 167,500 | 181,692 | 14,192 |
| General Government - Special Projects | 66,000 | 40,032 | 14,500 | 15,400 | 900 |
| Line Fence Act Expenses | 0 | 0 | 0 | 100 | 100 |
| Raisin Region Conservation Authority | 116,000 | 115,884 | 123,000 | 122,025 | -975 |
| Grand Total | 1,535,900 | 2,039,436 | 1,717,400 | 2,104,285 | 386,885 |

Administration (OVER by \$390,000)

- Transfer to reserves of \$602,025 (Modernization Funding)
 - Adjustment = UNDER by \$212,025
 - Salaries under budget by \$132,000

Grants to Others (UNDER by \$17,392)

- Not as many 'in year requests'

Legislative (OVER by \$14,192)

- Conferences over by \$9,622

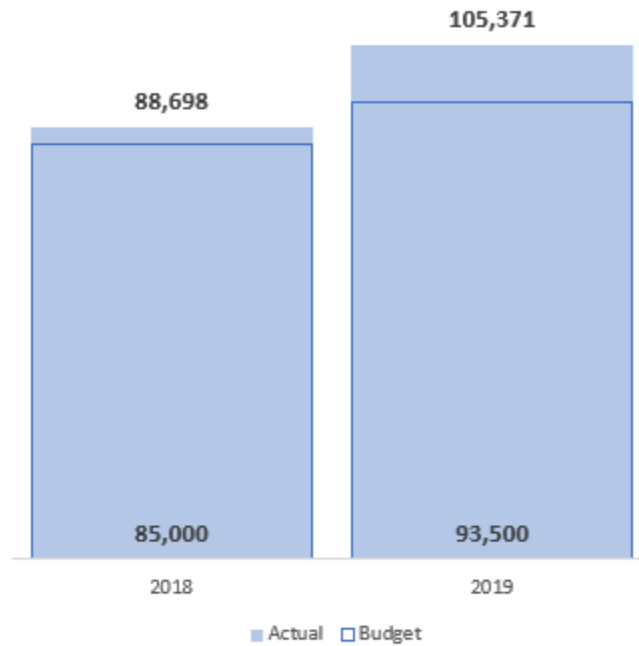
Special Projects (OVER by \$900)

- Election deposits returned not accounted for in Year End (YE) 2018

Line Fence Act Expenses (OVER by \$100)

Raisin Region Conservation Authority (UNDER by \$975)

Drainage



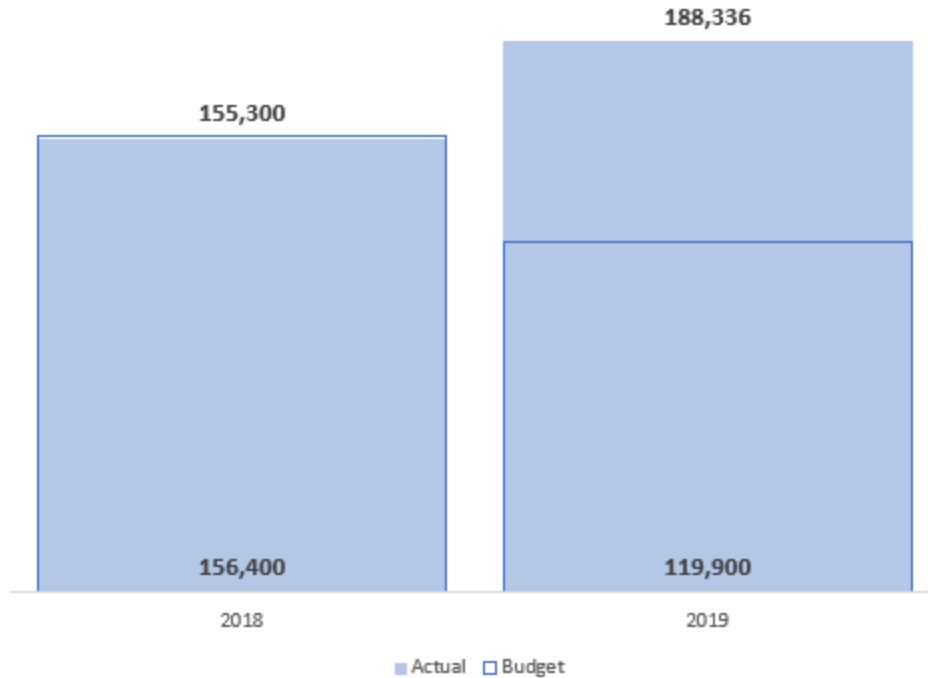
| | 2018 | | 2019 | | 2019 |
|--------------------|---------------|---------------|---------------|----------------|---------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Municipal Drains | 45,000 | 60,057 | 61,000 | 60,150 | -850 |
| Tile Drainage | 40,000 | 28,641 | 32,500 | 45,221 | 12,721 |
| Grand Total | 85,000 | 88,698 | 93,500 | 105,371 | 11,871 |

Municipal Drains (UNDER by \$850)

Tile Drainage (OVER by \$12,721)

- Tile Drains are an in/out and we had a new Tile Drainage loan application in 2019
- The overage is offset by a revenue from the province

Misc. Buildings



| | 2018 | | 2019 | | 2019 |
|--|----------------|----------------|----------------|----------------|---------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| General Government - Celtic Music Hall | 6,000 | 11,917 | 6,000 | 7,000 | 1,000 |
| General Government - Lancaster Library | 26,100 | 16,007 | 13,600 | 16,281 | 2,681 |
| General Government - Legion | 42,500 | 51,159 | 27,800 | 21,578 | -6,222 |
| Glengarry County Archives | 21,000 | 21,926 | 21,000 | 93,830 | 72,830 |
| Lan-Char Medical Centre | 60,800 | 54,291 | 51,500 | 49,646 | -1,854 |
| Grand Total | 156,400 | 155,300 | 119,900 | 188,336 | 68,436 |

Celtic Music Hall (OVER by \$1,000)

- Applying water wages to the Celtic Music Hall for testing

Lancaster Library (OVER by \$2,681)

- Renovated the accessibility ramp

Legion (UNDER by \$6,222)

- Property and Maintenance less than expected

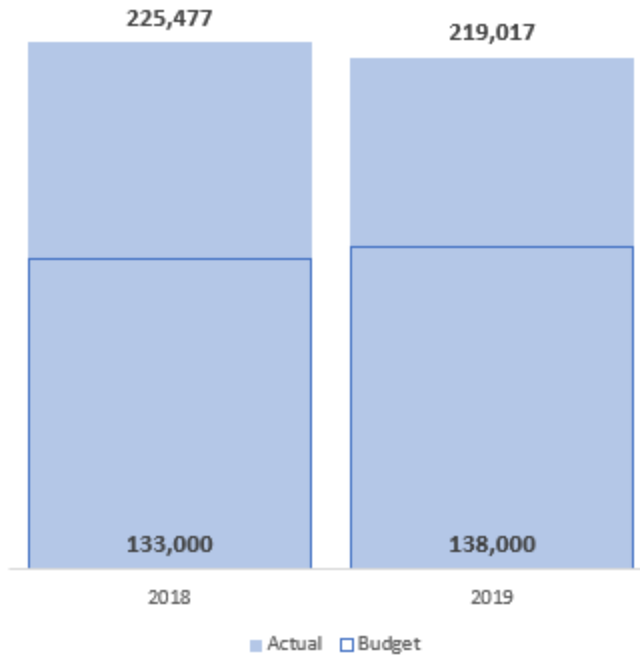
Glengarry County Archives (OVER by \$72,830)

- Purchase of new building

Lan-Char Medical Centre (UNDER by \$1,854)

- Property and Maintenance less than expected

Street Lights

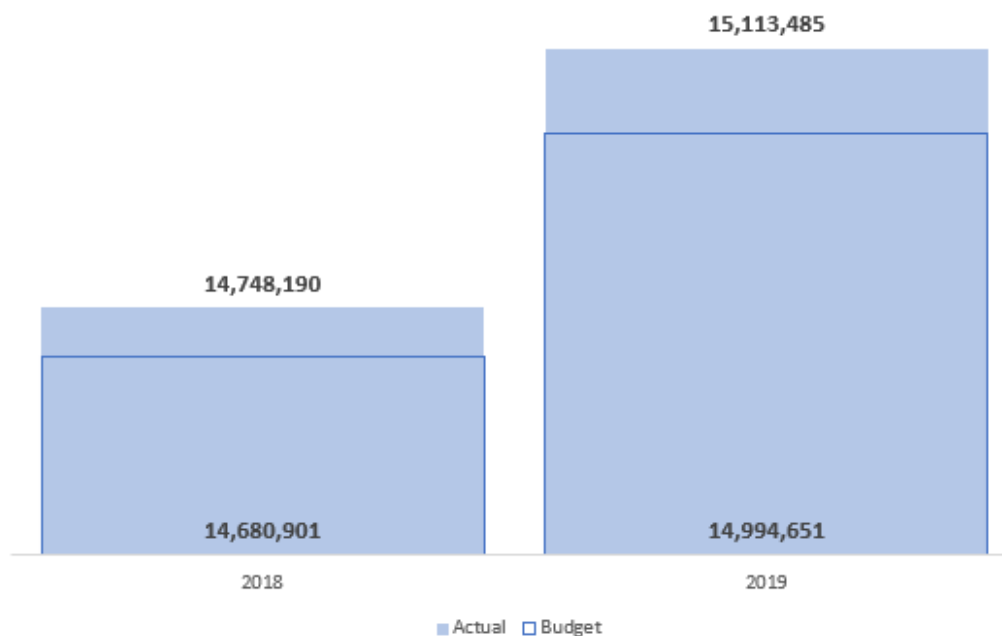


| | 2018 | | 2019 | | 2019 |
|---------------|---------|---------|---------|---------|--------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Street Lights | 133,000 | 225,477 | 138,000 | 219,017 | 81,017 |
| Grand Total | 133,000 | 225,477 | 138,000 | 219,017 | 81,017 |

Streetlights

- \$81,017 is a structural error in the budget that persisted since 2018 and has been corrected in 2020.
 - The error is the 'zeroing out' of the revenue accounts since streetlights are self funding and we have a separate surplus account for them.
 - We had an artificial revenue to the budget
 - i.e. In 2019 - revenues of 222,000 budgeted and expenses of 138,000
 - That budgeted expense should have included the \$84,000 transfer to reserves from the surplus

Taxation



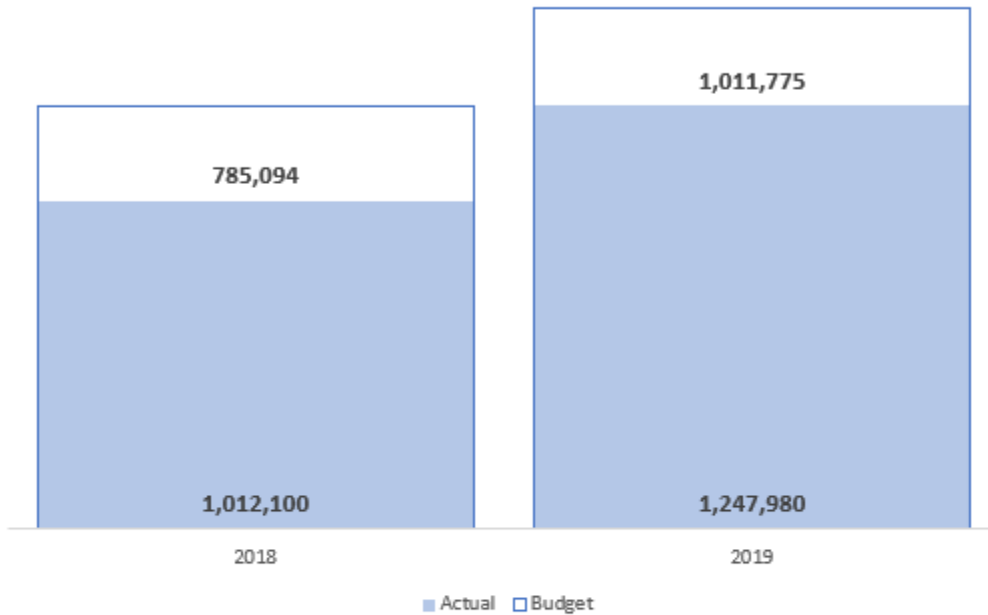
| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|
| | Budget | Actual | Budget | Actual | |
| Change in Capital Assets - PSAB | 0 | 0 | 0 | 0 | -0 |
| School Board Levy - Catholic Bd. East On | 726,028 | 726,111 | 740,990 | 745,270 | 4,280 |
| School Board Levy - Ecole Catholique Est | 910,400 | 908,409 | 886,940 | 893,559 | 6,619 |
| School Board Levy - Ecole Pub. Est Ontar | 257,598 | 257,024 | 236,953 | 238,465 | 1,512 |
| School Board Levy - Upper Canada Distric | 2,358,518 | 2,351,453 | 2,387,072 | 2,390,163 | 3,091 |
| Tax Write Off - Commercial | 15,000 | 40,342 | 15,000 | 30,225 | 15,225 |
| Tax Write Off - Industrial | 2,000 | 0 | 2,000 | 115 | -1,885 |
| Tax Write Off - Residential & Farm | 45,000 | 119,193 | 45,000 | 122,618 | 77,618 |
| United Counties Levy | 10,366,357 | 10,345,658 | 10,680,696 | 10,693,070 | 12,374 |
| Grand Total | 14,680,901 | 14,748,190 | 14,994,651 | 15,113,485 | 118,834 |

