

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
REVISED AGENDA**

Monday, February 6, 2023, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. APPROVAL OF AGENDA	
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.	
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11.	CLOSED SESSION	
	BE IT RESOLVED that Council convene to Closed Session to discuss the following items 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 discussed is:	
	(c) acquisition or disposition of land	
	-Specifically: Potential Acquisition	
	(f) advice subject to solicitor-client privilege	
	-Specifically: Legal Advice	
12.	CONFIRMING BY-LAW	
12.a	Confirming By-law 15-2023	194
13.	ADJOURNMENT	

TOWNSHIP OF SOUTH GLENGARRY
SPECIAL MEETING MINUTES

January 11, 2023, 4:00 p.m.
Electronic Meeting

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,
Councillor Stephanie Jaworski, Councillor Sam McDonell and
Councillor Trevor Bougie

STAFF GM Corporate Services/Clerk Kelli Campeau, CAO Tim Mills,
PRESENT: Manager of Municipal Law Enforcement Veronique Brunet,
GM Planning, Building & Enforcement Joanne Haley, Deputy
Clerk Crystal LeBrun.

1. CALL TO ORDER

Resolution No. 01-2023

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the January 11, 2023 Special Council Meeting of
the Township of South Glengarry now be opened at 4:00 pm

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 02-2023

Moved by Councillor McDonell
Seconded by Councillor Bougie

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. PRESENTATIONS AND DELEGATIONS

4.1 Dangerous Dog Order Appeal - Daniel Bourcier

Mr. Bourcier presented his appeal of a Dangerous Dog Order issued to
him in 2022 and requested that Council consider amended the order to
allow his dog to be outdoors on his property without the requirement of
wearing a muzzle.

5. ITEMS FOR CONSIDERATION

5.1 Dangerous Dog Order Appeal (V. Brunet)

Resolution No. 03-2023

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby amend Dangerous Dog Order 22-121 pursuant to section 4.11 of the Animal Control By-law 23-2022 whereby when outdoors, when the dog is on the owner’s lot, a muzzle shall not be required when the dog is being actively supervised or if the subject dog is restrained by a leash deemed to be sufficient by the Township’s Manager of Municipal Law Enforcement.

CARRIED

6. ADJOURNMENT

Resolution No. 04-2023

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 4:59 pm.

CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
COMMITTEE OF THE WHOLE MINUTES**

**January 16, 2023, 5:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell and Councillor Trevor Bougie

STAFF PRESENT: CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau, GM Finance/Treasurer Suday Jain, GM Infrastructure Services Sarah McDonald, Deputy Clerk Crystal LeBrun and Executive Assisant/Communications Coordinator Michelle O'Shaughnessy

1. CALL TO ORDER

Resolution No. 05-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the January 16, 2023 Committee of the Whole meeting now be opened at 5:00 pm.

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 06-2023

Moved by Councillor Bougie
Seconded by Councillor Jaworski

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. PRESENTATIONS AND DELEGATIONS

4.1 Backgrounder - Ontario Blue Box Program Transition to Producer Responsibility (S. McDonald)

Mrs. McDonald and Mr. Jain presented a detailed report on the Ontario Blue Box Program Transition to producer responsibility.

5. ITEMS FOR CONSIDERATION

6. ADJOURNMENT

Resolution No. 07-2023

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 6:01 pm.

CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**January 16, 2023, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald , Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell, Councillor Trevor Bougie

STAFF
PRESENT: CAO Tim Mills, Director of Corporate Services/Clerk Kelli Campeau, Deputy Clerk Crystal LeBrun, GM Building, By-law & Enforcement Joanne Haley, Fire Chief Dave Robertson, Director of Water & Waste Water Dillen Seguin, Director of Parks, Recreation & Culture Sherry-Lynn Servage, GM of Infrastructure Sarah McDonald, Executive Assistant Michelle O'Shaughnessy, Economic Development Jennifer Treverton, GM of Finance/Treasurer Suday Jain

1. CALL TO ORDER

Resolution No. 08-2023

Moved by Councillor McDonell
Seconded by Deputy Lang

BE IT RESOLVED THAT the January 23, 2023 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

3.1 Mayor McDonald - Cost of Living Adjustments for Non-Union Employees
Related to an individual who will be affected by this enumeration.

3.2 Councillor Jaworski - Appointment of Committee Members
Related to an individual nominated for appointment.

4. APPROVAL OF AGENDA

Addition to the agenda:
-Closed Session – (k) negotiations

Items Moved from Consent to Items for Consideration
-10.4 - Utility Locates

Resolution No. 09-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

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

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 10-2023

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the following meetings, including Closed Session minutes, be adopted as circulated:

December 19, 2022 Public Meeting

December 19, 2022 Regular Meeting

CARRIED

5.1 Public Meeting Minutes - December 19, 2022

5.2 Previous Meeting Minutes - December 19, 2022

6. PRESENTATIONS AND DELEGATIONS

6.1 Cornwall SDG Human Services (Melissa Morgan)

Presentation by Manager of Human Service Dept. City of Cornwall - Mellissa Morgan and Supervisor Lisa Smith presented an overview of the Housing Division and programs administered to Cornwall and S.D.G.

6.2 Water and Wastewater Service Delivery Review (Doug Thompson and Sean-Michael Stephen)

Doug Thompson and Sean-Michael Stephen presented their findings of a 3rd party Water/Waste Water Service Delivery Review completed for the Townships of South Glengarry and South Stormont through Municipal Modernization Program funding..

6.3 Service Delivery and Process Review (Sana Malik and Bruce Peever)

Bruce Peever and Sana Malik presented the final report of the Service Delivery and Process review report completed through Municipal Modernization Program funding.

7. ACTION REQUESTS

7.1 Service Delivery and Process Review Final Report (K. Campeau)

Council wishes to see recommendations discussed at Strategic Planning.

Resolution No. 11-2023

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 01-2023 be received and that the Council of the Township of South Glengarry receive the KPMG Service Delivery and Process Review Final Report for information purposes.

CARRIED

7.2 Cost of Living Adjustments for Non-Union Employees (T. Mills)

Resolution No. 12-2023

Moved by Councillor McDonell

Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 02-2023 be received and that Policy HR-500-03 of the Township's Human Resources Policies and Procedures Manual be amended as follows:

THAT the Procedures section be deleted in its entirety and replaced with:

"The Township's non-union salary grid will be adjusted annually based on a 1% minimum and 3% maximum increase for non-union employees. The adjustment will be effective January 1st each year and based on the Consumer Price Index for Ontario for the 3 years immediately preceding the year of the increase. In the event of a negative average, the non-union salary grid will remain unchanged for the ensuing year."

CARRIED

7.3 Green and Inclusive Community Buildings Program (S. Servage)

Resolution No. 13-2023

Moved by Deputy Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 03-2023 be received and that the Township of South Glengarry does not apply for the Green and Inclusive Community Building Program and that Administration be directed to continue to work on strategically planning for the future of the Char-Lan Recreation Centre facility.

CARRIED

7.4 Enhanced Boundary Signage Program (J. Treverton)

Resolution No. 14-2023

Moved by Councillor Bougie

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 04-2023 be received and that the Council of the Township of South Glengarry supports the application for the Enhanced Boundary Sign Program of the Ministry of Transportation, using the slogan "Ontario's Celtic Heartland | Le Centre Celtique de l'Ontario".

CARRIED

7.5 Blue Box Transition Period Decision (S. McDonald)

Resolution No. 15-2023

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 13-2023 be received and that Council approve the Township’s withdrawal from management of the Blue Box program; that delegated authority be provided to the General Manager of Infrastructure Services to enter into agreements needed to continue transfer of this service; and furthermore, that Council confirm the intent to allocate the post-transition blue box program funding to fund landfill closure and post-closure liability.

POSTPONED

8. BY-LAWS

8.1 2023 Interim Taxation By-law (S. Jain)

01-2023 in favour

Resolution No. 16-2023

Moved by Councillor McDonell
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff report 05-2023 be received and that By-law 01-2023, being a by-law authorizing the levying of interim taxes be read a first, second and third time, passed, signed and sealed in Open Council this 16th day of January 2023.

CARRIED

8.2 2023 Temporary Borrowing By-law (S. Jain)

approved

Resolution No. 17-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 06-2023 be received and that By-law 02-2023, being a by-law to establish borrowing to an upset limit of \$8,995,442 in 2022, be read a first, second, and third time, passed, signed, and sealed in open council this 16th day of January 2023.

CARRIED

8.3 Appointment of Committee Members (K. Campeau)

Resolution No. 18-2023

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 07-2023 be received and that By-law 03-2023, being a by-law for the appointment of positions and committees of Council be read a first, second and third time, passed, signed and sealed in open council this 16th day of January 2023.

CARRIED

8.4 Stop Up and Close Road Allowance (J. Haley)

Resolution No. 19-2023

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 08-2023 be received and that By-law 04-2023, being a by-law to stop up and close the road allowance being comprised of PIN 671210479, that is described as all of South Branch Road, north side of William Street, Registered Plan 19, Williamstown, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 16th day of January, 2023.

CARRIED

8.5 Delegation of Authority By-law for Land Use Planning (J. Haley)

Resolution No. 20-2023

Moved by Councillor Jaworski
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 09-2023 be received and that By-law 05-2023, being a by-law to delegate authority for land use planning processes, be read a first, second and third time passed, signed and sealed this 16th day of January, 2023.

POSTPONED

8.6 Zoning By-law Amendment - Cannabis Cultivation, Production and Processing (J. Haley)

Resolution No. 21-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 10-2023 be received and that By-law 06-2023, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-Law for the Township of South Glengarry, to permit and regulate cannabis cultivation, production and processing in South Glengarry, be read a first, second and third time, passed, signed and sealed in open Council this 16th day of January 2023.

CARRIED

8.7 Tessier Zoning By-Law Amendment (J. Haley)

Resolution No. 22-2023

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 11-2023 be received and that By-law 07-2023, being by-law to amend By-law 38-09 to rezone the property legally described as Part of Lot 24, Concession 1, in the geographic Township of Lancaster, PIN 671360690, now in the Township of South Glengarry, County of Glengarry, located on the north side of Willow Drive, Westley's point, Lancaster, from Limited Services Residential to Limited Services Residential Special Exception – Twelve (LSR-12) to permit a

proposed residential garage to be the main permitted use on the subject property that will be 195.1 square meters in area and to recognize the non-conforming status of the existing garage, be read a first, second and third time, passed, signed and sealed in open Council this 16th day of January 2023. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

CARRIED

8.8 SDG Counties/Friends of the Summerstown Trails MOU (S. McDonald)

Resolution No. 23-2023

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 12-2023 be received and that By-law 08-2023, being a by-law to enter into a Memorandum of Understanding between the Township of South Glengarry, the United Counties of SDG, and the Friends of the Summerstown Trails be read a first second, and third time, passed, signed and sealed in open council this 16th day of January 2023.

CARRIED

8.9 Sapphire Estates Phase 5 – Public Road (S. McDonald)

Resolution No. 24-2023

Moved by Councillor Jaworski
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 14-2023 be received and that By-law 09-2023 being a by-law to assume the northern portion of Sapphire Drive, located north of the future Coral Drive, south of the future Ruby Drive, and identified as PIN 671290758, as a public street be read a first, second and third time, passed, signed and sealed in open council this 16th day of January 2023.

CARRIED

9. ITEMS FOR CONSIDERATION

9.1 Utility Locates (S. McDonald)

10. CONSENT AGENDA

Resolution No. 25-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the Consent Agenda.

CARRIED

10.1 2022 Land Use Planning Activity (J. Haley)

10.2 2022 Building Permit Activity (C. Raabe)

- 10.3 2022 By-law Enforcement Activity (V. Brunet)
- 10.5 Departmental Update - Corporate Services (December 2022)
- 10.6 Departmental Update - Finance (December 2022)
- 10.7 Departmental Update - Parks, Recreation and Culture (December 2022)
- 10.8 Departmental Update - Fire Services (December 2022)
- 10.9 Departmental Update - Planning, Building and Enforcement (December 2022)
- 10.10 Draft Minutes - SDG County Council - December 19, 2022
- 10.11 Committee of Adjustment Minutes - December 19, 2022
- 10.12 Decision on Excess Soil Regulation Amendments
- 10.13 Letter - Ministry of Municipal Affairs and Housing
- 10.14 Livestock Guardian Dogs - Ontario Sheep Farmers
- 10.15 MNRF Update - Changes Affecting Conservation Authorities
- 10.16 RRCA Forestry Update
- 10.17 Thank You Letter - Knights of Columbus
- 10.18 Resolution - Expansion of Bill 3 (Municipality of Greenstone)
- 10.19 Resolution - Natural Gas (Municipality of Tweed)
- 11. CLOSED SESSION

Resolution No. 26-2023

Moved by Councillor Bougie

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council convene to Closed Session at 10:01 pm to discuss the following item 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 discussed is:

(c) acquisition or disposition of land

Specifically: potential acquisition

(k) Negotiations

CARRIED

Resolution No. 27-2023

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council rise and reconvene into open session without reporting at 10:59 pm.

CARRIED

12. CONFIRMING BY-LAW

12.1 Confirming By-law 10-2023

Resolution No. 28-2023

Moved by Councillor Jaworski
Seconded by Deputy Lang

BE IT RESOLVED THAT By-law 10-2023, being a by-law 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 this 16th day of January 2023.

CARRIED

13. ADJOURNMENT

Resolution No. 29-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 11:00 pm.

CARRIED

Mayor

Clerk



2022

C



A

b

M

g

P

c

Williamstown

Summer Camp 2022 Recap

Cost: \$165

Ages: 6-12

8:00am - 5:00pm

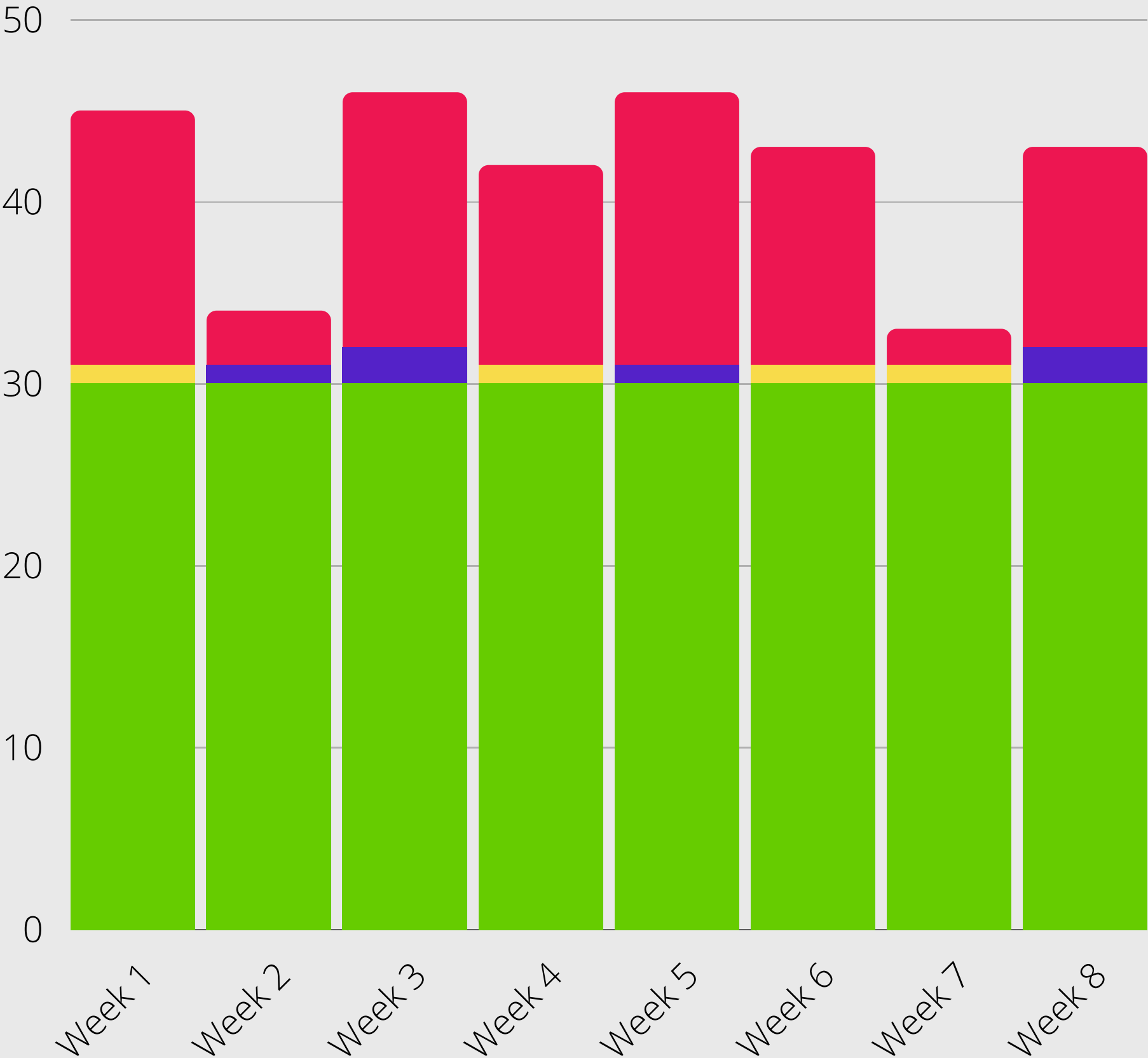
Spaces: 30

Dates: July 4th-Aug 26th

Location: Paul Rozon Park



2021 Registration Breakdown





**With support from the
Jays Care Foundation
BGC Cornwall/SDG was able to
provide 6 local youth with a FREE
week of Summer Camp.**

**Through our partnership with
the Children's Aid Society,
7 youth participated in the
Williamstown Summer Camp at
no charge to the families.**



AMAZING Staff!!

6 of our 7 were local to South Glengarry

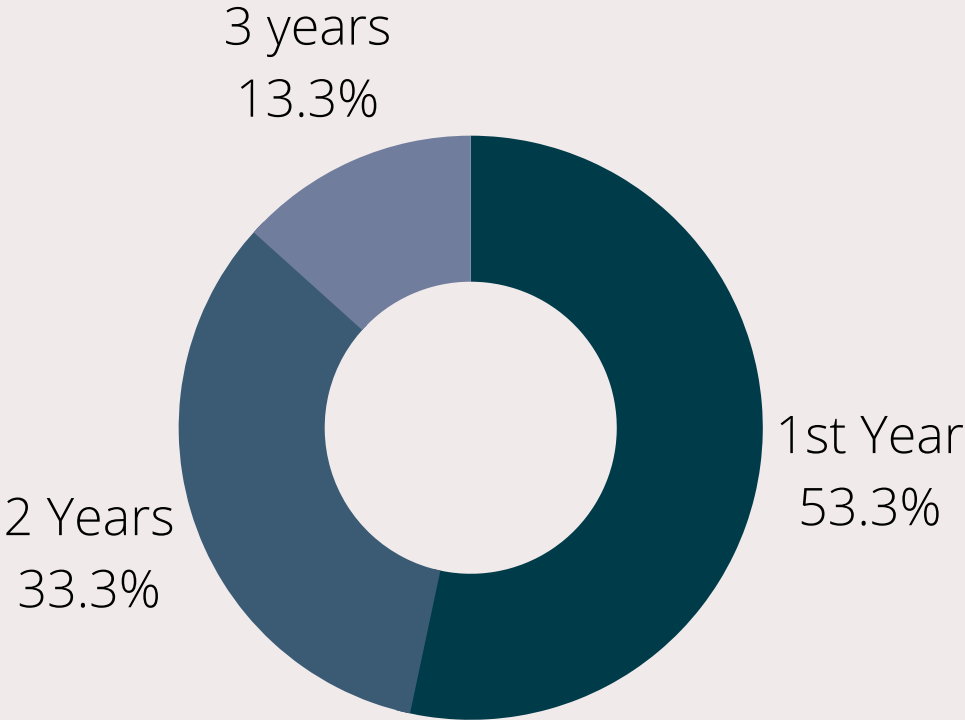


We had some great community guest and volunteers



What Did Our Parents Say?

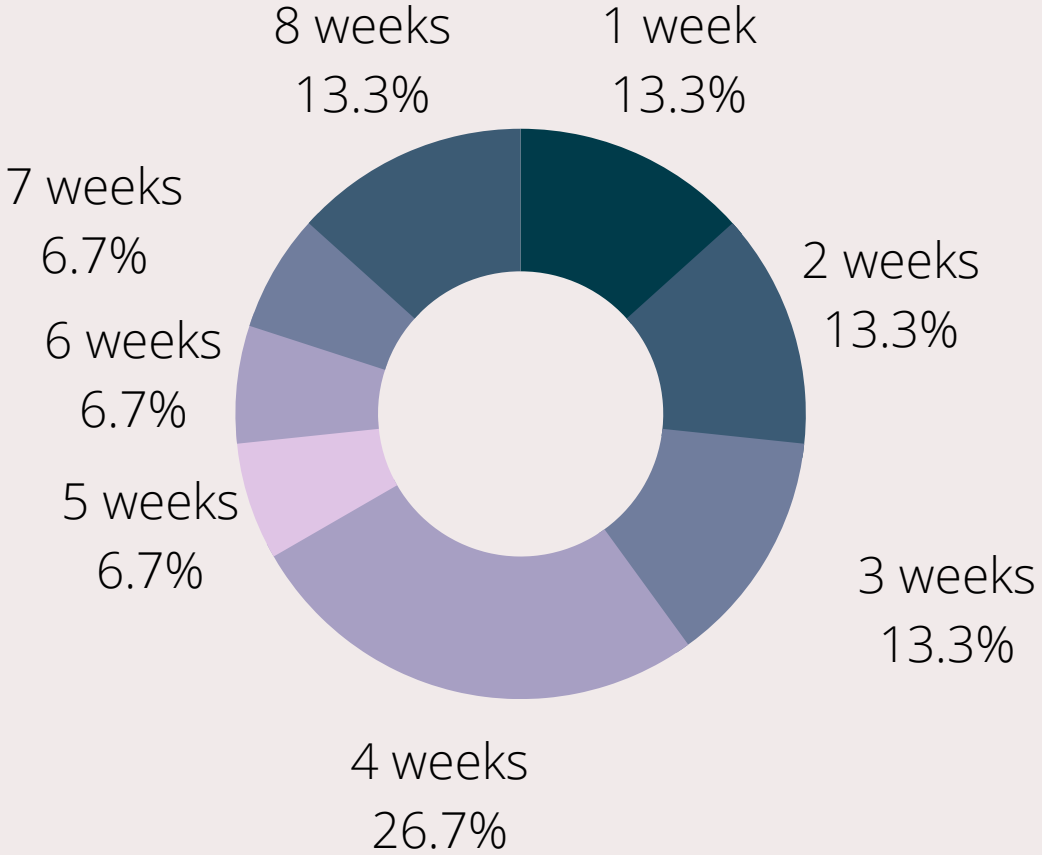
Of the parents surveyed after camp in 2022:



**How many years
have your child
attended Camp BGC**



**Would you register for
this camp again if
available**



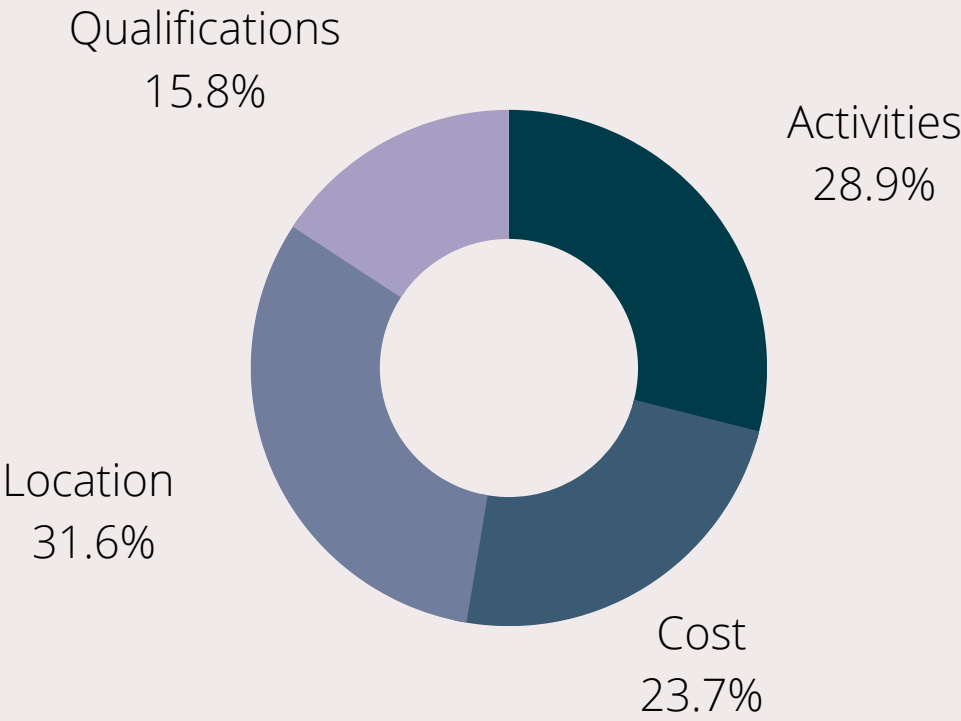
**How many weeks
did your child
attend camp**



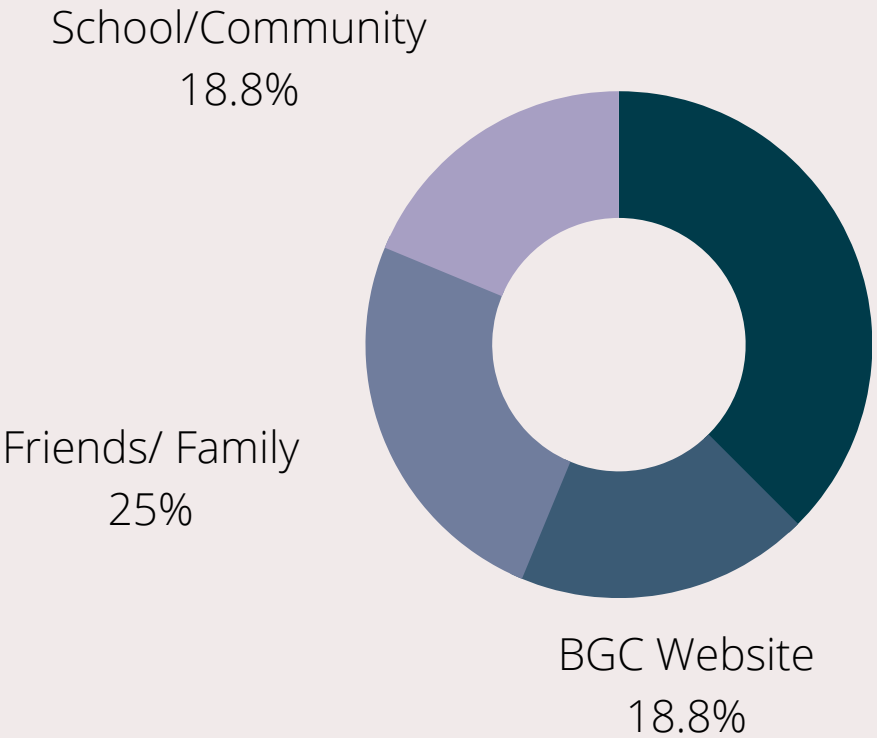
**Camp Cost was
reasonable and
proportional to the
value of the program**

What Did Our Parents Say?

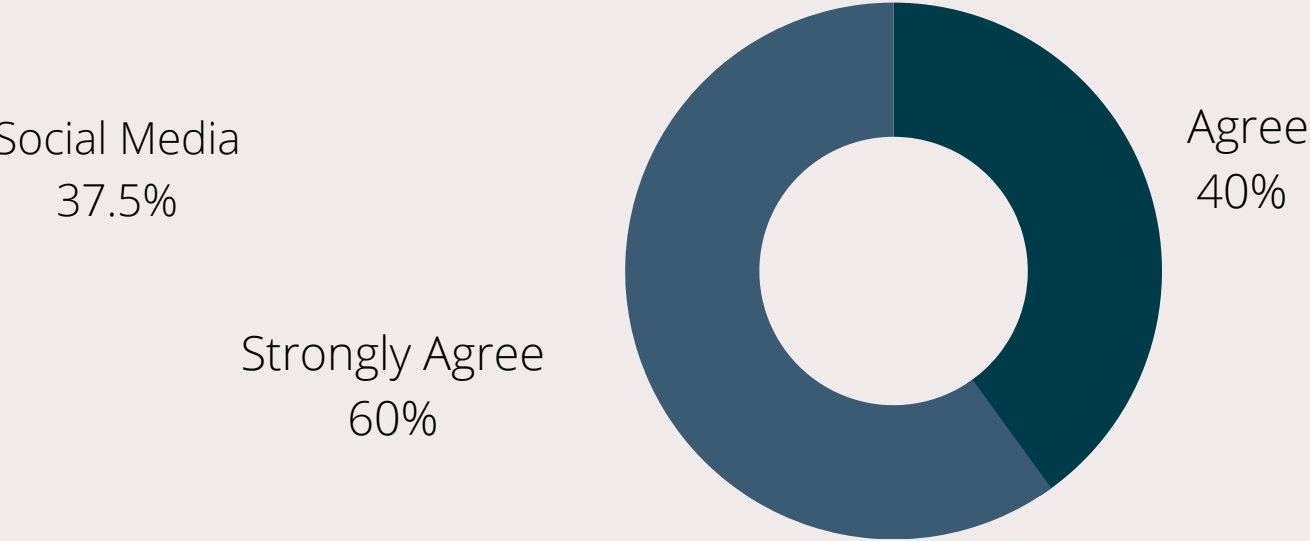
Of the parents surveyed after camp in 2022:



What is the most important when choosing a summer camp



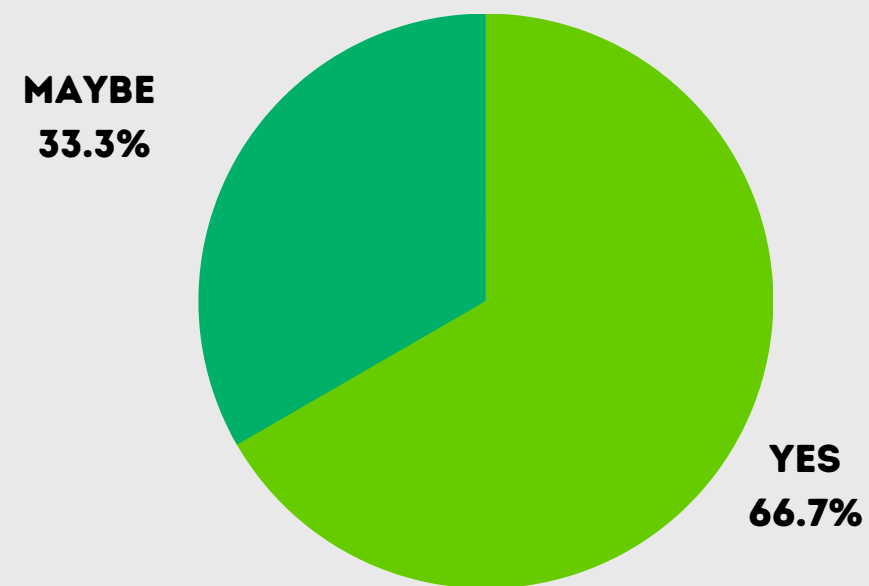
How did you hear about camp



Would you recommend BGC Camps

What Did our Kids Say?

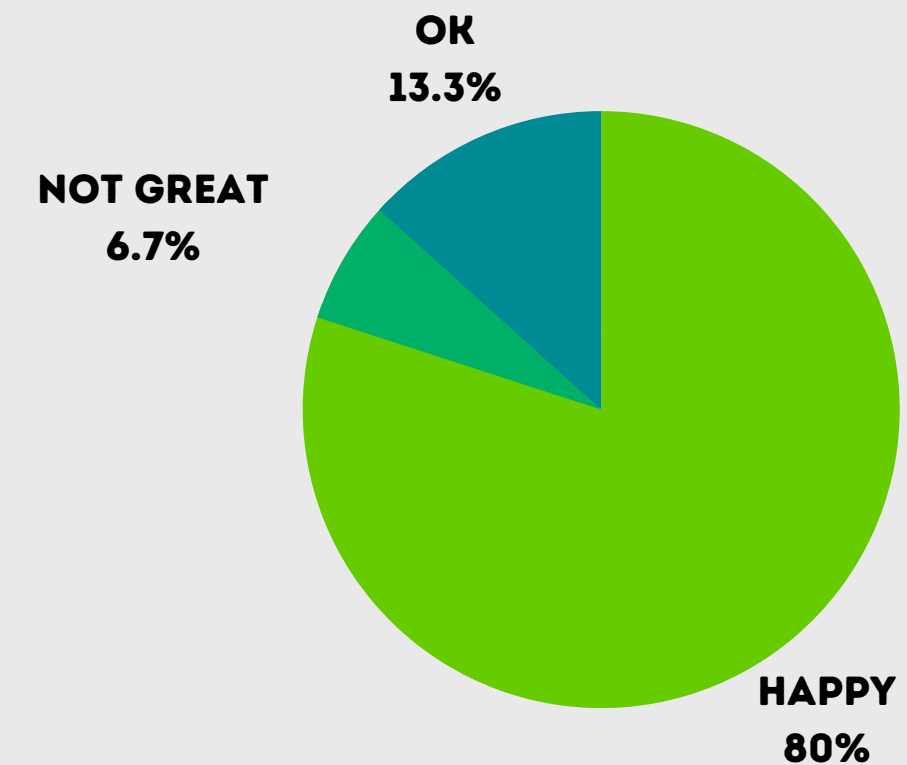
Of the youth surveyed after camp in 2022:



**Would you
attend camp
again if
available**

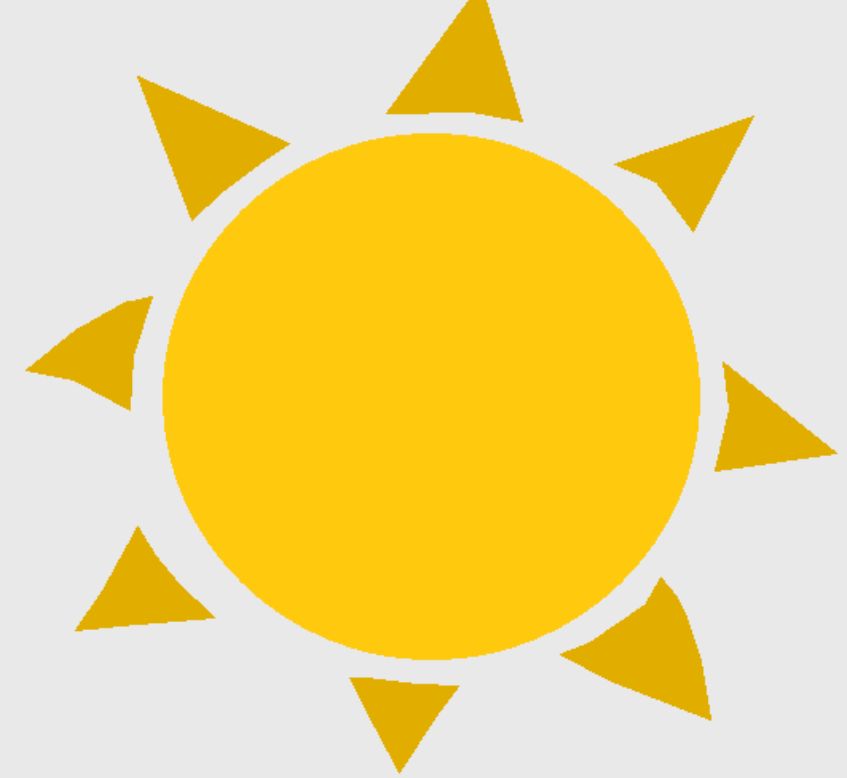


**Did you make
any new
friends**



**Overall how
did you feel
about camp?**

PARENT FEED BACK SUMMER 2022



"B.. absolutely loved the camp. She was excited to go everyday and wants to go to camp everyday instead of school."- BGC Parent

**"They loved the last day slip and slide and summer bash "
- BGC PARENT**

"The staff were all amazing and I would have to say the most engaged and fun group of leaders yet. You could tell that they had a very good team approach and enjoyed what they were doing!" - BGC Parent

**"My boys absolutely love all the games that are organized, the field trip to the museum in Williamstown and the arts and crafts!"
-BGC PARENT**



March Break 2023

Colour Me Crazy

Cost: \$165

Ages: 4-12

8:00am - 5:00pm

30 spaces available

Drop off and Pick up
at the Char-Lan Rec
Centre



March Break 2023

Colour Me Crazy

We will be offering camp to 4 and 5 year olds this March Break.

We hope March Break will be successful and we will be able to offer summer camp for 4-5 year olds this summer



Summer Camp 2023

Cost: TBD

Ages: 4-12

8:00am - 5:00pm

Spaces: 45

Dates: July 4th-Aug 25th

Location: Char-Lan Rec centre &
Paul Rozon Park

We are hoping to
continue to engaged the
community for staffing
but also guest speakers
and volunteers.

We would like to hold drop
offs and pick up at the
Char-lan Rec Centre,
however make use of the
paul rozon space to divide
the group into ages 4-6/7
and 7-12's



STAFF REPORT

S.R. No. 15-2023

PREPARED BY: Dillen Seguin, Director of Water and Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: 2022 Annual Reports – Water and Wastewater

BACKGROUND:

1. Under the *Safe Drinking Water Act, 2002*, Ontario Regulation 170/03, the Ministry of the Environment requires that a written report for Water Plants and Sewage Plants be completed annually.
2. Section 11 of the *Safe Drinking Water Act* requires Owners and Operators to be responsible for ensuring their drinking water systems:
 - a. Provide water that meets all prescribed drinking water quality standards;
 - b. Operate in accordance with the act and its regulations, and are kept in a fit state of repair;
 - c. Are appropriately staffed and supervised by qualified persons;
 - d. Comply with all sampling, testing and monitoring requirements; and,
 - e. Meet all reporting requirements.
3. The Annual Reports provide the information on the systems operated by the Township to verify and ensure that Council has met their obligations under the Act.

ANALYSIS:

4. Appended are the six (6) reports showing compliance/non-compliance for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants for 2022 and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants for 2022.
5. The reports contain detailed information on the plants and are being provided to Council for review at this time.
6. Questions on the reports should be directed to Administration in the next two (2) weeks so that Administration can prepare a Staff Report to approve the reports for the February 21st Council Meeting.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability.

Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 15-2022 be received and that Council receive the 2022 reports for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants for information purposes.

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

DRAFT



GLEN WALTER WATER TREATMENT Annual Report 2022

(as per O. Reg. 170/03 – Section 11)

and

2022 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

Reporting Period of January 1st – December 31st, 2022

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

Contents of Report

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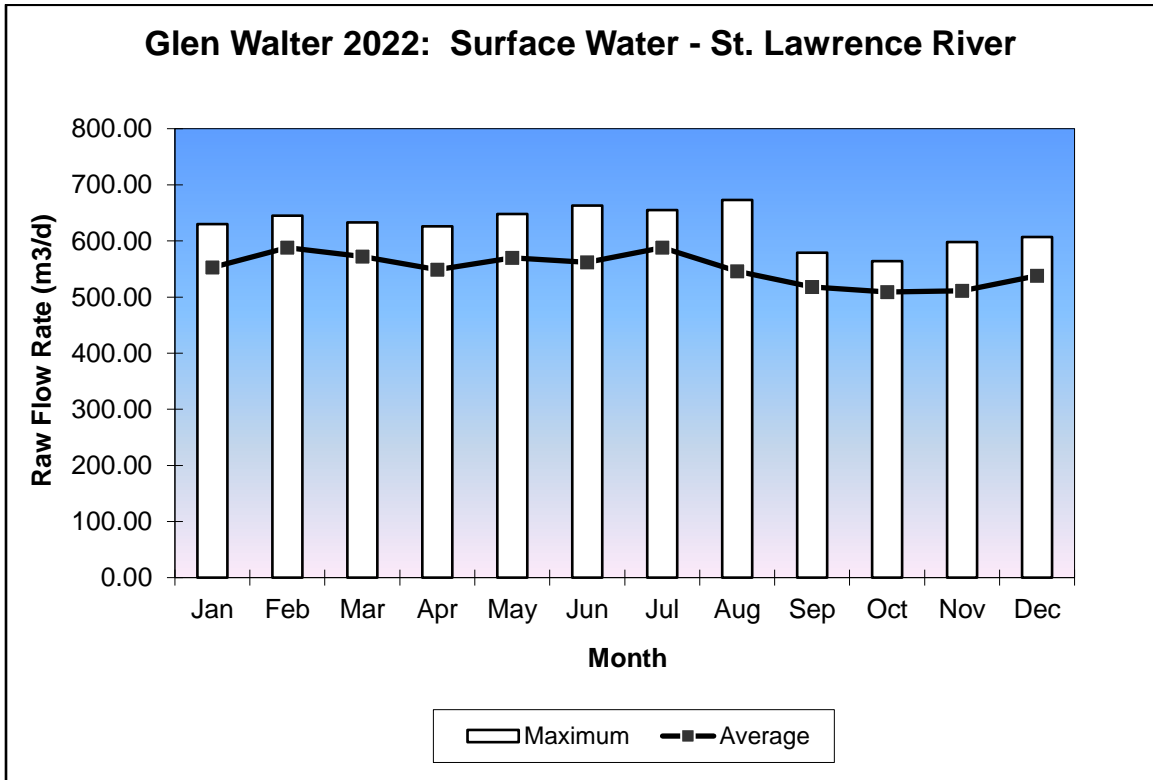
- Adverse Water Quality Incidents
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Regulatory Sample Results

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**Comparison of
Daily Average and Maximum Raw Daily Flows for 2022**



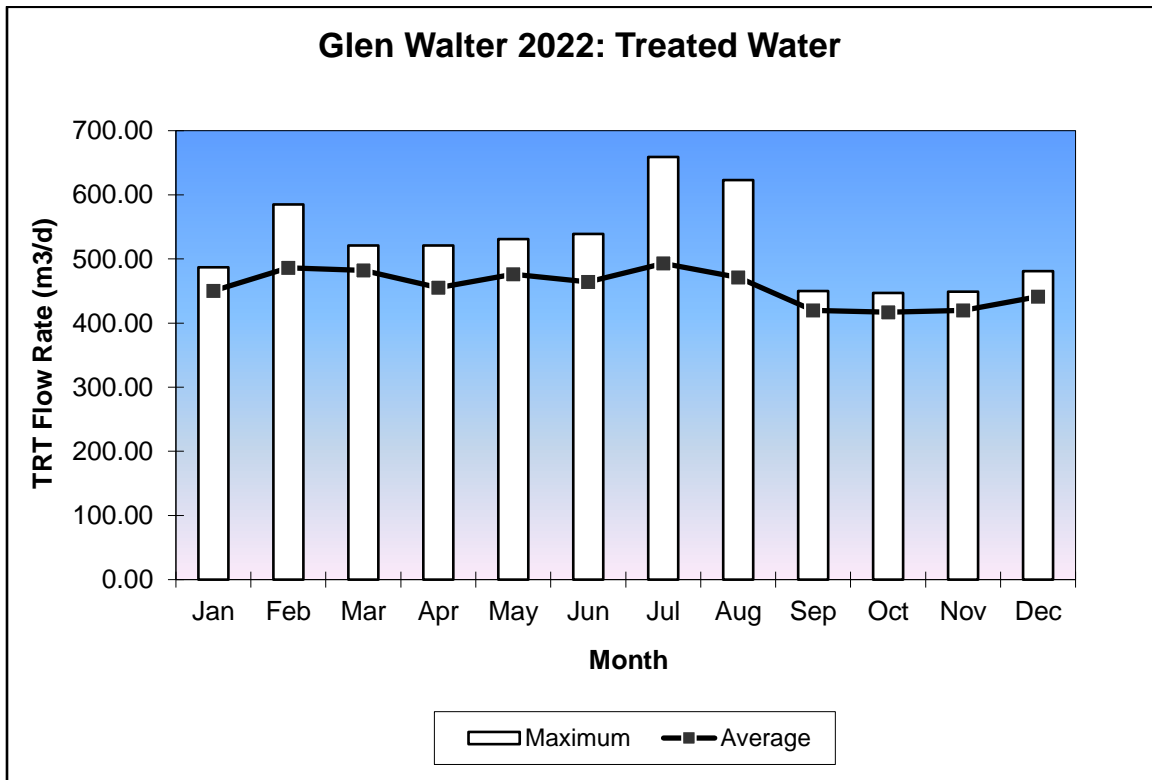
Permit To Take Water (3285-9TMQM2)

Max Allowable Raw Water Flow: 995m3/d

Year Max: 673 m3/day

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Comparison of Daily Average and Maximum Treated Daily Flows for 2022



Municipal Drinking Water License Rated Capacity (185-102)

Rated Capacity: 995m3/d

Year Max flow: 659m3/d

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The Corporation of the Township of South Glengarry Glen Walter Water Treatment Plant 2022 Annual Performance Report

Reporting

A written report is prepared annually and is available for viewing at multiple locations. The report is available at The Township of South Glengarry Municipal office located at 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. Also, a copy of the report is available on the Townships website and is always available free of charge to any resident requesting a copy. For more information on your Municipal water supply contact the Township of South Glengarry Water/Wastewater Division at 613-931-3036 or fax 613-931-3340.

The Township of South Glengarry commitment policy is to provide safe and reliable supply of drinking water to all its customers, to meet or exceed the requirements of all legislation and regulations applicable to drinking water, to maintain and continually improve its quality management system.

Overview

The Township of South Glengarry Glen Walter Water Treatment Plant is located approximately two kilometers east of Cornwall along County Road 2. The water plant is a surface water treatment facility serving the community of Glen Walter and has a rated capacity of 995 cubic meters of water per day for a design population of 1,080 people.

The Township of South Glengarry utilizes accredited laboratory Caduceon Laboratory Ottawa to ensure safe and potable water to meet or exceed Ministry standards. We are also a participant in the Ministry Drinking Water Surveillance Program.

The Township of South Glengarry Operators are all certified under the Ministry of Environment regulation 128/04 for Utility Operators Licensing Program.

The Township of South Glengarry water system uses sodium hypochlorite chlorine for disinfection and aluminum sulphate for a coagulant.

Equipment

Raw water is consumed through a 300 millimeter intake pipe and intake crib approximately 390 meters off shore into the St. Lawrence River at a depth of approximately 12 meters. The water plant consists of two low lift pumps rated at 11.52 litres per second, one flocculation tank, two rapid sand filters, two carbon contactors, three compartment clear well reservoir, two high lift pumps rated at 16.44 litres per second and one backwash pump together with all associated piping, electrical and mechanical equipment, control and alarm systems all housed in a common building.

Process

Raw water is pumped from the low lift pumping chamber, which is pre-chlorinated. A liquid coagulant is introduced into an in line flash mixer, then flows under pressure into a flocculation tank. When the coagulation flocculation process is complete the water flows through rapid sand filters in parallel, then through the carbon contactor series, which removes any taste and odour in the drinking water, then chlorine is added after the carbon contactors for post disinfection. The chlorinated (potable) water enters the three-compartment storage reservoir, which is pumped to the distribution via high lift pumps. This process allows for safe and potable water sampling and testing to be completed on a regular basis.

Distribution

The distribution system is comprised of varying sized water pipes, valves, and fire hydrants all supplied from the two high lift pumps situated at the Glen Walter Water Plant. It is important to note that fire flow cannot be utilized within the Glen Walter system.

Upgrades

No upgrades were completed in the year 2022.

Operational Issues

No operational issues were noted in the year 2022.

Major Maintenance

Month	Details
Jan.	Highlift 3+4 Under electrical review
Feb.	Highlift 3+4 Hardwired directly to new power source (UPS)/Relay
Feb.	Distribution Break/Boil Water
May.	Generator Over Heating – Replaced pipework and Solenoid
Jun.	Plant shutdown maintenance on pipe work (Chemical Build Up)
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jun.	Filter Media Replacement
Jul.	Hydrant Flushing
Jul.	Sodium hypochlorite tube/pipe work replacement
Oct.	Flow meter calibrations
Oct.	Low lift 2 out for rebuild
Nov.	Raw water bypass re-built
Nov.	Lowlift packing glands replaced
Nov.	Winterize hydrants
Dec.	Generator maintenance/load test

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Ontario Drinking Water License #185-102

The Township of South Glengarry Water Treatment Department operated the Glen Walter Water Treatment Plant for the year 2022.

Adverse Water Quality Incidents

There were no adverse water quality incidents reported during the reporting period.

Non-Compliance

During the reporting year, there was 1 non-compliance in regard to a regulatory requirement.

Incident Date: February 8th, 2022

Parameter: Low Pressure

Result: <20 psi

Contractor had damaged distribution pipework during new installation of laterals.

Corrective Action: Monitor replacement of pipe and follow watermain disinfection protocol.

Return pressure back to normal range, flush dead ends and issue preventative boil water until water samples could be tested.

Corrective Action Date: February 8th, 2022

Precautionary Boil Water Rescinded: February 10th, 2022.

Non-Compliance Ministry Inspection

During the year 2022 non-compliance from a ministry inspection was noted within the Glen Walter Drinking Water System.

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

DRAFT

Statistics for Flow and Chemicals 2022

A total of 200,951m³ of raw water had been treated for the year 2022 with a monthly average of 550m³ per day and a maximum flow of 673m³/day for the year. Maximum flow is equivalent to 67% plant capacity.

The Glen Walter Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 590.38kg of sodium hypochlorite had been utilized for the year at an average dosage rate of 2.9mg/litre.

The Glen Walter Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 3.18m³ of aluminum sulphate was used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use on a monthly basis.

Municipality: Township of South Glengarry
Project: Glen Walter W.T.P
DWS # 210001861

Annual Report Data
2022

Water Source: St. Lawrence River
Design Capacity: 0.995 x 1000 m3/D

Description: Pressure Filter System - Carbon Contactors - Alum Coagulation - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical Usage		Treated Water								Distribution Water						
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used	Free Cl2 Residual mg/L Min. Max. Avg.			Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead µg/L	Lead µg/L	
January	17.147	0.553	0.630	13.966	0.450	0.487	48.27	265.320	1.00	1.56	1.25	0.09	0.0	0.024		0.1	0.3	0.90	1.35	1.05	25		
February	16.469	0.588	0.645	13.623	0.486	0.585	44.09	261.360	1.21	1.65	1.46	0.08	0.0	0.019				1.00	1.42	1.23			
March	17.762	0.572	0.633	14.953	0.482	0.521	47.44	281.820	0.90	1.66	1.52	0.08	0.2	0.022				0.80	1.32	1.23			
April	16.495	0.549	0.626	13.666	0.455	0.521	46.51	277.200	1.30	1.60	1.46	0.09	0.0	0.029		0.1	0.3	1.28	1.04	1.23	26		
May	17.683	0.570	0.648	14.760	0.476	0.531	53.06	316.140	1.38	1.66	1.49	0.09	0.0	0.023				1.18	1.42	1.30			
June	16.863	0.562	0.663	13.946	0.464	0.539	57.92	271.260	1.19	1.48	1.32	0.10	0.3	0.042				1.00	1.22	1.10			
July	18.250	0.588	0.655	15.286	0.493	0.659	55.00	264.000	1.13	1.62	1.43	0.13	0.0	0.122		0.1	0.2	1.00	1.30	1.20	43		
August	16.926	0.546	0.673	14.610	0.471	0.623	54.53	279.840	1.30	1.58	1.46	0.13	0.1	0.082				1.08	1.24	1.14			
September	15.553	0.518	0.579	12.623	0.420	0.450	47.34	240.240	1.48	1.67	1.57	0.12	0.0	0.090				1.16	1.31	1.21			
October	15.780	0.509	0.564	12.956	0.417	0.447	46.83	233.640	0.81	1.71	1.53	0.10	0.3	0.064		0.2	0.1	0.74	1.39	1.21	32		
November	15.331	0.511	0.598	12.616	0.420	0.449	42.41	232.320	1.47	1.66	1.56	0.09	0.3	0.035				1.10	1.32	1.25			
December	16.692	0.538	0.607	13.700	0.441	0.481	46.98	265.320	1.10	1.70	1.55	0.10	0.0	0.008				1.16	1.35	1.27			
Total	200.951			166.705			590.38	3188.46															
Average	16.746	0.550	0.627	13.892	0.456	0.524	49.198	265.705	1.19	1.63	1.47	0.10	0.10	0.047		0.125	0.225	1.03	1.31	1.20	31.5	#DIV/0!	#DIV/0!
Criteria			0.995			0.995			0.2				5	0.1		10	1	0.05			100	10	10
Maximum			0.673			0.659			0.81				0.1	0.047				0.74			31.5		
Compliance			Yes			Yes			Yes					Yes	Yes	Yes	Yes	Yes			Yes	N/A	N/A

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	5	0.0	0.0	0.0	0.0	1.0	0.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
February	4	0.0	3.0	1.0	0.0	35.0	9.5	4	4	0	4	0	4	0	19	19	0	19	0	19	0
March	4	0.0	16.0	4.0	0.0	61.0	18.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
April	4	0.0	8.0	3.5	0.0	21.0	9.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
May	5	0.0	6.0	1.8	0.0	18.0	4.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
June	4	0.0	5.0	1.5	0.0	42.0	14.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
July	4	0.0	0.0	4.0	0.0	1.0	0.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
August	5	0.0	28.0	7.4	0.0	190.0	61.8	5	5	0	5	0	5	0	15	15	0	15	0	15	0
September	4	0.0	37.0	9.3	0.0	42.0	12.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
October	5	0.0	14.0	9.2	0.0	82.0	25.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
November	4	0.0	6.0	2.5	0.0	22.0	8.0	4	4	0	4	0	4	0	12	12	0	12	0	12	0
December	4	0.0	1.0	0.3	0.0	29.0	7.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
Total	52							52							163						

Inorganic Parameters

GLEN WALTER WATER TREATMENT PLANT

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	Jan-04-21	0.0001	0.006	mg/L	No
ARSENIC	Jan-04-21	0.0003	0.025	mg/L	No
BARIUM	Jan-04-21	0.0180	1.0	mg/L	No
BORON	Jan-04-21	0.0210	5.0	mg/L	No
CADMIUM	Jan-04-21	0.000015	0.005	mg/L	No
CHROMIUM	Jan-04-21	0.0020	0.050	mg/L	No
LEAD	Year 2020	0.6400	10.0	ug/L	No
MERCURY	Jan-04-21	0.00002	0.001	mg/L	No
SELENIUM	Jan-04-21	0.0010	0.010	mg/L	No
SODIUM	Aug 22 2022	16.70	200.0	mg/L	No
URANIUM	Jan-04-21	0.00024	0.020	mg/L	No
FLUORIDE	Aug 22 2022	0.1000	1.5	mg/L	No
NITRITE	Year 2022	0.1000	1.0	mg/L	No
NITRATE	Year 2022	0.2500	10.0	mg/L	No

Eastern Ontario Health Unit MAC					
Sodium	Aug 22 2022	16.7	20	mg/L	No

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Organic Parameters

GLEN WALTER WATER TREATMENT PLANT					
ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-22	0.3	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-22	0.5	5	ug/L	No
AZINPHOS-METHYL	Jan-04-22	1	20	ug/L	No
BENZO(A)PYRENE	Jan-04-22	0.006	0.01	ug/L	No
BENZENE	Jan-04-22	0.5	5	ug/L	No
BROMOXNYL	Jan-04-22	0.5	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-22	0.2	5	ug/L	No
CARBARYL	Jan-04-22	3	90	ug/L	No
CARBOFURAN	Jan-04-22	1	90	ug/L	No
CHLORPYRIFOS	Jan-04-22	0.5	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-22	0.5	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-22	0.5	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-22	0.5	5	ug/L	No
1,1-DICHOETHENE	Jan-04-22	0.5	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-22	5	50	ug/L	No
DIAZINON	Jan-04-22	1	20	ug/L	No
DICAMBA	Jan-04-22	1	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-22	0.2	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-22	1	100	ug/L	No
DICLOFOP-METHYL	Jan-04-22	0.9	9	ug/L	No
DIMETHOATE	Jan-04-22	1	20	ug/L	No
DIQUAT	Jan-04-22	5	70	ug/L	No
DIURON	Jan-04-22	5	150	ug/L	No
GLYPHOSATE	Jan-04-22	25	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-22	0.5	80	ug/L	No
MALATHION	Jan-04-22	5	190	ug/L	No
METOLACHLOR	Jan-04-22	3	50	ug/L	No
METRIBUZIN	Jan-04-22	3	80	ug/L	No
PARAQUAT	Jan-04-22	1	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-22	0.2	60	ug/L	No
PHORATE	Jan-04-22	0.3	2	ug/L	No
PICLORAM	Jan-04-22	5	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-22	0.05	3	ug/L	No
PROMETRYNE	Jan-04-22	0.1	1	ug/L	No
SIMAZINE	Jan-04-22	0.5	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-22	0.5	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-22	0.5	5	ug/L	No
TERBUFOS	Jan-04-22	0.5	1	ug/L	No
2,3,4,6-TETRACHOLOPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIALATE	Jan-04-22	10	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIFLURALIN	Jan-04-22	0.5	45	ug/L	No
Vinyl Chloride	Jan-04-22	0.2	2	ug/L	No
MCPA	Jan-04-22	10	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	31.5	100	ug/L	No
HAA	Year 2022	16.8	80	ug/L	No

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**GLEN WALTER SEWAGE TREATMENT
Annual Report
2022**

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

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The Corporation of the Township of South Glengarry Glen Walter Water Pollution Control Plant (Sewage Plant) 2022 Annual Performance Report

In accordance with the Amended Certificate of Approval, Number 3-0464-84-889, Notice 3 issue date March 23, 2015, the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

DESCRIPTION OF WORKS

Capacity of Works	787 m ³ /day (average daily flow)
Service Area	Purcell subdivision, South Glengarry
Service Population	Approximately 875
Effluent Receiver	St. Lawrence River
Major Process	Secondary aeration treatment facility complete with a phosphorus removal system; ultra violet disinfection

The Glen Walter WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 3-0464-84-889, original, Notice #1 and Notice #2 and Notice #3 documents, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

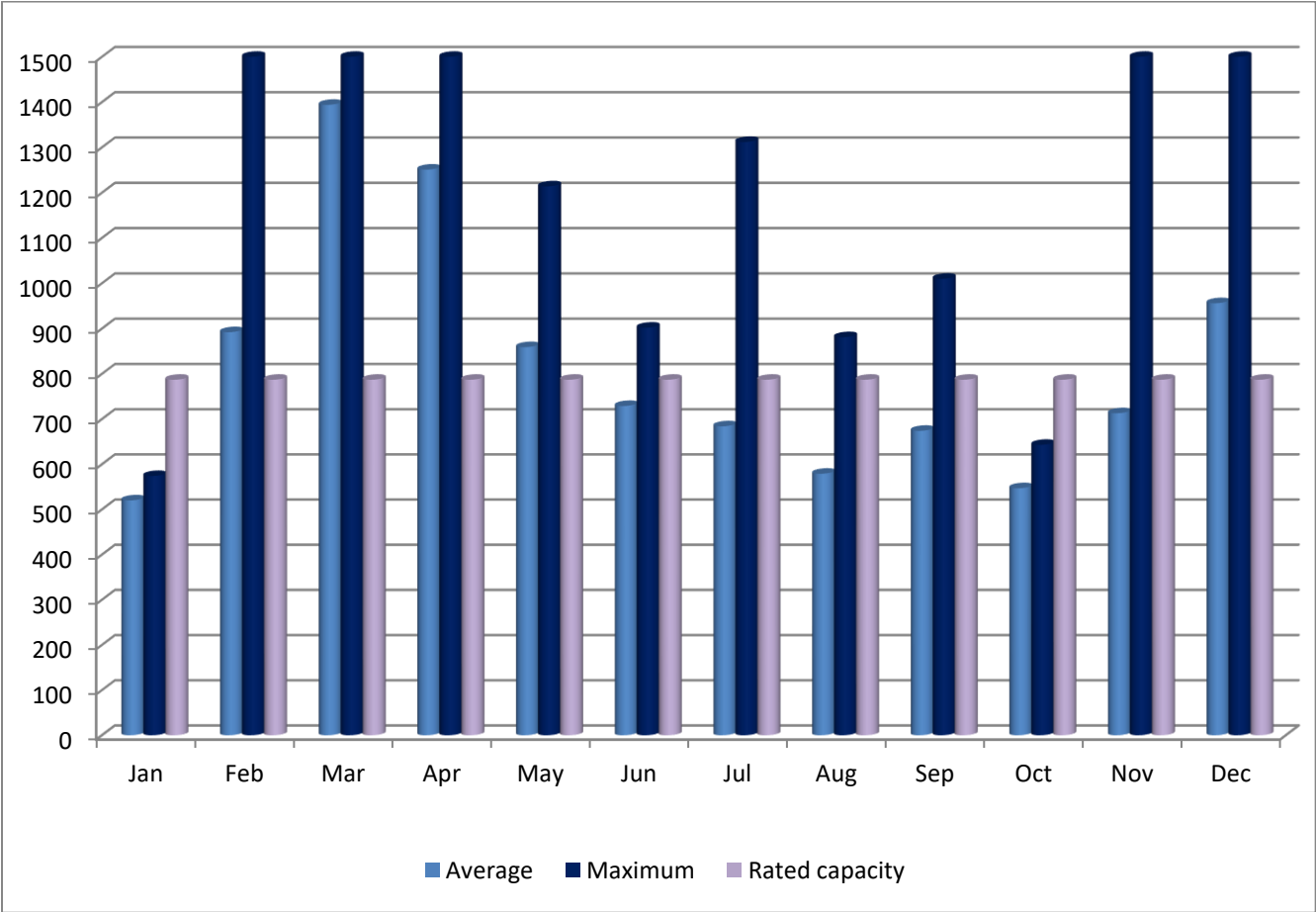
Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Glen Walter WPCP is 787 cubic meters per day (m³/day); that is raw influent (flow) into the plant for treatment. During the reporting year 2022, the Glen Walter WPCP exceeded the rated capacity of 787 m³/day, One hundred-forty-nine (141) days.