Taxation:

- The amounts are within their expected variance and the write-offs are shared with the SDG Counties and the school board
- The variance vs. budget is due to YE adjustments for supplementary taxation and PIL differences

Community Services (Budget \$1,247,980 | Actual \$1,011,775 | UNDER 18.93%)

Community



| | 2018 | | 2019 | | 2019 |
|---|------------------|----------------|------------------|------------------|-----------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Building Inspection Dept | 455,700 | 467,422 | 511,950 | 442,132 | -69,818 |
| Economic Development | 169,050 | 126,565 | 288,350 | 214,158 | -74,192 |
| Emergency Management Co-ordinator | 16,450 | 13,160 | 17,550 | 12,448 | -5,102 |
| Planning & Zoning | 261,800 | 154,692 | 322,300 | 309,909 | -12,391 |
| Property Standards & By-Law Enforcement | 109,100 | 23,255 | 107,830 | 33,128 | -74,702 |
| Grand Total | 1,012,100 | 785,094 | 1,247,980 | 1,011,775 | -236,205 |

Building Inspection Dept:

- Under budget \$21,000 on salaries due to restructuring
- Under budget \$9,000 on training and conferences
- Under budget \$21,000 on Consultants and Special Projects (building software)

Economic Development:

- Under budget \$45,000 on salaries due to staffing circumstances
- Under budget \$3,500 on training, subscriptions, and conferences
- Under budget \$30,000 on advertising, vehicle and travel, and consultants
- Over budget \$28,000 on Economic develop projects (includes in/out of County CIP)
- Under budget \$30,000 on Township CIP

Emergency Management Co-ordinator:

- Under budget \$5,000 on salaries and travel

Planning & Zoning:

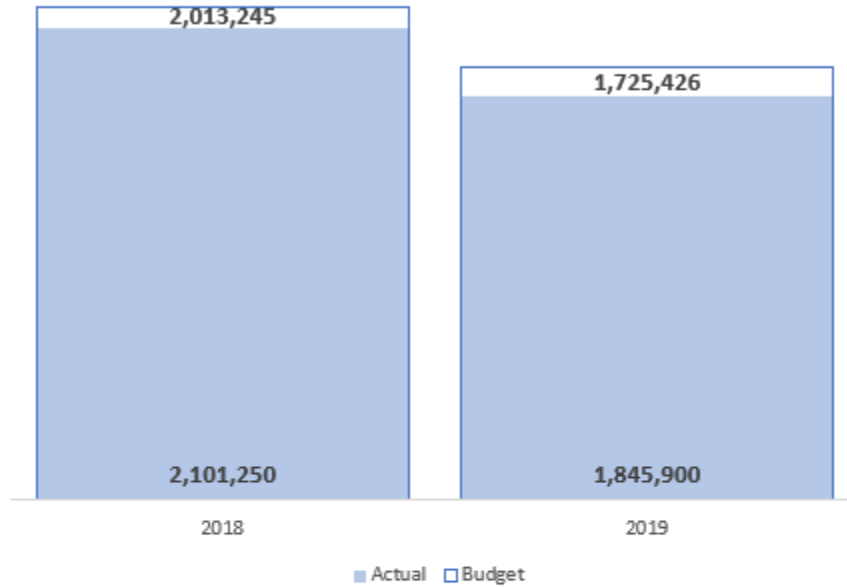
- Under budget \$17,000 on salaries
- Over budget \$6,000 on advertising and travel

Property Standards & By-Law Enforcement:

- Under budget \$57,000 on salaries (some duplication with building department)
 - This is solved in 2020 budget
- Under budget little amounts across the board
 - \$7,500 for animal control
 - \$2,000 for legal fees
 - \$1,500 for travel
 - \$2,000 for dog tags and supplies
 - \$3,500 for training and development

Fire Services (Budget \$1,930,500 | Actual \$1,793,692 | UNDER 7.09%)

Fire



| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|
| | Budget | Actual | Budget | Actual | |
| Ambulance Lancaster Base | 0 | 0 | 16,800 | 16,800 | -0 |
| Fire - Administration | 1,652,250 | 1,596,219 | 1,472,300 | 1,433,625 | -38,675 |
| Fire - Stn 1 - Glen Walter | 110,500 | 100,992 | 85,800 | 60,446 | -25,354 |
| Fire - Stn 2 - Martintown | 107,500 | 93,762 | 69,500 | 51,913 | -17,587 |
| Fire - Stn 3 - Williamstown | 76,000 | 67,954 | 61,500 | 48,828 | -12,672 |
| Fire - Stn 4 - Lancaster | 85,000 | 66,368 | 71,500 | 64,234 | -7,266 |
| Fire - Stn 5 - North Lancaster | 70,000 | 87,950 | 67,500 | 49,579 | -17,921 |
| Fire - Training Facilities | 0 | 0 | 1,000 | 0 | -1,000 |
| Grand Total | 2,101,250 | 2,013,245 | 1,845,900 | 1,725,426 | -120,474 |

Ambulance Lancaster Base:

Fire – Administration:

- Under budget \$5,000 on PT salary and benefits
- Under budget \$7,500 on memberships
- Under budget \$18,000 on equipment, repair, and maintenance
- Under budget \$18,000 on mobile radios, telephones, and internet
- Over budget \$10,000 on insurance
- Over budget \$2,000 on auto aid agreement

Station 1 – Glen Walter

- Under budget \$20,000 on salaries
- Under budget \$4,000 on property maintenance and building repairs
- Over budget \$2,500 on hydro, heat, water and sewer

Station 2 – Martintown

- Under budget \$18,500 on salaries
- Under budget \$1,500 on property maintenance and building repairs
- Over budget \$2,500 on hydro, heat, water and sewer

Station 3 – Williamstown

- Under budget \$6,000 on salaries
- Under budget \$6,000 on hydro, heat, water and sewer

Station 4 – Lancaster

- Under budget \$10,000 on salaries
- Over budget \$2,000 on property maintenance and building repairs
- Over budget \$2,000 on hydro, heat, water and sewer

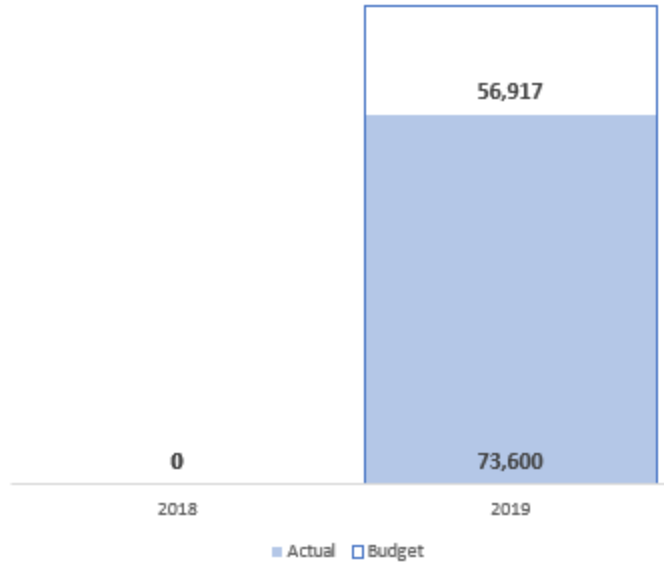
Station 5 – North Lancaster

- Under budget \$20,000 on salaries
- Under budget \$3,000 on property maintenance and building repairs
- Over budget \$2,000 on hydro, heat, water and sewer
- Over budget \$4,000 on capital maintenance

Training Facilities:

- Under budget \$1,000

Fire Fleet

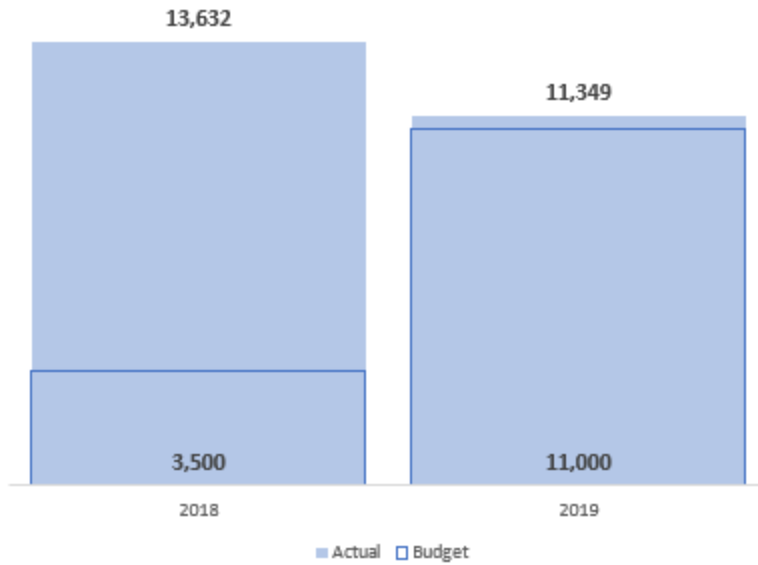


| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|------------------------------|----------|----------|---------------|---------------|-------------------|
| | Budget | Actual | Budget | Actual | |
| 1993 (1) Int. Rescue | 0 | 0 | 4,750 | 581 | -4,169 |
| 1996 (3) GMC Tanker | 0 | 0 | 4,250 | 1,435 | -2,815 |
| 1996 (4) Freightliner Pumper | 0 | 0 | 4,750 | 6,654 | 1,904 |
| 1997 (1) GMC Tanker | 0 | 0 | 4,250 | 1,460 | -2,790 |
| 1997 (2) GMC Pumper | 0 | 0 | 4,750 | 5,032 | 282 |
| 1997 (3) GMC Pumper | 0 | 0 | 4,750 | 3,862 | -888 |
| 2000 (2) Ford Ambulance | 0 | 0 | 4,750 | 1,214 | -3,536 |
| 2000 (5) Ford Ambulance | 0 | 0 | 4,750 | 256 | -4,494 |
| 2001 (5) GMC Pumper | 0 | 0 | 5,250 | 5,996 | 746 |
| 2014 (4) Spartan Rescue | 0 | 0 | 5,750 | 3,496 | -2,254 |
| 2014 (Chief) GMC Pickup | 0 | 0 | 7,100 | 10,461 | 3,361 |
| 2015 (2) Int. Tanker | 0 | 0 | 4,250 | 1,821 | -2,429 |
| 2016 (5) Int. Tanker | 0 | 0 | 4,250 | 3,913 | -337 |
| 2017 (4) Int. Tanker | 0 | 0 | 4,250 | 1,709 | -2,541 |
| 2018 (1) Spartan Pumper | 0 | 0 | 4,750 | 7,312 | 2,562 |
| Auxiliary Vehicles (3) | 0 | 0 | 1,000 | 1,716 | 716 |
| Spare (X) Fire Fleet Vehicle | 0 | 0 | 0 | 0 | -0 |
| Grand Total | 0 | 0 | 73,600 | 56,917 | -16,683 |

Fire Fleet:

- This was our first-year tracking this, so our budget numbers were best guesses and estimates applied broadly
- Three vehicles stood out as over budget:
 - 1996 (4) Freightliner Pumper – outside repair service
 - 2014 (Chief) GMC Pickup – equipment parts
 - 2018 (1) Spartan Pumper – outside repair service

Fire Ponds



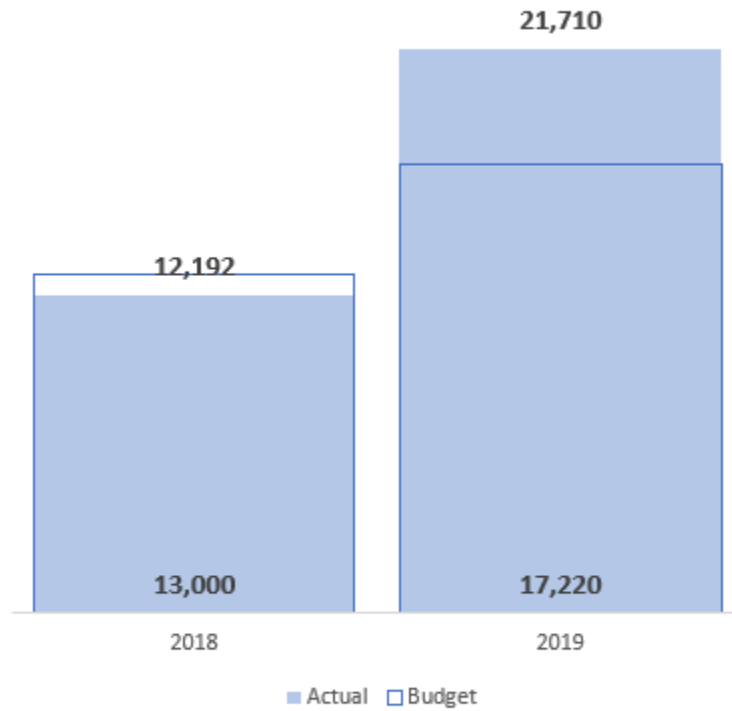
| | 2018 | | 2019 | | 2019 |
|---------------------------------|--------------|---------------|---------------|---------------|--------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Fire Protection Ponds - Dry Con | 2,500 | 10,310 | 8,000 | 11,349 | 3,349 |
| Fire Protection Ponds -M & R | 1,000 | 3,322 | 3,000 | 0 | -3,000 |
| Grand Total | 3,500 | 13,632 | 11,000 | 11,349 | 349 |

Fire Ponds:

- Council acknowledged that the Dry Con Pond (Summerstown Station) needed to be upgraded

Infrastructure Services (Budget \$6,972,920 | Actual \$8,269,144 | OVER 18.59%)

Airport

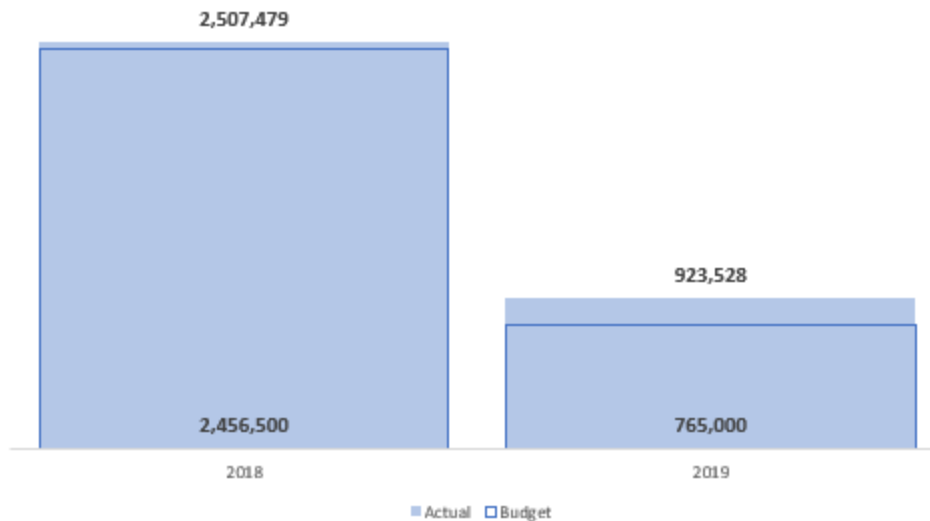


| | 2018 | | 2019 | | 2019 |
|-------------|--------|--------|--------|--------|--------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Airport | 13,000 | 12,192 | 17,220 | 21,710 | 4,490 |
| Grand Total | 13,000 | 12,192 | 17,220 | 21,710 | 4,490 |

Airport:

- Over budget \$3,500 on property taxes

Roads Construction



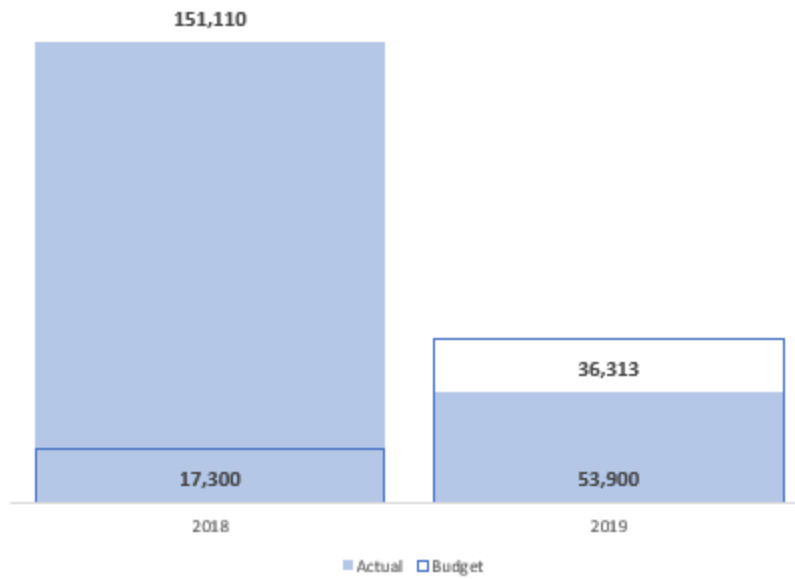
| Division | 2018 Budget | 2018 Actual | 2019 Budget | 2019 Actual | 2019 Over/(Under) |
|--|------------------|------------------|----------------|----------------|-------------------|
| 2nd Line Bridge (SN 33043) - Design | 0 | 0 | 35,000 | 26,458 | -8,542 |
| 3rd Line Rd Bridg (SN 30001) - Evaluation | 0 | 0 | 0 | 0 | -0 |
| 67th Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| 68th Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| 69th Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| 70th Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| 71st Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| 72nd Ave/2nd Line Road | 0 | 0 | 0 | 0 | -0 |
| Beaupre Rd (2.56km) 2x Surf Treat & Pavement | 0 | 86,603 | 135,000 | 163,366 | 28,366 |
| Cashion Rd - Bridge (SN0011) | 0 | 0 | 0 | 0 | -0 |
| Cedar Grove Road | 0 | 0 | 0 | 0 | -0 |
| Conc 3 Bridge | 575,000 | 616,351 | 0 | 153 | 153 |
| Frog Hollow (3.72km) 2xSurf Treat & Pave | 0 | 0 | 155,000 | 201,154 | 46,154 |
| Kraft Road (0.40km) - Pulverize & Pave | 0 | 0 | 50,000 | 14,242 | -35,758 |
| Loyalist Road - Surface Treat (2.75km) | 127,500 | 157,425 | 0 | 0 | -0 |
| Nine Mile Rd - 2xSurface Treat (X.XXkm) | 617,000 | 748,366 | 0 | 71,082 | 71,082 |
| Purcell Road (0.70km) - Pad & Overlay | 0 | 0 | 75,000 | 82,686 | 7,686 |
| Repository of Past Roads Projects | 0 | 0 | 0 | 0 | -0 |
| Roads - Equipment Purchases & Reserves | 505,000 | 478,851 | 265,000 | 262,815 | -2,185 |
| Roads - Maple Road | 0 | 0 | 0 | 0 | -0 |
| Roads - Miscellaneous Construction | 55,000 | 25,533 | 25,000 | 78,426 | 53,426 |
| St. Mary's Street | 100,000 | 4,250 | 0 | 0 | -0 |
| Street Rd. - 2xSurface Treat (5.79km) | 477,000 | 390,101 | 0 | 0 | -0 |
| Water Reserve Upgrades - Boundary Rd | 0 | 0 | 0 | 0 | -0 |
| William Street (0.68km) - Reconstruction | 0 | 0 | 25,000 | 23,147 | -1,853 |
| Grand Total | 2,456,500 | 2,507,479 | 765,000 | 923,528 | 158,528 |

Roads Construction:

- Staff Report 2019-76 (June 17) – Roads Capital Projects Update
 - Increase budget by \$11,350
- 2nd Line Bridge (Under budget \$8,500)
 - Budget \$35,000 | Actual \$26,500
- Beaupre Road (Over budget \$28,000) | Revised (Over budget \$13,000)
 - SR 2019-51 (April 15) - \$87,000 Surface Treatment | \$20,000 for Fog Seal
 - Budget \$135,000 | Revised Budget \$150,000 | Actual \$163,000
- Frog Hollow Road (Over budget \$46,000)
 - SR 2019-51 - \$129,000 Surface Treatment | \$29,000 for Fog Seal

- Budget \$155,000 | No Revision | Actual \$201,000
- Kraft Road (Under budget \$35,000) | Revised (Under Budget \$6,000)
 - Budget \$50,000 | Revised Budget \$20,000 | Actual \$14,000
- Nine Mile Road (Over budget \$71,000)
 - Additional works required for completion
 - Unrecorded Holdback from 2018
- Purcell Road (Over Budget \$7,500) | Revised (Under budget \$8,500)
 - Budget \$75,000 | Revised Budget \$91,350 | Actual \$82,500
- Miscellaneous Const. (Over Budget \$53,000) | Revised (Over budget \$43,000)
 - Marlin Orchard Road added at \$35,000
 - Miscellaneous Budget changed from \$25,000 to \$0

Roads Fleet



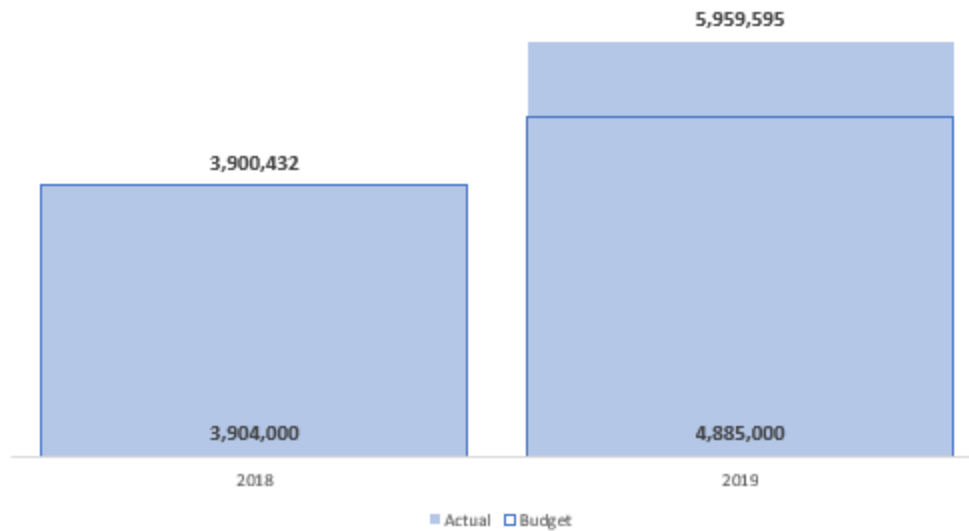
| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|---|--------|--------|--------|--------|-------------------|
| | Budget | Actual | Budget | Actual | |
| Dump Eq. Maint. - Compactor (Lndfill) | 0 | 0 | 0 | 710 | 710 |
| Rd Eq. Maint. - 02 FL- 4 Ton (Patch) | 22,500 | 30,924 | 23,500 | 24,884 | 1,384 |
| Rd Eq. Maint. - 04 Inter Tndm (R Blade) | 41,000 | 40,818 | 31,000 | 20,561 | -10,439 |
| Rd Eq. Maint. - 08 Ford Tndm (Shoulder) | 38,000 | 61,584 | 41,000 | 45,029 | 4,029 |
| Rd Eq. Maint. - 08 GMC PU (Lead Hand) | 11,000 | 11,864 | 16,000 | 13,071 | -2,929 |
| Rd Eq. Maint. - 09 1T Dodge (NL) | 24,000 | 12,331 | 21,000 | 8,313 | -12,687 |
| Rd Eq. Maint. - 10 Cat Grader | 38,500 | 95,514 | 49,000 | 95,887 | 46,887 |
| Rd Eq. Maint. - 10 Inter Tndm (H20 Tnk) | 35,000 | 53,108 | 41,000 | 53,019 | 12,019 |
| Rd Eq. Maint. - 11 Inter Tandem | 26,000 | 37,534 | 26,000 | 37,178 | 11,178 |
| Rd Eq. Maint. - 12 Chev 1T (Rec) | 8,000 | 10,723 | 8,000 | 6,891 | -1,109 |
| Rd Eq. Maint. - 13 Mack Tndm (R Blade) | 34,000 | 37,687 | 34,000 | 19,202 | -14,798 |
| Rd Eq. Maint. - 16 Inter Tandem | 18,000 | 27,286 | 18,000 | 23,034 | 5,034 |
| Rd Eq. Maint. - 19 Chev Slvrado (Rds) | 0 | 0 | 0 | 7,845 | 7,845 |
| Rd Eq. Maint. - 2003 Cat Backhoe | 23,000 | 36,334 | 29,500 | 17,530 | -11,970 |
| Rd Eq. Maint. - 2009 GMC PU (Rd Mngr) | 16,500 | 14,447 | 17,500 | 13,318 | -4,182 |
| Rd Eq. Maint. - 2010 Chev Slvrado (Rec) | 15,500 | 11,476 | 17,500 | 11,593 | -5,907 |
| Rd Eq. Maint. - 2013 Silverado | 5,700 | 1,484 | 1,700 | 1,606 | -94 |
| Rd Eq. Maint. - 2018 Inter Tandem | 0 | 731 | 21,000 | 25,606 | 4,606 |
| Rd Eq. Maint. - 93 - 955 Tractr (Rec) | 2,100 | 3,088 | 3,200 | 2,070 | -1,130 |
| Rd Eq. Maint. - 94 Champion Grader | 30,500 | 29,797 | 30,500 | 10,859 | -19,641 |
| Rd Eq. Maint. - 99 Volvo Tndm (Shouldr) | 40,000 | 33,693 | 39,000 | 38,932 | -68 |
| Rd Eq. Maint. - Truck (Rec) | 35,000 | 51,964 | 35,000 | 45,430 | 10,430 |
| Rd Eq. Maint. - 17 JD Tractor (Lease) | 29,500 | 42,185 | 27,500 | 57,244 | 29,744 |
| Rds Equip. Maint. - 2016 Tractless | 21,000 | 26,765 | 22,500 | 32,573 | 10,073 |
| Rds Equip. Maint. - Misc. Equipment Re | 70,000 | 58,160 | 66,500 | 68,276 | 1,776 |