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Monthly Average and Maximum Daily Flows for 2022
(Rated capacity 787 m³/day)



EFFLUENT OBJECTIVES

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent *Best Efforts* Limits as per ECA, condition 3 (1) – Table 1

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD₅</i>	15	-
Total Suspended Solids	15	-
Total Phosphorus	0.32	-
Total Ammonia Nitrogen:		
Summer - 14° C (May 1 to September 30)	2.0	-
Winter- 4° C (October 1 – April 30)	4.0	-
<i>E. Coli</i>	100 organisms per 100 millilitres	-

EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent Limits as per C of A, conditions 4 (1) – Table 2

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD₅</i>	25	19.7
Total Suspended Solids	25	19.7
Total Phosphorus	0.64	0.50
Total Ammonia Nitrogen:		
Summer - 14° C (May 1 to September 30)	4.0	3.2
Winter- 4° C (October 1 – April 30)	8.0	6.3
<i>E. Coli</i>	200 organisms per 100 millilitres	-

MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)

Effluent Monitoring

Parameters	Sample Type	Frequency
<i>CBOD₅</i>	24-hr composite	Weekly
Total Suspended Solids	24-hr composite	Weekly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

LABORATORY

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

2022 ANNUAL EFFLUENT QUALITY

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	3.0	25	2.47	15.63
Total Suspended Solids	6.5	25	5.96	15.63
Total Phosphorus	0.18	0.86	0.15	0.54
Total Ammonia Nitrogen:				
Summer - 14° C (May 1 to September 30)	1.79	4.0	1.2	2.5
Winter- 4° C (October 1 – April 30)	0.77	8.0	0.81	5.0
<i>E. Coli</i> (monthly geometric mean density)	3.3	200 organisms per 100 millilitres	-	-

In the reporting year 2022, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded

in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*

INVENTORY

Chemical	Annual Status	Units
Alum	9.8	Cubic meters

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

MONTHLY

- Checked operations and performance of sewage pumps.
- Flushed Alum feed line

TREATMENT PLANT

- Changed oil on blower #1 and #2
- Cleaned air diffusers in digester

PUMP STATIONS

- Cleaned Check Valves at SPS #1
- Greased Check Valves at SPS #2

QUARTERLY

N/A

SEMI-ANNUALLY

- Changed filters on blower #1 and #2.
- Greased comminutor and clarifier drive.
- Cleaned alum sensors

ANNUALLY

- Annual calibration of monitoring equipment
- Annual calibration of flow meters

MAJOR MAINTENANCE

- Comminutor sent out for repair and re-installed (Jun)
- Clean Digester Pit and replace steel cable (Jul)
- Pump station cleaning x 3 Stations (Sep)
- Check Valve cleaning Yacht Blvd. (Sep)
- UV bulb replacement x 20 (Sep)
- New impeller on pump 2 Sewage pump Yacht Blvd. (Sep)
- Flush 1,500' of Yacht Blvd Forcemain (Sep)
- Pull pump 2 Bray St. Debris (Nov)

OPERATIONAL ISSUES

The facility met all operational requirements for the fiscal year January 01 – December 31, 2022.

BIOSOLID (SLUDGE) SUMMARY

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the *Works*; volume totaling 406 m³ for the fiscal year 2022. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 406 m³ to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP; available upon request.

COMPLAINTS

No complaints were lodged in the fiscal year January 01 – December 31, 2022.

BY-PASS REPORT(S)

By-passing occurrences: 3

- March 20th, 2022
- March 24th, 2022
- April 8th, 2022

REPORTS

Appendix A – Annual Performance (2022)

Caduceon Environmental Laboratories Analytical Reports (on-file at plant)

Glen Walter Daily/Monthly Report Summary – (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

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APPENDIX – A –
Glen Walter Annual Performance Report
2022

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Municipality: Township of South Glengarry
Project: Glen Walter W.P.C.P

Annual Report Data
2022

Water Course: St. Lawrence River
Design Capacity: 0.787 x 1000 m3/D

Description: 3 Sewage Pumping Stations - 1 Extended Aeration Plant - UV Effluent Disinfection

	Influent Flow			Effluent Flow	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium	Waste Loadings				Alum	Effluent Flow
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Total X 1000 m3/D	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L		Removal Percent	Average Effluent mg/L	BOD Kg/D	TSS Kg/D		
January	16.149	0.520	0.574	16.149	70	3.00	95.71	135	5.40	96.00	3.62	0.18	95.03	0.47	1.56	2.81	0.09	0.24	0.714	0.520
February	24.994	0.892	2.174	24.994	59	3.00	94.92	135	9.00	93.33	3.75	0.18	95.20	1.16	2.68	8.03	0.16	1.03	0.725	0.892
March	43.217	1.394	2.296	43.217	23	3.00	86.96	46	12.00	73.91	1.08	0.28	74.07	1.51	4.18	16.73	0.39	2.10	0.803	1.394
April	37.539	1.251	1.976	37.539	34	3.00	91.18	82	11.50	85.98	1.36	0.21	84.56	1.38	3.75	14.39	0.26	1.73	0.777	1.251
May	26.638	0.859	1.214	26.638	33	3.00	90.91	72	4.60	93.61	2.21	0.08	96.38	0.11	2.58	3.95	0.07	0.09	0.803	0.859
June	21.899	0.729	0.902	21.899	52	3.00	94.23	110	3.50	96.82	3.80	0.07	98.16	1.87	2.19	2.55	0.05	1.36	0.777	0.729
July	21.224	0.684	1.312	21.224	67	3.00	95.52	105	3.00	97.14	4.42	0.12	97.29	2.26	2.05	2.05	0.08	1.55	0.835	0.684
August	17.972	0.579	0.881	17.972	72	3.40	95.28	88	5.80	93.41	4.14	0.17	95.89	1.88	1.97	3.36	0.10	1.09	0.804	0.579
September	20.240	0.674	1.010	20.240	105	3.00	97.14	140	4.50	96.79	3.97	0.13	96.73	2.83	2.02	3.03	0.09	1.91	0.885	0.674
October	16.964	0.547	0.643	16.964	51	3.00	94.12	92	4.60	95.00	3.81	0.17	95.54	0.28	1.64	2.52	0.09	0.15	0.915	0.547
November	21.399	0.713	1.506	21.399	75	3.00	96.00	110	7.25	93.41	3.85	0.35	90.91	0.56	2.14	5.17	0.25	0.40	0.891	0.713
December	29.656	0.956	2.265	29.656	43	3.00	93.02	78	7.25	90.71	2.79	0.22	92.11	0.03	2.87	6.93	0.21	0.03	0.856	0.956
Total	297.891			297.891										14.34	29.63	71.51	1.85	11.69	9.785	9.80
Average		0.817		24.824	57.0	3.0	93.7	99.4	6.5	92.2	3.23	0.18	92.66	1.20	2.47	5.96	0.15	0.97	0.815	0.82
Criteria		0.787				25		25				0.64		(S) 4 W (8)	19.7	19.7	0.5	S 3.2		
Maximum Compliance		0.817				3			6.5			0.35		(S) Y (W) Y						
		No				Yes			Yes			Yes		Yes	Yes	Yes	Yes	Yes		

	Effluent E-Coli		
	Min	Max	Geo. Mean
January	2	3	2.4
February	2	2	2.0
March	4	8	5.7
April	2	6	3.5
May	2	1	1.4
June	2	1	1.4
July	2	3	2.4
August	2	1	1.4
September	2	54	10.4
October	2	7	3.7
November	2	2	2.0
December	2	5	3.2

Average	2.2	8	3.3
Criteria		200	

Maximum	Yes
Compliance	Yes

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**LANCASTER WATER TREATMENT
Annual Report 2022**

(as per O. Reg. 170/03 – Section 11)

and

2022 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

Reporting Period of January 1st – December 31st, 2022

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

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Contents of Report

Required Information

Flows

- Raw Water
- Treated Water

Compliance

- Reporting

System Description

- Overview
- Equipment
- Process
- Distribution

Operation Summary

- Operational Data
- Upgrades
- Operational Issues
- Major Maintenance

Non-Compliance

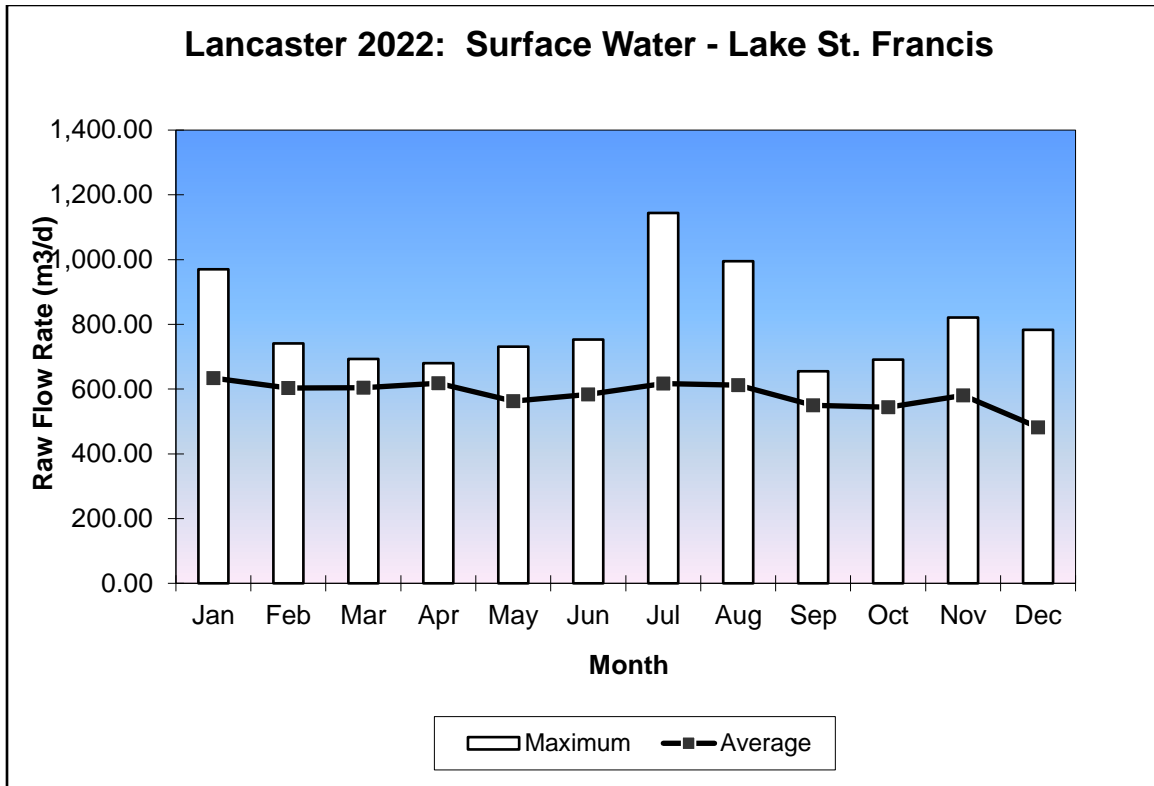
- Adverse Water Quality Incidents
- Non-Compliance
- Non-Compliance Ministry Inspection

Regulatory Sample Results

- Microbiological Testing
- Inorganic Parameters
- Organic Parameter

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**Comparison of
Daily Average and Maximum Raw Daily Flows for 2022**



Permit To Take Water (6653-AP9H6L)

Max Allowable Raw Water Flow: 1,440m3/d

Year Max: 1,144m3/day

Note(s): Above Normal Usage x 2

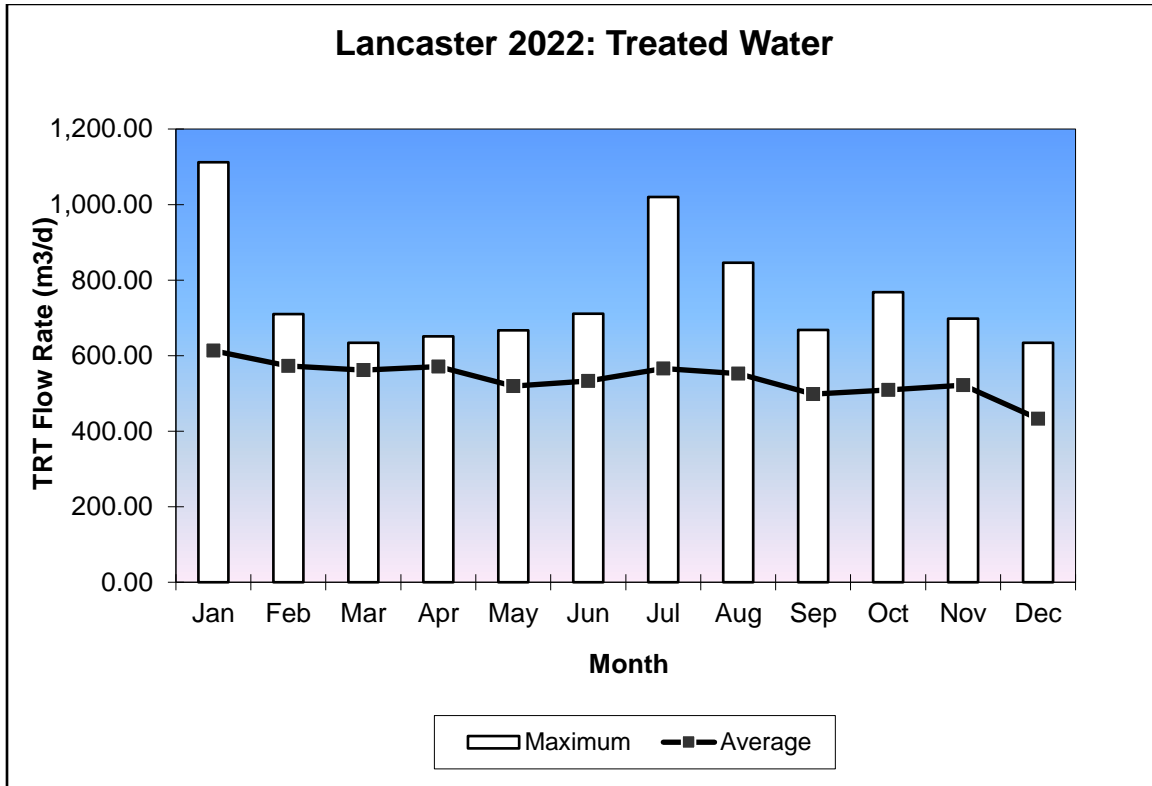
January - High Treated Water Flow Caused Due to Watermain Break/Water Tower Emergency

July – High Water Flow Caused Due to Hydrant Flow

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Comparison of

Daily Average and Maximum Treated Daily Flows for 2022



Municipal Drinking Water License Rated Capacity (185-101)

Rated Capacity: 1,440m³/d

Year Max flow: 1,112m³/d

Note(s): Above Normal Usage x 2

January - High Treated Water Flow Caused Due to Watermain Break/Water Tower Emergency

July – High Water Flow Caused Due to Hydrant Flow

The Corporation of the Township of South Glengarry Lancaster Water Treatment Plant 2022 Annual Performance Report

Reporting

A written report is prepared annually and is available for viewing at multiple locations. The report is available at The Township of South Glengarry Municipal office located at 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. Also, a copy of the report is available on the Townships website and is always available free of charge to any resident requesting a copy. For more information on your Municipal water supply contact the Township of South Glengarry Water/Wastewater Division at 613-931-3036 or fax 613-931-3340.

The Township of South Glengarry commitment policy is to provide safe and reliable supply of drinking water to all its customers, to meet or exceed the requirements of all legislation and regulations applicable to drinking water, to maintain and continually improve its quality management system.

Overview

The Township Of South Glengarry, Lancaster Water Treatment Plant is located at 20523 Old Montreal Road in South Lancaster. The water treatment plant is a surface water treatment facility serving the village of Lancaster and the Hamlet of South Lancaster and has a rated capacity of 1,440 cubic meters of water per day for a design population of 1,218 people.

The Township of South Glengarry utilizes accredited laboratory Caduceon Laboratory Ottawa to ensure safe and potable water to meet or exceed Ministry standards. We are also a participant in the Ministry Drinking Water Surveillance Program.

The Township of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility Operator Licensing Program.

The Township of South Glengarry water system uses Sodium Hypochlorite for disinfection and Aluminum Sulphate for a coagulant.

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Equipment

Raw water is consumed through a 450-millimeter intake pipe and wooden intake crib off the shore of Lake St. Francis at a depth of approximately 12 meters. The plant consists of three low lift pumps rated at 8.33 liters per second one dual media anthracite sand gravity filter, one gravity granular activated carbon filter, three high lift pumps two rated at 15.9 liters per second and the third at 6.3 liters per second and two backwash pumps together with all associated piping, electrical equipment, controls, and alarm systems all housed in a common building.

Process

Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in-line flash mixer, and then flows to two sets of coagulant/flocculators; clarifiers and filters each rated at 720 cubic meters per day. The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is then pumped to the distribution system and then feeds an elevated storage tank located on North Beech Street.

Distribution

The distribution system is comprised of varying sized water pipes, valves, and fire hydrants all supplied from the three high lift pumps situated at the Lancaster Water Plant. It is important to note that fire flow can be achieved for the Lancaster Water system.

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Upgrades

No upgrades were noted in the reporting year.

Operational Issues

Increased distribution breaks/leaks are to be noted for the year 2022.
As infrastructure continues to age, the increase of leaks is more prominent.

Major Maintenance

Month	Details
Jan.	Distribution Break Oak St (Precautionary Boil Water)
Feb.	Leak Victoria St (Pipe/Hymax)
Feb.	Leak Maple St. (Valve Replaced)
Feb.	Leak South Beech (Valve Replaced)
Feb.	Hydrant Flushing and Winterizing
Feb.	Flow meters replaced on Filter 1+2
Feb.	Differential sensor replaced on Filter 2
Mar.	Scada Utility Power Supply failed and replaced
Mar.	Backwash PLC control relay failed and replaced (16 Relay Card)
May.	Leak South Terrace (Valve Replaced)
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jul.	Hydrant flushing
Sep.	Fire Hydrant Flow Testing
Oct.	Flow meter calibrations
Nov.	Winterize hydrants
Dec.	Distribution Break Military Rd. (Service on Main)
Dec.	Generator maintenance/load test

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Ontario Drinking Water License #185-101

The Township of South Glengarry Water Treatment Department operated the Glen Walter Water Treatment Plant for the year 2022.

Adverse Water Quality Incidents

During the reporting year, there was 1 AWQI.

Incident Date: October 5th, 2022

Parameter: Total Coliforms

Result: 2 TC

Corrective Action: Resample

Corrective Action Date: October 5th, 2022

Corrective Compliance: October 7th, 2022

Non-Compliance

During the reporting year, there was 1 non-compliance in regard to a regulatory requirement.

Incident Date: January 27th, 2022

Parameter: Low Pressure

Result: <20 psi

Corrective Action: Monitor replacement of pipe and follow watermain disinfection protocol.

Return pressure back to normal range, flush dead ends and issue preventative boil water until water samples could be tested.

Corrective Action Date: January 27th, 2022

Precautionary Boil Water Rescinded: January 29th, 2022.

Non-Compliance Ministry Inspection

During the year 2022 non-compliance from a ministry inspection was noted within the Lancaster Drinking Water System.

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

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Statistics for Flow and Chemicals 2022

A total of 210,228m³ of raw water had been treated for the year 2022 with a monthly average of 583m³ per day and a maximum flow of 1,144m³ /day for the year. Maximum flow is equivalent to 79% of plant capacity. It is noted that 2 high usage days occurred and were not regular flow operations.

The Lancaster Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 900.94kg of sodium hypochlorite has been utilized for the year at an average dosage rate of 4.28mg/litre.

The Lancaster Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 4.44m³ of aluminum sulphate had been used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples collected and chemical use monthly.

Municipality: Township of South Glengarry
Project: Lancaster W.T.P
DWS # 260006867

Annau Report Data
2022

Water Source: Lake St. Francis
Design Capacity: 1.440 x 1000 m3/D

Description: Conventional Treatment - Chemically Assisted Filtration (Alum) - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical Usage		Treated Water							Distribution Water									
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used	Free Cl2 Residual mg/L Min. Max. Avg.			Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead µg/L	Lead µg/L			
January	19.654	0.634	0.970	19.026	0.613	1.112	80.77	0.434	0.74	2.33	1.76	0.14	0.25	0.050	0.3	0.1	1.16	1.84	1.63	21					
February	16.885	0.603	0.741	16.050	0.573	0.710	66.13	0.360	1.61	2.40	1.88	0.080	0.00	0.080			1.44	1.90	1.63						
March	18.736	0.604	0.693	17.433	0.562	0.634	71.34	0.394	1.07	2.88	1.77	0.08	0.00	0.090			0.88	2.00	1.43						
April	18.547	0.618	0.680	17.152	0.571	0.651	67.03	0.391	1.53	2.32	1.84	0.100	0.00	0.060	0.1	0.3	1.40	1.78	1.61	39					
May	17.469	0.563	0.731	16.103	0.519	0.667	75.45	0.365	1.52	2.40	1.80	0.090	0.00	0.067			1.28	2.00	1.61						
June	17.501	0.583	0.753	15.992	0.533	0.711	67.45	0.355	1.54	1.98	1.76	0.090	0.00	0.090			1.32	1.82	1.57						
July	16.672	0.617	1.144	17.555	0.566	1.020	92.10	0.403	1.73	2.14	1.87	0.1	0.00	0.160	0.1	0.2	1.49	1.90	1.69	55					
August	18.989	0.612	0.995	17.124	0.552	0.846	67.48	0.401	1.33	2.85	1.80	0.09	0.00	0.160			1.08	2.00	1.51						
September	16.522	0.550	0.655	14.953	0.498	0.668	84.12	0.343	1.82	2.12	1.93	0.090	0.00	0.140			1.64	1.86	1.73						
October	16.887	0.544	0.691	15.782	0.509	0.768	87.97	0.354	1.78	2.05	1.90	0.090	0.00	0.060	0.2	0.1	1.68	1.94	1.76	41					
November	17.400	0.580	0.821	15.664	0.522	0.698	75.45	0.363	1.61	2.16	1.85	0.08	0.00	0.050			1.40	1.90	1.65						
December	14.966	0.482	0.783	13.426	0.433	0.634	65.65	0.282	1.41	2.17	1.94	0.100	0.00	0.030			1.26	1.98	1.78						
Total	210.228			196.26			900.94	4.445																	
Average	17.519	0.583	0.805	16.355	0.538	0.760	75.08	0.370	1.47	2.32	1.84	0.09	0.02	0.086	0.2	0.175	1.34	1.91	1.63	39.0	#DIV/0!	#DIV/0!			
Criteria			1.440						0.2				5		10	1	0.05			100	10	10			
Maximum			1.144						0.74				0		0.3	0.3	0.88			55					
Compliance	Yes						Yes					Yes					Yes	Yes	Yes				Yes	N/A	N/A

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	5	0	0	0.00	0	5	2.00	5	5	0	5	0	5	0	20	20	0	20	0	20	0
February	4	0	1	0.25	0	94	27.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
March	4	0	50	18.50	10	164	85.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
April	4	0	1	0.25	4	18	11.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
May	5	0	4	0.80	0	38	13.60	5	5	0	5	0	5	0	15	15	0	15	0	15	0
June	4	0	0	0.00	0	4	1.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
July	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
August	5	0	0	0.00	0	1	0.20	5	5	0	5	0	5	0	15	15	0	15	0	15	0
September	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
October	5	0	0	0.00	0	2	0.40	7	7	0	7	0	7	0	21	21	0	21	1	15	0
November	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
December	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0
Total	52							54							167						

Inorganic Parameters

LANCASTER WATER TREATMENT PLANT

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	Jan-04-22	0.0001	0.006	mg/L	No
ARSENIC	Jan-04-22	0.0003	0.025	mg/L	No
BARIUM	Jan-04-22	0.0220	1	mg/L	No
BORON	Jan-04-22	0.0190	5	mg/L	No
CADMIUM	Jan-04-22	0.000015	0.005	mg/L	No
CHROMIUM	Jan-04-22	0.0020	0.050	mg/L	No
LEAD	Year 2020	1.18	10	ug/L	No
MERCURY	Jan-04-22	0.00002	0.001	mg/L	No
SELENIUM	Jan-04-22	0.0010	0.010	mg/L	No
SODIUM	Aug 22 2022	17.8	200	mg/L	No
URANIUM	Jan-04-22	0.00018	0.020	mg/L	No
FLUORIDE	Aug 22 2022	0.10	1.5	mg/L	No
NITRITE	Year 2022	0.10	1	mg/L	No
NITRATE	Year 2022	0.25	10	mg/L	No