| | | | | | |
|---|---------|---------|---------|---------|---------|
| Rds Equip. Rental - 955 Tractor 1993 | 0 | 0 | 0 | 0 | -0 |
| Rds Equip. Rental - Cat Backhoe 2003 | -25,000 | -33,294 | -25,000 | -39,906 | -14,906 |
| Rds Equip. Rental - Cat Grader #1 2010 | -75,000 | -81,177 | -80,000 | -78,813 | 1,187 |
| Rds Equip. Rental - Champ Grader 1994 | -50,000 | -37,764 | -40,000 | -32,346 | 7,654 |
| Rds Equip. Rental - Dodge 1 Ton 2009 | -35,000 | -29,430 | -30,000 | -28,386 | 1,614 |
| Rds Equip. Rental - Ford Tandem 2008 | -30,000 | -31,272 | -30,000 | -34,926 | -4,926 |
| Rds Equip. Rental - Freightliner 4 Ton | -40,000 | -23,315 | -30,000 | -42,735 | -12,735 |
| Rds Equip. Rental - Inter Tandem 1994 | -40,000 | -30,843 | -35,000 | -32,121 | 2,879 |
| Rds Equip. Rental - Inter Tandem 2002 | -40,000 | -43,383 | -45,000 | -35,403 | 9,597 |
| Rds Equip. Rental - Inter Tandem 2004 | -15,000 | -24,780 | -20,000 | -38,406 | -18,406 |
| Rds Equip. Rental - Inter Tandem 2010 | -55,000 | -47,694 | -50,000 | -46,238 | 3,762 |
| Rds Equip. Rental - Inter Tandem 2012 | -25,000 | -36,462 | -35,000 | -34,380 | 620 |
| Rds Equip. Rental - Inter. Single Axle | -30,000 | -40,053 | -40,000 | -49,029 | -9,029 |
| Rds Equip. Rental - New Holland Tractor | -35,000 | -31,290 | -30,000 | -44,814 | -14,814 |
| Rds Equip. Rental - Tractless Tractor | -60,000 | -71,379 | -60,000 | -79,281 | -19,281 |
| Rds Equip. Rental - Volvo Tandem 1999 | -26,500 | -33,405 | -30,000 | -38,331 | -8,331 |
| Rec Equip. Maint. -06 GMC 1 Ton (Will) | 14,000 | 17,152 | 14,000 | 10,769 | -3,231 |
| Grand Total | 17,300 | 151,110 | 53,900 | 36,313 | -17,587 |

Roads Fleet:

- As with the fire fleet, it is hard to know which vehicle will suffer major issues but a few fleet items to pull out based on difference vs. the budget
- Over Budget
 - 2010 Cat Grader – equipment parts, fuel, outside mechanic
 - 2010 International Tandem (water tank) – equipment parts, fuel, and outside mechanic
 - 2011 International Tandem – equipment parts and outside mechanic
 - 2016 International Tandem - fuel
 - 2019 Chevy Silverado – supplies and fuel
 - Recreation Truck – equipment parts and fuel
 - 2017 John Deere Tractor (leased) – equipment fuel & lease > budgeted lease
 - 2016 Trackless – equipment parts and fuel
- Under Budget
 - 2004 International Tandem
 - 2009 Dodge – 1 Tonne
 - 2013 Mack Tandem
 - 2003 Cat Backhoe
 - 2010 Silverado (Recreation
 - 1994 Champion Grader

Roads Maintenance



| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|--|------------------|------------------|------------------|------------------|-------------------|
| | Budget | Actual | Budget | Actual | |
| Rds & Rec Community Services | 1,500 | 190 | 1,500 | 2,340 | 840 |
| Roads - Administration | 927,000 | 732,701 | 928,000 | 1,646,845 | 718,845 |
| Roads - Buildings & Yards | 703,000 | 793,374 | 1,610,000 | 1,596,500 | -13,500 |
| Roads - Culverts Maintenance & Replacement | 116,000 | 104,326 | 108,000 | 164,174 | 56,174 |
| Roads - Guiderails | 42,000 | 0 | 23,500 | 22,896 | -604 |
| Roads - Hardtop Crack Sealing | 20,000 | 21,222 | 0 | 0 | -0 |
| Roads - Hardtop Line Painting | 20,000 | 14,609 | 20,000 | 16,681 | -3,319 |
| Roads - Hardtop Patching | 70,000 | 62,974 | 100,000 | 130,467 | 30,467 |
| Roads - Hardtop Shouldering | 40,000 | 44,748 | 48,000 | 32,856 | -15,144 |
| Roads - Hardtop Sweeping | 20,000 | 20,373 | 20,000 | 22,554 | 2,554 |
| Roads - Loosetop Dust Control | 180,000 | 149,447 | 150,000 | 161,426 | 11,426 |
| Roads - Loosetop Grading | 125,000 | 126,004 | 130,000 | 136,732 | 6,732 |
| Roads - Loosetop Resurfacing | 475,000 | 456,948 | 440,000 | 471,810 | 31,810 |
| Roads - Miscellaneous | 13,000 | 69,759 | 12,000 | 29,017 | 17,017 |
| Roads - Patrol | 35,000 | 32,000 | 30,000 | 53,832 | 23,832 |
| Roads - Railway Crossings | 30,000 | 26,886 | 30,000 | 27,344 | -2,656 |
| Roads - Sidewalk Maintenance | 10,000 | 653 | 10,000 | 2,020 | -7,980 |
| Roads - Sidewalks - Snow Removal | 48,500 | 59,429 | 58,000 | 62,012 | 4,012 |
| Roads - Signs & Safety Devices | 43,000 | 23,491 | 45,000 | 55,289 | 10,289 |
| Roads - Winter Control - Flood Control | 5,000 | 8,667 | 10,000 | 19,543 | 9,543 |
| Roads - Winter Control - Ice Blading | 23,000 | 20,324 | 22,000 | 13,270 | -8,730 |
| Roads - Winter Control - Plowing & Sanding | 650,000 | 843,161 | 765,000 | 845,934 | 80,934 |
| Roadside Maintenance - Brushing | 85,000 | 74,979 | 90,000 | 118,395 | 28,395 |
| Roadside Maintenance - Debris & Litter | 35,000 | 28,892 | 30,000 | 23,198 | -6,802 |
| Roadside Maintenance - Ditching & Drainage | 57,000 | 38,298 | 50,000 | 126,239 | 76,239 |
| Roadside Maintenance - Mowing | 130,000 | 146,979 | 154,000 | 178,222 | 24,222 |
| Grand Total | 3,904,000 | 3,900,432 | 4,885,000 | 5,959,595 | 1,074,595 |

Administration (OVER \$719,000)

- Under budget \$110,000 in salaries
- Under budget \$15,000 in office equipment and software purchase
- Over budget \$22,000 in consultants
- Over budget \$6,000 in vehicle and travel
- Over budget \$9,500 in legal fees
- Over budget \$800,000 in transfer to reserves (unspent gas tax)

Buildings and Yards (UNDER \$13,500)

- Over budget \$24,000 in salaries

- Over budget \$20,000 in supplies and technology
- Over budget \$21,000 in property maintenance and repairs
- Under budget \$58,000 in capital buildings (including reserve transfer for Roads Garage)

Culverts (OVER \$56,000)

- Over budget \$13,000 in granular materials
- Under budget \$8,000 in culvert supplies
- Over budget \$51,000 in contracts and equipment rental

Hardtop Patching (OVER \$30,500)

- Over budget \$8,500 in asphalt materials
- Over budget \$17,500 in contracts and equipment rental

Hardtop Shouldering (UNDER \$15,000)

- Under budget \$11,000 in materials and usage costs

Loose top Dust Control (OVER \$11,500)

- Under budget \$11,000 in salaries
- Under budget \$23,000 in equipment usage costs
- Over budget \$44,500 in contracts and equipment rental

Loose top Grading (OVER \$6,500)

- Over budget \$6,000 in contracts and equipment rental

Loose top Resurfacing (OVER \$32,000)

- Over budget \$5,000 in overtime
- Over budget \$27,000 in contracts and equipment rental

Miscellaneous (OVER \$17,000)

- Over budget \$12,000 in salaries
- Over budget \$6,000 in equipment usage costs

Patrol (OVER \$24,000)

- Over budget \$16,000 in salaries

Sidewalk Maintenance (UNDER \$8,000)

- Under budget \$8,000 in contracts and equipment rental

Signs and Safety Devices (OVER \$10,000)

- Over budget \$8,000 in consultant fees

Winter Flood Control (OVER \$9,500)

- Over budget \$4,500 in salaries
- Over budget \$5,000 in equipment usage costs

Ice Blading (UNDER \$8,500)

- Under budget \$3,000 in salaries
- Under budget \$6,000 in equipment usage costs

Ploughing and Sanding (OVER \$81,000)

- Over budget \$11,000 in salaries (due to overtime)
- Over budget \$8,000 in ice blades and plough parts
- Under budget \$39,000 in stone dust and salt
- Over budget \$71,500 in equipment usage costs
- Over budget \$28,500 in contracts and equipment rental

Brushing (OVER \$28,000)

- Over budget \$31,000 in contracts and equipment rental

Debris and Litter (UNDER \$6,900)

- Under budget \$3,000 in salaries
- Under budget \$4,000 in equipment usage costs

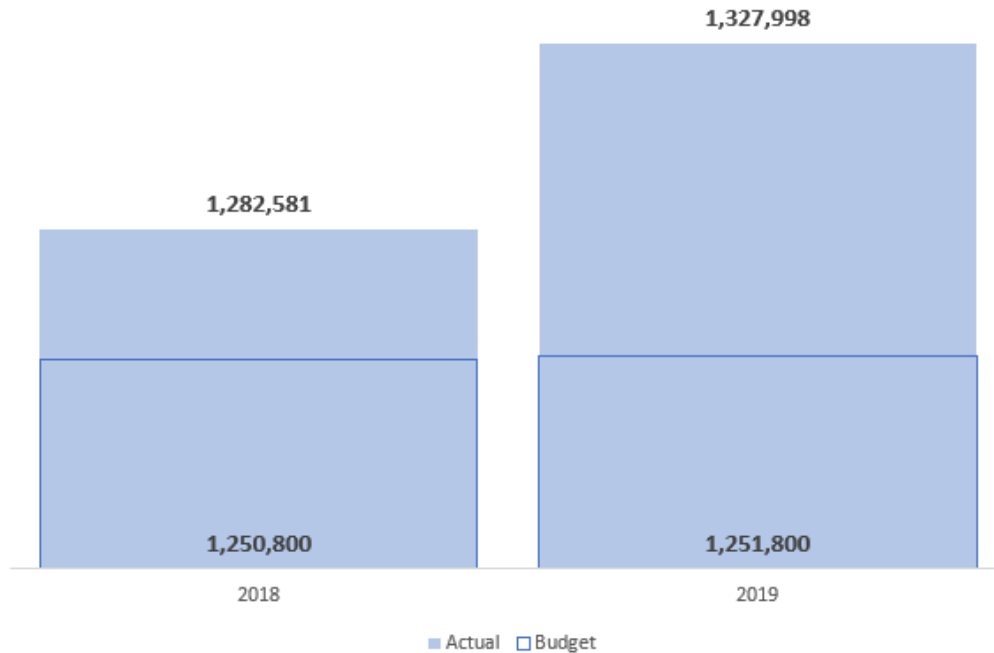
Ditching and Draining (OVER \$76,000)

- Over budget \$8,500 in granular materials
- Over budget \$71,000 in contracts and equipment rental

Mowing (OVER \$24,000)

- Under budget \$3,000 in salaries
- Over budget \$27,500 in contracts and equipment rental

Waste Management



| | 2018 Budget | 2018 Actual | 2019 Budget | 2019 Actual | 2019 Over/(Under) |
|--|------------------|------------------|------------------|------------------|-------------------|
| Division | | | | | |
| Beaverbrook Landfill Site | 141,500 | 161,148 | 129,500 | 180,651 | 51,151 |
| County Rd 27 Landfill Site | 2,000 | 7,927 | 2,500 | 0 | -2,500 |
| Environmental Cleanups | 0 | 0 | 0 | 0 | -0 |
| Garbage Collection | 450,000 | 487,534 | 490,000 | 499,960 | 9,960 |
| Garbage Disposal - Landfill Sites Genera | 178,800 | 185,946 | 181,800 | 179,260 | -2,540 |
| North Lancaster Landfill Site | 138,000 | 133,672 | 138,000 | 155,763 | 17,763 |
| Recycling | 340,500 | 306,353 | 310,000 | 312,364 | 2,364 |
| Grand Total | 1,250,800 | 1,282,581 | 1,251,800 | 1,327,998 | 76,198 |

Note: The graphic is somewhat misleading due to scale (the difference in 2019 is \$76,000 on a \$1,251,800 budget)

Beaverbrook Landfill (OVER \$51,000):

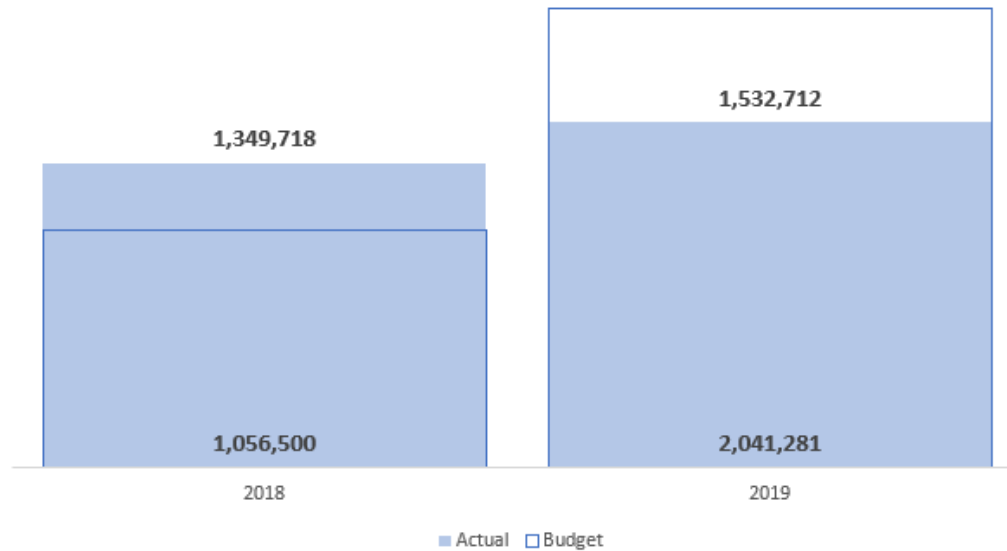
- Over budget \$7,000 in site monitoring – consultants
- Over budget \$42,500 in landfill operations

Garbage Collection (OVER \$10,000):

- Over budget \$10,000 in garbage collection contract

North Lancaster Landfill (OVER 18,000):

- Over budget \$6,000 in landfill operations and equipment maintenance
- Over budget \$11,000 in site monitoring - consultants

Water & Wastewater (Budget \$2,041,281 | Actual \$1,532,712 | UNDER 24.91%)**Water & Waste Water**

| Division | 2018 | | 2019 | | 2019 Over/(Under) |
|--|------------------|------------------|------------------|------------------|-------------------|
| | Budget | Actual | Budget | Actual | |
| Glen Walter Water/Sewers | 396,000 | 561,444 | 1,248,781 | 590,670 | -658,111 |
| Green Valley Sewers | 85,000 | 93,060 | 95,000 | 106,920 | 11,920 |
| Kennedy Redwood Subdivision Water | 32,000 | 33,671 | 34,000 | 35,640 | 1,640 |
| Lancaster/South Lancaster Water/Sewers | 543,500 | 661,542 | 663,500 | 799,481 | 135,981 |
| Regional Water Project | 0 | 0 | 0 | 0 | -0 |
| Water/Sewer Plants Sharable Operations | 0 | 0 | 0 | 0 | -0 |
| Grand Total | 1,056,500 | 1,349,718 | 2,041,281 | 1,532,712 | -508,569 |

Note: water systems net to zero for both budget and actual and thus a 'OVER' could mean a transfer to reserves.

Glen Walter (UNDER \$658,000)

- Over budget \$62,000 in shared payroll cost (change of formula)
- Under budget \$21,500 in equipment maintenance and leases
- Over budget \$11,000 in consultants
- Under budget \$13,000 in property, building, and system repairs
- Under budget \$734,000 in capital (did not to looping or pumping station repair)
- Over budget \$29,000 in transfer to surplus (good thing)

Green Valley (OVER \$12,000)

- Under budget \$10,000 in shared payroll cost (change of formula)
- Under budget \$23,000 in equipment maintenance and leases
- Under budget \$15,000 in Equipment purchase and rental
- Over budget \$67,000 in transfer to surplus (good thing)

Kennedy Redwood (OVER \$1,500)

- Over budget \$23,000 in shared payroll cost (change of formula)

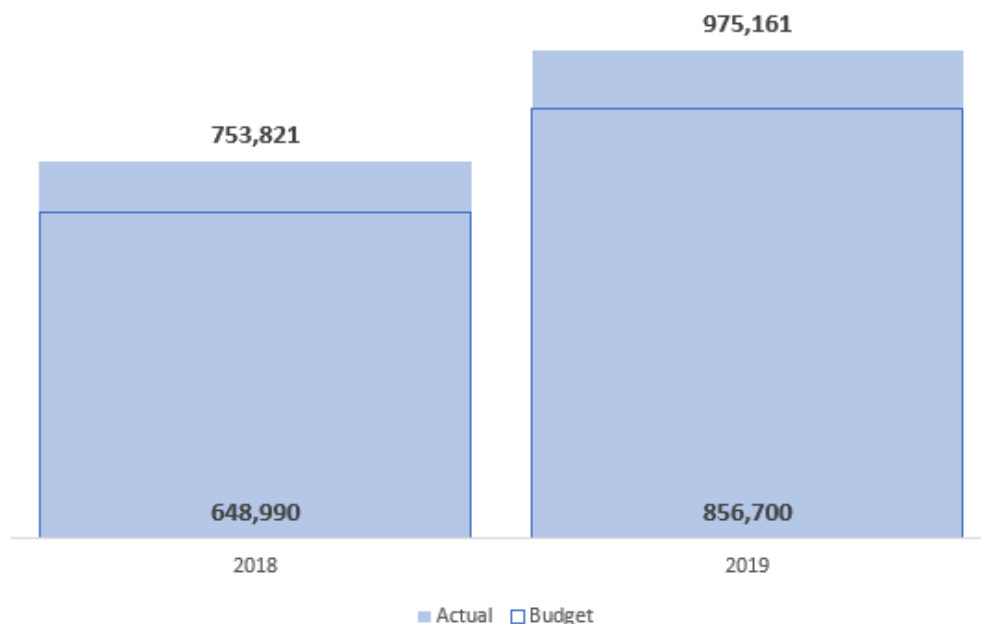
- Under budget \$26,000 in transfer to surplus (bad thing)

Lancaster (OVER \$135,000)

- Under budget \$97,000 in shared payroll cost (change of formula)
- Under budget \$65,000 in equipment maintenance and leases
- Under budget \$10,000 in vehicle travel and expense
- Under budget \$9,000 in consultants
- Under budget \$33,000 in property and building repairs
- Over budget \$353,000 in transfer to surplus (good thing)

Parks and Facilities (Budget \$1,807,490 | Actual \$1,999,451 | OVER 10.62%)

Community Centres



| | 2018 | | 2019 | | 2019 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Char-Lan Community Centre | 474,390 | 550,080 | 738,100 | 801,267 | 63,167 |
| Green Valley Community Centre | 16,500 | 22,364 | 16,500 | 13,974 | -2,526 |
| Martintown Community Centre | 71,100 | 87,374 | 46,100 | 53,244 | 7,144 |
| North Lancaster Optimist Comm. Centre | 11,000 | 22,136 | 10,000 | 11,816 | 1,816 |
| Nor'westers Museum | 76,000 | 71,867 | 46,000 | 94,860 | 48,860 |
| Grand Total | 648,990 | 753,821 | 856,700 | 975,161 | 118,461 |

Char-Lan Community Centre (OVER \$63,000)

- Over budget \$54,000 in salaries
- Under budget \$7,500 in cleaning supplies
- Under budget \$10,000 in ice making supplies
- Over budget \$23,000 in hydro and heat

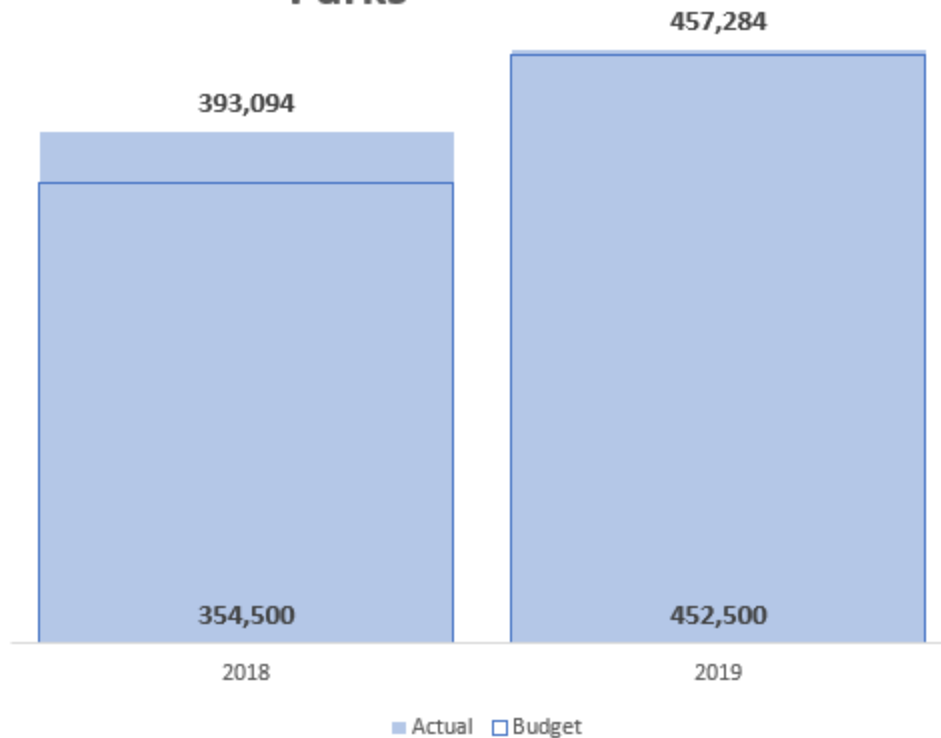
Martintown Community Centre (OVER \$7,000)

- Over budget \$4,500 in hydro and heat

Nor'Westers Museum (OVER \$49,000)

- Under budget \$11,000 in property maintenance and building repairs
- Over budget \$39,500 in capital maintenance (approved SR 2019-119 on October 7)
- Over budget by \$20,000 in operational grant (approved SR 2019-112 on Sept 16)

Parks



| | 2018 | | 2019 | | 2019 |
|-----------------------------------|----------------|----------------|----------------|----------------|--------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Cairnview Park | 15,000 | 3,275 | 10,000 | 0 | -10,000 |
| Charlottenburgh Park | 0 | 0 | 0 | 0 | -0 |
| Danaher Park | 8,900 | 8,589 | 9,000 | 8,954 | -46 |
| Empey Poirier Park | 4,600 | 3,485 | 4,500 | 3,305 | -1,195 |
| Glen Walter Park | 21,000 | 19,845 | 21,000 | 19,827 | -1,173 |
| Martintown Community Park | 39,000 | 39,090 | 5,000 | 9,781 | 4,781 |
| North Lancaster Park | 10,500 | 14,009 | 10,500 | 9,717 | -783 |
| Parks Maintenance - General Admin | 78,000 | 79,660 | 68,000 | 69,285 | 1,285 |
| Paul Rozon Park | 127,000 | 125,609 | 26,000 | 37,775 | 11,775 |
| Peanut Line Trail | 20,500 | 13,186 | 29,500 | 44,278 | 14,778 |
| Smithfield Park | 20,000 | 79,441 | 261,000 | 247,840 | -13,160 |
| South Lancaster Wharf | 10,000 | 6,905 | 8,000 | 6,523 | -1,477 |
| Grand Total | 354,500 | 393,094 | 452,500 | 457,284 | 4,784 |

Cairnview Park (UNDER \$10,000):

- The budget item was under maintenance – perhaps it should have been transfer to reserve

Paul Rozon Park (OVER \$12,000):