Eastern Ontario Health Unit MAC					
Sodium	Aug 22 2022	17.8	20	mg/L	No

Organic Parameters

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LANCASTER WATER TREATMENT PLANT					
ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-22	0.3	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-22	0.5	5	ug/L	No
AZINPHOS-METHYL	Jan-04-22	1	20	ug/L	No
BENZO(A)PYRENE	Jan-04-22	0.006	0.01	ug/L	No
BENZENE	Jan-04-22	0.5	5	ug/L	No
BROMOXYNIL	Jan-04-22	0.5	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-22	0.2	5	ug/L	No
CARBARYL	Jan-04-22	3	90	ug/L	No
CARBOFURAN	Jan-04-22	1	90	ug/L	No
CHLORPYRIFOS	Jan-04-22	0.5	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-22	0.5	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-22	0.5	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-22	0.5	5	ug/L	No
1,1-DICHOEOETHENE	Jan-04-22	0.5	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-22	5	50	ug/L	No
DIAZINON	Jan-04-22	1	20	ug/L	No
DICAMBA	Jan-04-22	1	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-22	0.2	900	ug/L	No
2,4-DICHLOROPHOXY ACETIC ACID(2,4-D)	Jan-04-22	1	100	ug/L	No
DICLOFOP-METHYL	Jan-04-22	0.9	9	ug/L	No
DIMETHOATE	Jan-04-22	1	20	ug/L	No
DIQUAT	Jan-04-22	5	70	ug/L	No
DIURON	Jan-04-22	5	150	ug/L	No
GLYPHOSATE	Jan-04-22	25	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-22	0.5	80	ug/L	No
MALATHION	Jan-04-22	5	190	ug/L	No
METOLACHLOR	Jan-04-22	3	50	ug/L	No
METRIBUZIN	Jan-04-22	3	80	ug/L	No
PARAQUAT	Jan-04-22	1	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-22	0.2	60	ug/L	No
PHORATE	Jan-04-22	0.3	2	ug/L	No
PICLORAM	Jan-04-22	5	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-22	0.05	3	ug/L	No
PROMETRYNE	Jan-04-22	0.1	1	ug/L	No
SIMAZINE	Jan-04-22	0.5	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-22	0.5	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-22	0.5	5	ug/L	No
TERBUFOS	Jan-04-22	0.5	1	ug/L	No
2,3,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
TRIALATE	Jan-04-22	10	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-22	0.2	5	ug/L	No
Vinyl Chloride	Jan-04-22	0.2	2	ug/L	No
TRIFLURALIN	Jan-04-22	0.5	45	ug/L	No
MCPA	Jan-04-22	10	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	39	100	ug/L	No
HAA	Year 2022	21.25	80	ug/L	No

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**LANCASTER SEWAGE TREATMENT
Annual Report
2022**

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

**The Corporation of the Township of South Glengarry
Lancaster Sewage Treatment
(Sewage Plant)
2022 Annual Performance Report**

In accordance with the Certificate of Approval, Number 8124-4L9KB9, Issue date July 17, 2000 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

DESCRIPTION OF WORKS

Capacity of Works	1,490 m ³ /day (average daily flow)
Service Area	Village of Lancaster & South Lancaster
Service Population	Approximately 1,190
Effluent Receiver	Lake St. Francis
Major Process	Facultative Lagoon treatment facility complete with a phosphorus removal system

The Lancaster WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 8124-4L9KB9, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

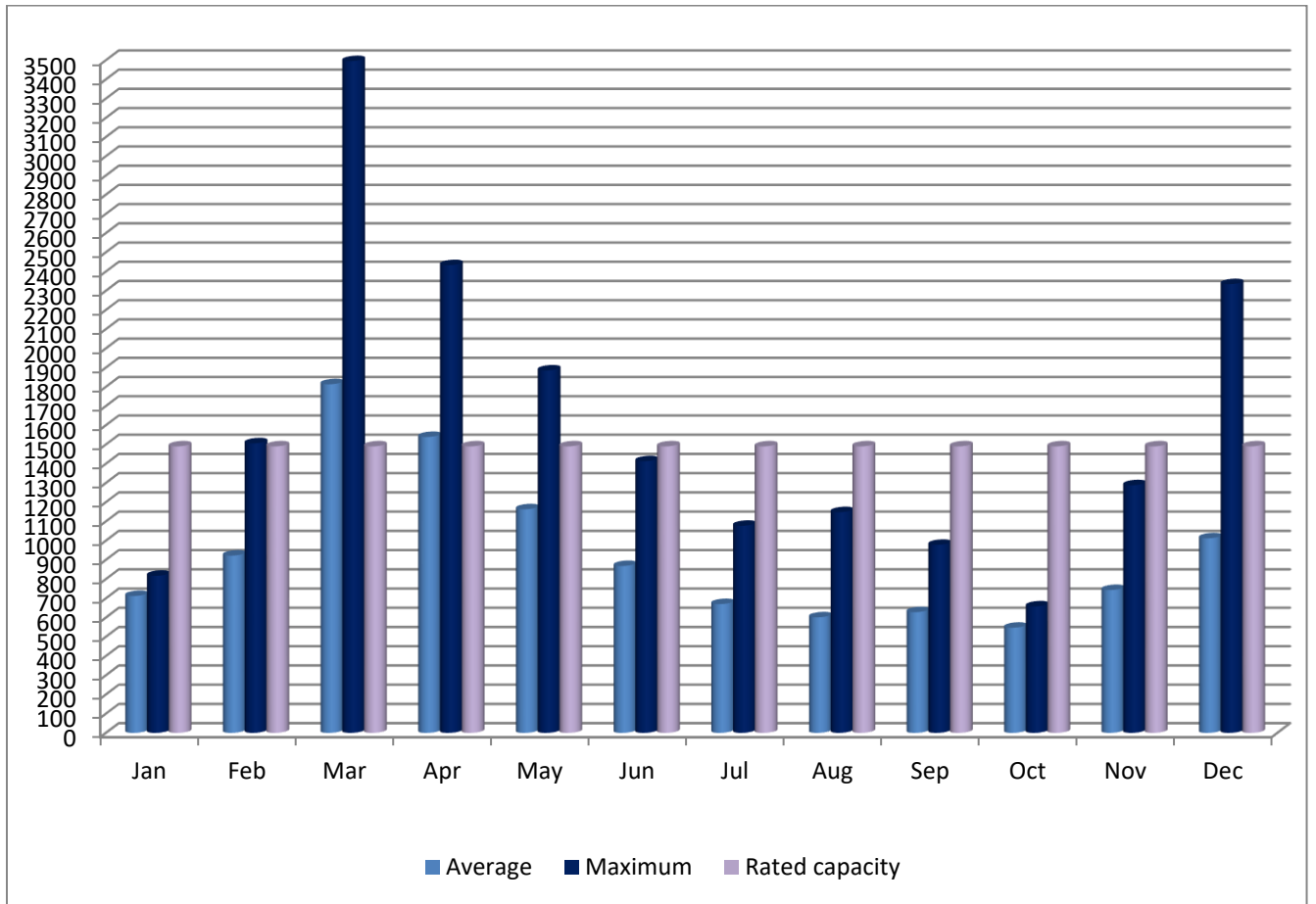
Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Lancaster WPCP is 1,490 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2022, the Lancaster WPCP exceeded the rated capacity of 1,490 m³/day, Forty-three (43) days.

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Monthly Average and Maximum Daily Flows for 2022
(Rated capacity 1,490 m³/day)



EFFLUENT OBJECTIVES

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent *Best Efforts* Limits as per ECA, condition 3.1 Table 1

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD₅</i>	25	37.3
Total Suspended Solids	30	44.7
Total Phosphorus		
Summer – June 1 to November 30	0.4	0.60
Winter – December 1 to May 31	0.8	1.2
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	11	16.4
Winter- December 1 to May 31	18	26.8
<i>E. Coli – May 1 to September 31</i>		-

EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent Limits as per C of A, conditions 1.4 Table 2

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD₅</i>	30	44.7
Total Suspended Solids	40	59.6
Total Phosphorus		
Summer – June 1 to November 30	0.5	0.75
Winter – December 1 to May 31	1.0	1.5
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	13	19.4
Winter- December 1 to May 31	20	30.0
<i>E. Coli – May 1 to September 31</i>		-

MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)

Effluent Monitoring

Parameters	Sample Type	Frequency
<i>CBOD₅</i>	24-hr composite	Bi-monthly
Total Suspended Solids	24-hr composite	Bi-monthly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

LABORATORY

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

2021 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	5.39	30	3.73	44.7
Total Suspended Solids	8.32	40	5.43	59.6
Total Phosphorus				
Summer – June 1 to November 30	0.12	0.5	0.08	0.75
Winter – December 1 to May 31	0.17	1.0	0.18	1.5
Total Ammonia Nitrogen:				
Summer – June 1 to November 30	3.86	13	2.76	19.4
Winter- December 1 to May 31	8.57	20	9.44	30.0
<i>E. Coli</i>	28.3		-	-

In the reporting year 2022, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded

in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*

INVENTORY

Chemical	Annual Status	Units
Alum	39.3	Cubic meters

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

MONTHLY

- Checked operations and performance of sewage pumps.

TREATMENT PLANT

- Changed Oil - Blower #1, #2 and #3

QUARTERLY

- N/A

SEMI-ANNUALLY

- Cleaned Filters on Blower #1, #2 and #3.

ANNUALLY

- Annual calibration of monitoring equipment
- Annual calibration of flow meters

MAJOR MAINTENANCE

- Old Montreal Road Pump Installed (Feb)
- Pull south beech pump and sent out for repair (May)
- Re-install pump South Beech (Jul)
- South beech pump station, Valves failing (Jul)
- South Beech valve replacement - Bypass (Aug)
- South beech pump station bypassed – 7 Days (Aug)
- South beech Check valve and valve replacement (Aug)
- Cleaning of pump station (Aug)
- Clean gravity sewer on Military Road due to blockage (Oct)

OPERATIONAL ISSUES

No operational issues noted within the 2022 fiscal year.

BIOSOLID (SLUDGE) SUMMARY

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 406 m³ for the fiscal year 2022. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 406 m³ to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP to the Lancaster Lagoons; available upon request.

COMPLAINTS

No complaints reported during the 2022 operational year.

BY-PASS REPORT(S)

No By-passes in 2022

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REPORTS

Appendix A – Lancaster Sewage Annual Performance Report 2022 (Attached)

Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)

Lancaster Daily/Monthly Report Summary - (on-file at plant)

Lancaster Bypass Incident Report – (on-file at plant)

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**APPENDIX – A –
Lancaster Lagoons
2022**

Municipality: Township of South Glengarry
Project: Lancaster Lagoons

Annual Report Data
2022

Water Course: Lake St. Francis
Design Capacity: 1.490 x 1000 m3/D

Description: 2 Sewage Pumping Stations - 1 Aeration Cell - Facultative Treatment - Continuous Discharge

	Influent Flow			Effluent	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium	Waste Loadings				Alum	Effluent Flow
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent		BOD Kg/D	TSS Kg/D	TP Kg/D	N-NH3 Kg/D		
January	22.084	0.712	0.817	21.957	45.40	3.40	92.51	65.40	5.80	91.13	3.32	0.14	95.78	5.93	2.41	4.11	0.10	4.20	3.496	0.708
February	25.824	0.922	1.506	26.088	45.75	3.50	92.35	68.50	8.50	87.59	2.83	0.16	94.35	11.23	3.26	7.91	0.15	10.46	3.196	0.931
March	56.227	1.813	3.495	63.273	20.50	3.75	81.71	38.25	7.50	80.39	1.42	0.18	87.32	10.12	7.65	15.31	0.37	20.65	3.499	2.041
April	46.195	1.539	2.433	51.376	28.50	3.50	87.72	54.00	5.50	89.81	1.4	0.11	92.14	4.31	5.99	9.42	0.19	7.38	3.400	1.712
May	36.073	1.163	1.885	24.601	54.40	3.00	94.49	164.00	3.00	98.17	2.41	0.11	95.44	2.39	2.38	2.38	0.09	1.90	3.496	0.793
June	26.065	0.868	1.413	25.388	73.25	4.25	94.20	52.50	3.00	94.29	2.32	0.08	96.55	3.92	3.60	2.54	0.07	3.32	3.396	0.846
July	20.796	0.670	1.077	22.819	83.00	15.50	81.33	41.00	3.25	92.07	2.89	0.11	96.19	3.78	11.41	2.39	0.08	2.78	3.280	0.736
August	18.654	0.601	1.148	19.468	72.00	5.00	93.06	66.20	13.00	80.36	3.42	0.19	94.44	3.71	3.14	8.16	0.12	2.33	3.100	0.628
September	18.840	0.628	0.978	19.705	151.00	4.50	97.02	177.00	14.75	91.67	3.99	0.12	96.99	5.33	2.95	9.68	0.08	3.50	3.300	0.656
October	16.418	0.547	0.658	15.755	106.75	8.00	92.51	112.50	19.25	82.89	3.72	0.16	95.70	6.36	4.20	10.11	0.08	3.34	3.000	0.525
November	22.316	0.743	1.288	21.303	69.25	4.25	93.86	91.50	6.25	93.17	2.31	0.2	91.34	9.09	3.02	4.44	0.14	6.45	3.000	0.710
December	31.384	1.012	2.334	32.378	54.25	6.00	88.94	64.75	10.00	84.56	3.02	0.24	92.05	13.00	6.26	10.44	0.25	13.57	3.100	1.044
Total	340.876			344.111											56.27	86.88	1.71	79.87	39.263	11.330
Average	28.406	0.935	1.586	28.676	67.00	5.39	90.81	82.97	8.32	88.84	2.75	0.15	94.03	6.60	4.69	7.24	0.14	6.66		
Criteria		1.49				30			40			S 0.5 W 1.0		S 13 W 20	44.7	59.6	S 0.75 W 1.5	S 19.4 W 30		
Maximum		0.935				5.39			8.32			S(Y) W(Y)					0.14	6.7		
Compliance		Yes				Yes			Yes			Yes		Yes			Yes	Yes		

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REDWOOD WATER TREATMENT Annual Report 2022

(as per O. Reg. 170/03 – Section 11)

and

2022 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

Reporting Period of January 1st – December 31st, 2022

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

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Contents of Report

Required Information

Flows

- Raw Water
- Treated Water

Compliance

- Reporting

System Description

- Overview
- Equipment
- Process
- Distribution

Operation Summary

- Operational Data
- Upgrades
- Operational Issues
- Major Maintenance

Non-Compliance

- Adverse Water Quality Incidents
- Non-Compliance
- Non-Compliance Ministry Inspection

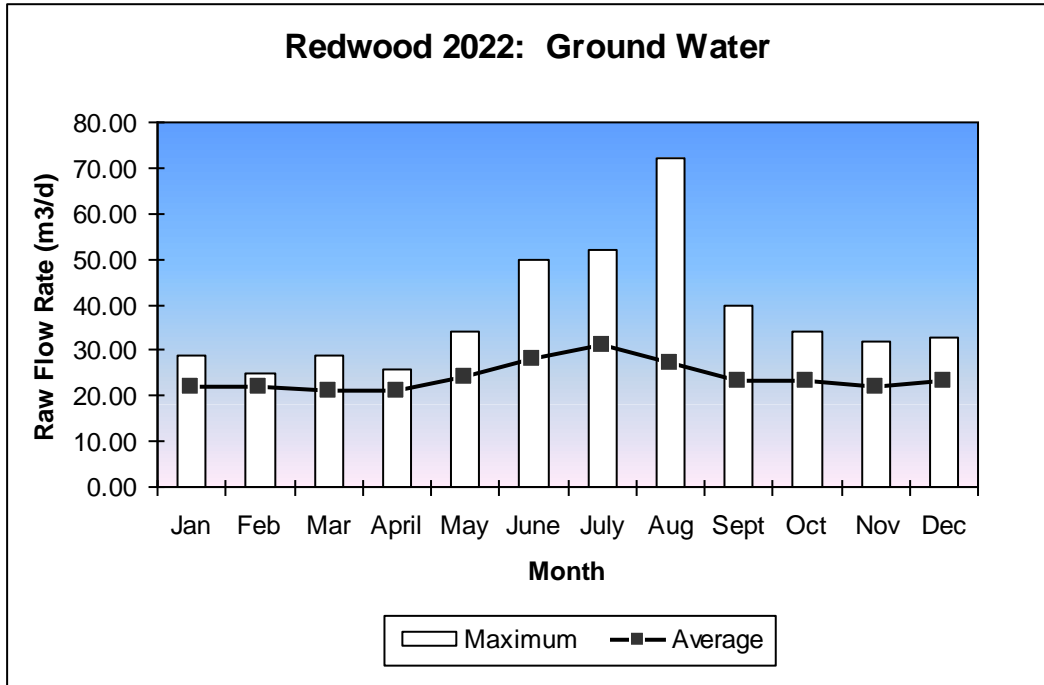
Regulatory Sample Results

- Microbiological Testing
- Inorganic Parameters
- Organic Parameter

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Comparison of

Daily Average and Maximum Raw Daily Flows for 2022



Permit To Take Water (8854-9GQQNL)

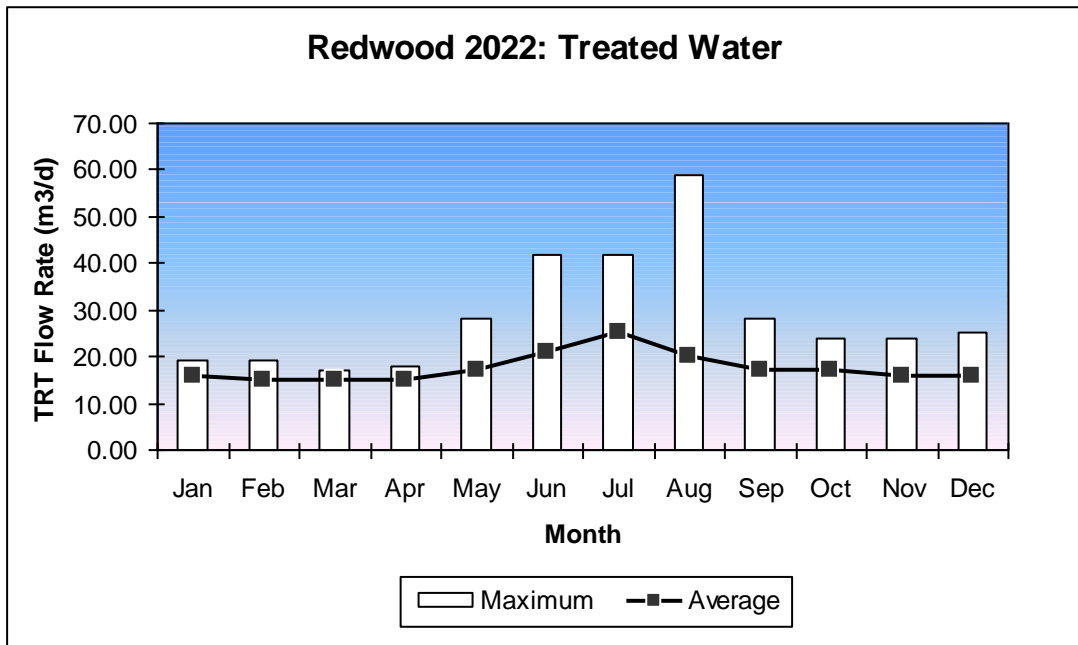
Max Allowable Raw Water Flow: 151.2m3/d

Year Max: 72m3/day

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Comparison of

Daily Average and Maximum Treated Daily Flows for 2022



Municipal Drinking Water License Rated Capacity (185-103)

Rated Capacity: 151.2m3/d

Year Max flow: 59m3/d

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The Corporation of the Township of South Glengarry Redwood Estates Water Treatment Plant 2022 Annual Performance Report

Reporting

A written report is prepared annually and is available for viewing at multiple locations. The report is available at The Township of South Glengarry Municipal office located at 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. Also, a copy of the report is available on the Townships website and is always available free of charge to any resident requesting a copy. For more information on your Municipal water supply contact the Township of South Glengarry Water/Wastewater Division at 613-931-3036 or fax 613-931-3340.

The Township of South Glengarry commitment policy is to provide safe and reliable supply of drinking water to all its customers, to meet or exceed the requirements of all legislation and regulations applicable to drinking water, to maintain and continually improve its quality management system.

Overview

The Township of South Glengarry, Redwood Estates Water Treatment Facility is located approximately 5 kilometers east of the Village of Lancaster. The water treatment plant is a ground water system serving the Redwood Estates subdivision. and has a rated capacity of 151 cubic meters per day for a design population of 140 people.

The Township of South Glengarry utilizes accredited laboratory Caduceon Laboratory Ottawa to ensure safe and potable water to meet or exceed Ministry standards. We are also a participant in the Ministry Drinking Water Surveillance Program.

The Township of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility operators Licensing Program.

The Township of South Glengarry, Redwood water system uses sodium hypochlorite for disinfection.

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Equipment

Raw water is drawn from a single well located within the pump house using a submersible pump capable of delivering 118 liters per minute. The water treatment plant consists of two manganese greensand pressure filters, two hydro pneumatic tanks, two high lift pumps, one booster and one backwash pump. All the pumps have a rated capacity of 303 liters per minute together with all associated piping, electrical equipment, controls, and alarm systems all housed in a common building.

Process

Raw water is drawn from the single well where sodium hypochlorite is introduced, and flash mixed for disinfection. Following the disinfection period water then flows through the greensand filters removing all other impurities. Water then flows to a 25 cubic meter underground storage reservoir to be pumped to the distribution system.

Distribution

The distribution system is comprised of one sized water pipe, valves, and two sample hydrants all supplied from the two high lift pumps that fill two hydro pneumatic tanks situated at the Redwood Water Plant. Fire flow cannot be supplied.

Upgrades

No upgrades were completed in the year 2022.

Operational Issues

During the year 2022, the final effluent for backwash did not meet the Maximum discharge limit of 0.02mg/L.

Notification to the ministry was submitted on January 25th, 2022.

Records of notification kept at the Glen Walter Water Treatment office.

Major Maintenance

Month	Details
Feb.	Redwood backwash pit cleaned
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jul.	Hydrant flushing
Oct.	Flow meter calibrations
Dec.	Generator maintenance/load test

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Ontario Drinking Water License# 185-103

The Township of South Glengarry Water Treatment Department operated the Redwood Estates Water Treatment Plant for the year 2022.

Adverse Water Quality Incidents

No adverse water quality incidents occurred during the year 2022.

Non-Compliance

During the reporting year, there was 1 non-compliance in regard to the Municipal Drinking Water License

Under Schedule C: System-specific Conditions – Residuals Management. The max allowable annual concentration for chlorine is 0.02ppm.

Result: 0.14ppm

Reported: January 25th, 2022

Corrective Action: Addition of De-chlorination pucks to the backwash tank.

Increase was needed to achieve 0.02ppm.

Non-Compliance Ministry Inspection

The ministry inspection occurred on and off site during the month of July. There were no issues of regulatory compliance identified in the report and the final inspection rating was 100%. A copy of the report is available at The Glen Walter Water Treatment Plant Office.

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Statistics for Flow and Chemicals 2022

A total of 8,917 cubic meters of water had been treated for the year 2022 with a monthly average of 24m³ per day and a maximum flow of 72m³ /day for the year. Maximum flow is equivalent to 48% of the plant capacity.

The Redwood Estates Water Treatment Plant uses Sodium Hypochlorite for disinfection. A total of 68.27 kg of chlorine had been utilized for the year at an average of 7.6mg/liter.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use monthly.

Municipality: Township of South Glengarry
Project: Redwood Estates W.T.P
DWS # 250002311

Annau Report Data
2022

Water Source: Ground Water (GUDI)
Design Capacity: 0.151 x 1000 m3/D

Description: Greensand Pressure Filtration - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical	Treated Water								Distribution Water				Backwash Water Flow						
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Free Cl2 Residual mg/L Min. Max. Avg.			Average Turbidity NTU	Average Colour TCU	Sodium mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Iron mg/L NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead ug/L	CBOD5 mg/L	TSS mg/L	Cl2		
January	0.710	0.022	0.029	0.515	0.016	0.019	5.03	1.10	2.17	1.60	0.12	0.0		0.1	0.1	0.007	1.13	1.85	1.49	14			3	7	0.85	
February	0.616	0.022	0.025	0.447	0.015	0.019	4.81	0.85	2.69	1.67	0.12	0.3					0.93	2.43	1.55			3	74	0.17		
March	0.672	0.021	0.029	0.474	0.015	0.017	4.19	0.95	2.59	1.51	0.18	0.0					0.95	2.20	1.46		0.23	3	3	0.24		
April	0.640	0.021	0.026	0.457	0.015	0.018	4.46	1.05	2.69	1.46	0.19	0.0		0.7	0.1	0.015	1.14	1.82	1.41	14		3	5	0.02		
May	0.752	0.024	0.034	0.535	0.017	0.028	5.08	1.00	1.92	1.37	0.20	0.0					1.09	1.67	1.30			3	10	0.20		
June	0.840	0.028	0.050	0.643	0.021	0.042	6.15	0.80	2.65	1.58	0.14	0.0					0.88	1.76	1.46			3	13	0.02		
July	0.982	0.031	0.052	0.787	0.025	0.042	7.19	1.00	2.33	1.65	0.15	0.0		0.1	0.1	0.009	1.05	2.04	1.51	12	0.41	3	3	0.02		
August	0.846	0.027	0.072	0.649	0.020	0.059	6.69	1.15	2.49	1.74	0.14	0.0					1.26	1.92	1.59			3	5	0.11		
September	0.710	0.023	0.040	0.514	0.017	0.028	6.16	0.44	2.49	1.89	0.11	0.0					0.91	2.13	1.78			3	3	0.02		
October	0.738	0.023	0.034	0.531	0.017	0.024	6.07	1.36	2.49	1.81	0.16	0.0		0.1	0.2	0.005	1.46	2.01	1.71	17		3	30	0.02		
November	0.674	0.022	0.032	0.490	0.016	0.024	5.77	1.10	2.33	1.81	0.13	0.0					1.27	2.03	1.66			3	9	0.02		
December	0.737	0.023	0.033	0.516	0.016	0.025	6.67	0.85	2.69	1.79	0.17	0.0					1.00	2.12	1.63			3	5	0.02		
Total	8.917			6.558			68.27																			
Average	0.743	0.024	0.038	0.547	0.018	0.029	5.689	0.97	2.46	1.66	0.15	0.02		0.3	0.1	0.009	1.09	2.00	1.55	14.250	0.32	3	13.9	0.14		
Criteria			0.151					0.2					5	20	10	1		0.05			100	10	25	25	0.02	
Maximum			0.072					0.44									0.88			14.2	0.32	3	13.9	0.14		
Compliance			Yes						Yes				Yes	N/A	Yes	Yes			Yes			Yes	Yes	Yes	Yes	NO

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	5	0	5	0
February	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
March	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
April	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
May	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	5	0	5	0
June	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
July	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
August	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	5	0	5	0
September	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
October	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	5	0	5	0
November	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
December	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0
Total	12							0							52						

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REDWOOD WATER TREATMENT PLANT

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
Antimony	Jan-04-21	0.0001	0.006	mg/L	No
Arsenic	Jan-04-21	0.0001	0.025	mg/L	No
Barium	Jan-04-21	0.2740	1	mg/L	No
Boron	Jan-04-21	0.1820	5	mg/L	No
Cadmium	Jan-04-21	0.000015	0.005	mg/L	No
Chromium	Jan-04-21	0.0020	0.05	mg/L	No
Lead	Year 2021	0.4100	10	ug/L	No
Mercury	Jan-04-21	0.00002	0.001	mg/L	No
Selenium	Jan-04-21	0.0010	0.01	mg/L	No
Sodium	Jan-04-21	254	200	mg/L	Yes
Uranium	Jan-04-21	0.00006	0.02	mg/L	No
Fluoride	Apr-06-21	0.10	1.5	mg/L	No
Nitrite	Year 2022	0.12	1	mg/L	No
Nitrate	Year 2022	0.25	10	mg/L	No

Eastern Ontario Health Unit MAC					
Sodium	Jan-04-21	254	20	mg/L	Yes

Inorganic Parameters

REDWOOD WATER TREATMENT PLANT					
ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-21	0.3	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-21	0.5	5	ug/L	No
AZINPHOS-METHYL	Jan-04-21	1	20	ug/L	No
BENZO(A)PYRENE	Jan-04-21	0.006	0.01	ug/L	No
BENZENE	Jan-04-21	0.5	5	ug/L	No
BROMOXYNIL	Jan-04-21	0.5	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-21	0.2	5	ug/L	No
CARBARYL	Jan-04-21	3	90	ug/L	No
CARBOFURAN	Jan-04-21	1	90	ug/L	No
CHLORPYRIFOS	Jan-04-21	0.5	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-21	0.5	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-21	0.5	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-21	0.5	5	ug/L	No
1,1-DICHOROETHENE	Jan-04-21	0.5	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-21	5	50	ug/L	No
DIAZINON	Jan-04-21	1	20	ug/L	No
DICAMBA	Jan-04-21	10	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-21	0.2	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-21	10	100	ug/L	No
DICLOFOP-METHYL	Jan-04-21	0.9	9	ug/L	No
DIMETHOATE	Jan-04-21	1	20	ug/L	No
DIQUAT	Jan-04-21	5	70	ug/L	No
DIURON	Jan-04-21	5	150	ug/L	No
GLYPHOSATE	Jan-04-21	25	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-21	0.5	80	ug/L	No
MALATHION	Jan-04-21	5	190	ug/L	No
METOLACHLOR	Jan-04-21	3	50	ug/L	No
METRIBUZIN	Jan-04-21	3	80	ug/L	No
PARAQUAT	Jan-04-21	1	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-21	0.2	60	ug/L	No
PHORATE	Jan-04-21	0.3	2	ug/L	No
PICLORAM	Jan-04-21	15	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-21	0.05	3	ug/L	No
PROMETRYNE	Jan-04-21	0.1	1	ug/L	No
SIMAZINE	Jan-04-21	0.5	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-21	0.5	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-21	0.5	5	ug/L	No
TERBUFOS	Jan-04-21	0.5	1	ug/L	No
2,3,4,6-TETRACHOLOPHENOL	Jan-04-21	0.2	5	ug/L	No
TRIALATE	Jan-04-21	10	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-21	0.2	5	ug/L	No
TRIFLURALIN	Jan-04-21	0.5	45	ug/L	No
Vinyl Chloride	Jan-04-21	0.2	2	ug/L	No
MCPA	Jan-04-21	10	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2022	14.25	100	ug/L	No
HAA	Year 2022	5.3	80	ug/L	No

Organic Parameters

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**GREEN VALLEY SEWAGE TREATMENT
Annual Report
2022**

**Prepared by Dillen Seguin
Director of Water/Wastewater Operations**

Date Prepared/Submitted: February 6, 2023

**The Corporation of the Township of South Glengarry
Green Valley Sewage Treatment
(Sewage Plant)
2022 Annual Performance Report**

In accordance with the Certificate of Approval, Number 3-2012-88-896, Issue date August 1, 1989, the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2022; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

Description of Works

Capacity of Works	300 m ³ /day (average daily flow)
Service Area	Hamlet of Green Valley
Service Population	Approximately 475
Effluent Receiver	Beaudette River
Major Process	Twin cell waste stabilization pond, with annual alum dosing for phosphorus and solids removal.