- Over budget \$6,000 in property maintenance and building repairs (splash pad for Canada Day)
- Over budget \$5,000 in heat and hydro

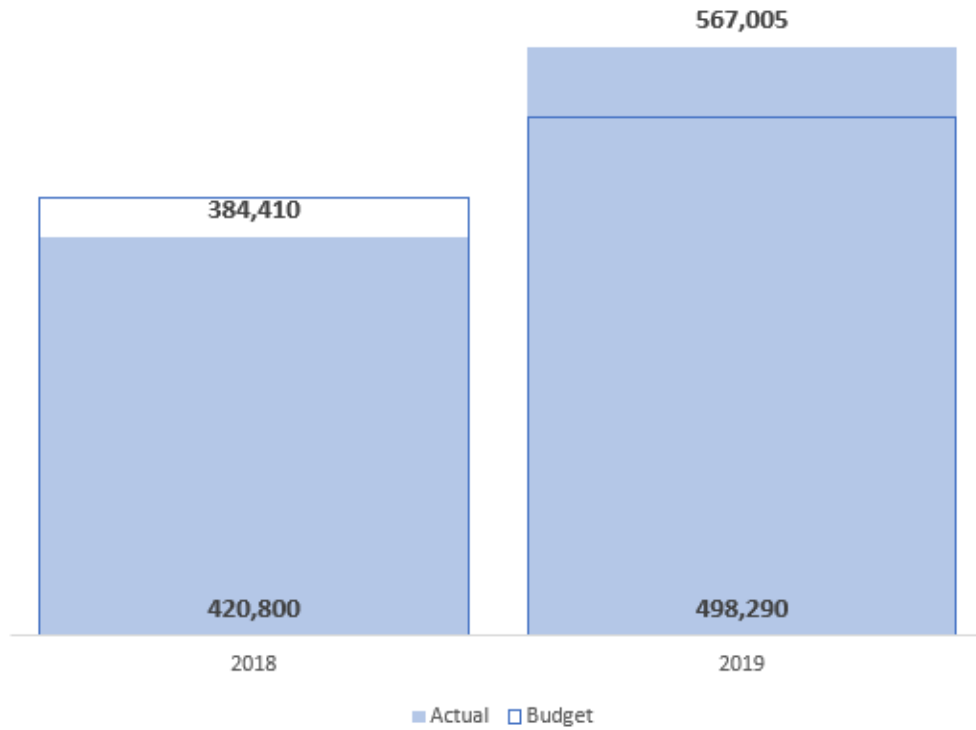
Peanut Line Trail (OVER 15,000):

- Over budget \$9,000 in property maintenance (repair for the bridge fire)
- Over budget \$4,500 in contracts and equipment rental (repairs for the bridge fire)

Smithfield Park (UNDER 13,000):

- Under budget \$14,000 in property maintenance and building repairs

Recreation



| | 2018 | | 2019 | | 2019 |
|--|----------------|----------------|----------------|----------------|---------------|
| Division | Budget | Actual | Budget | Actual | Over/(Under) |
| Recreation - Administration - General | 316,600 | 301,024 | 390,190 | 418,168 | 27,978 |
| Recreation Administration - Management | 40,000 | 39,747 | 40,000 | 43,206 | 3,206 |
| Recreation Levy to Others | 0 | 0 | 0 | 50,000 | 50,000 |
| Recreation Programs | 64,200 | 43,639 | 68,100 | 55,632 | -12,468 |
| Grand Total | 420,800 | 384,410 | 498,290 | 567,005 | 68,715 |

Administration General (OVER \$28,000)

- Over budget \$17,000 in salaries
- Under budget \$10,000 in office equipment purchase
- Over budget \$14,000 in consultant fees
- Over budget \$6,500 in special projects

Recreation Levy to Others (OVER \$50,000)

- Glengarry Sports Palace Agreement (approved 2019-113 on October 7)

Recreation Programs (UNDER \$12,000)

- Under budget \$9,000 Glen Walter Minor Sports

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 6, 2020

SUBJECT: Process - Tax Sales - Outside Services

PREPARED BY: L. McDonald, GM Corporate Services

Corporate Services has recently received questions on the tax sale process provided through an outside service provider, Real Tax.

Prior to engaging outside services, the Township issues three warnings and then the process is facilitated outside of our office by a firm specializing in the tax sale process. South Glengarry is one of many municipalities who outsources this highly regulated and time consuming process.

The process is administrative and requires time to ensure the correct legislative actions are taken at the proper time.

Administration's first step for accounts in considerable arrears of three years or more is to engage the professional services of the specialist firm, Real Tax who in turn provide:

- Advice and communications. Set up file and mirror file.
- Enter data. Initialize system for tracking statutory deadlines.
- Notices under the Farm Debt Review Mediation Act

Then we proceed to Tax Registration – Part 1, and the company:

- Obtains and analyzes title search and execution search; prepare report on searches, list of interested parties, tax arrears certificate and file folder.
- Prints parcel register
- Execution searches
- Copies of executions

Following Part 1 is Tax Registration – Part 2, where they:

- Register tax arrears certificate. Register cancellation certificate, tax deed, or notice of vesting when required. Update title search, prepare first notices, prepare treasurer's statutory declaration
- Update title search
- Execution searches
- Copies of executions
- Corporate searches, if needed

- Mail First Notice
- Cancel -re-existing tax arrears certificate (if needed)

Before the final sale, the company completes Tax Registration- Part 3:

- Prepare final notices
- Update title search
- Update execution searches
- Copies of executions
- Mail Final Notices

These are the steps taken before a house goes up for sale and there are significant investments in time administratively to provide information to our outside service provider. Legislatively, the municipality could add the cost of staff time to the tax account, but administration has not done that to date.

The outside service providers next steps are:

- Tax Sale
- Realtax Online Marketing

Throughout this process, administration provides the information required, updates the tax account with required fees and signs the documents. Once we are entering the tax sale, we increase our efforts to contact the owner. If the Township is unsuccessful in receiving a response to notices sent, door knockers are left on the property in attempts to contact the owner.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 6, 2020

SUBJECT: Glen Walter Waterfront Draft Plan

PREPARED BY: Ewen MacDonald – General Manager
Infrastructure Services

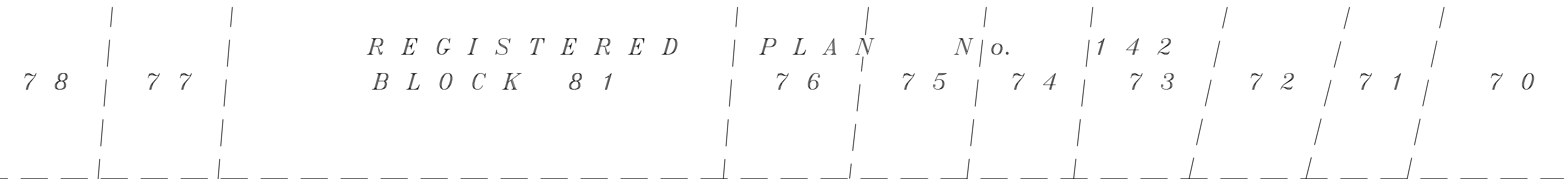
In April 2020, Council declared the Waterfront Property legally described as CON 1 BF IL PT LOTS 8,9 INCL; RP14R3229 PART 1 as surplus to the Township needs save and except the portion Council wishes to retain for the public use.

A draft survey plan (attached) that creates 10 parcels along the waterfront. Part 1 would be retained by the Township for public use and Part 7 would be retained for access to the Dry Hydrant.

The residents living directly across SDG 2 have met with the Surveyor and signed off on the location of the property lines for the parcels that would be sold to them as the next step of the disposal of the asset.

The Plan will be registered, and the file will be forwarded to our lawyer to prepare the offers of sale based on the square foot amount established in the table that was previously provided to the residents at the March 3, 2020 meeting.

| TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | | |
|------------------|----|-------------|----------|------------------|------------------|-------------|---------|--------------|---------|------------------|---------|------------------------|----------|-------------|------------------|------------------|---------|-------------|---------|------------------|
| FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS | |
| 1 | 21 | N67°39'30"W | 140.4± | WATER'S EDGE | 21 | S22°37'30"E | 121.2± | WATER'S EDGE | 41 | N54°14'40"W | 321.8± | WATER'S EDGE | 61 | N62°48'00"W | 113.8± | WATER'S EDGE | 81 | N62°48'00"W | 113.8± | WATER'S EDGE |
| 2 | 22 | N67°18'50"W | 131.5± | WATER'S EDGE | 22 | S24°24'10"E | 123.0± | WATER'S EDGE | 42 | N56°07'50"W | 278.9± | WATER'S EDGE | 62 | N64°11'20"W | 93.4± | WATER'S EDGE | 82 | N64°11'20"W | 93.4± | WATER'S EDGE |
| 3 | 23 | N67°09'00"W | 113.3± | WATER'S EDGE | 23 | S25°30'50"E | 138.6± | WATER'S EDGE | 43 | N60°05'50"W | 236.7± | WATER'S EDGE | 63 | N65°52'10"W | 85.40' | EDGE OF CONCRETE | 83 | N65°52'10"W | 85.40' | EDGE OF CONCRETE |
| 4 | 24 | N68°06'10"W | 97.0± | WATER'S EDGE | 24 | S27°38'50"E | 145.9± | WATER'S EDGE | 44 | N60°40'00"W | 236.15' | EDGE OF RETAINING WALL | 64 | N74°26'10"W | 88.86' | EDGE OF CONCRETE | 84 | N74°26'10"W | 88.86' | EDGE OF CONCRETE |
| 5 | 25 | N68°48'40"W | 69.2± | WATER'S EDGE | 25 | S22°49'40"E | 159.8± | WATER'S EDGE | 45 | N65°07'50"W | 222.42' | EDGE OF RETAINING WALL | 65 | N81°02'50"W | 68.86' | EDGE OF CONCRETE | 85 | N81°02'50"W | 68.86' | EDGE OF CONCRETE |
| 6 | 26 | N84°51'30"W | 39.7± | WATER'S EDGE | 26 | S22°43'50"E | 165.6± | WATER'S EDGE | 46 | N66°16'50"W | 227.86' | EDGE OF RETAINING WALL | 66 | N84°15'30"W | 64.65' | EDGE OF CONCRETE | 86 | N84°15'30"W | 64.65' | EDGE OF CONCRETE |
| 7 | 27 | S54°54'00"W | 24.70 | EDGE OF CONCRETE | 27 | S25°10'20"E | 164.4± | WATER'S EDGE | 47 | N68°19'30"W | 221.08' | EDGE OF RETAINING WALL | 67 | S82°30'40"W | 50.20' | EDGE OF CONCRETE | 87 | S82°30'40"W | 50.20' | EDGE OF CONCRETE |
| 8 | 28 | S45°37'20"W | 43.99 | EDGE OF CONCRETE | 28 | S25°21'20"E | 168.8± | WATER'S EDGE | 48 | N68°09'10"W | 217.0± | WATER'S EDGE | 68 | S89°27'30"W | 44.6± | WATER'S EDGE | 88 | S89°27'30"W | 44.6± | WATER'S EDGE |
| 9 | 29 | S43°03'40"W | 43.69 | EDGE OF CONCRETE | 29 | S29°10'10"E | 166.6± | WATER'S EDGE | 49 | N69°18'40"W | 213.7± | WATER'S EDGE | 69 | S73°16'10"W | 37.1± | WATER'S EDGE | 89 | S73°16'10"W | 37.1± | WATER'S EDGE |
| 10 | 30 | S42°51'20"W | 47.37 | EDGE OF CONCRETE | 30 | S31°55'50"E | 169.2± | WATER'S EDGE | 50 | N71°12'50"W | 204.0± | WATER'S EDGE | 70 | S53°41'20"W | 34.8± | WATER'S EDGE | 90 | S53°41'20"W | 34.8± | WATER'S EDGE |
| 11 | 31 | S37°10'30"W | 47.49 | EDGE OF CONCRETE | 31 | S35°06'00"E | 168.5± | WATER'S EDGE | 51 | N70°27'30"W | 198.6± | WATER'S EDGE | | | | | | | | |
| 12 | 32 | S37°09'50"W | 50.63 | EDGE OF CONCRETE | 32 | S34°34'20"E | 175.1± | WATER'S EDGE | 52 | N68°59'40"W | 200.8± | WATER'S EDGE | | | | | | | | |
| 13 | 33 | S34°12'50"W | 52.46 | EDGE OF CONCRETE | 33 | S35°24'10"E | 180.0± | WATER'S EDGE | 53 | N67°39'30"W | 197.4± | WATER'S EDGE | | | | | | | | |
| 14 | 34 | S28°45'20"W | 53.7± | WATER'S EDGE | 34 | S37°19'00"E | 182.7± | WATER'S EDGE | 54 | N68°59'40"W | 191.9± | WATER'S EDGE | | | | | | | | |
| 15 | 35 | S27°26'50"W | 58.8± | WATER'S EDGE | 35 | S37°45'00"E | 189.3± | WATER'S EDGE | 55 | N67°58'20"W | 167.9± | WATER'S EDGE | | | | | | | | |
| 16 | 36 | S10°02'40"W | 71.1± | WATER'S EDGE | 36 | S42°07'20"E | 196.0± | WATER'S EDGE | 56 | N70°16'40"W | 164.6± | WATER'S EDGE | | | | | | | | |
| 17 | 37 | S04°03'20"W | 79.2± | WATER'S EDGE | 37 | S46°08'00"E | 209.2± | WATER'S EDGE | 57 | N67°40'30"W | 160.3± | WATER'S EDGE | | | | | | | | |
| 18 | 38 | S02°53'10"E | 87.6± | WATER'S EDGE | 38 | S47°59'30"E | 260.3± | WATER'S EDGE | 58 | N65°32'30"W | 157.0± | WATER'S EDGE | | | | | | | | |
| 19 | 39 | S10°12'40"E | 90.4± | WATER'S EDGE | 39 | S49°29'40"E | 302.6± | WATER'S EDGE | 59 | N61°11'00"W | 153.1± | WATER'S EDGE | | | | | | | | |
| 20 | 40 | S14°07'10"E | 100.1± | WATER'S EDGE | 40 | S49°38'00"E | 340.6± | WATER'S EDGE | 60 | N63°17'30"W | 124.0± | WATER'S EDGE | | | | | | | | |



| SCHEDULE | | | | |
|----------|-------------------------|-----------------|-----------------------|-----------|
| PART | LOT | CONCESSION | PIN | AREA |
| 1 | | | | 0.313 Ac. |
| 2 | | | | 0.053 Ac. |
| 3 | | | | 0.018 Ac. |
| 4 | | | | 0.026 Ac. |
| 5 | PART LOT 9 | 1, INDIAN LANDS | ALL OF 67129-0643(LT) | 0.028 Ac. |
| 6 | | | | 0.060 Ac. |
| 7 | | | | 0.003 Ac. |
| 8 | | | | 0.042 Ac. |
| 9 | | | | 0.016 Ac. |
| 10 | PART LOT 8 & PART LOT 9 | | | 0.068 Ac. |

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 14R-
RECEIVED AND DEPOSITED

2020

2020

RON M. JASON, O.L.S. REPRESENTATIVE FOR THE LAND 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 TOWNSHIP OF SOUTH GLENGARRY COUNTY OF GLENGARRY RON M. JASON O.L.S. SCALE : 1 INCH=20 FEET

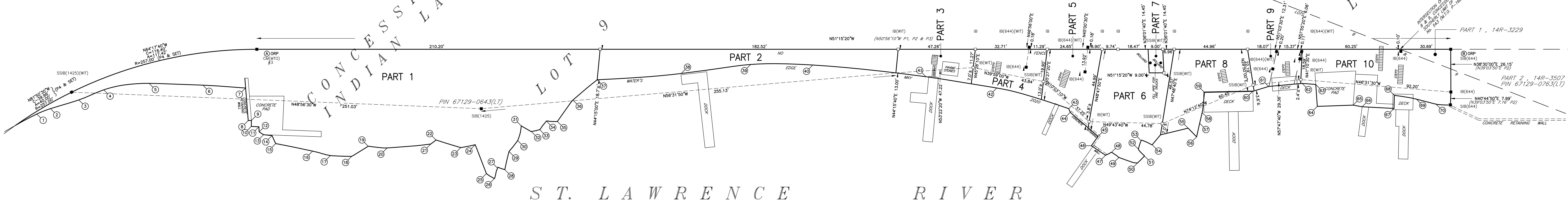
COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS) (2010)

| STATION | NORTHING | EASTING |
|---------|--------------|-------------|
| A | 16361481.233 | 1732536.300 |
| B | 16361023.711 | 1733106.467 |

IMPERIAL

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

COUNTY ROAD No. 2 (FORMERLY KING'S HIGHWAY No. 2) (DEPOSITED PLAN No. 543, M.T.O. P-1689-7) (TRANSFERRED BY O.I.C., INST No. AR109824, M.T.O. P-1689-34)



NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9996066.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/10.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W) NAD83 (CSRS) (2010).

BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

LEGEND

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SSIB DENOTES STANDARD IRON BAR
- IB DENOTES SHORT STANDARD IRON BAR
- CM DENOTES IRON BAR
- CM DENOTES CONCRETE MONUMENT
- CC DENOTES CUT CROSS
- ♯ DENOTES ROUND
- WIT DENOTES WITNESS
- ACC DENOTES ACCEPTED
- MEAS DENOTES MEASURED
- INST DENOTES INSTRUMENT
- x-x DENOTES FENCE
- P1 DENOTES DEPOSITED PLAN No. 543 (M.T.O. P-1689-7)
- P2 DENOTES PLAN 14R-3507
- P3 DENOTES PLAN 14R-3229
- P4 DENOTES PLAN 14R-6433

SURVEYOR'S CERTIFICATE

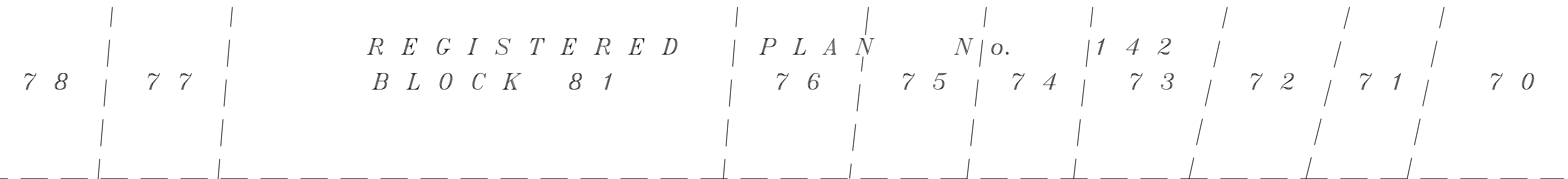
I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 14th. DAY OF MAY, 2020.

2020
RON M. JASON
ONTARIO LAND SURVEYOR

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

| TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | | TOPOGRAPHIC TIES | | | | |
|------------------|-------------|---------|----------|------------------|------------------|-------------|---------|----------|--------------|------------------|-------------|---------|----------|------------------------|------------------|-------------|---------|----------|------------------|
| FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS | FROM | TO | BEARING | DISTANCE | REMARKS |
| 1 | N67°39'30"W | 140.4± | | WATER'S EDGE | 21 | S22°37'30"E | 121.2± | | WATER'S EDGE | 41 | N54°14'40"W | 321.8± | | WATER'S EDGE | 61 | N62°48'00"W | 113.8± | | WATER'S EDGE |
| 2 | N67°18'50"W | 131.5± | | WATER'S EDGE | 22 | S24°24'10"E | 123.0± | | WATER'S EDGE | 42 | N56°07'50"W | 278.9± | | WATER'S EDGE | 62 | N64°11'20"W | 93.4± | | WATER'S EDGE |
| 3 | N67°09'00"W | 113.3± | | WATER'S EDGE | 23 | S25°30'50"E | 138.6± | | WATER'S EDGE | 43 | N60°05'50"W | 236.7± | | WATER'S EDGE | 63 | N65°52'10"W | 85.40' | | EDGE OF CONCRETE |
| 4 | N68°06'10"W | 97.0± | | WATER'S EDGE | 24 | S27°38'50"E | 145.9± | | WATER'S EDGE | 44 | N60°40'00"W | 236.15' | | EDGE OF RETAINING WALL | 64 | N74°26'10"W | 88.86' | | EDGE OF CONCRETE |
| 5 | N68°48'40"W | 69.2± | | WATER'S EDGE | 25 | S22°49'40"E | 159.8± | | WATER'S EDGE | 45 | N65°07'50"W | 222.42' | | EDGE OF RETAINING WALL | 65 | N81°02'50"W | 68.86' | | EDGE OF CONCRETE |
| 6 | N84°51'30"W | 39.7± | | WATER'S EDGE | 26 | S22°43'50"E | 165.6± | | WATER'S EDGE | 46 | N66°16'50"W | 227.86' | | EDGE OF RETAINING WALL | 66 | N84°15'30"W | 64.65' | | EDGE OF CONCRETE |
| 7 | S54°54'00"W | 24.70 | | EDGE OF CONCRETE | 27 | S25°10'20"E | 164.4± | | WATER'S EDGE | 47 | N68°19'30"W | 221.08' | | EDGE OF RETAINING WALL | 67 | S82°30'40"W | 50.20' | | EDGE OF CONCRETE |
| 8 | S45°37'20"W | 43.99 | | EDGE OF CONCRETE | 28 | S25°21'20"E | 168.8± | | WATER'S EDGE | 48 | N68°09'10"W | 217.0± | | WATER'S EDGE | 68 | S89°27'30"W | 44.6± | | WATER'S EDGE |
| 9 | S43°03'40"W | 43.69 | | EDGE OF CONCRETE | 29 | S29°10'10"E | 166.6± | | WATER'S EDGE | 49 | N69°18'40"W | 213.7± | | WATER'S EDGE | 69 | S73°16'10"W | 37.1± | | WATER'S EDGE |
| 10 | S42°51'20"W | 47.37 | | EDGE OF CONCRETE | 30 | S31°55'50"E | 169.2± | | WATER'S EDGE | 50 | N71°12'50"W | 204.0± | | WATER'S EDGE | 70 | S53°41'20"W | 34.8± | | WATER'S EDGE |
| 11 | S37°10'30"W | 47.49 | | EDGE OF CONCRETE | 31 | S35°06'00"E | 168.5± | | WATER'S EDGE | 51 | N70°27'30"W | 198.6± | | WATER'S EDGE | | | | | |
| 12 | S37°09'50"W | 50.63 | | EDGE OF CONCRETE | 32 | S34°34'20"E | 175.1± | | WATER'S EDGE | 52 | N68°59'40"W | 200.8± | | WATER'S EDGE | | | | | |
| 13 | S34°12'50"W | 52.46 | | EDGE OF CONCRETE | 33 | S35°24'10"E | 180.0± | | WATER'S EDGE | 53 | N67°39'30"W | 197.4± | | WATER'S EDGE | | | | | |
| 14 | S28°45'20"W | 53.7± | | WATER'S EDGE | 34 | S37°19'00"E | 182.7± | | WATER'S EDGE | 54 | N68°59'40"W | 191.9± | | WATER'S EDGE | | | | | |
| 15 | S27°26'50"W | 58.8± | | WATER'S EDGE | 35 | S37°45'00"E | 189.3± | | WATER'S EDGE | 55 | N67°58'20"W | 167.9± | | WATER'S EDGE | | | | | |
| 16 | S10°02'40"W | 71.1± | | WATER'S EDGE | 36 | S42°07'20"E | 196.0± | | WATER'S EDGE | 56 | N70°16'40"W | 164.6± | | WATER'S EDGE | | | | | |
| 17 | S04°03'20"W | 79.2± | | WATER'S EDGE | 37 | S46°08'00"E | 209.2± | | WATER'S EDGE | 57 | N67°40'30"W | 160.3± | | WATER'S EDGE | | | | | |
| 18 | S02°53'10"E | 87.6± | | WATER'S EDGE | 38 | S47°59'30"E | 260.3± | | WATER'S EDGE | 58 | N65°32'30"W | 157.0± | | WATER'S EDGE | | | | | |
| 19 | S10°12'40"E | 90.4± | | WATER'S EDGE | 39 | S49°29'40"E | 302.6± | | WATER'S EDGE | 59 | N61°11'00"W | 153.1± | | WATER'S EDGE | | | | | |
| 20 | S14°07'10"E | 100.1± | | WATER'S EDGE | 40 | S49°38'00"E | 340.6± | | WATER'S EDGE | 60 | N63°17'30"W | 124.0± | | WATER'S EDGE | | | | | |



| SCHEDULE | | | | |
|----------|-------------------------|-----------------|-----------------------|-----------|
| PART | LOT | CONCESSION | PIN | AREA |
| 1 | | | | 0.313 Ac. |
| 2 | | | | 0.053 Ac. |
| 3 | | | | 0.018 Ac. |
| 4 | | | | 0.026 Ac. |
| 5 | PART LOT 9 | 1, INDIAN LANDS | ALL OF 67129-0643(LT) | 0.028 Ac. |
| 6 | | | | 0.060 Ac. |
| 7 | | | | 0.003 Ac. |
| 8 | | | | 0.042 Ac. |
| 9 | | | | 0.016 Ac. |
| 10 | PART LOT 8 & PART LOT 9 | | | 0.068 Ac. |

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 14R-
RECEIVED AND DEPOSITED

2020

2020

RON M. JASON, O.L.S.