The Green Valley WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 3-2012-88-896, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

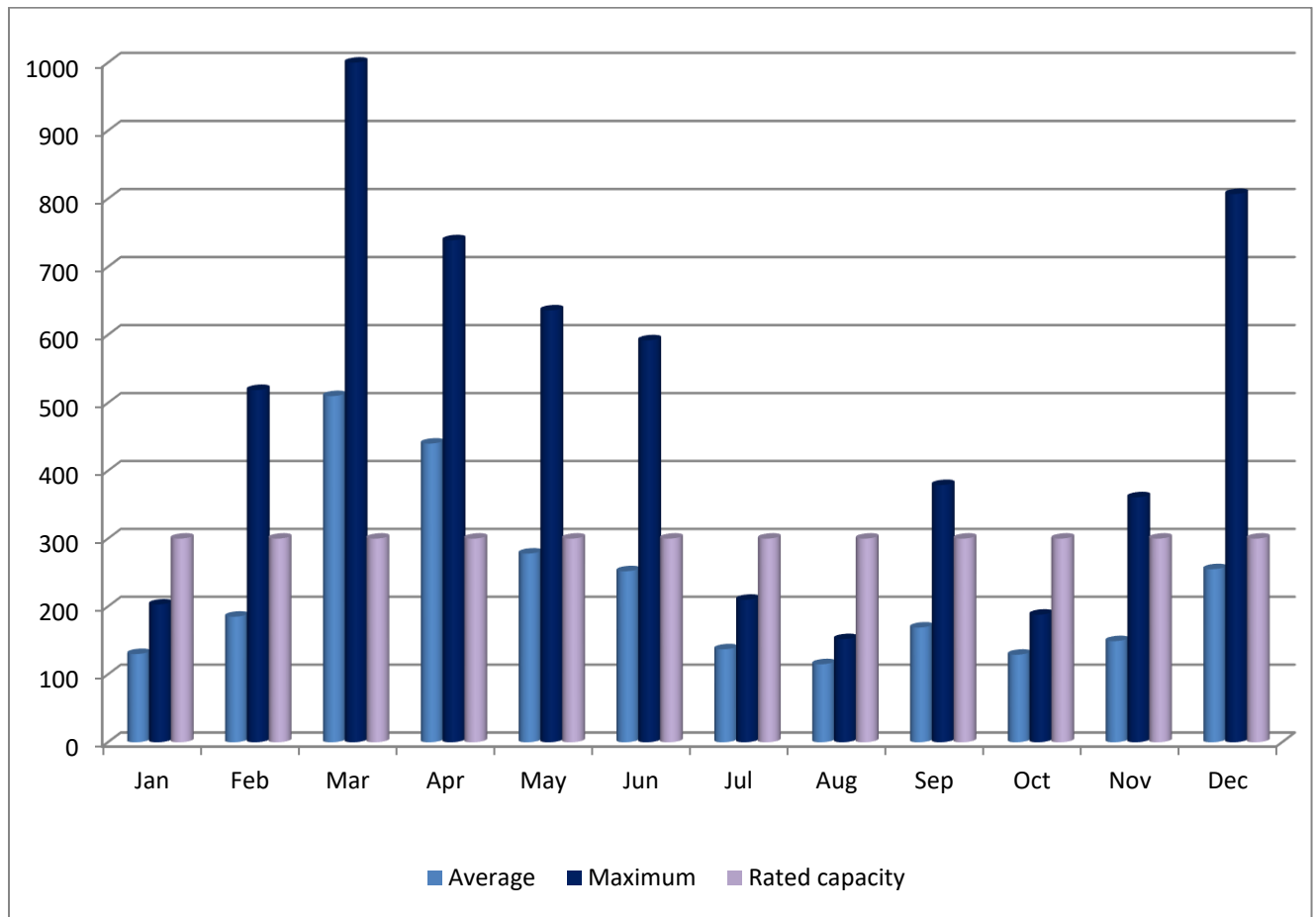
Rated Capacity

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Green Valley WPCP is 300 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2022, the Green Valley WPCP exceeded the rated average capacity of 300 m³/day, eighty-three (83) days.

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Monthly Average and Maximum Daily Flows for 2022
(Rated capacity 300 m³/day)



EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 1 as effluent parameters are not exceeded in the effluent from the *Works*.

Effluent Limits as per C of A, conditions 10 (1) Table 1

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD₅</i>	30	214.3
Total Suspended Solids	30	214.3
Total Phosphorus	1.0	7.1

MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)

Effluent Monitoring

Parameters	Sample Type	Frequency
<i>CBOD₅</i>	Grab	Every 0.5 meters
Total Suspended Solids	Grab	Every 0.5 meters
Total Phosphorus	Grab	Every 0.5 meters

LABORATORY

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

2022 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	9.13	30	50.39	214.3
**Total Suspended Solids	19.75	30	123.72	214.3
Total Phosphorus	0.29	1.0	1.62	7.1

In the reporting year 2022, the Works were operated and maintained such that the concentrations and waste loadings for CBOD5, and Total Phosphorus named in Table 2 as effluent parameters were not exceeded in the effluent from the Works; in compliance with the ECA requirements for the effluent limit’s parameters.

**Total Suspended Solids - CofA 3-2012-88-896

As per condition(s) 10. (1) and (2) of the CofA

The effluent average concentration for 3 consecutive samples have averaged greater than the Effluent parameter for Suspended Solids of 30mg/L

Reported to SAC at the End of the Discharge
Reported: June 7, 2022

In attempt to lower the effluent discharge to the natural environment, township staff switched from discharging from the East to the West Cell, as clarity appears too visually be better.

The average concentration for the entire discharge has been calculated at 20 mg/L, below the effluent criteria.

INVENTORY

Chemical	Annual Status	Units
Alum	14	Cubic meters

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

MONTHLY

- Checked operations and performance of sewage pumps. (Weekly)

QUARTERLY

- N/A

SEMI-ANNUALLY

- N/A

ANNUALLY

- Annual calibration of monitoring equipment
- Annual calibration of flow meters
- Re-grease grey-line unit probes in sewage pump stations
- Manhole inspections completed

MAJOR MAINTENANCE

- Rebuild and Install pump number 2 at South Station and inspect well (Feb)
- Coil Replaced on Sewage pump 1 South Station (Apr)
- Clean pump stations (Sep.)
- Pulled South pump station pump and removed debris (Nov)

OPERATIONAL ISSUES

- The facility did meet all operational requirements for the fiscal year January 01 – December 31, 2022.

COMPLAINTS

- No complaints were lodged in the fiscal year January 01 – December 31, 2022.

BY-PASS REPORT(S)

- By-pass Records
 - February 17th, 2022
 - March 20th, 2022
 - March 24th, 2022
 - April 8th, 2022
 - December 24th, 2022
 - December 31, 2022

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GREEN VALLEY WASTEWATER TREATMENT LAGOON PERFORMANCE 2022

On April 26th, 2022, the Township of South Glengarry Wastewater Department dosed the twin celled lagoon system with 14,000 litres of Alum for phosphorus removal. Each cell is equipped with a level marker which read 1.7 meters(Avg.), that is equal to approximately 110,000 cubic meters of raw sewage.

On April 27th, 2022, at approximately 11:00, the lagoon discharge commenced, and the first set of samples were collected. The flow was set at approximately 5,000 cubic meters per day. On May 24th, 2022, the discharge was terminated as per C of A 3-2012-88-896 which states: the sewage works shall be operated on an annual discharge basis with the effluent discharge commencing not earlier than March 15th or terminating not later than May 25th of each year. A total of 101,275 cubic meters have been recorded on the Manta Ray Level Velocity Logger.

Lab Results

Attached you will find the laboratory results of samples collected for the lagoon discharge period. (See Appendix. A)

REPORTS

Appendix A – Green Valley Sewage Annual Performance Report 2022 (Attached)

Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)

Green Valley Daily/Monthly Report Summary - (on-file at plant)

Green Valley Bypass Incident – (on-file at plant)

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APPENDIX – A –
Green Valley Lagoons
Sewage Annual Performance Report
2022

Municipality: Township of South Glengarry Project: Green Valley Lagoons							Annual Report Data 2022				Water Course: Beaudette River Design Capacity: 0.300 x 1000 m3/D						
Description: 2 Sewage Pumping Stations - 2 Faculative Cells - Annual Discharge																	
Influent Flow			Effluent	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Waste Loadings			Alum	
Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Flow - Total X 1000 m3/D	Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		BOD Kg/D	TSS Kg/D	TP Kg/D	m3 Used	
January	4.015	0.130	0.203	0	146	0	132	0		4.90	0		0.00	0.00	0.00	0	
February	5.192	0.185	0.519	0	200	0	195	0		4.78	0		0.00	0.00	0.00	0	
March	15.822	0.510	1.091	0	47	0	44	0		1.43	0		0.00	0.00	0.00	0	
April	13.193	0.440	0.739	24.015	138	12.5	240	33		5.35	0.4		75.04	198.10	2.40	14	
May	8.609	0.278	0.636	77.260	69	8	88	15.33		2.57	0.26		25.75	49.35	0.84	0	
June	7.567	0.252	0.592	0	118	0	105	0		3.45	0		0.00	0.00	0.00	0	
July	4.245	0.137	0.210	0	226	0	265	0		5.64	0		0.00	0.00	0.00	0	
August	3.580	0.115	0.152	0	893	0	820	0		22.3	0		0.00	0.00	0.00	0	
September	5.056	0.169	0.379	0	319	0	400	0		9.53	0		0.00	0.00	0.00	0	
October	4.003	0.129	0.188	0	120	0	146	0		4.41	0		0.00	0.00	0.00	0	
November	4.476	0.149	0.361	0	116	0	105	0		7.67	0		0.00	0.00	0.00	0	
December	7.915	0.255	0.807	0	62	0	118	0		2.96	0		0.00	0.00	0.00	0	
Total	83.673			101.275									100.79	247.45	3.24	0	
Average	6.973	0.229	0.490	8.440	204.5	10.3	221.5	24		6.25	0.33		50.39	123.72	1.62	0	
Criteria		0.300				30		30			1.0		214.3	214.3	7.10		
Maximum											0.32		25.75	49.35	0.84		
Compliance	Yes					Yes				Yes			Yes	Yes	Yes		



STAFF REPORT

S.R. No. 16-2023

PREPARED BY: Dillen Seguin, Director of Water/Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: 2023 Capacity Allocation - Water & Wastewater

BACKGROUND:

1. Council adopted the Allocation of Water and Wastewater Capacity By-law 24-11 in April 2011. As per this by-law, Infrastructure Services is required to present a report to Council annually prior to January 31st of each calendar year to provide recommendations to Council as to the annual allocations available.
2. The by-law states that the municipality shall, at least annually, determine the available units of Water and Wastewater Capacities. From the available capacities, Council shall determine the Annual Development Allocation.
3. The Development Allocation has been calculated using the historical flow data per service connection. The appended spreadsheets show the details of the available capacity calculations. Water is based off the highest flow measured over the past 5 years; Wastewater is calculated off the average flow over the past 5 years.
4. On January 17th, 2022, a staff report was brought to Council which outlined that we have allocated over capacity for water and wastewater for Glen Walter. It was acknowledged that no further water and wastewater allocations could be granted in the year 2022.
5. The tables below provide the water/wastewater connections available for the 2023 calendar year.

Water Allocation			
	Connections	Development	Infill
Glen Walter	8	6	2
Lancaster	277	221	55
Redwood	8	6	2
Wastewater Allocation			
	Connections	Development	Infill
Glen Walter	-31	0	0
Lancaster	340	234	59
Green Valley	52	41	10

ANALYSIS:

6. The available wastewater capacity for Glen Walter is **-31** connections, which considers the five-year average of wastewater flows. This means that the Township has over allocated wastewater capacity and cannot provide new wastewater capacity allocations for the year 2023.
7. The available water capacity for Glen Walter is **8** connections, which is based on the maximum flow in the previous five-year period. This means that the Township has water capacity available once we can accommodate future wastewater connections.
8. As for Lancaster, Redwood and Green Valley plants, allocations can be granted based on the above tables for equivalent service connections.
9. Administration recommends that the capacity available, less the previously approved connections, be approved as the Annual Development Allocation for 2023.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 16-2023 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2023 Allocation Report, being a report, which details available 2023 capacity for allocation at the Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants.

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



STAFF REPORT

S.R. No. 17-2023

PREPARED BY: Sarah McDonald, P. Eng., GM – Infrastructure

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: Award of Dust Suppressant Tender

BACKGROUND:

1. The Township controls dust on gravel roads through the application of liquid dust suppressant. The previous three-year contract for the supply and application of liquid dust suppressant ended in 2022.
2. A joint tender was issued for the supply and application of liquid dust suppressant. The six lower tier municipalities in SDG participated in the tender call: North and South Dundas, North and South Stormont, and North and South Glengarry.
3. The Tender closed on January 18, 2023 and two tenders were submitted.
4. The results of the Tender, excluding HST, are:

Company	Unit Cost / Tonne	Total Cost (350 Tonnes)
Pollard Products	\$510.00	\$178,500.00
Da-Lee Dust Control	\$643.00	\$225,050.00

ANALYSIS:

5. The previous contract (2020 – 2022) included the following unit prices, excluding HST:
 - a. 2020 – 2021, \$373.75 / flake tonne
 - b. 2022, \$399.90 / flake tonne
6. Administration was anticipating a significant increase to this unit price as a result of the increased cost of fuel and materials.
7. The Company with the low tender submission has previously demonstrated that their product meets the 35% concentration for Chlorides as specified by the Tender requirements (OPSS 2501 or OPSS 2503).

8. The term of this Contract is for one year (2023) with the option to renew for two additional one-year terms. An evaluation shall be conducted by the participating Municipalities to determine whether the contract renewal is warranted.
9. Prior to the commencement of the second and third term, the Contractor will receive a letter stating the proposed increase for the renewal of the Contract. The increase will be based upon the accepted Consumer Price Index (for Ontario) for services in the previous calendar year.

IMPACT ON 2023 BUDGET:

10. The increase in unit price has been factored in to the 2023 operational budget. This is an increase of \$40,000 from 2022.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 17-2023 be received that the Council of the Township of South Glengarry award the supply and application of liquid dust suppressant to Pollard Products Inc. as per their submission of \$510.00 per tonne and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

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



STAFF REPORT

S.R. No. 18-2023

PREPARED BY: Suday Jain, GM of Finance & Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: 2023 Council Per Diem and Mileage

BACKGROUND:

1. The Township of South Glengarry's Per Diem for Council Members Policy (Policy 95-14) is updated annually. The policy states the following in reference to the methodology used to update the per diem rates:

"The per diem rates paid to members of Council shall increase by the Consumer Price Index annually. Additionally, the amount will be rounded up/down to the nearest half dollar (starting in 2021)."

2. Throughout 2022, the Consumer Price Index (CPI) has been extremely high and has fluctuated between 6.5% - 7.0%. The September 2021 to September 2022 CPI is approximately 6.86%. Due to this high inflation rate in 2022, it is recommended that a new method of calculating Council per diem rates be implemented to minimize increases to the budget for Council supported by taxation.
3. At the January 16th, 2023 regular meeting of Council, a policy change to the wage increases given to non-union staff members was approved by Council. The revised policy states the following:

"The Township's non-union salary grid will be adjusted annually based on a 1 % minimum and 3% maximum increase for non-union employees. The adjustment will be effective January 1st each year and based on the Consumer Price Index for the year immediately preceding the year of the increase. In the event of a negative average, the non-union salary grid will remain unchanged for the ensuing year."

4. The Township of South Glengarry's mileage reimbursement rates are established through the Township's Reimbursement Policy (Policy 90-14) and based on the Canada Revenue Agency (CRA) rates (lagging by one-year). The CRA rate for 2022 changed to \$0.61/km.

ANALYSIS:

5. If a CPI based per diem rate increase is implemented, the following will be the Council per diem rates for 2023:

CPI Based: 6.86%						
	2019	2020	2021	2022	2023	2023 Rounded
Activities Under 2 Hours	60.00	61.14	61.45	64.14	68.54	68.50
Activities for Half Day	100.00	101.90	102.42	106.91	114.24	114.00
Activities for Whole Day	175.00	178.32	179.23	187.08	199.91	200.00

6. If a min-max methodology is used, in alignment with the non-union wage increase policy change (min. of 1% and max. of 3%, based on CPI for the year immediately preceding the year of the increase), the following will be the Council per diem rates for 2023:

Min-Max (3%)						
	2019	2020	2021	2022	2023	2023 Rounded
Activities Under 2 Hours	60.00	61.14	61.45	64.14	66.06	66.00
Activities for Half Day	100.00	101.90	102.42	106.91	110.12	110.00
Activities for Whole Day	175.00	178.32	179.23	187.08	192.69	193.00

IMPACT ON 2023 BUDGET:

7. The currently projected 2023 per diem expense for Council, with a 3% increase, is approximately \$8,700. With a CPI based 6.86% increase, the estimated per diem expense would increase to approximately \$9,000.

ALIGNMENT WITH STRATEGIC PLAN:


Goal 3: Strengthen the effectiveness of the organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 18-2023 be received and that the Township of South Glengarry's Per Diem for Council Members Policy (Policy 95-14) be amended as follows to provide consistency and to align with the Council approved changes to the non-union wage increases policy:

“The per diem rates paid to members of Council shall be adjusted annually based on a 1% minimum and 3% maximum increase. The adjustment will be effective January 1st of each year and based on the Consumer Price Index (CPI) for the year immediately preceding the year of the increase. In the event of a negative CPI average, the per diem rates will remain unchanged for the ensuing year. Additionally, the amount will be rounded up or down to the nearest half dollar.”

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

South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 3
Policy Number:	90-14	Review Frequency:	Every 5 Years
Approved By:	Bryan Brown - CAO	Date Approved:	August 11, 2014
		Revision Date:	February 18, 2020
Subject:	Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff		

LEGISLATIVE AUTHORITY

The Municipal Act, S.O. 2001, c.25, s.283 (2) despite any Act, a municipality may only pay the expenses of the members of its council of the municipality and of the officers and employees of the municipality if the expenses are of those persons in their capacity as members, officers or employees and if,

- a. the expenses are actually incurred; or
- b. the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

POLICY STATEMENT

The policy establishes re-imbursement processes that will ensure efficient and effective re-imbursement of conference and training for council members and staff in an open, fair, and accountable environment.

APPLICATION

This conference and training re-imbursement of expenses policy for council members and staff applies to all conferences and training by all departments of the Township of South Glengarry.

CONFERENCE AND TRAINING RE-IMBURSEMENT GOAL

The Township of South Glengarry does not presently have a formal policy that establishes the parameters regarding the reimbursement of expenses made by staff and Members of Council when they are involved in conducting business on behalf of the

Township. Historically the Township has had a past practice in this regard, whereby members of staff and Council have been provided with an allowance of \$1,250 per conference or workshop attended. The allowance is intended to provide monies to offset the cost of food, accommodations, tips, parking, etc. while attending the conference or workshops. Registration for such events is paid directly by the Township.

In a review of this practice and policies that other municipalities use to address the matter of reimbursing expenses made by members of staff and Council, it became apparent that the Township requires a formal policy on this matter in order to ensure fairness, transparency and consistency in this practice.

GENERAL CONDITIONS

The policy set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conference/conventions, seminars/workshops/training courses, or meetings and other similar events be exhausted or insufficient to meet expenses, then Council's authorization for over-expenditure shall be required before attendance at an event and a claim for the reimbursement of expenses related to that event will be considered.


Members of Council and staff shall be entitled to reimbursement for reasonable costs associated with the conduct of business of the Township as set out below;

1. Conference or course registration fees
2. Personal meals
3. Gratuities
4. Accommodation
5. Travel
6. Parking
7. Incidental or out-of-pocket expenses subject to the following parameters;
 - a. Expenses for personal meals daily are not to exceed \$15 for breakfast, \$20 for lunch and \$40 for supper. Any meal related expenses that are claimed in excess of the allowances must be accompanied by a receipt or the allowance maximum for that meal will be reimbursed. Should any meals be provided as part of the registration to a conference or workshop, no allowance for reimbursement will be provided for that meal.
 - b. Accommodations' shall be reimbursed typically for a standard single room. If accommodations are secured with family and friends, staff and Council are entitled to claim \$50/per night.
 - c. When travelling by car, travel expenses shall be based on the current Canada

Revenue Agency (first \$5,000 km) rate, adjusted annually, and be based on the return travel distance from Lancaster to the location of the event. Council members cannot claim for mileage within the Township. However, Council will be provided with an annual stipend for such travel as determined by Council during the Budget process.

- d. When travelling by bus or plane, reimbursement shall be based on economy fare. Transfer and costs for taxis shall be eligible when using this form of travel.
- e. When travelling by train, reimbursement may be based on business fare to encourage travel by train.
- f. Reimbursement for travel expense shall be based on the most economical and practical option for travelling to and from the event. Unless exceptional circumstances exist, charges for use of a personal vehicle for long distance travel shall not exceed the equivalent cost of economy airfare plus airport parking and transfers.
- g. Spouses/companions may accompany members of Council to events and functions but costs for the spouse or companion shall not be eligible for reimbursement.

⚙️ *Receipts required for registration fees, meals in excess of daily amount of \$15 for breakfast, \$20 for lunch and \$40 for supper, accommodations (except when staying with family or friends), parking and taxis etc...*

Township of South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 1
Policy Number:	95-14 (as amended)	Review Frequency:	Every 5 Years
Approved By:	COUNCIL	Date Approved:	September 8, 2014
		Revision Date:	November 18, 2019 February 18, 2020
Subject:	Per Diem for Council Members		

The Mayor and Members of Council will be compensated for representing the business interests of the Township of South Glengarry. These activities shall be compensated for upon submission and approval of an of an expense claim upon completion of the activities.

In addition, to enhance the effectiveness of their Council positions, there are conferences/ workshops / seminars /professional development sessions that members of Council may wish to attend.

Following attendance at a conference or workshop / seminar / professional development session, the attending member of Council is to provide a report to Council regarding the event(s) or co-author such a report with other attendees of the same event(s).

An annual budget will be established for attendance at such conferences/workshops/seminar/professional development sessions with an allotment being provided to the Mayor and Members of Council.

Applicable	Not Applicable
<ul style="list-style-type: none"> • Conferences • Education & Training • Professional Development • Special Meetings • Committees of Council (Option 1) 	<ul style="list-style-type: none"> • Council Meetings • Budget Meetings • Meetings with Residents • Committees of Council (Option 2)

The per diem rates that are eligible for claim shall be as follows for the time incurred for the approved activities:

- Activities under 2 hours - \$61.14
- Activities for ½ a day - \$101.90
- Activities for a whole day - \$178.32

The per diem rates paid to members of Council shall increase by the Consumer Price Index annually. Additionally, the amount will be rounded up/down to the nearest half

dollar (starting in 2021)

The effective date of this policy will be September 8, 2014

- Reviewed November 18, 2019
- Revised March 16, 2020



STAFF REPORT

S.R. No. 19-2023

PREPARED BY: Soday Jain, GM of Finance & Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: Award for RFP 30-2021 – Supply of External Audit Services

BACKGROUND:

1. The Township of South Glengarry's contract with MNP LLP , for external auditing services, expired following submission of the 2021 Financial Information Return (FIR) and the adoption of the 2021 Audited Financial Statements. The Township issued RFP 30-2021 – Supply of External Auditing Services in 2021, with a submission closing date of December 15, 2021.
2. The evaluation of the RFP submissions was delayed as the Township had several changes to the GM of Finance & Treasurer position in 2022.
3. The evaluation committee, comprised of the current GM of Finance & Treasurer and the GM of Corporate Services & Clerk, has now finished conducting a thorough review and analysis of the RFP submissions.

ANALYSIS:

4. The evaluation committee has determined that none of the proposals received appropriately met the auditing and financial advisory requirements of the Township. As such, the evaluation committee has made the decision to reject all proposals.
5. It has also been determined that the scope of the external auditing services contract must be expanded to include the following:
 - a. External Interim Auditing Services (in addition to External Year-End Auditing Services)
 - b. Landfill Liability Update – providing the Township with the tools to be able to update the value of the liability annually
 - c. PS 3280 Asset Retirement Obligations
 - d. One-time Risk Assessment Review to determine areas of accounting control risk

6. The Township of South Glengarry's procurement by-law provides circumstances where competitive procurement requirements can be forgone in favor of a non-competitive procurement process. Section 10.2.1 and Schedule E lists such exclusions in accordance with the Canadian Free Trade Agreement (CFTA).
7. Namely, the procurement chapter of the CFTA does not apply to:
 - (h) *procurement of:*
 - a. *financial services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution;*
8. In accordance with the Township's procurement by-law and the procurement chapter of the CFTA, Administration recommends that the competitive procurement process for the supply of external audit services be forgone in favor of non-competitive procurement.
9. The Township has received a proposal from KPMG LLP. that includes all the services required under the expanded scope of requirements. Administration recommends that the contract for external auditing services be awarded to KPMG LLP. for the fiscal years of 2022-2024, with options to renew for fiscal years 2025 & 2026, individually.
10. Administration is confident that KPMG LLP. will provide the Township with a high level of service, with strong experience and expertise, that is aligned with our goals and requirements.

IMPACT ON 2023 BUDGET:

11. The value of the contract is \$33,500 for fiscal year 2022, to be expensed in 2023. The total value of the contract is \$98,000 for fiscal years 2022-2024.
12. The contract provides options for one-year renewals for fiscal years 2025 & 2026 at a value of \$35,000 and \$37,000, respectively.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT the Staff Report 19-2023 be received and that the Council of the Township of South Glengarry award the contract for External Audit Services to KPMG LLP. for fiscal years 2022-2024, with options for one-year renewals for fiscal years 2025

& 2026 and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

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



**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY**

REQUEST FOR PROPOSAL #30-2021

For the Supply of External Audit Services

Sealed quotations will be received until 11:00 a.m. on December 15th, 2021 at the Township of South Glengarry offices, 6 Oak Street, Lancaster, Ontario

**ATTN: Lachlan McDonald, Treasurer
Township of South Glengarry
PO Box 220, 6 Oak Street
Lancaster, ON K0C 1N0**

Persons interested in procuring may obtain the necessary documents and specifications from our website at www.southglengarry.com. Late submissions will not be accepted.

LOWEST OR ANY PROCUREMENT NOT NECESSARILY ACCEPTED

The Township reserves the right to accept or reject any or all quotations. Lowest or any procurement not necessarily accepted.

Background:

The Township of South Glengarry is a lower-tier Municipality with a rural and small urban mix located in the United Counties of Stormont, Dundas, and Glengarry in Eastern Ontario. It was formed in 1998 by the amalgamation of the former Village of Lancaster, Charlottenburgh Township and Lancaster Township.

Its population is approximately 13,150 with 5,823 households. The Municipality's 2021 budget consists of the following: Municipal operating budget of \$12,908,750 and capital budget of \$5,128,500. The Municipality employs 36 full-time employees, approximately 105 volunteer fire-fighters and numerous seasonal and part-time employees.

The Municipality provides a full range of services to its residents, including fire services, building regulations, by-law enforcement, licensing and permits, parks and recreation, planning, roads and transportation services, recycling, and waste disposal services. Water and sewer are available in Glen Walter, Lancaster, and South Lancaster. Sewer available in Green Valley and water available in Kennedy Redwood Estates. All are operated by Township staff.

The Township of South Glengarry is affiliated with the following outside boards, committees and commissions that operate under their own management:

- United Counties of Stormont, Dundas, and Glengarry
- Raisin River Conservation Authority
- Cornwall Regional Airport

The Township utilizes Vadim software for its financial functions including payroll, general ledger, budgeting, accounts payable, accounts receivable, cash receipts and property tax billing.

The projected outcome of this Request for Proposal is the procurement of external auditing services for the years ending December 31, 2022, 2023 and 2024. The Municipality reserves the right to further extend this contract for the years ending December 31, 2025 to December 31, 2026 providing the following applies: The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract. The Treasurer has determined that exercising this option is in the best interest of the Municipality. Funds are available within the Municipality's Council approved budget including authorized revisions to meet the proposed expenditure. The Municipality reserves the right not to accept any proposal and to select individual items specified in the scope of work.

Process:**Closing Date and Time:**

Proposals must be returned in a sealed envelope, clearly marked "Audit Proposal" on or before 11:00 am, December 15, 2021.

The proposal shall be addressed to:

**Township of South Glengarry
Lachlan McDonald, Treasurer
PO Box 220, 6 Oak Street
Lancaster, ON K0C 1N0**

Late proposals will not be accepted. Faxed or electronic submissions will not qualify if the original copy is not received by the date and time stated above.

Three (3) copies of the proposal are required.

Any questions or clarifications arising from this request for proposal may be submitted to:

**Township of South Glengarry
Lachlan McDonald, Treasurer
PO Box 220, 6 Oak Street
Lancaster, ON K0C 1N0**

Phone No. 613-347-1166

Email: lmcdonald@southglengarry.com

Proposals will be reviewed by the evaluation committee who may short-list the proposals received, based on the rating scheme outlined in "Schedule A". The evaluation committee will then set up interviews with the short-listed firms. Interviews will take place between December 4 - 18, 2021.

Audit Scope and Requirements:

General:

Commencing with the 2022 fiscal year, the audits shall include the examination of the records of the Municipality to the degree necessary to express an audit opinion on the financial statements for the Municipality of South Glengarry. The audit shall meet all legislative requirements as necessary for a Municipal audit including the audit of the opening balances of tangible capital assets and presentation changes to the financial statements.

The audit firm shall prepare and provide the following annual documents:

- Complete financial statements as required by the Province and general accounting standards;
- Audit findings report to Council;
- Management letter; and

The audit firm will prepare the annual Financial Information Return (FIR) for the Township of South Glengarry (includes filing of Municipal Performance Measures - information prepared by the Municipality) and be responsible for review of the FIR prior to filing with the Ministry of Municipal Affairs & Housing.

Expectations of the Appointed Auditor will include:

- Complete the annual audit questionnaire required by the Ministry of Municipal Affairs & Housing;
- Print and Issue financial statements in the firm's standard format;
- Attend the necessary meetings of Council;
- Conduct other special audit engagements as required and provide professional advice;
- Conduct Annual PSAB 3150 audit requirements;
- Provide all working Lead Sheets to the Treasurer upon completion of audit;
- Review financial processes to ensure all internal controls, accounting policies and accounting estimates are appropriate and reasonable.

Planning the Audit:

In accordance with generally accepted auditing standards and the Municipal Act, the work should be adequately planned and properly executed:

- Before November 30th of each year, the auditors shall meet with the Treasurer for the purpose of defining a schedule of responsibilities which will lead to an orderly and timely assembly, audit, and submission of the annual financial statements and information returns. These responsibilities will include the preparation of working papers to be prepared by the Treasurer, any photocopies of documents required, and any other work that can be performed by the Treasurer prior to the commencement of the audit.
- The above-mentioned schedule shall be finalized before December 31st and shall set out the following:
 - The dates by which information will be prepared and submitted to the auditors; and,
 - A list of required schedules, working papers, analyses and other information specifying the persons who will be responsible for their preparation and completion.
 - The critical dates outlined in this schedule will be embodied in the annual engagement letter. Included in the annual engagement letter also will be the specific responsibilities to be discharged by each of the parties, and a requirement that the Treasurer be consulted prior to any change.
 - On-site audits must be scheduled for completion by May 15th of each year. Onsite auditing shall be between the hours of 8:30 a.m. and 4:00 p.m. with a senior auditor present.

- The audited financial statements must be presented to the Council of the Municipality of South Glengarry no later than June 30th each fiscal year.

Systems and Procedures Review:

In accordance with generally accepted auditing standards, there should be an appropriate organized study and evaluation of those internal controls on which the auditor subsequently relies determining the nature, extent and timing of auditing procedures.

- The internal control systems and accounting procedures shall be evaluated at least annually.
- In accordance with generally accepted auditing standards, the purpose of this evaluation will be to determine whether the auditors can rely on the internal controls, subject to their compliance testing, and to determine appropriate substantive audit procedures necessitated by identified weaknesses or absence of internal controls.
- Accordingly, where weaknesses or absence of internal controls are identified, they should be reported in writing to the appropriate contacts. Where weaknesses are reported, it would be appropriate to suggest or recommend ways in which the weaknesses can be corrected or compensated for.
- Similarly, upon discovery of information or conditions, which might otherwise lead to a qualified opinion on the financial statements, or a denial of opinion, the auditors shall immediately communicate these matters in writing to the appropriate contacts.

Compiling Audit Evidence:

In accordance with generally accepted auditing standards, “sufficient appropriate audit evidence should be obtained by such means as inspection, observation, inquiry, confirmation, computation and analysis, to afford a reasonable basis to support the content of the report”. It should be noted that the matters to be considered and procedures to be followed should not be limited to those outlined in the paragraph above. Where the respondents’ audit objectives and procedures would not include all the example objectives and procedures, or would include other considerations, the respondents are asked to explain these differences.

Completing the Engagement:

- The auditors shall attend such meetings as are required to discuss the draft audited financial statements with Council and the appropriate contacts.
- The auditors shall deliver the finalized financial statements to the Township of South Glengarry by no later than June 30th of each year.
- No later than sixty (60) days following delivery of the audited statements, the auditors shall deliver a “Post-Audit Management Letter” to the appropriate contacts outlining, but not limited to, the following:

- Concerns relative to internal controls and systems determined during the audit;
- A report on the progress or lack of progress made on implementing suggested improvements in systems and controls recommended in prior years; and,
- Any other comments which may assist the appropriate contacts with their day-to-day management of the affairs of the Municipality.

Possible Additional Services:

The responsibilities of the auditors are normally geared to performing sufficient work to enable them to express an opinion on the financial statements, although occasionally it may be necessary to provide additional audit and/or non-audit services. Outlined below are the types of additional services which have arisen in the past and which may or may not occur in the future. The list is not intended to be all-inclusive of the items that may be encountered. These items should be considered in your fee proposal as requested and highlighted as additional items.

- Changes in financial statement format and presentation as required by the various supporting Ministries requiring regrouping and restatement of the previous year's comparative figures.
- Restating previous year's comparative figures as a result of changes in the application of accounting principles as required by the amendments of the CICA Handbook or Ministries.
- Special audits arising from the introduction of new programs as requested by the various Ministries.
- Attendance at Council meetings other than to present the year-end audited financial statements.
- Review of year end auditor entries with appropriate contacts.
- Advisory Services: Information regarding any advisory services which may be available to the Municipality at no additional charge, including but not limited to, publications dealing with matters such as HST, pension reform, income tax, employee benefit plans, internal audit, financial systems development, computer systems and programs, and cash management.

Confidentiality:

The successful auditor shall not at any time before, during or after the completion of the engagement disclose any confidential information. No such information shall be used by the auditors on any other project without the prior written consent of the Municipality's Treasurer.

Terms of Engagement:

During the term of the engagement, the auditor's performance will be evaluated based on the following criteria:

- 1) **Adherence to the Proposed Fees:** It is expected that the successful firm adhere to the fees quoted in the initial three (3) years of the engagement and keep as close as possible to the fee estimates quoted for the remaining years.

In each year before any audit work begins, the auditors shall submit to the Treasurer a fee estimate detailing the expected audit hours by major audit task, the staff level proposed to work on each task, the hourly rates to be charged and the total expected fees.

The auditor shall keep account of actual time spent on each task and submit to the Treasurer upon the completion of the audit a schedule which compares the actual audit time spent and the audit time budgeted. The cost of this accounting of audit time shall be considered to be included in the auditing fees quoted under this proposal.

- 2) **On-Site Participation of the Senior Auditor:** The Municipality expects that the senior auditor assigned to the account will be present throughout most of the audit.
- 3) **Performance in the Manner Proposed:** The Municipality expects the audit to be carried out in the manner proposed. Any changes in the audit program shall be discussed with the Treasurer.
- 4) **Audit Deadlines:** It is expected that the audit will be completed within the time frame specified in this proposal call or a time frame mutually acceptable to the Treasurer and auditors.
- 5) **Appointment:** Council may move to terminate the appointment at the end of any year if dissatisfied in any way with performance, the fees charges, or any other elements of the services provided.

Submission Format:

The proposal should, as a minimum, cover the following items:

- 1) A profile of your firm, including breadth of other audit assignments, resources and support services available, and a description of the firm's philosophy with regard to Municipalities.
- 2) The names and contacts of other Municipalities with which the firm's staff has had experience. Provide references for a minimum of two (2) equivalent size and scope projects.
- 3) The office location and the names of the partners and staff of the firm who will be engaged on this Municipal audit.
- 4) Where it is proposed that audit technicians would be employed on this engagement, a description should be provided to support their technical ability and their understanding of generally accepting auditing standards as they apply to Municipalities.
- 5) A fee proposal indicating the following:
 - a. The firm's understanding of the work to be done, having regard to the responsibilities and other matters set out in these proposal documents.

- b. A total fee proposal for regular audit services, in Canadian Dollars, for each of the fiscal years ending:
 - i. December 31, 2022, to December 31, 2024;
 - ii. December 31, 2025, to December 31, 2026.
- c. Other fees for any additional work/service, not included in the total contract fee for the completion of the External Audit Services.
- d. A schedule outlining the tentative dates when the work for the audit would be performed given the deadline dates.
- e. Indicate expected payment schedule.
- f. Specifically identify any additional work or services that exceed the services requested herein and the associated costs thereof.
- g. Clearly indicate the respondent's confidentiality practices.

It is expected that the audit should also be considered as a "local" audit and the Municipality would not be responsible for disbursements incurred by the firm which are caused by sending staff from outside locations.

Harmonized Sales Tax (HST) to be shown separately.

Insurance and Indemnification:

The successful bidder shall, at its own expense, obtain and maintain required insurance until the termination of the contract, and provide the Municipality with evidence of insurance prior to commencing the contract:

- 1) **Commercial General Liability:** Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars for any negligent acts or omissions by the bidder relating to its obligations under this Agreement. Such insurance shall include, but is not limited to Bodily Injury and Property Damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile liability, broad form property damage, owners and contractors' protective, products and completed operations, employees as additional Insured, occurrence property damage, contingent employers' liability, cross liability and severability of interest clauses;

Such insurance shall add the Township of South Glengarry as an Additional Insured subject to a waiver of subrogation in favour of the Municipality with respect to the operations of the bidder. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

- 2) **Professional Liability Insurance:** Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than Five Million (\$5,000,000) Per Claim / Aggregate. If coverage is written on claims made basis, such coverage shall be

maintained for a period of two years subsequent to conclusion of services provided under this or contain a 24-month extended reporting period.

- 3) Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death, and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss.
- 4) Cyber Liability for an amount of not less than \$2,000,000. Per Claim / Aggregate. Such insurance shall include but not limited to Cyber Incident Response; Privacy Response; Breach of Management Costs including Forensic Audit expense. If such insurance is written on a claim(s) made basis, the insurance shall be maintained for not less than 2 years or contain a 24-month extended reporting period.

Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the bidder and the Municipality shall bear no cost towards such deductible. The bidder is responsible to keep their property / assets insured – failure to do so shall not impose any liability on the Municipality.

In addition to the insurance noted above, the bidder shall also provide evidence of WSIB or its equivalent. The bidder shall provide the Municipality with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation, material change or lapse of coverage. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

Indemnification:

The bidder shall defend, indemnify and save harmless the Corporation of the Township of South Glengarry, their elected officials, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by bidder, their officers, employees, agents, or others who the bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the consultant in accordance with this agreement and shall survive this agreement.

The successful bidder shall, at their own expense, obtain and maintain insurance as stipulated in the contract for the duration of the contract. The bidder shall provide the Municipality with a certificate of insurance within 10 business days of awarding the tender.

Interview:

If selected to make an oral presentation to the evaluation committee it is expected that the partner (and auditor, if applicable) who will be assigned to the Municipality's audit will be present and will preferably make the presentation on behalf of the firm.

Evaluation Committee:

The evaluation committee will be comprised of the Treasurer, CAO, and the Mayor of the Township of South Glengarry.

- The committee will evaluate the submissions based only on the established criteria as presented in the original bid documentation.
- A copy of the completed evaluation forms along with committee recommendation will be kept in the care and control of the Treasurer to be kept in a confidential file and utilized for dispute resolution if necessary.
- The Treasurer shall prepare a recommendation to Council.

Conditions:

The Municipality reserves the right to request additional data or information after the Proposal date if, in the Municipality's sole view, such data or information is considered pertinent to aid the review and evaluation process.

The Municipality reserves the right to supplement, add to, delete from and change this solicitation document. Respondents will be advised by fax or e-mail of any changes that are made.

The Municipality reserves the right to reject any portion of any Proposal and/or reject all Proposals, to waive any informalities or irregularities in the Proposals, or to re-invite or to re-advertise.

Any amendments and/or questions will be circulated to all those registered on the potential bidders list.

General Information for Respondents:**Sub-Contracting:**

The selected respondent, who has been approved by the Council of the Municipality, shall be the prime contractor and shall keep the operation totally under their control and shall not assign, transfer or sub-contract any portion without the written approval of the Municipality. The consent of the Municipality for such assignment or subcontracting shall not relieve the prime contractor from completion of the project in accordance with the terms of the contract. Where a respondent submits a joint proposal or proposes a partnership arrangement, the respondent

must assume the lead or prime contractor position. As such, the respondent will have the overall responsibility for completing the project as proposed.

Contract Amendments and Revisions:

- 1) No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Municipality.
- 2) No amendment that changes the price of a contract shall be agreed to without a corresponding change order describing the change in requirement or scope of work.
- 3) Amendments to a contract are subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved budget including authorized revisions.

Access to Information:

The disclosure of information received relevant to the issue of a bid solicitation or the award of contracts emanating from bid solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial, legal or other human resources information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- 1) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- 2) Result in similar information no longer being supplied to the Municipality where it is in the public interest that similar information continues to be so supplied;
- 3) Result in undue loss or gain to any person, group, committee or financial institution or agency; or
- 4) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Municipality.

Schedule "A"

REQUEST FOR PROPOSAL EVALUATION FORMAT

- 1) Requests for Proposals shall be reviewed by the evaluation committee
- 2) Each evaluation committee member shall complete the following RFP Evaluation Form for each proposal:

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent's Name: _____			
Project Title: _____			
Evaluation Date: _____			
Evaluator: _____			
Step 1		Yes	No
Mandatory's	Proposal received prior to closing		
	Resumes of project team included		
	Reference list		
Step 2		Max. Points	Points
Proponent (30%)	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	Past performance	5	
	Resources	5	
Proposal (50%)	Scope	15	
	Methodology	10	
	Scheduling	10	
	Project Team	10	
	Clarity of Proposal	5	
Price (20%)	Points for price = (lowest cost proposal divided by proposal being evaluated) x (20% weight)	20	
Total Score (100%)	Proponent + Proposal + Price score	100	



STAFF REPORT

S.R. No. 20-2023

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: To Amend Schedules for By-law 105-2021

BACKGROUND:

1. In updating the water and sewer rates for 2023, the Finance department noted a paragraph in Schedules A & B of the water rate by-law that requires updating as the wording does not align with the present rate structures of the Lancaster and Glen Walter systems.

ANALYSIS:

2. The paragraph in Schedules A and B reads:

The following shall be reviewed by Council in the second year of each term of Council:

The water rates for the Glen Walter system and Lancaster system shall be equal and the sewage rates shall be 75% of the water rates. The usage rates for water and sewage shall be adjusted each year by the Treasurer. Any excess revenues of each system shall be used for current capital, capital reserves or to pay previous deficits of the system. Council will be notified of the proposed rate adjustments 28 days in advance of it taking affect and users shall be notified through an advertisement in a local newspaper and on each user's bill for the period preceding the rate adjustments. If the required rate adjustment is more than five percent above the previous rate then approval by Council Resolution in Open Session shall be required.

3. As the water rates for the Glen Walter and Lancaster systems have not been equal since 2018, Administration recommends the paragraph be updated as below:

The following shall be reviewed by Council in the second year of each term of Council:

The sewage rates for the Glen Walter system and Lancaster system shall be 75% of the water rates, respectively. Any excess revenues of each system shall be used

for current capital, capital reserves or to pay previous deficits of the system. The usage rates for water and sewage shall be adjusted each year by the Treasurer in accordance with this by-law. Should a rate adjustment be required above those set out in this by-law, a report will be prepared for Council requiring approval by Resolution in Open Session. In instances where the rate increases are above what is prescribed in this by-law, users shall be notified through an advertisement in a local newspaper and on each user's bill for the period preceding the rate adjustments.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 20-2023 be received and that By-law 12-2023 being a by-law to amend Schedules A and B of By-law 105-2021 be read a first, second and third time passed signed and sealed in open Council this 6th day of February 2023.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 12-2023
FOR THE YEAR 2023**

***BEING A BY-LAW TO AMEND BY-LAW 105-2021 TO AMEND SCHEDULES
“A” AND “B”***

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

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

AND WHEREAS the Council of the Corporation of the Township of South Glengarry passed By-law 105-2021 to set bi-monthly water and sewer rates for the Glen Walter Area, Lancaster/South Lancaster Area and annual rates for the Kennedy Redwood Estates Area and Green Valley Area and to consolidate impose fees in the Township of South Glengarry;

AND WHEREAS the Council of the Corporation of the Township of South Glengarry desires to amend By-law 105-2021 to update Schedules “A” and “B”.

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

- 1. **THAT** Schedules “A” and “B” of By-law 105-2021 shall hereby be deleted and shall be replaced by schedules “A” and “B” attached hereto.
- 2. **THAT** all other provisions of By-law 105-2021, as amended, shall continue to apply.
- 3. **THAT** this amendment shall come into force and take effect upon final passing of the amending by-law.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 6TH DAY OF FEBRUARY 2023.***

MAYOR: CLERK:

Schedule “A”

Glen Walter System

<u>Rate Description</u>	<u>Rate</u> <u>(per two (2) months)</u>	
<u>Base Usage Rates (Water & Sewer)</u>		
Flat Rate Service Fee	\$95.33	per unit – per two months
Rate for water (per cubic metre of water)	\$2.49	
Rate for sewage (per cubic metre of water)	\$1.87	
Minimum consumption billing (19.3 cubic metres per two months and nontransferable between periods)	\$84.17	

<u>Base Usage Rates (Water only)</u>		
Flat Rate Service Fee	\$52.37	per unit – per two months
Rate for water (per cubic metre of water)	\$2.49	
Minimum consumption billing (19.3 cubic metres per two months and nontransferable between periods)	\$48.08	per two-month period

The rates will be raised by 3% on the 1st of January each year from 2022 to 2026.

The Treasurer shall add to all overdue accounts, interest at the rate of 1 ¼ % per month, on the first day of each month, for each month or fraction thereof on the principal amount that remain unpaid. The interest added shall not be compounded.

The flat rate service fee shall be reviewed by Council in the second year of each term of Council based on a long- and short-term capital plan submitted by Administration.

The following shall be reviewed by Council in the second year of each term of Council:

The sewage rates for the Glen Walter system and Lancaster system shall be 75% of the water rates, respectively. Any excess revenues of each system shall be used for current capital, capital reserves or to pay previous deficits of the system. The usage rates for water and sewage shall be adjusted each year by the Treasurer in accordance with this by-law. Should a rate adjustment be required above those set out in this by-law, a report will be prepared for Council requiring approval by Resolution in Open Session. In instances where the rate increases are above what is prescribed in this by-law, users shall be notified through an advertisement in a local newspaper and on each user’s bill for the period preceding the rate adjustments.

Schedule “B”

Lancaster System

<u>Rate Description</u>	<u>Rate</u> <u>(per two (2) months)</u>	
<u>Base Usage Rates (Water & Sewer)</u>		
Flat Rate Service Fee	\$60.40	per unit – per two months
Rate for water (per cubic metre of water)	\$2.49	
Rate for sewage (per cubic metre of water)	\$1.87	
Minimum consumption billing (19.3 cubic metres per two months and nontransferable between periods)	\$84.17	

The rates will be raised by 3% on the 1st of January each year from 2022 to 2026.

The Treasurer shall add to all overdue accounts, interest at the rate of 1 ¼ % per month, on the first day of each month, for each month or fraction thereof on the principal amount that remain unpaid. The interest added shall not be compounded.

The flat rate service fee shall be reviewed by Council in the second year of each term of Council based on a long- and short-term capital plan submitted by Administration.

The following shall be reviewed by Council in the second year of each term of Council:

The sewage rates for the Glen Walter system and Lancaster system shall be 75% of the water rates, respectively. Any excess revenues of each system shall be used for current capital, capital reserves or to pay previous deficits of the system. The usage rates for water and sewage shall be adjusted each year by the Treasurer in accordance with this by-law. Should a rate adjustment be required above those set out in this by-law, a report will be prepared for Council requiring approval by Resolution in Open Session. In instances where the rate increases are above what is prescribed in this by-law, users shall be notified through an advertisement in a local newspaper and on each user’s bill for the period preceding the rate adjustments.

STAFF REPORT

S.R. No. 21-2023

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure

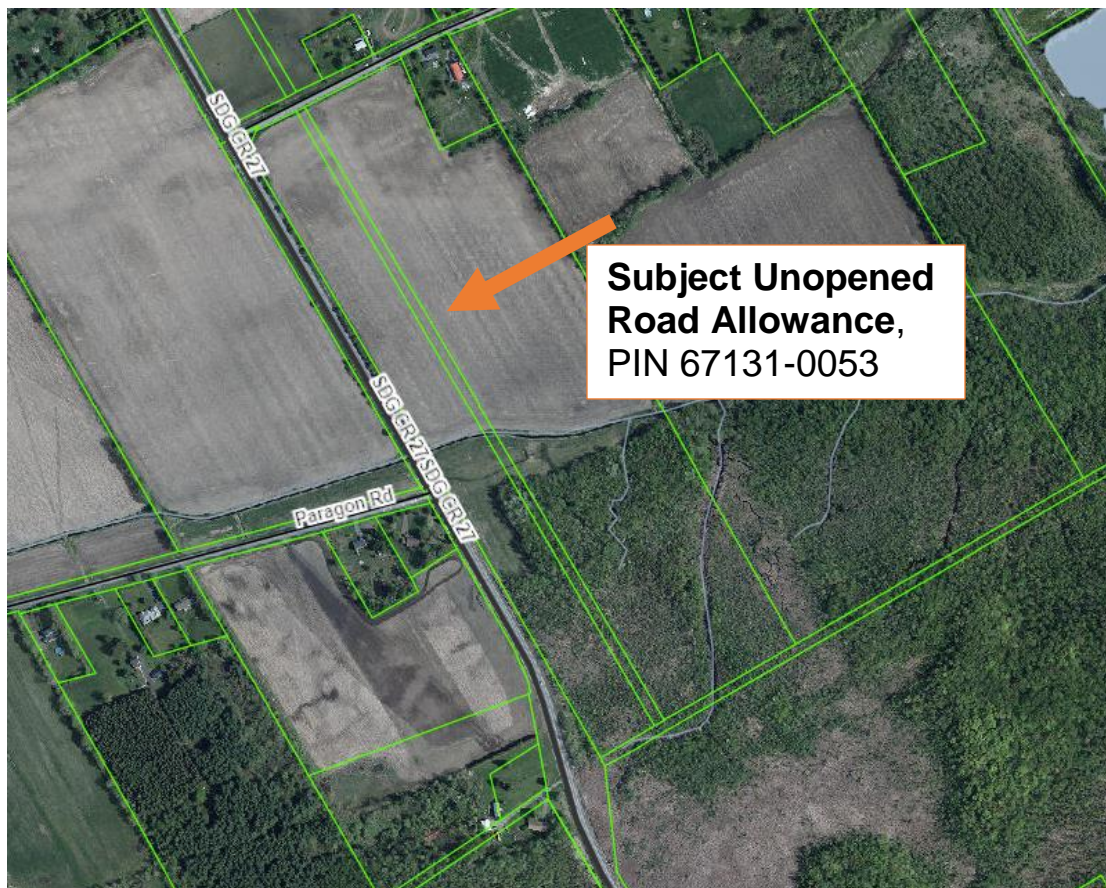
PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: Stop Up and Close Road Allowance - Summerstown

BACKGROUND:

1. The Township received a request from Grenkie & Reynolds LLP to stop up, close, and sell the road allowance identified as PIN 67131-0053 (see attached).
2. The unopened road allowance is located 70 metres east of County Road 27 and runs parallel to the exiting County Road.



3. It appears that this subject road allowance has been previously attempted to be transferred to the current owner of the abutting lands. However, the transfer was not completed because there was no accompanying by-law. Administration believes that this transfer was attempted over forty years ago.

ANALYSIS:

4. By-law 21-2021 being a by-law to regulate the sale and purchase of property stipulates the following with respect to unopened road allowances:

Sec.	Description	Note
8.1	Preserve of RA leading to the water	RA does not lead to the water
8.2	Consider potential to serve future development / movement of traffic	CR27 is immediately west and parallel to RA
8.3	All costs are born by the applicant	Township is not applicant

5. The attached by-law, once passed, will stop up and close the road and will be registered on title.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 21-2023 be received and that By-law 13-2023, being a by-law to stop up and close the road allowance legally described as Part 14 on 14R-1373 between Lots 13 and 14, Concession 2 Front being PIN 37131-0053 be read a first, second and third time, passed, signed and sealed in Open Council this 6th day of February, 2023.

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



BARRISTERS,
SOLICITORS, NOTARIES

J. Douglas Grenkie, QC, LSM
Jodie C. Reynolds, LL.L., LL.B., LL.M.

Peter J. Remillard, B.C.L., LL.B., CFP.
(1979 - 2015)

233 Augustus St.
Cornwall, ON
K6J 3W2

T 613-932-7654
F 613-938-1692

January 16, 2023

Township of South Glengarry
Attention: Kelli Campeau
6 Oak St PO Box 220
Lancaster, ON K0C 1N0

Dear Madam:

Re: Shaver purchase from MacDonald
Vacant land , South Glengarry
Part W1/2 Lot 13, Con 2 Front Charlottenburgh being Part 14 on Plan 14R-1373
Closing Date: February 1, 2023
Our File No.: 199

We are the solicitors for Neil Shaver and Karen Shaver, the purchasers in the above transaction which is scheduled to be completed on February 1, 2023.

Our search of title reveals that the Transfer to the current owner, Archibald John MacDonald includes Part 14 on 14R1373 which is a road allowance between Lots 13 and 14 Concession 2 Front being PIN 67131-0053. This PIN remains in the Registry system due to a conflict of ownership as no by law has ever been registered by the Township of South Glengarry to stop up, close and sell the road allowance.

Would you kindly advise if the Township of South Glengarry will register a by law and Transfer to stop up, close and sell the road allowance being PIN 67131-0053 to the current owner, Archibald John MacDonald.

We thank you for your cooperation and remain,

Yours very truly,
Grenkie & Reynolds LLP

Jodie Claire Reynolds
JCR:jm



CHESTERVILLE



MORRISBURG



PRESCOTT

yourlawfirm.ca

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 13-2023
FOR THE YEAR 2023**

BEING A BY-LAW TO STOP UP AND CLOSE AN UNOPENED ROAD ALLOWANCE.

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

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

AND WHEREAS the *Municipal Act, 2001*, c. 25 S 27 (1) provides that a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway.

AND WHEREAS it is deemed expedient and in the interest of the Corporation of the Township of South Glengarry that the road set out and described below be stopped up and closed.

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

- 1. **THAT** the unopened road allowance legally described as Part 14 on 14R-1373, being a road allowance between Lots 13 and 14 Concession 2 Front (PIN 67131-0053) be stopped up and closed.
- 2. **THAT** the Mayor and Clerk be authorized to sign all applicable documents in connection therewith.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 6TH DAY OF FEBRUARY 2023.

MAYOR: **CLERK:**

STAFF REPORT

S.R. No. 22-2023

PREPARED BY: Joanne Haley, GM Planning, Building & Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: MacDonell/Colliver Zoning By-law Amendment

BACKGROUND:

Site Location:

1. Part of Lot 13, Concession 2 SSRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.



Owner/Applicant:

2. Jerome MacDonell / Kevin Colliver

Description of Site and Surroundings:

3. The subject property is located on the north-east corner of the intersection of County Road 27 and Leitch Road. It is approximately 8.5 Hectares in size. The subject property is currently being farmed as the primary use on the subject property.
4. The surrounding lands are characterized as residential and agricultural to the north containing single family homes and farmland and the lands to the east, west, and south are characterized as Agricultural land that are either forested or are being farmed

Summary of Requested Zoning Proposal:

5. On December 19, 2022, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Agricultural (AG) to Agricultural – Exception Thirty-Three (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction. All other applicable provisions of by-law 38-09, as amended, shall continue to apply.

ANALYSIS:**Planning Rationale:****Planning Policy Framework:**

6. This application is subject to the following policy framework:
 - a. The Provincial Policy Statement (PPS) 2020
 - b. The United Counties of Stormont, Dundas and Glengarry Official Plan (OP)
 - c. The Township of South Glengarry's Zoning By-Law

Provincial Policy Statement

7. 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

8. 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:

9. The subject property is currently zoned Agricultural in the Township's Zoning By-law 38-09. Agricultural uses are permitted.
10. 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:

11. 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 January 16, 2023, no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received.
12. The Ontario Planning Act requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. A decision will be made on day 49.
13. 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.
14. 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.

15. 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 Ontario Land Tribunal (OLT) must have consideration to the decision of Council.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 22-2023 be received and that By-law 14-2023, being by-law to amend By-law 38-09, to rezone the property legally described as Part of Lot 13, Concession 2 SSRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry from Agricultural (AG) to Agricultural – Exception Thirty-Three (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction on the subject property, be read a first, second and third time, passed, signed and sealed in open council this 6th day of February 2023. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 14-2023
FOR THE YEAR 2023**

***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:**

1. **THAT** the area affected by this by-law is legally described as Part of Lot 13, Concession 2 SSRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lot 13, Concession 2 SSRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from Agricultural (AG) to Agricultural – Exception Thirty-Three (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction.
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **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 FEBRUARY, 2023.***

MAYOR:

CLERK:

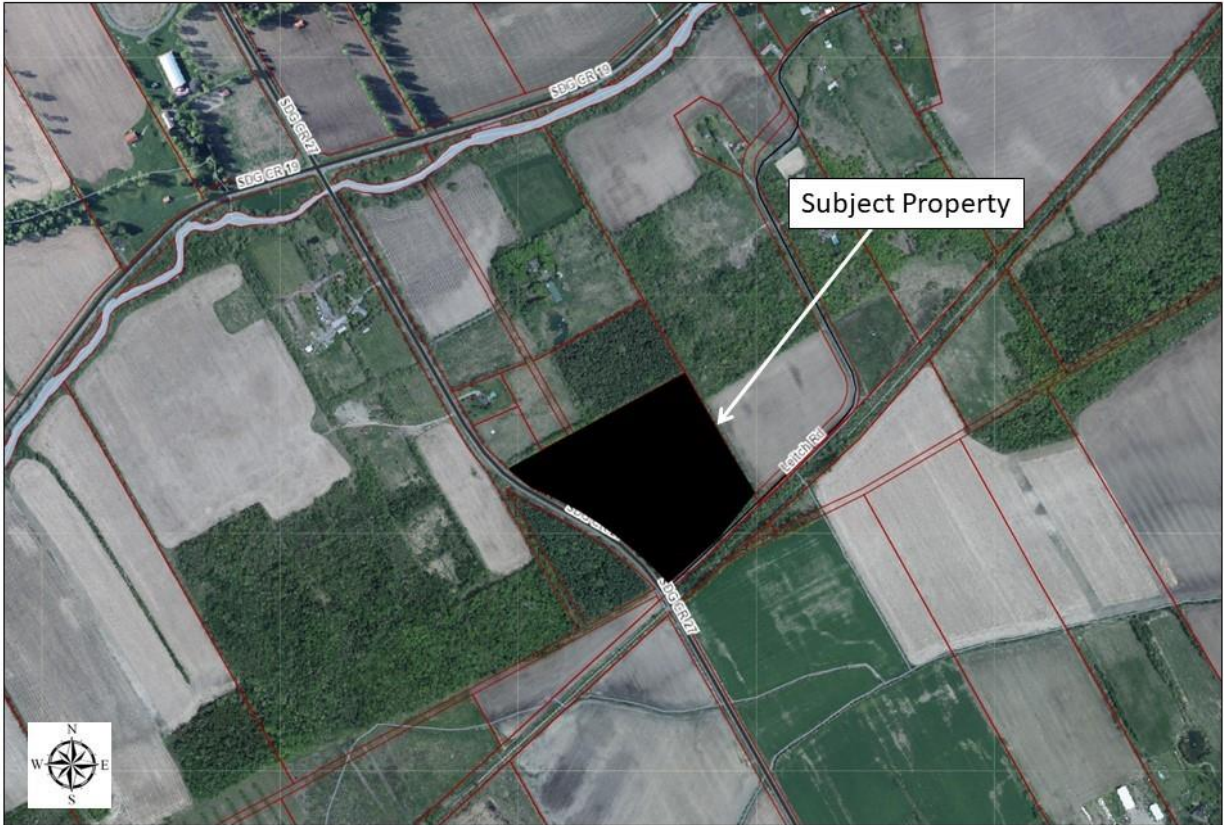
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BY-LAW 14-2023

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 Thirty-Three (AG-33) to reduce the Minimum Lot Area from 20 hectares to 8.5 hectares and to prohibit residential construction. All other applicable provisions of by-law 38-09, as amended, shall continue to apply.

Schedule “A”



Lands to be zoned to
Agricultural - Exception
Thirty-Three (AG-33)

**This is Schedule “A” to By-law 14-2023
Adopted this 6th day of February, 2023**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. No. 23-2023

PREPARED BY: Joanne Haley, GM- Planning, Building and Enforcement & Max Irwin, Community Planner

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: Delegation of Authority By-law- Land Use Planning

BACKGROUND:

1. Bill 13, the *Supporting People and Businesses Act, 2021*, included changes to the Planning Act that allow local municipalities to delegate the authority to pass by-laws under Section 34 (Zoning), that are minor in nature to a committee of Council and/or an individual who is an officer, employee or agent of the Municipality.
2. In order to delegate this authority, the municipality's Official Plan must include policies that specify what type of by-laws may be delegated. On August 22, 2022, the United Counties Council of Stormont, Dundas and Glengarry (SDG) passed Official Plan Amendment 13 (OPA-13) - Minor Zoning Amendments, that permits the lower tier municipalities to pass a delegation of authority by-law; this OPA conforms to Bill 13.
3. OPA-13, created a policy that allows for the delegation of authority of minor zoning amendments which includes:
 - Garden suites - to permit
 - Surplus dwelling consent - to prohibit residential construction on the retained land
 - Zoning amendments that are required as a condition of a consent
 - To remove a holding symbol
 - Temporary Use
4. OPA 13 also included the ability to delegate authority for part lot control by-laws and to permit alternative notice procedures for Community Improvement Plans (no longer need to have a public meeting), disposal of surplus dwellings consents and consents that require a zoning amendment as a condition as public notice requirements may be completed through the Consent process.

ANALYSIS:

5. The proposed Delegation of Authority By-law for Land Use Planning (see attached) implements OPA 13 whereby the above listed processes are proposed to be delegated to the General Manager of Planning, Building & Enforcement or an officer, employee, or consultant of the Township designated by the Chief Administrative Officer.
6. At any time, If the General Manager of Planning, Building & Enforcement deems it in the best interest of the public they may redelegate, in writing, approval authority delegated to them in this By-law to Council after receipt of a complete application and fee for any land use planning process listed above.
7. The proposed delegation by-law also includes the authority to recommend to the United Counties to extend the lapsing period for draft plan approved subdivisions and condominiums as well as authority is delegated to the CAO to refund any land use planning fees as set out in the approved planning tariff of fees by-law.
8. This delegation by-law for land use planning processes does not change the requirements of the process in terms of public notification, rights to appeal etc., administration is obligated to process the applications as per the Ontario Planning Act and applicable regulations.
9. The delegation of these matters will make more efficient use of Council and administrations time and will improve service delivery to the applicants and development community. Streamlining the review and approval process for certain types of straightforward applications, will allow for development to ultimately proceed in a more timely fashion.

IMPACT ON 2023 BUDGET:

10. Mandated progressive refunds, while we strive to avoid the need to issue them, may reduce overall planning department revenue.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.
Goal 5: Improve external and internal communications.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 23-2023 be received and that By-law 05-2023, being a by-law to delegate authority for land use planning processes, be read a first, second and third time, passed, signed and sealed in open Council this 6th day of February 2023.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 05-2023
FOR THE YEAR 2023**

BEING A BY-LAW TO DELEGATE AUTHORITY TO VARIOUS OFFICERS, EMPLOYEES OR AGENTS OF THE CORPORATION OF 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 the *Municipal Act 2001*, c. 25 S. 23.1 (1) provides that a municipality may delegate its powers and duties subject to certain restrictions;

AND WHEREAS the *Planning Act* R.S.O. 1990, as amended, S. 39.2 provides that Council may delegate authority to pass by-laws under Section 34 of the Act that are minor in nature.

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

Part 1 SHORT TITLE

1.1. This by-law shall be known and cited as the “Delegation of Authority By-law for Land Use Planning”

Part 2 DEFINITIONS

2.1. “Council” means the Council of the Corporation of the Township of South Glengarry.

2.2. “General Manager of Planning, Building & Enforcement” means the General Manager of Planning, Building & Enforcement or their designate.

2.3. “Designate” means the General Manager of Planning, Building & Enforcement or an officer, employee, or consultant of the Township designated by the Chief Administrative Officer.

Part 3 RESOLUTION OR CONFLICT

3.1. The Chief Administrative Officer is hereby authorized to resolve any conflict or ambiguity regarding the individual or individuals of the Township authorized to exercise any delegation.

Part 4 MINOR BY-LAW CLASSIFICATION

4.1. Council hereby deems all by-laws regarding the processes set out in Schedule “A” of this by-law as minor in nature with respect to subsection 23.2 (4) of the Municipal Act, 2001, S.O. 2001, c.25.

Part 5 DELEGATION

5.1. Council delegates the powers and duties set out in Schedule “A” attached hereto to those officers, employees, and consultants listed therein and subject to any limitations specified therein.

Part 6 REDELEGATION

6.1. If the General Manager of Planning, Building & Enforcement deems it in the best interest of the public, they may redelegate, in writing, approval authority delegated to them in this By-law to Council after receipt of a complete application and fee for any process described in Schedule “A”.

6.1.1. If approval authority is redelegated to Council:

6.1.1.1. The General Manager of Planning, Building & Enforcement is to provide a summary of the application, including any relevant information from meetings prior to the acceptance of the application.

6.1.1.2. The application will be brought to Council as part of the next available Council meeting after the General Manager of Planning, Building & Enforcement notifies Council of the delegation.

6.2. Except as otherwise required by law, should any person in a position referred to in this By-law or their designate be unavailable or otherwise unable to perform the responsibilities delegated pursuant to this by-law, the authority will further be delegated to Council.

6.3. Except as otherwise required by law, should any position referred to in this by-law be vacant or not longer exist within the corporation, the delegated authority will be further delegated to Council.

Part 7 SCHEDULES

7.1. Schedule “A” attached hereto shall form part of this by-law.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 6TH DAY OF FEBRUARY 2023.

MAYOR: _____ **CLERK:** _____

Corporation of the Township of South Glengarry
Schedule “A” to By-Law 05-2023

	<i>Delegation</i>	<i>Delegate/Appointee</i>	<i>Legislative Authority</i>
1	Authority to approve a minor by-law to remove a holding symbol under section 34 of the Planning Act.	General Manager of Planning, Building & Enforcement or their delegate	Subsection 36 & 39.2 (3)(a) of the Planning Act & Section 8.12.6.1 of the SDG Official Plan
2	Authority to approve a minor by-law to designate lands within a registered plan or plans of subdivision or parts of them as not subject to part-lot control in accordance with 50 (7).	General Manager of Planning, Building & Enforcement or their delegate	Subsection 5 (1) & 50 (7) of the Planning Act
3	Authority to approve a minor by-law to authorize the temporary use of land, buildings or structures in accordance with subsection 29 (1) of the Planning Act.	General Manager of Planning, Building & Enforcement or their delegate	Subsection 39 & 39.2 (3)(b) of the Planning Act & Section 8.12.6.1 of the SDG Official Plan
4	Authority to approve minor by-laws under section 34 of the Planning Act with respect to restricting residential development on a lot created as a result of farm consolidation.	General Manager of Planning, Building & Enforcement or their delegate	Subsection 5 (1) & 39.2 (1) of the Planning Act & 2.3.4.1 c) of the Provincial Policy Statement 2020 & Section 8.12.6.1 of the SDG Official Plan
5	Authority to approve minor by-laws under section 34 of the Planning Act with respect to a Zoning By-Law Amendments that is required as a condition of approval of a provisional consent application that received no objections from the public and agencies during the required circulation period.	General Manager of Planning, Building & Enforcement or their delegate	Subsection 5 (1) & 39.2 (1) of the Planning Act & Section 8.12.6.1 of the SDG Official Plan

6	Authority to deem applications complete	General Manager of Planning, Building & Enforcement or their delegate	Subsection 5 (1), 22 & 34 of the Planning Act and other sections of the Planning Act requiring the submission of an application.
7	Authority to require, approve and execute site plan agreements	General Manager of Planning, Building & Enforcement or further delegated to the CBO/Director of Development	Subsection 5 (1) & Section 41 (4.0.1) of the Planning Act, By-law 79-2022
8	Authority to recommend to the United Counties to extend the lapsing period of draft plans of subdivision and condominiums	General Manager of Planning, Building & Enforcement or their delegate	Subsection 5 (1) of the Planning Act
9	Authority to refund fees set out in the Approved Planning Tariff of Fees By-Law	Chief Administrative Officer	



STAFF REPORT

S.R. No. 24-2023

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 6, 2023

SUBJECT: Delegation of Authority By-law

BACKGROUND:

1. The Corporate Services department has initiated a comprehensive review of general by-laws and policies to ensure that the Township is meeting compliance for mandated by-laws and policies and that these policies are up to date and meeting the present needs of the Corporation.
2. The *Municipal Act, 2001* s 270(1) provides that a municipality *shall* (must) adopt and maintain a number of policies, one of which is a policy with respect to the delegation of its powers and duties (“delegation of authority by-law”).
3. Presently, the Township of South Glengarry does not have a comprehensive Delegation of Authority policy or by-law in place.

ANALYSIS:

4. The delegation of certain powers and duties allows the delegated persons to carry out day-to-day administrative/operational functions which enables Council to focus and streamline its agenda and focus on broader and longer-term needs of the municipality.
5. The attached draft by-law includes parameters for the exercise of delegated authority, including:
 - Where delegated authority involves the expenditure of funds, it can only be done so where it has been approved in the budget by Council.
 - Those who have been delegated authority must exercise this authority responsibly and will be held accountable for their actions and decisions.
 - If a person with delegated authority has a conflict of interest on a matter related to the delegated authority, they must report this to the CAO or, in the case of the CAO, to Council.

6. Note that the by-law does not diminish, restrict, or reduce any authority delegated to an officer or employee by any other by-law, statute, regulation or otherwise provided by law.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 24-2023 be received and that By-law 11-2023, being a by-law to delegate certain powers and duties to officers and employees of the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 6th day of February 2023.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 11-2023
FOR THE YEAR 2023**

***BEING A BY-LAW TO DELEGATE CERTAIN POWERS AND DUTIES
TO OFFICERS AND EMPLOYEES OF 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 the *Municipal Act, 2001*, c. 25 s. 270 (1) 6. requires the establishment of policies for the delegation of certain powers and duties to staff.

AND WHEREAS Council deems it advisable to delegate certain powers and duties to officers and employees of the Township for the purpose of providing responsible, accountable, good and efficient government.

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

1. **THAT** Council hereby delegates certain duties and powers to officers and employees as described in Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** no further delegation of the authorities contained herein is permitted without Council approval, either with respect to the authority and limits of the delegation or the persons to whom the delegation is granted.
3. **THAT** where delegated authority involves the expenditure of funds and/or commitment of resources, the delegated authority must be exercised with the Council approved budget for that matter.
4. **THAT** officers and employees with delegated authority under this by-law shall exercise their authority responsibly and shall be accountable and responsible for their actions and decisions.
5. **THAT** if an officer or employee has a conflict of interest related to a delegated authority then the officer or employee must not exercise their delegated authority and must forthwith report the conflict of interest to the Chief Administrative Officer or, in the case of the Chief Administrative Officer, to Council.

- 6. **THAT** this by-law does not diminish, restrict, or reduce any authority delegated to any officer or employee by any other by-law, statute, regulation or as otherwise provided by law.
- 7. **THAT** this by-law shall come into force and effect upon its final passing.

READ A FIRST AND SECOND TIME THIS 6TH DAY OF FEBRUARY 2023.

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____ 2023.

MAYOR: _____ CLERK: _____

**SCHEDULE “A”
TO BY-LAW 11-2023**

DELEGATE - CHIEF ADMINISTRATIVE OFFICER

Delegated Powers and Duties	Criteria/Conditions
Insurance – Settlement of Small Insurance Claims	Authority to handle claims for amounts less than \$10,000. An annual report is required for Council.
Insurance – Third Party Claims	Authority to pursue and settle with third parties for the recovery of Township property damage claims. An annual report is required for Council.
Inclement Weather	In consultation with the Mayor, authority to close non-essential departments in the event of inclement weather.
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget.
Executing documents related to Township bank accounts	Authority to sign
Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for receipt of funds.	Authority to sign applications. To be noted in monthly departmental update.
Correspondence or documents required to implement a decision/action of Council.	Authority to sign
Letters of Support	Issuance of letters of support for community events that do not require a financial contribution.

DELEGATE - GENERAL MANAGER CORPORATE SERVICES/CLERK

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under current Procurement Policy and approved annual budget.
Correspondence or documents required to implement an action/decision of Council	Authority to sign

Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds.	Authority to sign
Land conveyance documents or land title clearance	Authority to sign
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – all related powers and duties as Head	Administration of MFIPPA and for decisions made thereunder
Point of contact, being the municipal entity, pursuant to the Ombudsman Act	Annual report to be provided to Council
Software and data sharing agreements	Authority to sign provided the product to be licensed has been authorized within the current year's operating or capital budget.
Issuance of Lottery Licences	Authority within the established guidelines set out by the Alcohol and Gaming Commission
Authority to designate events as municipally significant for the purposes of the Special Occasion Permit Process	Include in monthly departmental update
Authority to issue marriage licences and provide marriage solemnization services	Authority within the established guidelines set out by the Marriage Act

DELEGATE - GENERAL MANAGER OF FINANCE/TREASURER

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget
Executing documents related to Township bank accounts	Authority to sign
Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds	Authority to sign
Sign minutes of settlement and represent the municipality with regards to property assessment appeals at the Assessment Review Board	Authority to review and sign off settlements and participate in the hearing process where appropriate. To be noted in monthly departmental update.
Execute extension agreements for tax arrears.	Authority to grant extension agreements for tax arrears in

	accordance with By-law 53-2021.
Accounts Receivable	Authority to write off interest, bad debt and small balances on accounts. Authority to determine small balance thresholds.

DELEGATE - GENERAL MANAGER OF PLANNING, BUILDING & ENFORCEMENT

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget
Site Plan Control – authority to require, approve and execute site plan agreements	Authority pursuant to the conditions of By-law 79-2022
Land use planning approvals	Authority pursuant to the conditions of By-law 05-2023

DELEGATE - DIRECTOR OF DEVELOPMENT/CBO

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget

DELEGATE - MANAGER OF MUNICIPAL LAW

Delegated Powers and Duties	Criteria/Conditions
Authority to approve, modify or refuse applications for a temporary nuisance exemption permit.	Authority granted per the conditions of By-law 35-2022. To be reported to Council on an annual basis.

DELEGATE - FIRE CHIEF

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget.
Authority to grant departmental permits	Authority to issue department permits provided eligibility of the applicable by-law/policy has been met.

Fire Risk and Safety Management Plans	Authority to approve and comment.
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DELEGATE - GENERAL MANAGER OF PARKS, RECREATION AND CULTURE

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget
Authority to grant departmental permits	Authority to issue department permits provided eligibility of the applicable by-law/policy has been met.
Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds.	Authority to sign.

DELEGATE - GENERAL MANAGER OF INFRASTRUCTURE SERVICES

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget
Joint tender contracts/agreements	Authority to sign contracts/agreements as authorized under current Procurement Policy and approved annual budget
Authority to grant departmental permits, entrance, ditch infill, etc.	Authority to issue department permits provided eligibility of the applicable by-law/policy has been met.
Utility/Municipal Permits and Consents	Authority to sign
Temporary road closures for road work and repairs	Authority to approve
Temporary road closures for ceremonial events, parades and community celebrations	Authority to approve – to be included in monthly departmental update

DELEGATE – DIRECTOR OF WATER AND WASTEWATER

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current

	Procurement Policy and approved annual budget.
Joint tender contracts	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget.
Authority to grant departmental permits and service connections.	Authority to issue department permits provided eligibility of the applicable by-law/policy has been met.
Temporary road closures for road work and repairs.	Authority to approve.

DELEGATE – MANAGER OF ROADS

Delegated Powers and Duties	Criteria/Conditions
Executing contracts/agreements	Authority to sign contracts/agreements as authorized under the current Procurement Policy and approved annual budget.
Authority to grant entrance permits.	Authority to issue entrance permits provided eligibility of the applicable by-law/policy has been met.
Utility/Municipal permits and consents	Authority to sign.
Temporary road closures for road work and repairs.	Authority to approve.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 6th, 2023

SUBJECT: South Glengarry Fire Services – Station 4
(Lancaster) Station Chief Retirement

PREPARED BY: Dave Robertson, Fire Chief

It is with mixed feelings that we announce the retirement of Station Chief Blake McDonell after 24 years with the South Glengarry Fire Service. Blake started his career at the Glen Walter Station, rising to the rank of Captain before transferring to the Lancaster Station and ending his career as Station Chief.

Blake was a most dedicated member of our Department, much like he has and remains with many other community organizations. Serving his community through the Fire Services was always a priority.

In addition, special thanks go to his spouse Janet and family for allowing Blake to serve his community in this way.

On behalf of the members of South Glengarry Fire Services, Deputy Chief James Walker and I wish to express my heartfelt thanks to Blake for his selfless commitment to our municipality.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 6th, 2023

SUBJECT: South Glengarry Fire Services – Station 4
(Lancaster) Station Chief Appointment

PREPARED BY: Dave Robertson, Fire Chief

We are pleased to announce that Daniel Cholette has been promoted to the rank of Station Chief, Station 4 (Lancaster). He assumed the role on January 25th of this year.

Daniel joined the Lancaster Fire Department in 1989 and has remained with the Lancaster Station for his entire career but for a few years where he stepped aside due to work commitments.

Daniel has fulfilled his new role in an acting capacity since September of 2022. He has the full support of the Station 4 members and looks forward to the increased responsibilities in this new role.

We welcome Daniel to the Fire Leadership team and look forward to his involvement.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 6, 2023

SUBJECT: Annual Accessibility Multi-Year Plan Update

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

The *Accessibility for Ontarians with Disabilities Act* (AODA) is legislation that aims to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers.

The AODA mandates that all municipalities in Ontario prepare an Accessibility Plan to outline the organization's strategy to prevent and remove barriers. The plan is to be updated every five years. The Township's current Multi-Year Accessibility Plan is for the five year period from 2020 to 2025.

O. Reg. 191/11, the Integrated Accessibility Standards under the AODA, further provides that public sector organizations shall prepare an annual status report on the progress of measures taken to implement the multi-year plan, including steps to comply with the standards of O. Reg. 191/11.

The attached Status Report provides an update on the measures taken in 2022 to implement the Township's multi-year plan. The report was prepared in consultation with all department heads, the CAO and the HR Advisor.

Accessibility achievements in 2022 include:

- The installation of new, accessible playground equipment in Glen Walter and North Lancaster.
- Continued modernization and digitization of services, such as the implementation of Voyent Alert, Access E11, and Recycle Coach.
- Diversification of accommodations offered through the recruitment process (virtual interviews).

Administration will continue to monitor and implement opportunities to increase accessibility throughout the Township to ensure that people with disabilities have the opportunity to interact and contribute to the community.



Township of South Glengarry Annual Accessibility Status Report 2022

Introduction

The Township of South Glengarry plays a critical role in ensuring that people with disabilities have the opportunity to interact and contribute to the community. We strive to meet the needs of employees, residents and customers with disabilities and are working towards removing and preventing barriers to accessibility.

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Pursuant to O. Reg. 191/11: Integrated Accessibility Standards Section 4(3), our organization is required to prepare an annual status report on the progress of measures taken to implement our Accessibility Plan and to post the report on our website. The report is also available in an accessible format upon request.

Achievements to Remove and Prevent Barriers

Since the adoption of our 2020-2025 Multi-Year Accessibility Plan, the Township of South Glengarry has implemented a number of projects and programs to improve accessibility for people with disabilities and to meet the requirements of applicable legislation.

Accessibility achievements include:

Customer Service

- Expanded ability for residents to submit instantly documented feedback quickly and through an online portal.

Information and Communications

- Enhanced ability to communicate water and wastewater emergency breaks and service disruptions in a timely manner by adopting a mass notification system (e-mail, text message, voicemail, app). Previously, these communications were hand delivered.

Employment

- Offering additional accommodations through the recruitment process, including virtual interviews.

Design of Public Spaces

- Newly installed accessible playground equipment in Glen Walter and North Lancaster.

Strategies and Actions Planned for 2020-2025

Appendix “A” outlines the projects and programs the Township of South Glengarry plans to complete between 2020 to 2025 to meet the requirements of the Accessibility for Ontarians with Disabilities Act and to remove and prevent barriers to people with disabilities.

Appendix “B” updates the Implementation Plan for Facilities and Infrastructure.

Appendix 'A' IASR Compliance Plan

CUSTOMER SERVICE STANDARD	ACTION(S)	2022 UPDATE
Develop, implement and maintain policies governing its provision of goods, services, facilities to persons with disabilities.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" policy to be reviewed and updated. 	<ul style="list-style-type: none"> Completed
Use of service animals and support persons.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" includes provisions for service animals and support persons. Policy to be reviewed and modified as necessary to reflect changes to the Act and/or Regulations. 	<ul style="list-style-type: none"> Completed.
Notice of temporary disruptions	<ul style="list-style-type: none"> Procedure for service disruption notification is included in "Accessibility Standards for Customer Service" policy and will be reviewed and modified as required. 	<ul style="list-style-type: none"> Completed.
Train staff, volunteers and others who provide goods/services/facilities on behalf of the Township about providing goods services to people with disabilities.	<ul style="list-style-type: none"> Continue to ensure all new hires complete applicable training. Train volunteers and others who provide services on behalf of the municipality. Complete annual training updates for existing staff members. 	<ul style="list-style-type: none"> All staff completed annual training in 2022 through HR Downloads program.
Establish a process for receiving and responding to feedback.	<ul style="list-style-type: none"> Update "Accessibility Standards for Customer Service" policy to reflect new mediums for providing feedback. Establish a method for tracking feedback received. 	<ul style="list-style-type: none"> Tracking method to be established and implemented in 2023.
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> Continue to provide accessible documents and communication supports as requested. 	<ul style="list-style-type: none"> Ongoing

INFORMATION & COMMUNICATION STANDARD	ACTION	2022 UPDATE
Establish a procedure for receiving and responding to feedback.	<ul style="list-style-type: none"> • Procedure is in place and will be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> • Procedure is in place for accessible documents and communication supports. • Staff to ensure that “accessible formats available upon request” is made available on print documents (ongoing). • To be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Where emergency procedures, plan and/or public safety information is available to the public, provide in accessible format or communication supports upon request.	<ul style="list-style-type: none"> • Procedure is in place for accessible documents and communication supports. • To be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Accessible website and web content.	<ul style="list-style-type: none"> • Website refresh in 2019 has brought the overall design of the Township website into compliance with accessibility standards. • Work towards converting all PDFs on the Township website to accessible PDFs. • Educate staff on the requirement for accessible documents and web content. 	<ul style="list-style-type: none"> • Communications staff have completed training on creating accessible documents. • Continued monitoring of website.
Standards review	<ul style="list-style-type: none"> • Continue to monitor changes to legislation and modify materials as required. 	<ul style="list-style-type: none"> • Ongoing
EMPLOYMENT STANDARD	ACTION	2022 UPDATE
Recruitment, selection and notification	<ul style="list-style-type: none"> • Regularly review our Human Resources Policy Manual to prevent or remove systemic employment barriers. • Job postings will continue to include wording advising that 	<ul style="list-style-type: none"> • Ongoing

	accommodations are available for the recruitment process.	
Accessible formats and communication supports for employees	<ul style="list-style-type: none"> Continue to consult with employees to provide or arrange for accessible formats and communications supports as requested. 	<ul style="list-style-type: none"> Ongoing
Workplace emergency response information	<ul style="list-style-type: none"> Amend HR Policy Manual to include provision to provide employees with an individualized workplace emergency response plan upon request. 	<ul style="list-style-type: none"> 2023
Documented individual accommodation plans	<ul style="list-style-type: none"> Amend HR Policy Manual to include development of individual accommodation plans for employees with disabilities. 	<ul style="list-style-type: none"> 2023
Return to work process	<ul style="list-style-type: none"> Return to work process included in HR Policy Manual. 	<ul style="list-style-type: none"> Completed
Performance management, career development and redeployment	<ul style="list-style-type: none"> Continue to support employee development through learning opportunities. 	<ul style="list-style-type: none"> Ongoing
Standards review	<ul style="list-style-type: none"> Monitor changes to legislation and modify training materials as required. 	<ul style="list-style-type: none"> Ongoing
DESIGN OF PUBLIC SPACES STANDARD	ACTION	2022 UPDATE
Consultation	<ul style="list-style-type: none"> Consult with the SDG Accessibility Committee and public when designing public space such as: <ul style="list-style-type: none"> Recreational Trails Outdoor Play Spaces Public Parking 	<ul style="list-style-type: none"> Ongoing.
Recreational Trails and Beach Access Routes	<ul style="list-style-type: none"> Upgrades to certain trails have been completed (Glen Walter Regional Park, Ken Barton Park, Peanut Line). 	<ul style="list-style-type: none"> Ongoing
Outdoor Public Access Eating Areas	<ul style="list-style-type: none"> Accessible picnic tables are available in outdoor public eating areas. Ramps have been installed in parks where picnic shelters are 	<ul style="list-style-type: none"> Ongoing

	<p>located (Glen Walter Regional Park, Smithfield Park)</p> <ul style="list-style-type: none"> • Availability of accessible eating areas will continue to be monitored and any newly created spaces with eating areas will include barrier-free options. 	
Outdoor Play Spaces	<ul style="list-style-type: none"> • Glen Walter play structure to be replaced and include barrier-free components. 	<ul style="list-style-type: none"> • Completed
Exterior Paths of Travel	<ul style="list-style-type: none"> • Continue to apply all technical requirements and design standards when constructing new or redeveloping existing paths of travel (ie. curbs, curb ramps, pathways, etc.) 	<ul style="list-style-type: none"> • Ongoing
Accessible Parking	<ul style="list-style-type: none"> • The Township will continue to apply requirements for accessible parking spaces for future developments. • Ensure that accessible parking spaces at Township/public facilities are properly marked and signed. • Work with local businesses to encourage the development of accessible parking spaces. 	<ul style="list-style-type: none"> • Ongoing
Obtaining Services	<ul style="list-style-type: none"> • Township will apply required standards when renovating service counters and public waiting areas. 	<ul style="list-style-type: none"> • Completed
Maintenance Planning	<ul style="list-style-type: none"> • The Township will communicate emergency maintenance procedures and disruptions through the Township's website, social media and signage at appropriate locations. 	<ul style="list-style-type: none"> • Ongoing
Legislative Review	<ul style="list-style-type: none"> • Staff participate in training sessions when offered by Accessibility Ontario and other government organizations. 	<ul style="list-style-type: none"> • Ongoing

Appendix 'B' – Updated Facilities Implementation Plan

1. Bernie McDonell Memorial Park

Lancaster Heights, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2022 Update
Entrance	Widen path to accommodate wheelchairs	2024	
Wooden Bridge	Widen to accommodate wheelchairs	2024	

2. Char-Lan Recreation Centre

19740 John Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Light switches inaccessible	Switches to be lowered in washrooms or motions sensors installed.	2014	Complete
Entrance	Install automated doors at entrance.	2018	Complete

3. Empey-Poirier Park

6085 Vine Street, Glendale, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No parking lot (park on grass)	Paved parking lot (with accessible parking space) and larger driveway in.	2024	Complete
No pathways	Paved pathways	2024	
No wheelchair access to	Paved pathways	2024	

playground, rink etc.			
Only 2 benches	Install additional benches	2015	Complete

4. Glen Walter Regional Park

6626 Wine Crescent, Glen Walter, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Parking lot not paved	Paved parking lot	2024	
No pathways to soccer fields, play structure, tennis courts, volleyball court, basketball court, etc.	Paved pathways	2015	Complete
Shaded area not accessible	Install ramp	2013	Complete
Ladies accessible washroom – no handle bars	Install bars	2013	Complete
Ladies Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2022	Pipes have been covered. Pull levers to be installed in 2023
Ladies Washroom – tower dispenser too high	Lower dispenser	2022	Complete
Men's Washroom – exterior access to washroom not wheelchair accessible	Paved pathway to washroom	2022	Revise completion date to 2024 (will be dependent on accessible pathway installation)
Men's Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2022	Pipes have been covered, pull levers to be installed in 2023.
Men's Washroom – no handlebars	Install handlebars	2022	Complete

above and beside toilet			
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5. Green Valley Community Centre

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking space	Front parking space to be signed accessible	2013	Complete
Entrance (small groove)	Flatten down	2013	Complete
Light switches and paper towel dispenser too high	Lower switches or install motion sensors, lower dispenser	2014	Complete
No door handle on accessible stall in men's washroom	Install handle	2020	Complete
Ladies Washroom – no handle bars above or beside toilet	Install bars	2020	Complete
Entrance – non-accessible doors	Install automatic doors	2018	Complete

6. Green Valley Park

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Arena area, not wheelchair accessible	Pathways	2024	
Soccer fields, baseball diamond not wheelchair accessible	Pathways	2024	
No accessible parking space	Front parking space with accessible parking sign	2013	Complete

Pavement to walk from parking lot to tennis courts very rough, not wheelchair friendly	Clear the rocks, smooth out big ruts and bumps	2015	Ongoing (Annual)
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7. Jack Danaher Park

21491 MacCuaig Drive, Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Parking lot	Paved parking lot	2024	
Play area not wheelchair friendly	Paved pathways	2015	N/A (play structure removed)
Fireplace area not wheelchair friendly	Benches/pathway to fire	2024	
No access ramp from change room to community centre	Install ramp	2014	Complete
Countertop too high	Lower countertop	2024	
Gaps between boards – unsafe	Fill in gaps	2013	Inspected Annually
No assistant bars behind toilets (ladies and men's washrooms)	Install assistant bars	2020	Complete
Sink pipes not covered in washrooms	Cover pipes	2022	Complete
Paper towel/soap dispenser too high	Lower dispensers	2020	Complete
Men's Washroom – no pull levers	Install pull levers	2020	Revise completion date to to 2023
Entrance door loose	Tighten handle	2020	Complete
Entrance not accessible (step)	Install ramp	2024	
Railing along walkway	Install railing	2024	

8. Kenneth Parton Senior Park

4852 County Road 20, Martintown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Entrance	Widen path to accommodate wheelchair	2014	Complete

9. Lan-Char Medical Centre

20 Victoria Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking	Provide accessible parking/lines to be marked	2013	Complete
Outside lighting is insufficient (near dentist office)	Fix lighting	2013	Complete
No accessible signage	Add signage	2013	Complete
Lip at entrance or dentist office	Fix entrance	2013	Complete
Light switches inaccessible	Lower switches in washrooms or add motion sensor	2022	Revise to 2023

10. Martintown Community Centre/Park

4850 County Road 20

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Upgrades in 2016	Accessible play structure and walkways	2016	Complete

11. Nor'Westers and Loyalist Museum

19651 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No parking lot	Create designated parking spot on street.	2024	
Side entrance not wheelchair friendly	Install ramp	2013	Complete
Doorway entrance (small groove)	Smooth down to no bump	2020	Complete
Upstairs not accessible (stairs)	Elevator or escalator (Investigating video monitoring solution)	On Hold	
Grooves in floorboards	Smooth down	2020	On Hold
Emergency exit needs small ramp	Install ramp	2020	Complete
No assistant bars above and alongside toilets	Install bars	2019	Complete
Mirror not tilted	Install tilted mirrors	2019	Complete
Pipes under sinks are visible	Cover pipes	2019	Complete
Paper towel dispenser too high	Lower dispenser	2019	Complete

12. North Lancaster Optimist Club Hall & Park

4837 2nd Line Road, North Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Construction meets ODA requirements			Complete

13. Paul Rozon Park

19715 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Step up to enter building	Install ramp	2014	Complete
Approach to deck not wheelchair friendly	Grading/finer granular	2014	Complete
Access to rink not wheelchair friendly	Paved pathways	2014	Complete
Skate pads	Seasonal problem – edges could be tapered	2014	Complete
Parking lot is gravel – not wheelchair friendly	Paved parking lot	2024	
Washroom – no pull levers	Install pull levers	2020	Complete
Pipes under sink	Cover pipes	2020	Complete

14. Smithfield Park

119 Military Road, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Baseball diamond not wheelchair accessible	Paved Pathway	2015	N/A (no longer there)
Roadway to park needs to be paved	Pavement	2024	
No access to shaded building area	Pathway and small ramp required	2015	Complete
Play area not wheelchair accessible	Paved pathways	2015	Complete
No path to the ramp at the play structure	Paved pathway	2015	Complete

15. Township of South Glengarry Municipal Office

6 Oak Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Outdoor lighting is insufficient	Add lighting near ramp	2013	Complete

16. Williamstown Office (Celtic Music Hall of Fame)

19687 William Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking space	Provide accessible parking	2020	Complete
Lighting is insufficient	Fix lighting	2020	2024
No accessibility signage	Add signage	2020	2024
Exterior door not wide enough	Consult with CBO	2024	
Light switches not accessible	Lower switches or add motion sensor lighting	2022	Revise completion date to 2023
Bathroom door handles not lever style	Install lever handles	2022	Revise completion date to 2024
Toilet placement unsatisfactory	Install new toilet when needed	2020	2024 (not needed)
Clearance beneath sink	Correct when new sink installed	2020	2024
Towel dispenser inaccessible	Relocate towel dispenser	2022	Revise completion date to 2023
Soap dispenser not accessible	Relocate soap dispenser	2022	Revise completion date to 2023
Mirror placement	Relocate/adjust mirror	2022	Revise completion date to 2023
Cup dispenser in washrooms	Install cup dispenser	2022	Revise completion date to 2023

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 6, 2023

SUBJECT: Fleet - Disposal of Asset (Feb 2023)

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure

1. The South Glengarry Infrastructure Services - Roads Division has removed the following fleet vehicle from service:
 - a. One x 2007 Chevy Silverado / VIN # 3GCRKREA9AG217650
2. The vehicle was removed from service due to end-of-life status with approval from Council through Resolution 366-2022 (November 21, 2022).
3. The Chevy Silverado has extensive body damage and had to be removed from service. The vehicle is approaching 500,000 km.
4. The roads division received a replacement truck from the water division.
5. Any funds from the sale or scrap of the vehicle will result in a revenue for the Misc. Roads Department Income with the intent of being allocated to the Roads Equipment Reserve.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 6, 2023

SUBJECT: Animal Control Year-End Activities

PREPARED BY: Véronique Brunet- Manager of Municipal Law Enforcement

ANIMAL CONTROL ACTIVITIES YEAR END REPORT 2022:

The Township of South Glengarry has an independent contract with Kevin Casselman for Animal Control, specifically for Dogs At Large (dog catching) needs.

Mr. Casselman is available by phone 24/7, 365 days a year. He operates a pound out of South Dundas where any dog obtained while on patrol is brought to and assessed. When he receives a report regarding a dog roaming at large, he responds to the location and when possible, obtains the dog.

Kevin Casselman responded to 45 calls within South Glengarry from January to December 2022, which resulted in the following;

- 24 dogs required boarding
- 8 dogs were adopted
- 9 dogs were euthanized



Corporation of the United Counties of Stormont, Dundas and Glengarry

REGULAR COUNCIL MINUTES

January 16, 2023, 9:00 a.m.

Council Chambers, Suite 321, 26 Pitt Street, Cornwall

Members Present: Warden T. Fraser, Councillors T. Bergeron, J. Broad, S. Densham, A. Guindon, M. Lang, J. Manley, L. McDonald, B. McGillis, M. St. Pierre, C. Williams

Staff Present: CAO Adams, Clerk Casselman, Director de Haan, Director Franklin, Director Russell, Director St-Onge, Director Young, Manager of Infrastructure Jans, Forestry Coordinator Duncan, Communications Coordinator Lihou

1. Call Meeting to Order by Resolution

Resolution No. 2023-01

Moved by Councillor Densham

Seconded by Councillor Bergeron

THAT the meeting of the Council of the United Counties of Stormont, Dundas and Glengarry be hereby called to order.

CARRIED

2. Adoption of Agenda

Resolution No. 2023-02

Moved by Councillor Bergeron

Seconded by Councillor Broad

THAT Council approve the agenda.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

4.1 December 19, 2022

Resolution No. 2023-03

Moved by Councillor Bergeron

Seconded by Councillor Densham

THAT the minutes of the meeting, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held December 19, 2022, be adopted as circulated.

CARRIED

5. Delegations

5.1 Ronald McDonald House Charities Ottawa - Christine Hardy, Chief Executive Officer

Christine Hardy, CEO, and Cynthia Little, Campaign Director, Ronald McDonald House Charities Ottawa, provided an overview of the Ronald McDonald house facility and the proposed expansion plan. Continued funding was requested to help support the expansion over the next four years.

5.2 Eastern Ontario Agri-Food Network - Louis Béland, Executive Director

Louis Béland, Executive Director, provided an overview of the network's programs and highlights for 2023. A funding request of \$25,000 was presented. Council requested that the EOAFN provide the Clerk with a schedule of upcoming events going forward.

5.3 Last Resort Program, United Way & Cornwall SDG Human Services Department - Juliette Labossiere, United Way Executive Director & Lisa Smith, Manager Housing Services, City of Cornwall

Lisa Smith, Manager Housing Services, City of Cornwall, and Juliette Labossiere, Executive Director, United Way, provided an overview of the Last Resort Program. They advised that future funding of the program would require municipal-tax based support and that discussions seeking County Council approval for tax-based support in 2024 may be required.

5.4 Housing Update, Cornwall SDG Human Services - Mellissa Morgan, General Manager Human Services and Long-Term Care

Mellissa Morgan, General Manager Human Services and Long-term Care, and Lisa Smith, Manager Housing Services, City of Cornwall, provided a housing update. Key highlights included the ten-year housing plan, the housing revitalization plan, and housing development projects underway in 2023-2024.

6. Action Requests

6.1 Corporate Services

a. Committee Appointments

Resolution No. 2023-04

Moved by Councillor Broad

Seconded by Councillor Lang

THAT the Council of the United Counties of Stormont, Dundas and Glengarry confirm the appointments as set out in the Committee Appointments report.

CARRIED

6.2 Financial Services

6.3 Transportation

a. Intersection of SDG 43 and SDG 7 – Study Findings

Moved by Councillor Densham

Seconded by Councillor Lang

THAT the Council of the United Counties of Stormont Dundas and Glengarry direct staff to take the following action identified in the SDG 43 and SDG 7 Intersection Safety Review completed by Parsons:

- Install “Cross Traffic Does Not Stop” signs on SDG 7 (both north and south directions)
- Eliminate the northbound rumble strip on SDG 7 when the opportunity presents itself

The following amendment to the main motion was put forward:

Resolution No. 2023-05

Moved by Councillor Williams

Seconded by Councillor Broad

THAT the main motion be amended to add the following additional action:

- Sun glare study

CARRIED

Resolution No. 2023-06

Moved by Councillor Densham

Seconded by Councillor Lang

THAT the Council of the United Counties of Stormont Dundas and Glengarry direct staff to take the following action identified in the SDG 43 and SDG 7 Intersection Safety Review completed by Parsons:

- Install "Cross Traffic Does Not Stop" signs on SDG 7 (both north and south directions)
- Eliminate the northbound rumble strip on SDG 7 when the opportunity presents itself
- Sun glare study

CARRIED

b. Endorsement of Forest Working Group & Associated Terms of Reference

Resolution No. 2023-07

Moved by Councillor Bergeron

Seconded by Councillor Densham

THAT the Council of the United Counties of Stormont, Dundas and Glengarry endorse the creation of an SDG Community Forest Working Group and the associated Terms of Reference for the group.

CARRIED

6.4 Planning

6.5 Court Services

6.6 County Library

6.7 IT Services

7. Tenders and Quotations

8. By-laws

8.1 Memorandum of Understanding – Summerstown Forest

Moved by Councillor Lang

Seconded by Councillor Broad

THAT By-law No. 5383, being a by-law to enter a Memorandum of Understanding with the Friends of the Summerstown Trails and the Township of South Glengarry to define permitted activities and clarify each party's respective role at the Summerstown Forest, be read and passed in Open Council, signed, and sealed.

The following amendment to the main motion was put forward:

Resolution No. 2023-08

Moved by Councillor Williams

Seconded by Councillor Lang

THAT By-Law No. 5383 be amended by adding "cost of snow removal" to Section 3.

CARRIED

Resolution No. 2023-09

Moved by Councillor Lang

Seconded by Councillor Broad

THAT By-Law No. 5383, being a by-law to enter a Memorandum of Understanding with the Friends of the Summerstown Trails and the Township of South Glengarry, as amended, to define permitted activities and clarify each party's respective role at the Summerstown Forest, be read and passed in Open Council, signed, and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2023-10

Moved by Councillor Densham

Seconded by Councillor Bergeron

THAT all items listed under the Consent Agenda section of the agenda be received for information purposes.

CARRIED

9.1 Monthly Financial Summary

9.2 SDG Library Branch Reports

9.3 Ministry of Municipal Affairs and Housing Letter - More Homes Built Faster Act, 2022

9.4 Ministry of Municipal Affairs and Housing Letter - More Homes for Everyone Act, 2022

9.5 Eastern Ontario Wardens' Caucus Letter - Concerns Impacting Municipal Long-Term Care Facilities and Health Care

9.6 Treasury Board Secretariat Letter - Updates to Annual Emergency Exercise Requirement under the EMCPA

10. Boards and Committees

Warden Fraser provided an update on the recent Eastern Ontario Wardens' Caucus meeting.

11. Key Information

11.1 SDG Library -- Service Delivery Review

Director Franklin provided an overview of the SDG Library Service Delivery Review report.

11.2 South Nation River Bridge Project

Director de Haan presented the proposed South Nation River Bridge project for 2023. Council directed staff to pursue the closure of County Road 43 for the duration of the 2023 construction season to facilitate the rehabilitation of the bridge.

11.3 County Road 22 Project Status Update

Director de Haan presented recommendations from the civil engineering consultants regarding the right of way width for County Road 22. He stated that the recommendation was to widen the right of way to 30m, as opposed to the typical 26m. Council agreed with the 30m right of way width and with also pursuing a phased approach for the project over 2023 and 2024.

11.4 2023 Transportation Budget Primer

Director de Haan provided an overview of the proposed Transportation budget for 2023. Budgetary amounts included resurfacing and microsurfacing projects, major road and bridge projects, and equipment and shop improvements.

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

Resolution No. 2023-11

Moved by Councillor Lang

Seconded by Councillor Guindon

THAT Council proceed in-camera pursuant to Section 239(2)(c) of the *Municipal Act, 2001* - a proposed or pending acquisition or disposition of land by the municipality or local board: Forest Property Acquisition.

CARRIED

Resolution No. 2023-12

Moved by Councillor Lang

Seconded by Councillor Densham

That Council rise and reconvene without reporting.

CARRIED

17. Ratification By-law

Resolution No. 2023-13

Moved by Councillor Broad

Seconded by Councillor Lang

THAT By-Law No. 5384, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.

CARRIED

18. Adjournment by Resolution

Resolution No. 2023-14

Moved by Councillor Lang

Seconded by Councillor Guindon

THAT Council adjourn to the call of the Chair.

CARRIED

Warden

Clerk



MEMORANDUM

To: Township of South Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: January 24, 2023
Subject: RRCA Board of Directors meeting highlights (January 19, 2023)

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 every 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 (except for July, August, and December).

January 19, 2023 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the October 20, 2022 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Annual Chair and Vice-Chair elections took place:
 - RRCA Chair: Martin Lang, Councillor for the Township of South Glengarry, was acclaimed and re-elected as the Chair
 - RRCA Vice-Chair: Bryan McGillis, Mayor for the Township of South Stormont, was acclaimed as the new Vice-Chair
- Board reviewed the Preliminary RRCA 2023 Operating and Capital Budgets.
- Board received an update on Bill 23, *More homes Built Faster Act, 2022* and impacts to Conservation Authorities.
- Board awarded contracts for the Pointe-Mouillée Restoration – Remedial Action Plan Project.
- Board approved the submission of 2 funding applications to the provincial government to support water and erosion control infrastructure projects:
 1. Fly Creek Pumping Station maintenance (City of Cornwall)
 2. Garry River System enhancements (Township of North Glengarry)
- Board approved the submission of 2 additional funding applications for summer youth employment and Conservation Area enhancements.

Next RRCA Board meeting date: February 14, 2023



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, Team Lead, Communications and Stewardship
Date: January 18, 2023
Subject: RRCA Events and Tree Giveaway Update

World Wetlands Day at Cooper Marsh Conservation Area

The Raisin Region Conservation Authority (RRCA) and the Mohawk Council of Akwesasne's (MCA) Environment Program have partnered to host a World Wetlands Day celebration on **Saturday, February 4, from 10 a.m. to 2 p.m. at Cooper Marsh Conservation Area** in South Glengarry. Visitors dropping in during the free public event will learn about the ecological and hydrological importance of wetlands, venture out on guided snowshoe walks around the Marsh, enjoy traditional Mohawk food, and take in educational displays by local environmental organizations. We hope to see you there!

Backyard Conservation Workshop

RRCA will be hosting a backyard conservation workshop on **February 23, 2023, from 10 a.m. to 2 p.m. at the Cooper Marsh Visitors Centre**. RRCA staff and a lineup of local experts will provide up to 50 participating property owners with the materials, resources, inspiration, and assessment and monitoring methods to restore and enhance the grounds and shorelines on their properties. Workshop participants will be guided by staff in designing individualized restoration plans for their property.

Geared mostly towards urban and suburban property owners, this initiative aims to provide property owners with yard and shoreline design options aimed at enhancing biodiversity, pollination, water quality and conservation, and wildlife habitat. Funding support for this project has been provided by the Government of Ontario through the Great Lakes Local Action Fund. Views expressed here are those of the RRCA and do not necessarily reflect those of the Province.

Annual Tree Giveaway

As a reminder, this spring, the RRCA will be holding its 24th annual Tree Giveaway, providing over 2,500 free trees to residents in the RRCA's jurisdiction. Currently, 500 white spruce are reserved to distribute to residents in your municipality in May 2023. **Should your municipality be interested in financially contributing to this initiative to increase the total trees distributed to residents, contact Jessica Herrington, RRCA Stewardship Coordinator, at Jessica.Herrington@rrca.on.ca by January 20, 2023.**



Thomas Carrique

Commissioner

Le Commissaire

File #: OPP-7900

January 27, 2023

MEMORANDUM TO:

ALL MEMBERS

Re: Tragic Event in Memphis Tennessee – Tyre Nichols

By now, you are likely aware of the tragic incident involving Mr. Tyre Nichols and members of the Memphis Police Department. Tragically, Mr. Nichols died following the altercation. It is anticipated that the criminal acts of these officers that have led to his death will raise public concerns about police brutality, use-of-force and police interaction leading to erosion of trust and confidence in our profession.

Obviously, these acts do not reflect the vision, mission and values of the Ontario Provincial Police (OPP). Our members complete their professional obligations while maintaining the highest standard of conduct, integrity and ethical behaviour. Our actions align with our words by exemplifying our values of interacting with respect, compassion and fairness – something our members do every day. Along with our law enforcement partners we continue to monitor this situation and will disseminate any relevant operational information that arises.

The Chief of the Memphis Police Department has issued a [video statement](#) in light of this incident and in anticipation of the community's reaction in response to the release of video evidence. The anticipated release of this video evidence is expected to generate solidarity protests across North America.

We are reminded of our professional responsibility and duty to respect the right of everyone's freedom of expression and peaceful assembly. Our role is to ensure public safety and to keep the peace.



Tragic Event in Memphis Tennessee – Tyre Nichols

Page two

Such tragic events affect us all. You may be feeling, and/or subjected to, emotions of anger, sadness and outrage over this incident. It is important that we support one another. Confidential resources are available for all members, families, retirees, and auxiliaries through our [Healthy Workplace Team](#) (available by phone 24/7, toll-free at 1-844-OPP-9409 (1-844-677-9409)). The Ontario Provincial Police Association's (OPPA) Encompas Mental Health Wellness Program is also available to eligible OPPA and Commissioned Officers' Association members. Call 24/7: 1-866-794-9117 or visit [encompascare.ca](#).

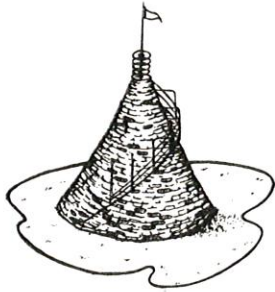
The event that occurred in Memphis, Tennessee was unconscionable and unacceptable. Never doubt, the OPP does not condone this type of behaviour, which goes against our values and equal respect for all.

Thank you all for your ongoing dedication and professionalism.

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a smaller, more complex mark.

Thomas Carrique, O.O.M.

- c: Provincial Commanders
- President, Commissioned Officers' Association
- President, Ontario Provincial Police Association
- President, Civilian Association of Managers and Specialists



Glen Cairn Lodge

Lancaster & District Non-Profit Housing Inc.

14 Victoria St., Lancaster, Ont. K0C 1N0 Tel. (613) 347-3896

Jan. 23, 2023

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

Members of Council,

On Friday, Dec. 23, 2022, the hydro power went out for much of South Glengarry. At Glen Cairn Lodge, the senior apartment building, 14 Victoria St., in Lancaster, the power outage lasted from approximately 3pm on Friday, Dec 23, 2022, until approximately 11 am on Sat., Dec 24, 2022. This long outage in the village affected other residents as well.

During the ice storm of 1998, the Lan-Char building was opened up to the residents of South Glengarry as a warming centre. Many of our seniors and residents of South Glengarry needed to have an accessible place to go to in order to warm up. Staff, volunteers, and other members of the public were there to assist.

Our request is that the Lan-Char building be once again reinstated as a warming centre as it was, for the residents when needed, in accordance with your "Age Friendly Community Action Plan". Apparently, there is no generator at the Lan-Char building. (as there was in 1998).

The seniors at Glen Cairn Lodge and other senior residents depend on having the many services provided by *Carefor* at the Lan-Char Centre, and having the warming centre right next door when needed would be beneficial.

Sincerely,

Maryann Danaher
Project Manager
email: lancasteranddisnph@gmail.com



Planning to Save the Soil



2023 Farmland Forum



A day of networking, sharing, and learning on the most pressing issues in farmland protection.

Join us for discussions on:

- The role soil plays in climate change mitigation, water quality and more
- The work of farmer soil stewards to build soil health
- Planning and policy that centers the importance of soil for communities

Forum Details

Thursday March 23, 2023
9:00 am - 4:30 pm



Online
\$50 general
\$25 students



The Grand, Guelph
(includes lunch & snacks)
\$125 early-bird rate
\$100 farmer rate
\$60 students



Who Should Attend?

- Farmers
- Land Use Planners
- Land Conservationists
- Researchers
- Provincial Policy Makers
- Municipal Councillors
- Environmentalists
- Land Owners

Tickets

To register, and for more information on the schedule, visit:

www.ontariofarmlandtrust.ca/forum
(519) 781-3276
tamara@ontariofarmlandtrust.ca



Registration opens
January 30!

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imbursement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca
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January 25th, 2023

Minister for Women and Gender Equality
P.O. Box 8097, Station T CSC
Ottawa, ON K1G 3H6

ATTENTION: Honorable Marci Ien

Dear Minister Ien:

RE: Resolution – Violence Against Women

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10th, 2023:

Moved by Reeve McLaren

Seconded by Councillor Summers

THAT, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

AND THAT, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
Local MP's and MPP's
Association of Municipalities
Ministry of the Attorney General
Ministry of Women's Social and Economic Opportunity



All Ontario Municipalities

December 15, 2022

To Whom it May Concern:

On Wednesday December 14th, 2022 Lanark County Council passed the following motion:

MOTION #CC-2022-235

MOVED BY: R. Kidd **SECONDED BY:** B. Dowdall

Be it resolved that the Lanark County Council recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and

Be it further resolved that the Lanark County Council recognizes the rural Renfrew County Coroner's Inquest as important to all rural communities; and

Based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Lanark County Council declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County Coroner's jury recommendations; and

That this resolution be circulated to all municipalities in Ontario, local MPs and MPPs, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Further background on the Renfrew Inquest Recommendations can be found at this link: https://lukesplace.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendations-SIGNED_Redacted.pdf

Thank you,

Jasmin Ralph, Clerk

Cc: Association of Municipalities of Ontario, Scott Reid, MP, John Jordan, MPP, Ministries of the Attorney General, Justice, Women's Social and Economic Opportunity, and the Federal Ministry of Women's Issues.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 15-2023
FOR THE YEAR 2023**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of February 6, 2023 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 FEBRUARY 2023.***

MAYOR: _____ **CLERK:** _____