REPRESENTATIVE FOR THE LAND 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
TOWNSHIP OF SOUTH GLENGARRY
COUNTY OF GLENGARRY
RON M. JASON O.L.S.
SCALE : 1 INCH=20 FEET

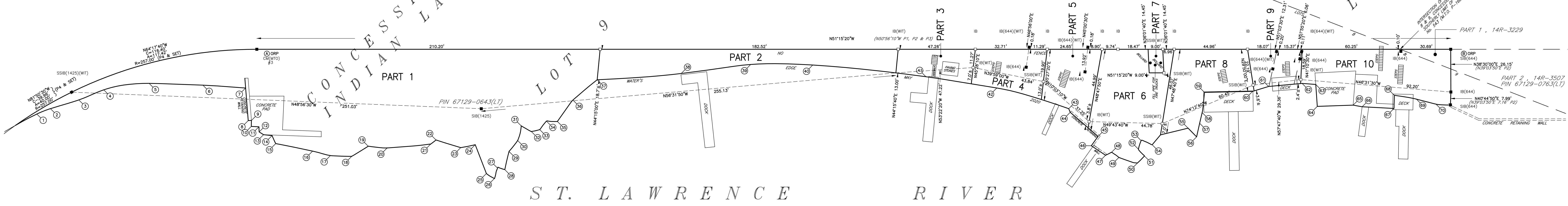
COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS) (2010)

| STATION | NORTHING | EASTING |
|---------|--------------|-------------|
| A | 16361481.233 | 1732536.300 |
| B | 16361023.711 | 1733106.467 |

IMPERIAL

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

COUNTY ROAD No. 2 (FORMERLY KING'S HIGHWAY No. 2) (DEPOSITED PLAN No. 543, M.T.O. P-1689-7) (TRANSFERRED BY O.I.C., INST No. AR109824, M.T.O. P-1689-34)



NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9996066.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/10.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W) NAD83 (CSRS) (2010).

BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

LEGEND

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CM DENOTES CONCRETE MONUMENT
- CC DENOTES CUT CROSS
- ♯ DENOTES ROUND
- WIT DENOTES WITNESS
- ACC DENOTES ACCEPTED
- MEAS DENOTES MEASURED
- INST DENOTES INSTRUMENT
- x-x DENOTES FENCE
- P1 DENOTES DEPOSITED PLAN No. 543 (M.T.O. P-1689-7)
- P2 DENOTES PLAN 14R-3507
- P3 DENOTES PLAN 14R-3229
- P4 DENOTES PLAN 14R-6433

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 14th. DAY OF MAY, 2020.

2020
RON M. JASON
ONTARIO LAND SURVEYOR

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

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** July 6, 2020**SUBJECT:** Building Permit Statistics- Second Quarter, 2020**PREPARED BY:** Gary Poupart, Director of Development/CBO

This report is intended to provide an update regarding permit activity for the second quarter of 2020.

The table below shows issued permits from January 1st to June 29th for the current year and a comparison to the previous 3 years for the same period.

| For Period Ending June 30 Construction Class | Issued Permits | | | |
|---|----------------|----------------|----------------|----------------|
| | 2017 | 2018 | 2019 | 2020 |
| Institutional | 3 | 4 | 3 | 4 |
| Commercial | 4 | 5 | 8 | 2 |
| Agricultural | 11 | 9 | 11 | 6 |
| Residential | | | | |
| New Dwelling | 10 | 12 | 13 | 14 |
| Addition/Renovation | 42 | 27 | 39 | 19 |
| Accessory Buildings & Other | 19 | 17 | 16 | 10 |
| Wood Stove | 3 | 2 | 2 | 1 |
| Demolition | 7 | 15 | 9 | 14 |
| On-Site Sewage Systems | 13 | 18 | 10 | 18 |
| Temporary Buildings / Tents | N/A | N/A | 7 | 0 |
| Swimming Pool | 14 | 11 | 9 | 17 |
| TOTAL | 126 | 120 | 127 | 105 |
| Total Construction Value | \$12,141,495 | \$6,799,886.96 | \$9,003,661.14 | \$8,332,629.00 |
| Total Permit Fees | \$146,003.46 | \$108,021.25 | \$123,999.85 | \$78,872.98 |
| Total Permit Applications | 104 | 146 | 132 | 139 |

We understand that Council would like to see a direct comparison of building permit applications to our neighbouring municipalities however this information is not always available.

We would be willing to present further information if requested to do so.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: July 6, 2020

SUBJECT: St. Lawrence River Restoration Council Seat Vacancy



PREPARED BY: K. MacDonald, Deputy Clerk

The St. Lawrence River Restoration Council (SLRRC) was formed in 1998 in order to oversee and address identified ecological challenges or Beneficial Use impairments (BUIs) that have been identified within the St. Lawrence River Area of Concern at Cornwall and Akwesasne. Over the years membership on the Council has been made up of federal and provincial government agencies, the Mohawk Council of Akwesasne, Saint Regis Mohawk Tribe, Raisin Region Conservation Authority (RRCA), the municipalities of Cornwall and South Glengarry, the River Institute and other local environmental groups, and industry.

Natasha Pozega, Remedial Action Plan (RAP) Coordinator for the St. Lawrence River Council, has contacted administration to inquire if a member of South Glengarry Council would like to appoint a member to fill the vacant South Glengarry. Alternatively, a member of administration can fill the seat on behalf of Council.



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

MEMORANDUM

To: Township of South Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Communications Specialist
Date: June 19, 2020
Subject: RRCA Board of Directors Meeting Highlights (June 18, 2020)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont, and North Stormont.

Following each Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (with the exception of July, August, and December).

June 4, 2020 Poll

On June 4, 2020, the Board approved upgrading the water systems at Charlottenburgh Park to comply with the Eastern Ontario Health Unit's directives.

June 18, 2020 Meeting Highlights

Below are the highlights of the virtual June 18, 2020 RRCA Board of Directors meeting:

- Board approved minutes from the May 21, 2020 virtual meeting and June 4, 2020 electronic poll (<http://www.rrca.on.ca/page.php?id=15>)
- Board received a verbal update on the RRCA's operations and business continuity in response to COVID-19:
 - RRCA office remains closed to the public and most staff are working from home.
 - Staff continue to provide environmental planning services to municipalities and approvals under the *Conservation Authorities Act*, monitor water levels and weather forecasts as part of the Flood Forecasting and Warning & Low Water Response programs, operate water control structures, deliver watershed stewardship projects and programs (e.g. tree planting), etc.
 - Conservation Area Trails: The nature trails at the RRCA's 3 Conservation Areas remain open; some amenities have been re-opened.
 - Gray's Creek Marina: Opened for season on May 16.
 - Charlottenburgh Park: Camping for seasonal permit holders began June 12. Transient camping and day-use entry (including beach) will resume June 26.
- Board received an update from the Cooper Marsh Conservators and approved 2 RRCA funding application submissions.

- Board received an update on the RRCA's Forestry Services:
 - 40,000 trees were planted by the RRCA this spring
 - RRCA has reached a major milestone of planting over 1 million trees since 1990.
 - Tree giveaways in the Townships of North Glengarry, North Stormont, and South Stormont were hosted in partnership with South Nation Conservation this spring. Combined, 3,000 trees were safely distributed through curbside pickup or direct delivery. Additional tree giveaways in the Township of South Glengarry and the City of Cornwall are planned to take place in the fall.

Next RRCA Board meeting date: September 17, 2020



Lisa Van De Ligt,
Communications Specialist



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Office**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

June 24, 2020

To: All Ontario Municipalities

Re: Long Term Care Home Improvements

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,



Dianne Gould-Brown
City Clerk

cc: AMO



June 5, 2020

RE: Mapleton Resolution 2020-04-14 to request the Province review the Farm Property Class Tax Rate Programme, dated May 27, 2020.

- a) Correspondence from Wellington Federation of Agriculture regarding Mapleton Resolution 2020-04-14, dated May 28, 2020.

Please be advised that Township of Puslinch Council, at its meeting held on June 3, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-151: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for JUNE 3, 2020 Council meeting be received; and

Whereas the Township of Puslinch received correspondence from the Township of Mapleton with respect to requesting the Province of Ontario to review the Farm Property Class Tax Rate Programme in light of economic competitiveness concerns between rural and urban municipalities;

BE IT RESOLVED that the Township of Puslinch hereby supports their Resolution 2020-04-14 passed on March 10, 2020; and

BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

CARRIED



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

Sincerely,
Courtenay Hoytfox
Deputy Clerk



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford
Premier
Premier's Office
Room 281
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

Resolution No. 2020-210

Moved: Councillor Rowe

Seconded: Councillor Tellier

Whereas West Elgin received a resolution from the Municipality of Grey Highlands with regard to the creation of a Universal Basic Income for citizens; and

Whereas the Council of West Elgin agrees that the creation of a Universal Basic Income would assist in reducing the financial strain on its citizens and businesses during the COVID-19 pandemic; and

Where a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status and has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Therefore be it resolved that the Council of the Municipality of West Elgin urges the Ontario Provincial government and the Federal government work together to investigate the feasibility of implementing a universal basic income program.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (3 to 0)

If you require anything further, please do not hesitate to contact me.

P: 519.785.0560
F: 519.785.0644

E: clerk@westelgin.net
www.westelgin.net

Yours Truly,



Jana Nethercott
Clerk
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks
All Ontario Municipalities



Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 / 1-800-567-GREY / Fax: 519-376-8998

June 16, 2020

Hon. Doug Ford
Premier
Premier's Office
Room 281
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at its June 11th, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20 Moved by: Councillor Robinson Seconded by: Councillor Keaveney

Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and

Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and

Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and

Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and

Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and

Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey

County post-pandemic; and

Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and

Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and

Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and

Whereas the need for broadband infrastructure improvement is now;

Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and

That this resolution be forwarded to all Ontario municipalities for their endorsement.

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder
Deputy Clerk/Legislative Coordinator
(519) 372-0219 x 1294
tara.warder@grey.ca
www.grey.ca

cc Hon. Laurie Scott, Minister of Infrastructure
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs
All Ontario Municipalities



CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
 Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
 this 24th day of June 2020.

Jennifer Charkavi

 Jennifer Charkavi

UNFINISHED BUSINESS REPORT
Presented to Council July 6, 2020

| INFRASTRUCTURE SERVICES | | | | | |
|--------------------------------|---|-------------------|----------------------------|---------------|--|
| No. | Item | Date Added | Expected Completion | Status | Update |
| 1. | Docks on Township Property | JAN 2016 | Summer 2020 | Ongoing | Met with Residents on Tuesday March 3 rd . Will pursue option of selling lands to adjacent property owners. Property was declared surplus at the April 20 th Council Meeting. Met with Surveyor to review Parcels. Draft Reference Plan on July 6 th Council Meeting Agenda Will forward file to Lawyer for preparation of documents once Plan has been Registered |
| 2. | Fire Protection Ponds | MAY 2016 | Summer 2020 | Ongoing | Design completed for Richmond Road Pond. Awaiting confirmation from PacTiv for a meeting to discuss project. Further discussion on the options for the Midway Pond to be scheduled in July |
| 3. | Municipal Servicing from City of Cornwall | MAY 2016 | Fall 2020 | Ongoing | Administration for Township and City met on June 15 th to review draft agreement. Will be developing cost estimates for the properties on Boundary Road. Will set up meetings with the property owners to review costs. |

| | | | | | |
|---------------------------|--|-----------|-------------|---------|---|
| 4. | Private Roads (development of document) | FEB 2017 | Fall 2020 | Ongoing | Will collect and review Policies from other Municipalities over the summer and draft Policy for Council review in the fall. |
| 5. | Williamstown Garage & Fire Hall | MAY 2018 | 2021 | Ongoing | Funding approved in Budget. Location approved at the April 6 th Council Meeting Staff Report to provide Council will a copy of plans on May 19 th Agenda Further amendments and review of design to be completed by the end of June. Route Optimization Study awarded at June 4 th Council Meeting. Route Optimization to be completed in September/October |
| 6. | LED Streetlights (Glen Walter) | MAR 2019 | Fall 2020 | Ongoing | Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions. Cornwall Electric to review inventory of lights and provide estimated costs for the LED Conversion. |
| 7. | Glen Walter Looping Project | June 2020 | Fall 2020 | Ongoing | 2020 Capital Project Awaiting response on Grant Application prior to issuing the Tender |
| COMMUNITY SERVICES | | | | | |
| 12. | Hamlet Signage Policy | JUNE 2019 | DEC 2019 | Ongoing | Report with options on this agenda |
| 12. | Review of Water Rates | APR 2019 | SUMMER 2020 | Ongoing | On July 6, 2020 Council meeting |

| | | | | | |
|-------------|-------------------|----------|----------------|---------|---|
| 14. | Water Bill Design | AUG 2019 | SUMMER 2020 | Ongoing | First rendition requires re-work, will revisit following decision of Council on water rates |
| FIRE | | | | | |
| | | | | | |

SG-M-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 41-2020
FOR THE YEAR 2020**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of July 6th , 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 6th DAY OF JULY 2020.***

MAYOR:

CLERK: