

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

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
 - a) Additions, Deletions or Amendments
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
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- 5. APPROVAL OF MINUTES**
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- 6. PRESENTATIONS AND DELEGATIONS**
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 - ii. [Appointment of Deputy Clerk \(K. Campeau\)](#) 34 - 36
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8. UNFINISHED BUSINESS

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9. CLOSED SESSION

- a) BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

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

- (f) advice that is subject to solicitor-client privilege;
-Legal Advice – Identifiable Individual

10. CONFIRMING BY-LAW

a)	<u>Confirming By-law 66-2019</u>	223
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11. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

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

Signature

MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON SEPTEMBER 16, 2019.

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

STAFF PRESENT: Clerk Kelli Campeau, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, GM Community Services Joanne Haley, Fire Chief Dave Robertson and Roads Manager Chris Leblanc.

1. CALL TO ORDER

Resolution No. 319-2019

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the September 16, 2019 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm.

CARRIED
2. O CANADA
3. APPROVAL OF AGENDA

Resolution No. 320-2019

Moved by Councillor Jaworski

Seconded by Councillor Lang

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

-Added to Other Business:

-Housekeeping Resolution – Garbage Collection Contract

-Moved from Information Only to Other Business:

-7.d.iii. OPP Commendation – Fire Staff

-7.d.vii. Proclamation Request – Child and Youth Safety and Wellbeing Month

-7.d.viii. Alzheimer Society – Dementia Friends Day

-7.d.xi. Resolution – Provincial Electronic Delegations

CARRIED
4. DECLARATION OF PECUNIARY INTEREST

a) I, Lyle Warden, declare a pecuniary interest on an agenda item for the meeting of September 16, 2019: Staff Report 7.a.ii. (Site Plan Control) as the applicants are my parents.
5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - September 3, 2019

Resolution No. 321-2019

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on September 3, 2019,
- Page 5 of 223

including the Closed Session Minutes, be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

a) OPP Update - Norm Lamontagne

Sgt. Lamontagne provided an update and statistics regarding OPP calls for service for the time period of January 1, 2019 to present.

b) SDG Library Update - Karen Franklin

Ms. Franklin provided an update regarding programming and new initiatives at the SDG Library.

7. NEW BUSINESS

a) Staff Reports

i) Establish Connectivity Committee

Resolution No. 322-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 106-2019 be received and that By-law 59-2019, being a by-law to establish a Connectivity Committee for the Township of South Glengarry be read a first, second and third time, passed signed and sealed in Open Council this 16th day of September, 2019.

CARRIED

ii) Site Plan Control Agreement - Warden

Resolution No. 323-2019

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 107-2019 be received and that By-law 60-2019, being a by-law to enter into a Site Plan Control Agreement for the property legally described Part Lot 18, Concession 2, I. L. and Being Parts 3 and 4 on Reference Plan No. 14R-6088, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 6275 Boundary Road be read a first, second and third time, passed, signed and sealed in Open Council this 16th day of September and furthermore that the Mayor and Clerk be authorized to execute the Site Plan Control Agreement.

CARRIED

iii) Tender 09-2019 - Smithfield Park Building

Resolution No. 324-2019

Moved by Deputy Warden

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 108-2019 be received and that Tender 09-2019 for the Smithfield Park Building be awarded to Bourgon Construction as per their submission of \$346,582.00 Plus HST and that Provisional Item #2 for in floor heating at a cost of \$3,150.00 Plus HST be included with the project; and furthermore that the Mayor & Clerk be authorized to sign any relevant documents.

DEFEATED

iv) Andrea Ave. Median/Tim Hortons Parking

Resolution No. 325-2019

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 109-2019 be received and that Council direct Administration include the widening of the shoulder on the

north side of Cannon Street and curbing on the south side of Cannon Street to accommodate the parking of 2 transports in the 2020 Budget.
CARRIED

v) Fairview Road Extension

Resolution No. 326-2019

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 110-2019 be received and that By-law 60-2019, being a by-law to declare Fairview Road as an open public Highway from the east side of SDG 17 to a point opposite lot 49 Concession 1 N.R.R. for 0.4 km be read a first, second, and third time, passed, signed and sealed in Open Council this 16th day of September 2019.

CARRIED

vi) Approval of Job Description - Director of Parks & Recreation

Resolution No. 327-2019

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 111-2019 be received and that the Council of the Township of South Glengarry approves the job description for the Director of Parks & Recreation.

CARRIED

vii) Review Glengarry Nor Westers and Loyalist Museum L. McDonald

Resolution No. 328-2019

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 112-2019 be received and that the Council of the Township of South Glengarry provide an additional \$20,000 of funding to the Glengarry Nor'Westers and Loyalist Museum for the 2019 year. Council approves that it will create an overbudget position for this line item and furthermore, that it will be reconciled with the entire budget at year end.

CARRIED

b) Other Business

i) Donation Request - Lancaster Fall Harvest

Resolution No. 329-2019

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry approves the request of the Lancaster Fall Harvest in the amount of \$300 from the Grants and Donations discretion fund.

CARRIED

ii) Proclamation - CN Rail Safety Week

Resolution No. 330-2019

Moved by Councillor Lang

Seconded by Councillor McDonell

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2019;

AND WHEREAS it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

AND WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

AND WHEREAS CN has requested that Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities including our municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry supports national Rail Safety Week to be held from September 23 to 29, 2019.

CARRIED

iii) Housekeeping Resolution – Garbage Collection Contract

Resolution No. 331-2019

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Township's current contract with HGC Management for Household Waste Collection be extended to November 30, 2020 in order to align with the expiration of the Township's current Recycling Collection contract and furthermore that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

iv) OPP Commendation – Fire Staff

Council expressed congratulations and thanks to the fire staff receiving OPP Commendation.

v) Proclamation Request – Child and Youth Safety and Wellbeing Month

Proclamation to come back to Council at the October 22, 2019 meeting.

vi) Alzheimer Society – Dementia Friends Day

Staff to organize 'Wear Blue Day' during month of September.

vii) Resolution – Provincial Electronic Delegations (Township of Larder Lake)

Support Resolution to come back at October 7, 2019 meeting.

Resolution No. 332-2019

Moved by Deputy Warden

Seconded by Councillor Lang

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

CARRIED

c) Committee Reports

i) Cornwall Regional Airport Commission Minutes - July 3, 2019

ii) Agricultural Advisory Committee Minutes - August 26, 2019

iii) Landfill Advisory Committee Minutes - August 28, 2019

iv) Committee of Adjustment Minutes - September 3, 2019

d) For Information Only

i) Statement of Revenues and Expenses

ii) Fixed Assessment - Cornwall Golf and Country Club

iii) Consent Application B-64-19

iv) Consent Summary 2019

- v) Notice of Consent Decision
- vi) Letter - Minister of Municipal Affairs and Housing - More Homes More Choices Act
- vii) Letter - Solicitor General - Public Reports Regulation
- viii) Resolution - Producer Packaging Requirements -City of Kitchener
- ix) Resolution - Single-Use Disposable Wipes - City of Kitchener
- x) Support Resolution - Library Services
- xi) Support Resolution - Farm Safety
- xii) Support Resolutions - Amalgamation

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - September 16, 2019

9. CLOSED SESSION

Resolution No. 333-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:59 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(d) labour relations or employee negotiations;

-Hiring Employee – Identifiable Individuals

CARRIED

Resolution No. 334-2019

Moved by Councillor Lang

Seconded by Deputy Warden

BE IT RESOLVED THAT Council now rise and reconvene at 9:54 pm into open session without reporting.

CARRIED

10. CONFIRMING BY-LAW

Resolution No. 335-2019

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 62-2019 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed and sealed in Open Council.

CARRIED

11. ADJOURNMENT

Resolution No. 336-2019

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:55 pm.

CARRIED

Mayor

Clerk



**SOUTH
GLENGARRY**

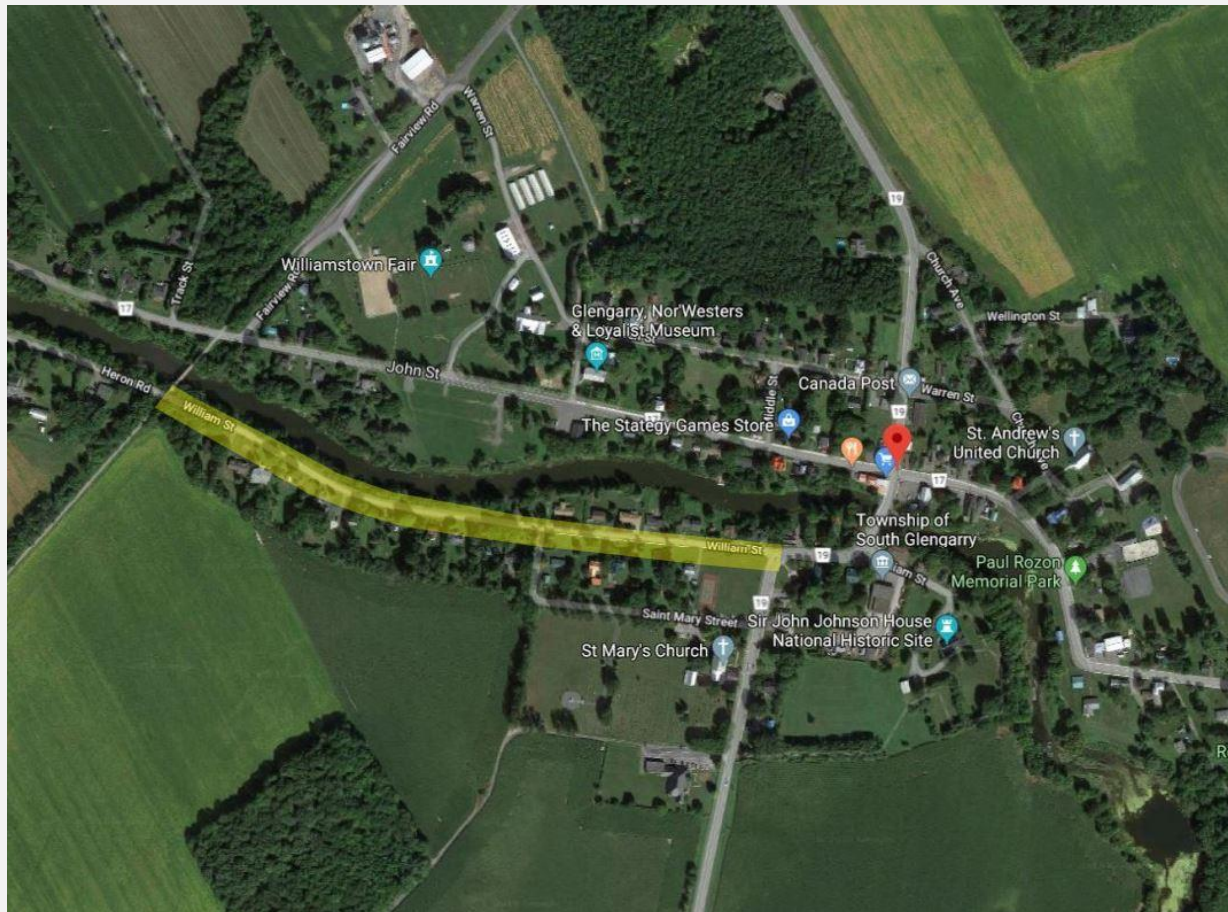
Ontario's Celtic Heartland

WILLIAM STREET RECONSTRUCTION

Proposed Design Criteria

October 1st, 2019

MAP – WILLIAM STREET



BACKGROUND

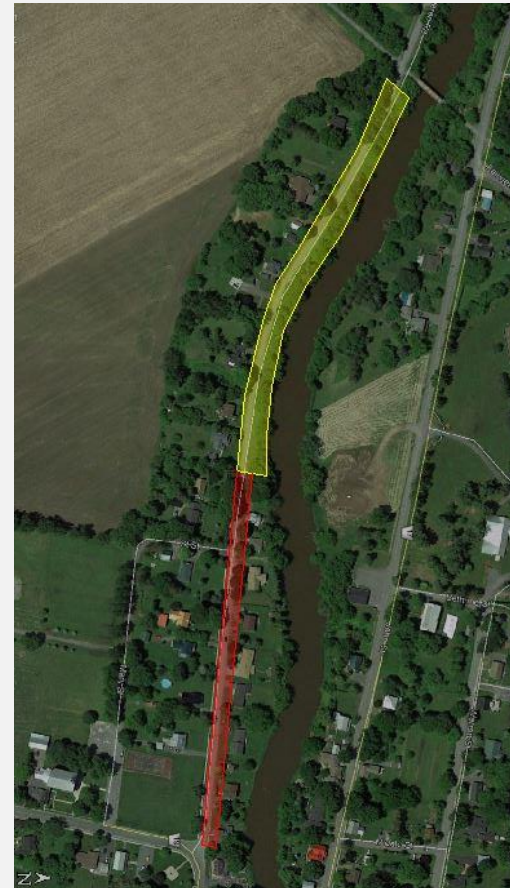
- EVB Engineering was retained in 2019 to:
 - Prepare design drawings and specifications for the reconstruction of William Street;
 - Prepare servicing report with all design calculations;
 - Prepare construction cost estimates;
 - Coordinate with utility companies and senior approving authorities;
 - Prepare tender package and provide recommendation for award;
 - Provide Contract Administration and Inspection services during construction period.



EXISTING CONDITIONS – R.O.W.

Right-of-Way

- Western 380m of project extents (yellow)
 - Width: Varies +/- 21m
 - Residential properties to south
 - Raisin river to north
- Eastern 320m of project extents (red)
 - Width: Varies – Average 12.25m
 - Residential properties to south and north



EXISTING CONDITIONS – CROSS-SECTION



Existing cross-section

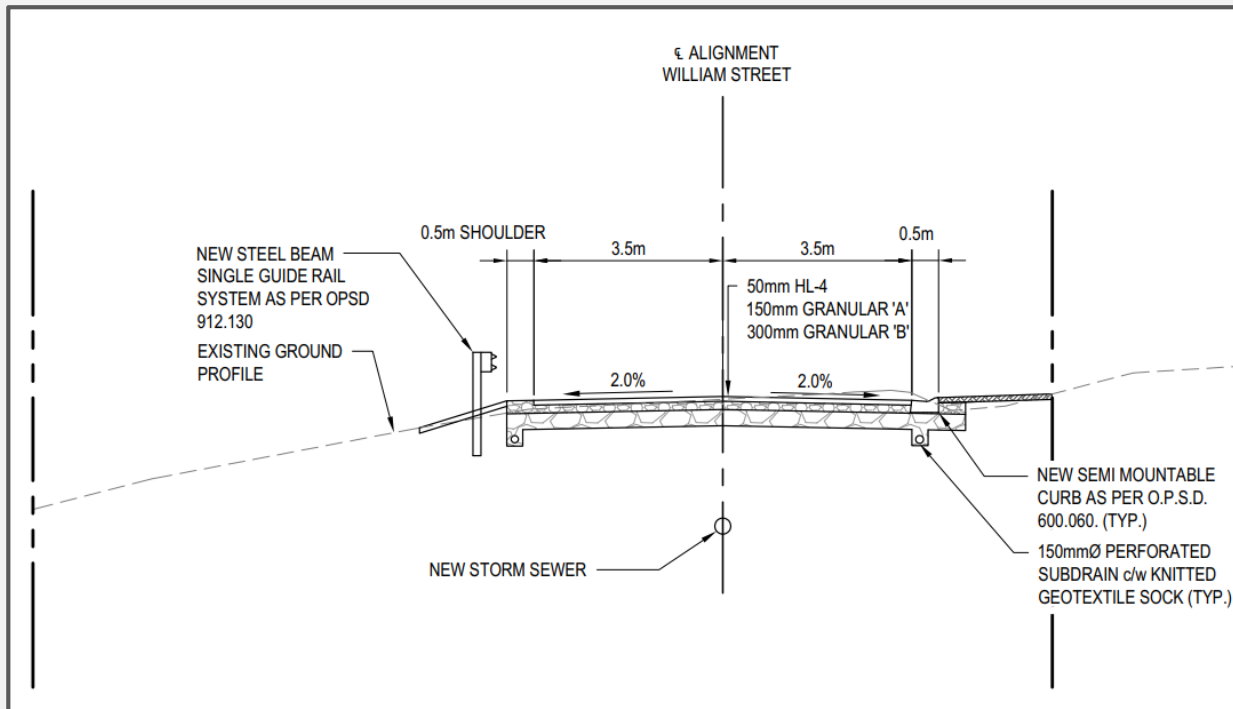
- 5.5m wide asphalt;
- 1.2m wide concrete sidewalk along eastern 320m of project extents;
- Limited surface and subsurface drainage;
- Utility poles align roadway;

DESIGN CONSTRAINTS

- Constraints for this design include:
 - Control of surface and subsurface stormwater.
 - Existing right of way width.
 - Proximity to Raisin River bank and slope.
 - Proximity to existing utility poles.

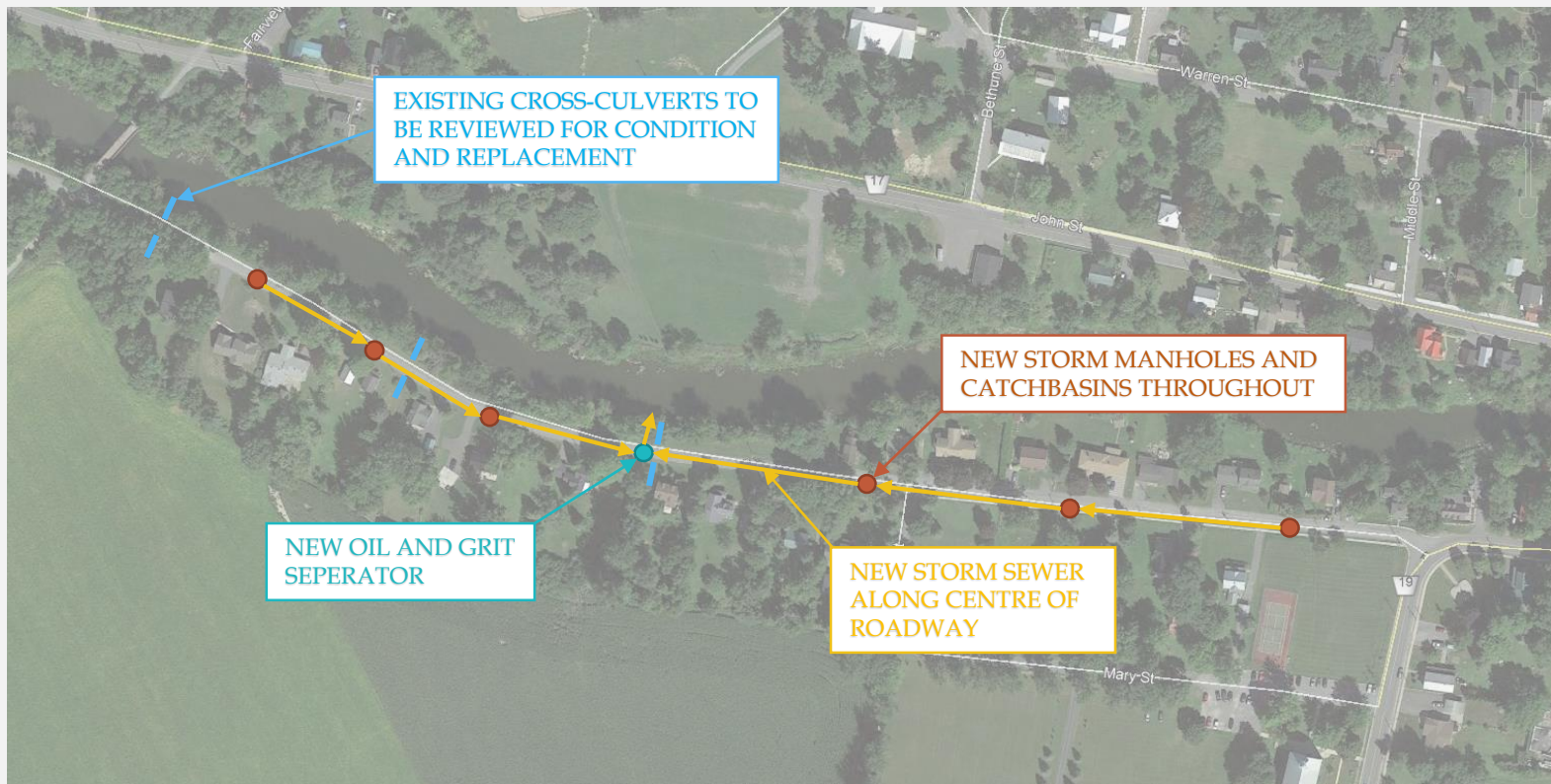


PROPOSED CROSS SECTION – WESTERN 380m OF PROJECT EXTENTS

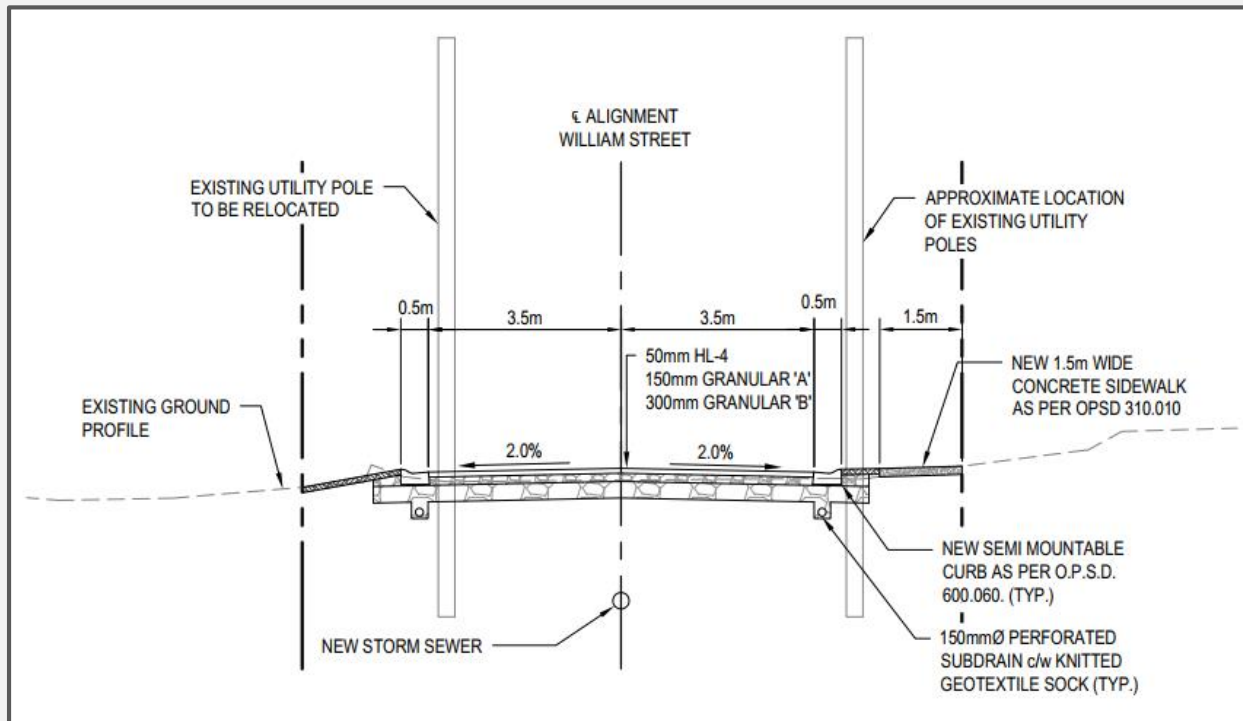


- 3.5m asphalt lane widths;
- Semi-mountable curb on south side.
- Guiderail system on north side as required.
- Storm sewer

PROPOSED STORM SEWER SCHEMATIC

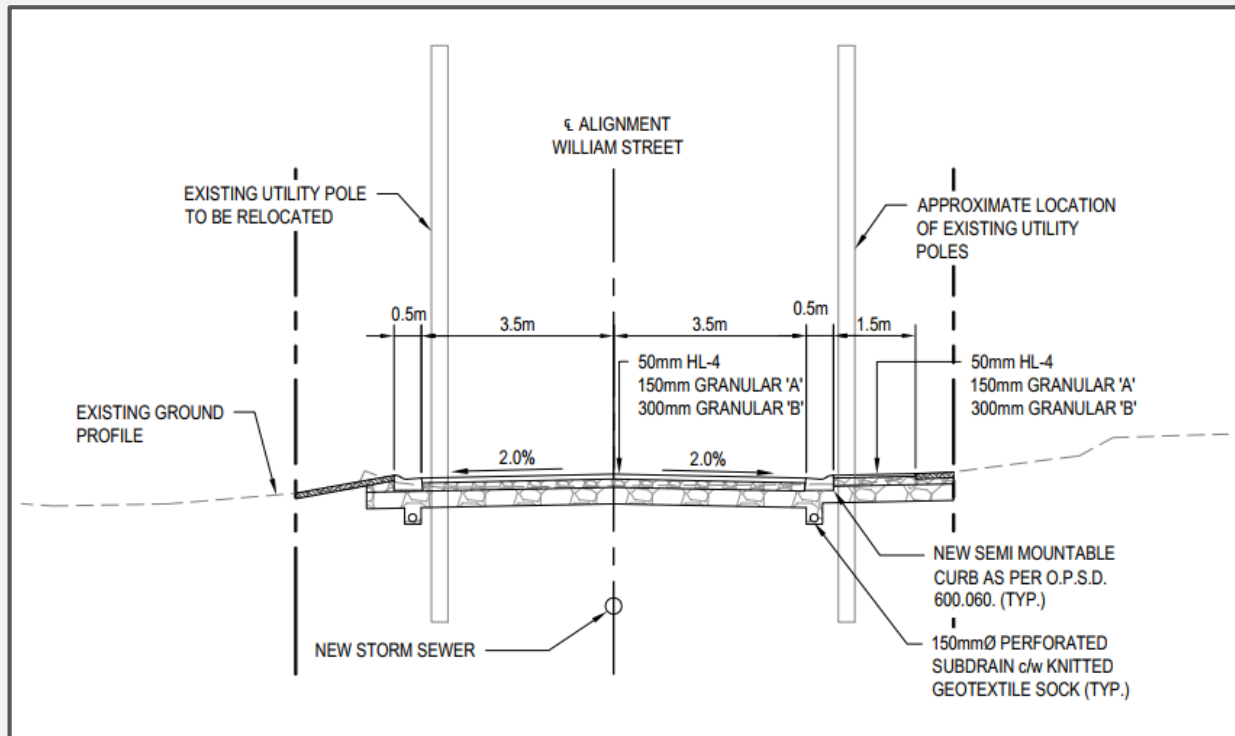


PROPOSED CROSS SECTION OPTION 'A' – EASTERN 320m OF PROJECT EXTENTS



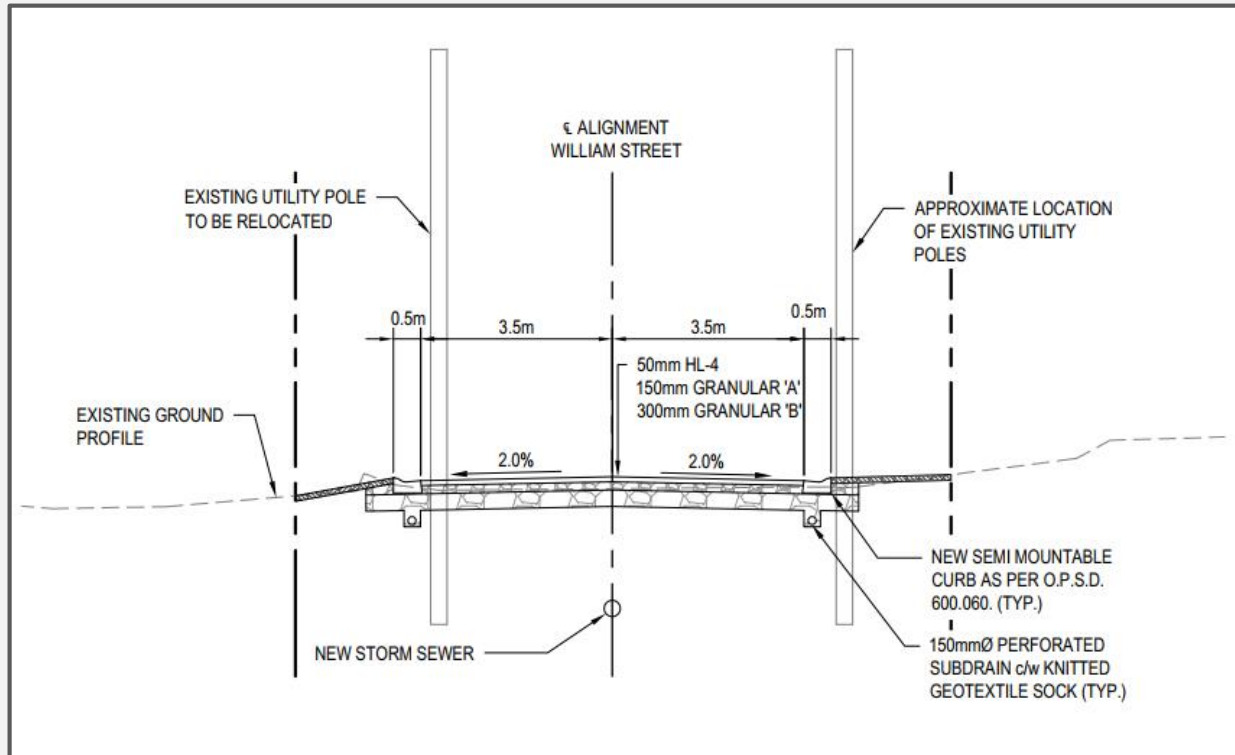
- 3.5m asphalt lane widths;
- Semi-mountable curb on south and north side.
- 1.5m wide concrete sidewalk on south side.
- Utility pole relocation as required.
- Storm sewer

PROPOSED CROSS SECTION OPTION 'B' – EASTERN 320m OF PROJECT EXTENTS



- 3.5m asphalt lane widths;
- Semi-mountable curb on south and north side.
- 1.5m asphalt path on south side.
- Utility pole relocation as required.
- Storm sewer

PROPOSED CROSS SECTION OPTION 'C' – EASTERN 320m OF PROJECT EXTENTS



- 3.5m asphalt lane widths;
- Semi-mountable curb on south and north side.
- Utility pole relocation as required.
- Storm sewer

CLASS D COST ESTIMATE (OPTION A -CONCRETE SIDEWALK)

**SOUTH
GLENGARRY**

Ontario's Celtic Heartland

**Williams St. Road Reconstruction
Class D - Construction Cost Estimate
Option A**



ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
PART 1 - DESIGN					
1	Preliminary and Detailed Design	ls	1	\$24,953.00	\$24,953.00
	Sub-total, Design				\$24,953.00
PART 2 - CONSTRUCTION					
	Sub-total, Construction				\$1,202,569.38
PART 3 - CONSTRUCTION ADMINISTRATION & INSPECTION					
1	Contract Administration, Full Time Inspection	ls	6%	\$72,154.16	\$72,154.16
2	Material Testing (Allowance)	ls	1	\$7,500.00	\$7,500.00
	Sub-total, Construction Admin & Inspection				\$79,654.16
TOTAL ESTIMATED PROJECT COST					\$1,307,177



CLASS D COST ESTIMATE (OPTION B – ASPHALT PATH)

**SOUTH
GLENGARRY**

Ontario's Celtic Heartland

**Williams St. Road Reconstruction
Class D - Construction Cost Estimate
Option B**



ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
PART 1 - DESIGN					
1	Preliminary and Detailed Design	ls	1	\$24,953.00	\$24,953.00
	Sub-total, Design				\$24,953.00
PART 2 - CONSTRUCTION					
	Sub-total, Construction				\$1,177,332.63
PART 3 - CONSTRUCTION ADMINISTRATION & INSPECTION					
1	Contract Administration, Full Time Inspection	ls	6%	\$70,639.96	\$70,639.96
2	Material Testing (Allowance)	ls	1	\$7,500.00	\$7,500.00
	Sub-total, Construction Admin & Inspection				\$78,139.96
TOTAL ESTIMATED PROJECT COST					\$1,280,426



CLASS D COST ESTIMATE (OPTION C – NO SIDEWALK OR PATH)

**SOUTH
GLENGARRY**

Ontario's Celtic Heartland

**Williams St. Road Reconstruction
Class D - Construction Cost Estimate
Option C**



ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
PART 1 - DESIGN					
1	Preliminary and Detailed Design	ls	1	\$24,953.00	\$24,953.00
	Sub-total, Design				\$24,953.00
PART 2 - CONSTRUCTION					
	Sub-total, Construction				\$1,166,861.88
PART 3 - CONSTRUCTION ADMINISTRATION & INSPECTION					
1	Contract Administration, Full Time Inspection	ls	6%	\$70,011.71	\$70,011.71
2	Material Testing (Allowance)	ls	1	\$7,500.00	\$7,500.00
	Sub-total, Construction Admin & Inspection				\$77,511.71
TOTAL ESTIMATED PROJECT COST					\$1,269,327





STAFF REPORT

S.R. No. 113-2019

PREPARED BY: Kelli Campeau, Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Glengarry Sports Palace Agreement

BACKGROUND:

1. The Township's of North and South Glengarry collectively own property known as the Glengarry Sports Palace (GSP).
2. The Townships entered into an agreement in 2001 relating to the operation and yearly maintenance of the property, which effectively maintained the status quo of the previous agreement that had existed prior to amalgamation.
3. Per the current ownership agreement, North Glengarry holds 75% ownership and South Glengarry holds the remaining 25% ownership of the building.
4. In 2015, the Council of the Township of South Glengarry passed resolution 118-14, initiating the steps necessary to relinquish the Township's 25% ownership of the GSP.
5. Since that time, the Townships of North and South Glengarry have engaged in ongoing negotiations to create a new arrangement for ownership and operation of the GSP.

ANALYSIS:

6. The new agreement is attached to this report as Schedule A of By-law 62-2019.
7. This agreement relinquishes the Township of South Glengarry's ownership in the GSP. As a result, the Township of North Glengarry will assume 100% ownership.
8. The Township of South Glengarry will contribute an annual payment of \$50,000 to North Glengarry for the duration of the agreement, which terminates on June 30, 2031. All assets and income realized, and liabilities incurred in connection with the GSP will fall with North Glengarry.



9. The agreement requires that North Glengarry submit an annual report to South Glengarry Council on the activities of the GSP during the year and that regular semi-annual meetings be held with representatives from South Glengarry to provide updates on the GSP.
10. The Township of North Glengarry authorized and signed the agreement at their September 23, 2019 Council Meeting.

IMPACT ON 2019 BUDGET:

11. Pursuant to Section 6 of the agreement, South Glengarry shall pay North Glengarry an annual sum of \$50,000, including for the 2019 year, upon signing the agreement.
12. As per budget discussions this amount will come from general reserves and, starting in 2020, will become a regularly budgeted item.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 113-2019 be received and that By-law 62-2019, being a by-law to enter into an agreement with the Corporation of the Township of North Glengarry for the administration and operation of the Glengarry Sports Palace be read a first, second and third time, passed, signed and sealed this 7th day of October, 2019.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

SG-I-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 63-2019
FOR THE YEAR 2019**

BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY FOR THE ADMINISTRATION AND OPERATION OF THE GLENGARRY SPORTS PALACE.

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. 9 provides that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS North and South Glengarry are parties to an agreement dated August 14, 2001 respecting their participation in the administration of the Glengarry Sports Palace, consisting of a skating arena, a community hall, two adjoining ball fields and a public library facility located on part of Lot one (1), Concession three (3), former Township of Kenyon, County of Glengarry, now within the limits of the municipality of North Glengarry, as shown on Part 1 Plan 14R-653, known as PALAIS DES SPORTS GLENGARRY SPORTS PALACE (GSP);

AND WHEREAS North Glengarry owns seventy-five (75%) percent of the GSP and South Glengarry owns twenty-five (25%) percent of the GSP;

AND WHEREAS the Council of the Township of South Glengarry is desirous of conveying the Township of South Glengarry's twenty-five (25%) percent interest in the GSP to North Glengarry for a consideration of two dollars (\$2.00);

AND WHEREAS North Glengarry and South Glengarry are desirous of rescinding all previous agreements made between them and their predecessor municipalities respecting the GSP and are desirous of entering into a new agreement respecting the GSP;

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

1. **THAT** By-law 39-01 is hereby rescinded and that should any other existing by-laws, resolutions, policies or actions of the Corporation of the Township of South Glengarry be deemed to be inconsistent with the provisions on this by-law, that this by-law shall prevail.
2. **THAT** the Mayor and Clerk are hereby authorized the sign the agreement attached hereto as Schedule A and is declared to form part of this by-law.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 7TH DAY OF OCTOBER, 2019.

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

[2]

4. Once the GSP is transferred to North Glengarry the duties and responsibilities of North Glengarry shall include the following:
 - (a) To keep the inhabitants of the Township of North Glengarry and the Township of South Glengarry aware at all times of the recreational opportunities which are available at the GSP;
 - (b) To make such rules in its sole and unfettered discretion as it considers necessary relating to the management and control of the GSP;
 - (c) To prescribe fees and fix charges for the admittance to or the use of the GSP as it considers advisable;
 - (d) To let, if desirable, from year to year, the right to sell refreshments within the GSP on such terms and conditions it considers advisable;
 - (e) To appoint full time or part time workers on a paid or voluntary basis and be responsible for assigning the duties and responsibilities of such persons;
 - (f) To hold regular semi-annual meetings with representatives from South Glengarry to provide updates on the GSP;
 - (g) To keep statistical and other records as may be required for the proper and efficient use of the GSP, including an adequate bookkeeping system to be kept by the Manager or any other person at the discretion of the committee;
 - (h) To enter into such contracts and/or agreements in its sole and unfettered discretion as it may deem necessary to promote hockey and other attractions including shows, exhibitions, engagements and other form of functions, enterprise, and entertainment as it may deem requisite for the enjoyment and convenience of the public at large;
 - (i) To submit an annual report to South Glengarry council on the activities of the GSP during the year.
5. All assets and income realized and liabilities incurred in connection with the GSP shall vest North Glengarry.
6. Upon the signing of this agreement, South Glengarry shall pay to North Glengarry the sum of Fifty Thousand Dollars (\$50,000.00) representing payment for 2019.
7. On the first day of January 2020 and continuing thereafter on the first day of January every year thereafter up to and including the first day of January 2030, South Glengarry shall pay to North Glengarry the sum of Fifty Thousand Dollars (\$50,000.00).
8. On the Thirtieth (30) day of June 2031, South Glengarry shall pay to North Glengarry the sum of Twenty-Five Thousand Dollars (\$25,000.00). Once that final payment is made this agreement shall be terminated.

[3]

9. Neither party shall have the right to assign or subcontract any part of its obligations under this agreement.
10. If any provision of this Agreement shall be declared by any court of competent jurisdiction to be illegal, void, or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.
11. This agreement shall come into effect on the date the last of the municipalities executes the agreement.
12. In consideration of executing this agreement, North Glengarry, on behalf of its councillors, employees, servants, agents, heirs, administrators, assigns and successors and on behalf of any party or parties who claim a right or interest through them (hereinafter referred to as the "NG Releasor"),
 - a. hereby releases, acquits and forever discharges, without qualification or limitation South Glengarry and its councillors, directors, employees, servants, agents, heirs, administrators, assigns and successors and on behalf of any party or parties who claim a right or interest through them (hereinafter referred to as the "SG Releasees"), from all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, contracts, complaints, claims and demands for damages, monies, losses, indemnity, costs, interest and loss, or injuries howsoever arising which hereto may have been or may hereafter be sustained by the NG Releasor in relation to the GSP, including, but not limited to its operation and/or maintenance and without limiting the generality of the foregoing, from any and all matters that were pleaded in, or could have been pleaded, in the action, in the Ontario Superior Court of Justice Court File No. 17-74438 (the "Action");
 - b. without limiting the generality of the foregoing, the NG Releasor declares that the intent of this Full and Final Release is to conclude all issues arising from the matters set forth above and from the Action and it is understood and agreed that this Release is intended to cover, and does cover, not only all known injuries, losses and damages, but also injuries, losses and damages not now known or anticipated but which may later develop or be discovered, including all the effects and consequences thereof;
 - c. for the said consideration it is agreed and understood that the NG Releasor will not make any claim or take any proceedings against any other person or corporation who might claim, in any manner or forum, contribution or indemnity in common law or in equity, or under the provisions of any statute or regulation, including the *Negligence Act* and the amendments thereto and/or under any successor legislation thereto, and/or under the Rules of Civil Procedure, from the SG Releasees discharged by this Full and Final Release, in connection with the matters outlined above and in the Action;
 - d. it is agreed and understood that if the NG Releasor commences such an action, or takes such proceedings, and the SG Releasees are added to such proceeding in any manner whatsoever, whether justified in law or not, the NG Releasor will immediately discontinue the proceedings and/or claims, and the NG Releasor will be liable to the SG

[4]

Releasees for the legal costs incurred in any such proceeding, on a solicitor and his own client scale. This Full and Final Release shall operate conclusively as an estoppel in the event of any claim, action, complaint or proceeding which might be brought in the future by the NG Releasor with respect to the matters covered by this Full and Final Release. This Full and Final Release may be pleaded in the event any such claim, action, complaint or proceeding is brought, as a complete defence and reply, and may be relied upon in any proceeding to dismiss the claim, action, complaint or proceeding on a summary basis and no objection will be raised by the NG Releasor in any subsequent action that the other parties in the subsequent action were not privy to formation of this Release;

- e. for the said consideration, North Glengarry shall indemnify and save harmless South Glengarry in respect of all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, contracts, complaints, claims and demands for damages, monies, losses, indemnity, costs, interest and loss, or injuries howsoever arising which hereafter may be claimed against South Glengarry in relation to the GSP, the property and its operations, howsoever arising;
- f. North Glengarry hereby confirms that it will discontinue the Action, with prejudice and without costs.

13. In consideration of executing this agreement, South Glengarry, on behalf of its councillors, employees, servants, agents, heirs, administrators, assigns and successors and on behalf of any party or parties who claim a right or interest through them (hereinafter referred to as the "SG Releasor"),

- a. hereby releases, acquits and forever discharges, without qualification or limitation North Glengarry and its councillors, directors, employees, servants, agents, heirs, administrators, assigns and successors and on behalf of any party or parties who claim a right or interest through them (hereinafter referred to as the "NG Releasees"), from all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, contracts, complaints, claims and demands for damages, monies, losses, indemnity, costs, interest and loss, or injuries howsoever arising which hereto may have been sustained by the SG Releasor in relation to the GSP, including, but not limited to its operation and/or maintenance and without limiting the generality of the foregoing, from any and all matters that were pleaded in, or could have been pleaded, in the counterclaim in the action in the Ontario Superior Court of Justice Court File No. 17-74438 (the "Action");
- b. for the said consideration it is agreed and understood that the SG Releasor will not make any claim or take any proceedings against any other person or corporation who might claim, in any manner or forum, contribution or indemnity in common law or in equity, or under the provisions of any statute or regulation, including the *Negligence Act* and the amendments thereto and/or under any successor legislation thereto, and/or under the Rules of Civil Procedure, from the NG Releasees discharged by this Full and Final Release, in connection with the matters outlined above and in the Action;

[5]

- c. it is agreed and understood that if the SG Releasor commences such an action, or takes such proceedings, and the NG Releasees are added to such proceeding in any manner whatsoever, whether justified in law or not, the SG Releasor will immediately discontinue the proceedings and/or claims, and the SG Releasor will be liable to the NG Releasees for the legal costs incurred in any such proceeding, on a solicitor and his own client scale. This Full and Final Release shall operate conclusively as an estoppel in the event of any claim, action, complaint or proceeding which might be brought in the future by the SG Releasor with respect to the matters covered by this Full and Final Release. This Full and Final Release may be pleaded in the event any such claim, action, complaint or proceeding is brought, as a complete defence and reply, and may be relied upon in any proceeding to dismiss the claim, action, complaint or proceeding on a summary basis and no objection will be raised by the SG Releasor in any subsequent action that the other parties in the subsequent action were not privy to formation of this Release;
- d. South Glengarry hereby confirms that it will discontinue the counterclaim in the Action, with prejudice and without costs.

14. The releases and indemnities given in this agreement shall survive its termination or expiry and shall not act as a bar against either party commencing a legal proceeding to enforce its terms.

15. Notwithstanding the foregoing, neither party may terminate this Agreement before June 30, 2031. Term of Agreement and Termination.

16. This agreement may be amended or modified only by a writing executed by both parties.

17. This agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, legal or personal representatives, successors, and assigns.

Signed and sealed by the Mayor and Clerk of the parties hereto.

Signed this day of , 2019

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Mayor

Clerk

[6]

Signed this day of , 2019

THE CORPORATI ON OF THE TOWNSHIP OF SOUTH GLENGARRY

Mayor

Clerk



STAFF REPORT

S.R. No.114-2019

PREPARED BY: Kelli Campeau, Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Appointment of Deputy Clerk

BACKGROUND:

1. In August 2019 the Township advertised a job posting for a one-year maternity leave position for the role of the Clerk.
2. As a result, Kaylyn MacDonald has been hired to fill the position for the term of January 1, 2020 to February 1, 2021.

ANALYSIS:

3. Pursuant to the *Municipal Act, 2001*, a municipality may appoint deputy clerks who have all the powers and duties of the clerk under any Act.
4. Our representative with the Ministry of Municipal Affairs and Housing suggested that the Township appoint Ms. MacDonald as Deputy Clerk, as this is a contract as opposed to a permanent position.
5. As Deputy Clerk, Ms. MacDonald will hold all the powers of the Clerk for the duration of her contract.

IMPACT ON 2019 BUDGET:

6. The impact would range from \$2,000 to \$3,500 in additional training and staffing costs. There is money in the budget to absorb these increased expenses.

ALIGNMENT WITH STRATEGIC PLAN:

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



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 114-2019 be received and that By-law 64-2019, being a by-law to appoint Kaylyn MacDonald as Deputy Clerk for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 7th day of October 2019.

A handwritten signature in black ink, reading 'Kelli Campeau', written over a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

SG-E-10

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 64-2019
FOR THE YEAR 2019**

***BEING A BY-LAW TO APPOINT A DEPUTY CLERK PURSUANT TO
SECTIONS 228 (2) OF THE MUNICIPAL ACT, 2001.***

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*, S.O. 2001, c. 25, Section 228(2) provides that a municipality may appoint a Deputy Clerk;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to appoint the following individual as Deputy Clerk.

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

1. **THAT** Kaylyn MacDonald be appointed as Deputy Clerk of the Corporation of the Township of South Glengarry.
2. **THAT** this by-law will come into force and effect upon third and final reading.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 7TH DAY OF OCTOBER, 2019.***

MAYOR: _____ CLERK: _____



STAFF REPORT

S.R. No. 115-2019

PREPARED BY: Keli Campeau, Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Appointment of Lottery Licence Issuer

BACKGROUND:

1. Under the Order in Council 1413-08, municipal councils may, if deemed to be in the best interest of the inhabitants of the municipality, issue lottery licences to charitable organizations.
2. The Township of South Glengarry provides lottery licencing services on behalf of the Alcohol and Gaming Commission of Ontario in accordance with the *Alcohol and Gaming Regulation and Public Protection Act*, 1996.
3. Lottery licences are required for events such as 50/50 draws, raffles, bingos and break-open tickets.
4. Presently, the Township's Clerk (Kelli Campeau) and GM of Corporate Services/Treasurer (Lachlan McDonald) are appointed Lottery Licence Officers for the Township of South Glengarry.

ANALYSIS:

5. The current Clerk will be commencing a maternity leave in 2020 and as a result, Kaylyn MacDonald will be appointed Deputy Clerk to act as Clerk in Ms. Campeau's absence.
6. As a result, it is advisable that Ms. MacDonald be appointed as a Lottery Licence Officer in order to continue delivering this service during Ms. Campeau's absence.

IMPACT ON 2019 BUDGET:

N/A



ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 115-2019 be received and that By-law 65-2019, being a by-law to appoint Kaylyn MacDonald as a Lottery Licence Officer for the Corporation of the Township of South Glengarry, be read a first, second and third time, passed, signed and sealed in Open Council this 7th day of October, 2019.

A handwritten signature in black ink, reading 'Kelli Campeau'. The signature is written in a cursive style and is positioned above a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

SG-I-18

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 65-18
FOR THE YEAR 2018**

***BEING A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF A LOTTERY
LICENSE OFFICER FOR 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. 9 provides that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Order in Council 1413/08 provides that municipal councils may, if deemed to be in the best interest of the inhabitants of the municipality, issue or cause to be issued a license authorizing a charitable organization to conduct and manage the types of lottery schemes as may be specified by the Registrar and approved by the Minister.

AND WHEREAS the Township of South Glengarry provides Lottery Licensing Services for the issuance of Lottery Licenses to charitable organizations within the Township of South Glengarry on behalf of the Alcohol and Gaming Commission of Ontario in accordance with the *Alcohol and Gaming Regulation and Public Protection Act 1996*;

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

1. **THAT** Kaylyn MacDonald is hereby appointed as a Lottery Licensing Officer for the Township of South Glengarry.
2. **THAT** Kaylyn MacDonald shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by statute or by-law are, or may be, conferred or imposed upon the Lottery Licensing Officer.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 7TH DAY OF OCTOBER, 2019.***

MAYOR:

CLERK:



STAFF REPORT

S.R. No. 116-2019

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Revised Job Description - Deputy Chief Building Official

BACKGROUND:

1. A review of job descriptions was recently completed for all positions within the Building Department.
2. In May 2019, Council approved a new job description titled Manager of By-Law Enforcement and Deputy Chief Building Official.
3. Upon further review, Council directed Administration to remove by-law enforcement duties from the current building staff to allow the building staff to focus on legislated and mandated responsibilities in the Ontario Building Code Act and Ontario Building Code.
4. As a result, in August 2019 Council approved a job description for the position of Manager of Municipal Law Enforcement.
5. This has resulted in the need to revise the Manager of By-Law Enforcement and Deputy Chief Building Official job description to rename the position as the Deputy Chief Building Official and to remove all by-law enforcement responsibilities and duties.

ANALYSIS:

6. Attached is the revised job description for the review and approval of Council.
7. Due to the recent restructuring in the building department, job descriptions and titles have changed; however, the same number of positions exist. For the benefit of the public and Council, below is a table demonstrating the recent changes.



FORMER STRUCTURE	NEW STRUCTURE
<ul style="list-style-type: none"> • Director of Development & Chief Building Official 	<ul style="list-style-type: none"> • Director of Development & Chief Building Official
<ul style="list-style-type: none"> • Building Official 1 	<ul style="list-style-type: none"> • Deputy Chief Building Official
<ul style="list-style-type: none"> • Manager Property Standards & Enforcement 	<ul style="list-style-type: none"> • Manager of Municipal Law Enforcement
<ul style="list-style-type: none"> • Building Information Officer 	<ul style="list-style-type: none"> • Building Information Officer

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 116-2019 be received and that the Council of the Township of South Glengarry approves the job description of the Deputy Chief Building Official.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

Job Description: Deputy Chief Building Official

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Deputy Chief Building Official (DCBO)
Group:	Non Union
Supervisor:	Director of Development – Chief Building Official (CBO)
Department:	Building
Prepared By:	Human Resources Advisor
Approved:	April 2019
	Revised: September 2019
Job Function: Reporting to the Director of Development - CBO, the Deputy Chief Building Official is responsible for assisting the Chief Building Official in all aspects of building department. In the absence of the CBO, the Deputy Chief Building Official supervises and provides direction to staff respecting the issuance of building permits ensuring compliance with the Ontario Building Code and other applicable laws.	
Skills and Qualifications: 1. Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including CBO Legal Process, House, Small Buildings, HVAC – House, Building Structural, Plumbing House, Plumbing All Buildings, Large Buildings and Building Services. 2. Proficient knowledge of regulatory bylaws legislation, policies, procedures and rules, investigation and evidence gathering techniques, training techniques and methods,	

Job Description: Deputy Chief Building Official

<p>court processes and procedures; emergency response techniques and public education and awareness programs concerning By-Law.</p> <ol style="list-style-type: none"> 3. Good working knowledge of the Ontario Building Code Act and Regulations, familiarity with building materials, construction and procedures, ability to read and understand plans, blueprints and building construction drawing; 4. Demonstrated leadership skills; working knowledge of the Occupational Health and Safety Act, effective written communications skills including the ability to prepare reports; effective public relations and public speaking skills, research and program development skills, time and stress management skills, ability to deal effectively with people in difficult situations, decision making and negotiations skills and effective verbal and listening communications skills. 5. Minimum of five (5) years combined experience in a construction environment and a municipal building inspection environment. 6. Maintain a valid Ontario Class G Drivers' License and clean drivers abstract. 	<p>Direction Received/Independent Action:</p> <ol style="list-style-type: none"> 7. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims. 8. Performance is monitored by the Director of Development – CBO through the annual performance appraisal process.
<p>Working Relationships:</p> <p>Routine:</p> <ol style="list-style-type: none"> 9. Director of Development - CBO: Direct reporting relationship. 10. General Manager- Community Services: Reporting relationship. 11. Building Information Officer Manager 	

Job Description: Deputy Chief Building Official

12. General Public including residents and ratepayers:

To respond to general inquiries and provide public education and awareness and promote safety. Receives and examines building permit applications to ensure submission of proper drawings, specifications and other information necessary for the issuance of a building permit.

13. Management Team:

To educate and enforce municipal bylaws in order to ensure a safe environment for community members. Exchanges information with all departments inside the Corporation.

Non-Routine Contacts:**14. Mayor/Council and members of Local Boards:**

To update and exchange information as requested in the areas of Municipal By-Law.

15. Legal Counsel:

Gathers evidence in an appropriate and legal manner; prepares reports; provides evidence and testimony in court proceedings.

Duties and Responsibilities:**Building Inspection**

16. Maintain detailed records of incidences
17. Ensures that all development or improvements of property within the Township of South Glengarry are in compliance with the Ontario Building Code, the Township's current Comprehensive Zoning By-Law and Official Plan and other applicable legislation.
18. Issues building permits in accordance with the Ontario Building Code in the absence of the CBO.
19. Conducts Plans review of building permit applications.
20. Perform the statutory duties and functions of an inspector pursuant to the Building Code Act, the Ontario Building Code and relevant by-laws.
21. Maintains records of permits issued, inspection reports, deficiency lists, orders

Job Description: Deputy Chief Building Official

<p>issued and occupancy permits for all properties in the Township computer software system.</p> <p>22. Attends Committee of Adjustment meetings as a staff resource person as required.</p> <p>23. Acts as CBO when CBO is absent.</p> <p>24. Respond to inquiries from the public and contractors and provide guidance as needed.</p>	<p>Impact of Errors:</p> <p>25. Many components of this position are subject to Acts, Regulations, By-Laws and Municipal and Provincial policies. Errors result in deterioration affecting organizational image or community relations.</p> <p>26. Errors may lead to charges being laid against the Corporation, General Manager, Administration, Council and personally resulting in possible fines or imprisonment</p>
<p>Physical and Sensory Demands:</p> <p>27. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.</p> <p>28. Daily routine involves physically dangerous and confrontational situations; exposure to a variety of environmental and weather conditions while outside of the office.</p> <p>29. Environment may be noisy and busy making it difficult for the Officer to concentrate.</p> <p>30. Ability to drive a municipal vehicle, walk, sit, stand, climb, clamber rough terrain, Climb ladders and crawl.</p>	<p>Mental Demands:</p> <p>31. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.</p>

Job Description: Deputy Chief Building Official

Working Conditions:

Hours of Work:

- 32. Required to work a 7 hour day during normal business hours. Additional hours are required on a regular basis in excess of the regular workday related primarily to afterhours Council, Committee of the Whole and Public meetings and work backlog.
- 33. Overtime is compensated as per Township Policy.

Work Environment:

- 34. Spends 20% to 30% of the average work year in a private office within a single office building; may be interrupted frequently to meet the needs and requests of residents. Remaining work day is spent outside, local travel and on-sites to assess situations related to daily job functions.

Hazards:

- 35. Usual hazards consist of slips, trips and falls or strains, heights and overexertion due to lifting.
- 36. Repetitive motion injuries from keyboard activities are also a hazard.
- 37. Exposed to adverse weather conditions.
- 38. Exposed to abusive language and threatening behaviour of public in emotionally charged situations.
- 39. Encounters hazardous conditions within unsafe buildings.



STAFF REPORT

S.R. No. 117-2019

PREPARED BY: Dillen Seguin,

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Drinking Water Quality Management Standard
Endorsement

BACKGROUND:

1. The Township developed an Operation Plan Manual to meet the requirements of the Drinking Water Licensing Program under the *Safe Drinking Water Act*. The plan was accepted by the Canadian General Standards Board and the Ministry of Environment.
2. The Township received accreditation from the Canadian General Standards Board in October 2010.
3. The Township has attained a 100% compliance rating in the yearly inspection of the plants by the Ministry of Environment (MOE). This accomplishment demonstrates the commitment and dedication to the provision of safe drinking water to the residents of the Township.
4. The Township has received its Drinking Water Works Permit (Permit) and Municipal Drinking Water Licence (Licence) for the Glen Walter Drinking Water System, the Lancaster Drinking Water System and the Redwood Estates Drinking Water System. These permits and licences will be renewed in 2020.
5. The Township's Operational Plan for the Drinking Water Systems meets the requirements of the Director's Directions – Minimum Requirements for Operational Plans made under the *Safe Drinking Water Act*, 2002 and has been accepted.
6. The foundation of the Quality Management System is the Drinking Water Quality Management System Policy adopted by Council in 2010. The policy states that the Township is committed to:
 - *Providing a safe and reliable supply of drinking water to all of its customers;*



- *Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water; and,*
- *Maintaining and continually improving its Quality Management System.*

ANALYSIS:

7. Annual Internal Audits of the Operation Plan are completed by the General Manager of Infrastructure Services. A copy of the September 12, 2019 Internal Audit/Management Review is attached.
8. An offsite Audit by SAI Global has been completed for the Drinking Water Quality Management System Operation Plan Manual. No non-conformities were noted in the External Audit Report.
9. A Management Review was completed by the General Manager of Infrastructure Services and the Director of Water/Waste Water Operations. The Quality Management System Operation Plan Manual has been revised to reflect changes recommended from the Management review of the document.
10. The *Safe Drinking Water Act*, 2002, includes a statutory standard of care for individuals who have oversight responsibilities for municipal drinking water systems. The Standard of Care has been in force since December 31, 2012.
11. The last copy of the Operation Plan was received by Council on April 13, 2015 and endorsed by the Mayor, Clerk and the operating Authority Representatives.
12. A copy of the revised Drinking Water Quality Management System Operation Plan Manual has been printed for each member of Council. Previous versions/copies of the document held by members of Council should be returned to Administration for destruction.
13. The revised document is before Council this evening to be received for review. At the October 22, 2019 Council Meeting a report will be included on the agenda seeking Council's endorsement of the document, reaffirming commitment to the Operation Plan.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Values: Accountability, Trust



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 117-2019 be received and that the Council of the Township of South Glengarry receive the Drinking Water Quality Management System Operation Manual Version 7, revised September 12, 2019.

A handwritten signature in black ink, reading 'Kelli Campeau'. The signature is written in a cursive style and is positioned above a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

Implementing Quality Management:
A Guide for Ontario's Drinking Water Systems

Ministry of the Environment
July 2007

APPENDIX M: INTERNAL AUDIT CHECKLIST

DATE OF INTERNAL AUDIT:

SEPTEMBER 12/19

AUDITOR NAMES:

EWEN MACDONALD

AREAS VISITED:

GENERAL MANAGER INFRASTRUCTURE
SERVICES.

GLEN WALTER WATER PLANT.

PEOPLE INTERVIEWED:

SHAWN KILLORAN - DIRECTOR WATER/
WASTE WATER OPERATIONS

DOCUMENTS VIEWED:

DILEN SEGUIN - WATER OPERATOR

QMS V6 - SEPT 21/2017

QMS SYS TT - RECORDS CONTROL

QMS SYS FS - RISK CONTROL ANNUAL REVIEW

SCADA → TURBIDITY. CCP

ON CALL SCHEDULE RE ELEMENT 11

LANCASTER SAMPLING TESTING & MONITORING TABLE
AUG 2019

Implementing Quality Management:
A Guide for Ontario's Drinking Water Systems

Ministry of the Environment
July 2007

INTERNAL AUDIT CHECKLIST

DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
1. Quality Management System PLAN – The Operational Plan shall document a Quality Management System that meets the requirements of this Standard.		PL	✓	
DO – The Operating Authority shall establish and maintain the Quality Management System in accordance with the requirements of this Standard and the policies and procedures documented in the Operational Plan.	REVISION 7 TO BE PRESENTED TO COUNCIL IN OCT.	DO		
2. Quality Management System Policy PLAN – The Operational Plan shall document a Quality Management System Policy that provides the foundation for the Quality Management System, and: a) is appropriate for the size and type of the subject system, b) includes a commitment to the maintenance and continual improvement of the Quality Management System, c) includes a commitment to the consumer to provide safe drinking water, d) includes a commitment to comply with applicable legislation and regulations, and e) is in a form that provides for ready communication to all Operating Authority personnel, the Owner and the public.		PL ✓	✓	
		a)	✓	
		b)	✓	
		c)	✓	
		d)	✓	
		e)	✓	
DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Policy.		DO	✓	
3. Commitment and Endorsement PLAN – The Operational Plan shall contain a written endorsement of its contents by Top Management and the Owner.	NOT UPDATED SINCE 2014 WILL UPDATE WITH V7	PL		✓

Implementing Quality Management:
A Guide for Ontario's Drinking Water Systems

Ministry of the Environment
July 2007

DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
<p>DO – Top Management shall provide evidence of its commitment to an effective Quality Management System by:</p> <p>a) ensuring that a Quality Management System is in place that meets the requirements of this Standard,</p> <p>b) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements,</p> <p>c) communicating the Quality Management System according to the procedure for communications, and</p> <p>d) determining, obtaining or providing the resources needed to maintain and continually improve the Quality Management System.</p>	<p>NEWLY Elected COUNCIL IN NOV 2018 WILL UPDATE COMMITMENT IN OCT WITH V7</p>	DO		
		a)	✓	
		b)	✓	
		c)	✓	
		d)	✓	
<p>4. Quality Management System Representative</p> <p>PLAN – The Operational Plan shall identify a Quality Management System representative.</p>	<p>QMS REP IS THE DIRECTOR OF WATER/WASTE WATER OPERATIONS</p>	PL	✓	
<p>DO – Top Management shall appoint, and authorize a Quality Management System representative who, irrespective of other responsibilities, shall:</p> <p>a) administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained,</p> <p>b) report to Top Management on the performance of the Quality Management System and any need for improvement,</p> <p>c) ensure that current versions of documents required by the Quality Management System are being used at all times,</p> <p>d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and</p> <p>e) promote awareness of the Quality Management System throughout the Operating Authority.</p>	<p>V7 UPDATE TO BE PROVIDED TO ALL OPERATORS</p>	DO	✓	
		a)	✓	
		b)	✓	
		c)	✓	
		d)	✓	
		e)	✓	

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July 2007

DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
5. Document and Records Control PLAN – The Operational Plan shall document a procedure for document and records control that describes how: a) documents required by the Quality Management System are: i. kept current, legible and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of, and b) records required by the Quality Management System are: i. kept legible, and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of.	QMS SYS T2 FORM IS UP TO DATE * STORED ON LAPTOP WILL HAVE QMS DOCUMENTS, RECORDS STORED ON SDG SERVER IN FALL 2019	PL	✓	
		a)i.	✓	
		a)ii.	✓	
		a)iii.	✓	
		b)i.	✓	
		b)ii.	✓	
		b)iii.	✓	✓
DO – The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the Quality Management System documentation for the subject system includes: a) the Operational Plan and its associated policies and procedures, b) documents and records determined by the Operating Authority as being needed to ensure the effective planning, operation and control of its operations, and c) the results of internal and external audits and management reviews.		DO	✓	
		a)	✓	
		b)	✓	
		c)	✓	
6. Drinking-Water System PLAN – The Operational Plan shall document, as applicable: a) for the subject system: i. a description of the system including all treatment processes and distribution system components ii. the name of the Owner and Operating Authority iii. a process flow chart iv. a description of the water source, including:	U7 WILL UPDATE → DIRECTOR & DESIGNATE → BACKWASH PUMPS → RAW WATER (2018)	PL	✓	
		i.	✓	
		ii.	✓	
		iii.	✓	
		iv.	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?		
<ul style="list-style-type: none">i. general characteristics of the raw water supplyii. common event-driven fluctuations andiii. any resulting operational challenges and threatsv. a description of any critical upstream or downstream processes relied upon to ensure the provision of safe drinking water. <p>b) if the subject system is an operational subsystem, a summary description of the municipal residential drinking-water system it is a part of.</p> <p>c) if the subject system is connected to one or more other drinking-water systems owned by different owners, a summary description of those systems which:</p> <ul style="list-style-type: none">i. indicates whether the subject system obtains water from or supplies water to those systems, andii. names the Owner and Operating Authority of those systems.		i.	✓			
		ii.	✓			
		iii.	✓			
		v.	✓			
		b)	N/A			
		c)	N/A			
		i.				
		ii.				
		DO – The Operating Authority shall ensure that the description of the drinking-water system is kept current.	✓ 7 - UPDATE TO CURRENT DESCRIPTION	DO	✓	
		7. Risk Assessment PLAN – The Operational Plan shall document a risk assessment process that:		PL	✓	
a) identifies potential hazardous events and associated hazards,	a)	✓				
b) assesses the risks associated with the occurrence of hazardous events,	b)	✓				
c) ranks the hazardous events according to the associated risk,	c)	✓				
d) identifies control measures to address the potential hazards and hazardous events,	d)	✓				
e) identifies critical control points,	e)	✓				
f) identifies a method to verify at least once a year, the currency of the information and the validity of the assumptions used in the risk assessment,	f)			✓		
* QMS SYS FS FORM NOT COMPLETED CORRECTIVE ACTION ISSUED FORM COMPLETED ON SITE						

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
g) ensures that a risk assessment is conducted at least once every thirty-six months, and h) considers the reliability and redundancy of equipment.		g)	✓	
		h)	✓	
DO – The Operating Authority shall perform a risk assessment consistent with the documented process.	ANNUAL REVIEW NOT COMP DOCUMENTED	DO		✓
8. Risk Assessment Outcomes PLAN – The Operational Plan shall document: a) the identified potential hazardous events and associated hazards, b) the assessed risks associated with the occurrence of hazardous events, c) the ranked hazardous events, d) the identified control measures to address the potential hazards and hazardous events, e) the identified critical control points and their respective critical control limits, f) procedures and/or processes to monitor the critical control limits, g) procedures to respond to deviations from the critical control limits, and h) procedures for reporting and recording deviations from the critical control limits.	TURBIDITY IS MONITORED ON SCADA SYSTEM	PL	✓	
		a)	✓	
		b)	✓	
		c)	✓	
		d)	✓	
		e)	✓	
		f)	✓	
		g)	✓	
		h)	✓	
DO – The Operating Authority shall implement and conform to the procedures.		DO	✓	
9. Organizational Structure, Roles, Responsibilities and Authorities PLAN – The Operational Plan shall: a) describe the organizational structure of the Operating Authority including respective roles, responsibilities and authorities, b) delineate corporate oversight roles, responsibilities and authorities in the case where the Operating Authority operates multiple subject systems,		PL	✓	
		a)	✓	
		b)	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management Review, d) identify the person, persons or group of people, having Top Management responsibilities required by this Standard, along with their responsibilities, and e) identify the Owner of the subject system.		c)	✓	
		d)	✓	
		e)	✓	
DO – The Operating Authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to Operating Authority personnel and the Owner.		DO	✓	
10. Competencies PLAN – The Operational Plan shall document: a) competencies required for personnel performing duties directly affecting drinking water quality, b) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality, and c) activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.	GM SIGNS OFF ON DIRECTOR'S TRAINING ; ANNUAL PERFORMANCE REVIEW	PL	✓	
		a)	✓	
		b)	✓	
		c)	✓	
DO – The Operating Authority shall undertake activities to: a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and b) ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.		DO	✓	
		a)	✓	
		b)	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
11. Personnel Coverage PLAN – The Operational Plan shall document a procedure to ensure that sufficient personnel meeting identified competencies are available for duties that directly affect drinking water quality.		PL	✓	
DO – The Operating Authority shall implement and conform to the procedure.		DO	✓	
12. Communications PLAN – The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the Quality Management System are communicated between Top Management and: a) the Owner, b) Operating Authority personnel, c) Suppliers, and d) the public.	✓ 7 → UPDATE IN OCT 2019 TO BE POSTED ON WEBSITE AS PER QMS SYS PG - 5.4.1.	PL	✓	
		a)	✓	
		b)	✓	
		c)	✓	
		d)	✓	
DO – The Operating Authority shall implement and conform to the procedure.		DO		
13. Essential Supplies and Services PLAN – The Operational Plan shall: a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and b) include a procedure by which the Operating Authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.	CHANGES FOR 17	PL	✓	
		a)	✓	
		b)	✓	
DO – The Operating Authority shall implement the procedure.		DO	✓	
14. Review and Provision of Infrastructure PLAN – The Operational Plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.	SEE ASSET MANAGEMENT PLAN. PLAN / CAPITAL PROGRAM REVIEWED ANNUALLY	PL	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
DO – The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner.	THROUGH BUDGET	DO	✓	
15. Infrastructure Maintenance, Rehabilitation and Renewal PLAN – The Operational Plan shall document a summary of the Operating Authority's infrastructure maintenance, rehabilitation and renewal programs for the subject system.	SUE ASSET MANAGEMENT PLAN	PL	✓	
DO – The Operating Authority shall: a) keep the summary current, b) communicate the programs to the Owner, and c) monitor the effectiveness of the maintenance program.		PL	✓	
		a)	✓	
		b)	✓	
		c)	✓	
16. Sampling, Testing and Monitoring PLAN – The Operational Plan shall document: a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system, b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.		PL	✓	
		a)	✓	
		b)	✓	
		c)	✓	
DO – The Operating Authority shall implement and conform to the procedures.		DO	✓	
17. Measurement and Recording Equipment Calibration and Maintenance PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.		PL	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
DO – The Operating Authority shall implement and conform to the procedure.		DO	✓	
18. Emergency Management PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes: a) a list of potential emergency situations or service interruptions, b) processes for emergency response and recovery, c) emergency response training and testing requirements, d) Owner and Operating Authority responsibilities during emergency situations, e) references to municipal emergency planning measures as appropriate, and f) an emergency communication protocol and an up-to-date list of emergency contacts.	✓ TO UPDATE EMERGENCY CONTACTS REFER TO TWP EMERGENCY MANAGEMENT PLAN	PL a) b) c) d) e) f)	✓ ✓ ✓ ✓ ✓ ✓	
DO – The Operating Authority shall implement and conform to the procedure.		DO	✓	
19. Internal Audits PLAN – The Operational Plan shall document a procedure for internal audits that: a) evaluates conformity of the QMS with the requirements of this Standard, b) identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements, c) considers previous internal and external audit results, and d) describes how Quality Management System corrective actions are identified and initiated.	CORRECTIVE ACTIONS ON FORMS	PL a) b) c) d)	✓ ✓ ✓ ✓	
DO – The Operating Authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every twelve months.		DO	✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
20. Management Review PLAN - The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of: a) incidents of regulatory non-compliance, b) incidents of adverse drinking-water tests, c) deviations from critical control point limits and response actions, d) the efficacy of the risk assessment process, e) internal and third-party audit results, f) results of emergency response testing, g) operational performance, h) raw water supply and drinking water quality trends, i) follow-up on action items from previous management reviews, j) the status of management action items identified between reviews, k) changes that could affect the Quality Management System, l) consumer feedback, m) the resources needed to maintain the Quality Management System, n) the results of the infrastructure review, o) Operational Plan currency, content and updates, and p) staff suggestions.	SEPT 12 / 19 GOLF COURSE ADVERSE - URINAL PUCK CONT. SAMPLE	PL a) b) c) d) e) f) g) h) i) j) k) l) m) n) o) p)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
DO – Top Management shall implement and conform to the procedure and shall: a) ensure that a management review is conducted at least once every twelve months, b) consider the results of the management review and identify deficiencies and actions items to address the deficiencies, c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation,		DO a) b) c)	✓ ✓ ✓	

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DWQMS Requirement	Notes	Method in Place?	Documented?	Gap?
d) report the results of the management review, the identified deficiencies, decisions and action items to the Owner.	MANAGEMENT REVIEW, INTERNAL AUDIT NOT SHARED WITH COUNCIL.	d)		✓
21. Continual Improvement DO- The Operating Authority shall strive to continually improve the effectiveness of its Quality Management System through the use of corrective actions.		DO	✓	

	<p><i>The Township of South Glengarry</i> Drinking Water Quality Management System</p>
Document Title:	Multi-System DWQMS Operational Plan Manual
QMS Reference:	QMS SYS-OP PLAN
Revision Number:	V7
Revision Date:	September 12, 2019
QMS Representative:	Director of Water/Wastewater

Drinking Water Quality Management System Operational Plan Manual



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

www.southglengarry.com

This Operational Plan Manual applies to the following municipal systems:

- The Glen Walter Drinking Water System,
- The Lancaster Drinking Water System, and
- The Redwood Estates Drinking Water System.



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1. Quality Management System

The Township of South Glengarry has developed this QMS Operational Plan Manual in response to the requirements of the Municipal Drinking Water Licensing Program under the Safe Drinking Water Act.

This manual, along with the procedures and other documents to which it refers, forms the basis of South Glengarry's Drinking Water Quality Management System (QMS). The scope of the operations covered by this Plan includes the following operational subsystems:

1. **The Glen Walter Drinking Water System,**
2. **The Lancaster Drinking Water System,** and
3. **The Redwood Estates Drinking Water System.**

Even though the facilities listed above are distinct operational subsystems as defined by the DWQMS, the Township of South Glengarry has included these facilities in a single Plan because they share common:

- Top Management,
- Operations Management,
- Operations Staff, and
- Ownership.

Where appropriate, this Operational Plan and its associated procedures make explicitly clear those areas where facility-specific information is being provided.



2. QMS System Policy

The following policy is recognized by the Township of South Glengarry as being an important foundational element of its Quality Management System. It will be communicated to the Owner (represented by the Mayor and Council of South Glengarry), operating authority personnel, goods and services providers and the public according to the QMS Communications Procedure (QMS SYS-P9) found in the Appendices of this document.

Drinking Water Quality Management System Policy

The Township of South Glengarry is committed to:

- Providing a safe and reliable supply of drinking water to all of its customers,
- Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water, and
- Maintaining and continually improving its Quality Management System.



3. Commitment and Endorsement

This Operational Plan is endorsed by the system Owner and Operating Authority, the Township of South Glengarry.

The Mayor and Councilors of South Glengarry, representing the Owner, acknowledge their responsibility to ensure the provision of all necessary resources for the maintenance of:

- The waterworks infrastructure, and
- The Quality Management System.

Top Management of the Operating Authority commits to:

- Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard,
- Ensure that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- Effectively communicate the Quality Management System according to the communications procedure in this Operational Plan, and
- Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System.

The DWQMS Representative, appointed by Top Management of the Operating Authority, understands and acknowledges the responsibilities inherent to the role, and commits to:

- Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained,
- Report to Top Management on the performance of the Quality Management System and any need for improvement,
- Ensure that current versions of documents required by the Quality Management System are being used at all times,
- Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and
- Promote awareness of the Quality Management System throughout the Operating Authority.



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)

Signed, on behalf of the Owner

Date

Mayor

Date

Clerk

Signed, on behalf of the Operating Authority

Date

General Manager - Infrastructure Services
(QMS Top Management)

Date

Director of Water/Wastewater Operations
(QMS Representative)



4. QMS Representative

Top Management of the Township of South Glengarry has appointed and authorized its Director of Water/Wastewater Operations, designate, as QMS Representative.

In addition to the commitment made in Element 3, Commitment and Endorsement, and the responsibilities detailed in Element 9, Organizational Structure, Roles, Responsibilities and Authorities, the Director of Water/Wastewater Operations acknowledges that the role of QMS Representative requires he/she to:

- Be familiar with the drinking-water system of the Township of South Glengarry,
- Have knowledge of best practices for drinking-water systems,
- Have a thorough understanding of the DWQMS,
- Demonstrate his understanding of the importance of management commitment,
- Be familiar with audit principles and what is needed to demonstrate that DWQMS requirements have been met to an auditor,
- Be familiar with applicable legislative and regulatory requirements, and
- Understand the importance of developing and maintaining good, open communication with Top Management.



5. Document and Records Control

The Township of South Glengarry recognizes effective document and records control as being a key element in the successful implementation and maintenance of its drinking water quality management system. With this in mind, comprehensive procedures for control of both documents (QMS SYS-P1) and records (QMS SYS-P2) have been developed and are included in the Appendices of this Plan.

The acknowledged benefits of the implementation of these procedures include:

- The integrity of the information contained in the Operational Plan is ensured.
- Training of new personnel is facilitated.
- Procedures are consistent in content, format, and currency, and are more likely to be correctly followed.
- The most up-to-date versions of documents are easily retrievable by the people who need them.
- Conformance audits and compliance inspections are facilitated.
- Due diligence is demonstrated.
- Owner and consumer confidence is promoted.
- Internal and external communications are facilitated.
- Decision making is made more focused and consistent.

Over time, the QMS Operational Plan and its associated procedures will change. Recognizing this, the QMS Representative will ensure that training of existing personnel and new hires includes these fundamental instructions to staff with respect to document control:

- Documents can be changed (by following the appropriate process) but records cannot,
- Always check that the version of the document you are using is the most current, and
- Always communicate changes that affect your drinking water system to the QMS Representative so that timely updates to the QMS can be made.

Document: includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device.

Record: a document stating results achieved or providing proof of activities performed.



6. Drinking Water System

As introduced earlier in this Operational Plan, the portfolio of drinking water assets owned and operated by the Township of South Glengarry and applicable under the Municipal Drinking Water Licensing Program includes three distinct operational subsystems:

1. **The Glen Walter Drinking Water System,**
2. **The Lancaster Drinking Water System, and**
3. **The Redwood Estates Drinking Water System.**

6.1 The Glen Walter Drinking Water System

System description:	Surface water filtered and conventionally treated
Capacity:	995 m ³ /day
Service area:	Glen Walter, ON
Service population:	1,080
Raw water source:	St. Lawrence River
Disinfection method:	Liquid Chlorine
Director of Water/ Wastewater Operations:	Designate

6.1.1 System Description

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

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 consist of two low lift pumps rated at 11.52 liters per second, one flocculation tank, two rapid sand filters, two carbon contactors, three compartment clear well reservoir, one backwash pump and two high lift pumps rated at 16.44 liters per second together with all associated piping, electrical and mechanical equipment, control and alarm systems all housed in a common building.

6.1.2 Owner and Operating Authority

- Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

6.1.3 Description of Water Source

Raw Water Characteristics (2018 data)			
	Temperature °C	pH	Turbidity (NTU)
Average	8.9	7.93	0.84
Normal Range	1.43-22.47	7.74-8.03	0.29-0.97

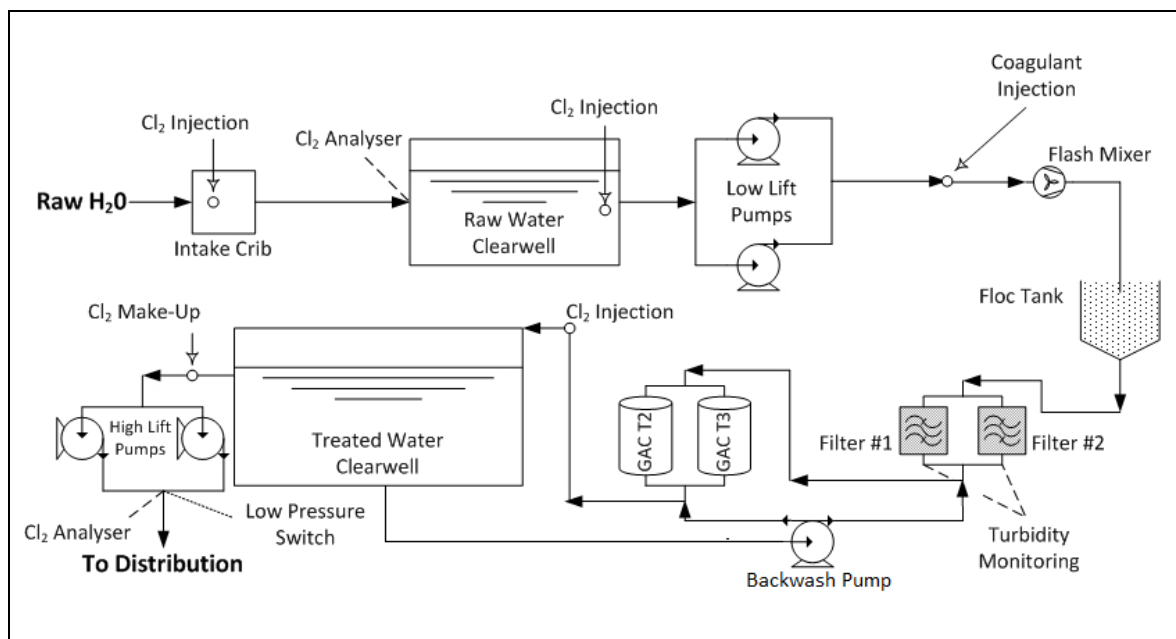
The raw water source is the St. Lawrence River. Raw water data demonstrates that the quality of the water is good and also stable. Temperature is the parameter that varies most widely (and predictably) and this impacts the CT of the treatment facility. Beyond that, there are no consistent and predictable operational challenges presented by the raw water.

6.1.4 Treatment Process

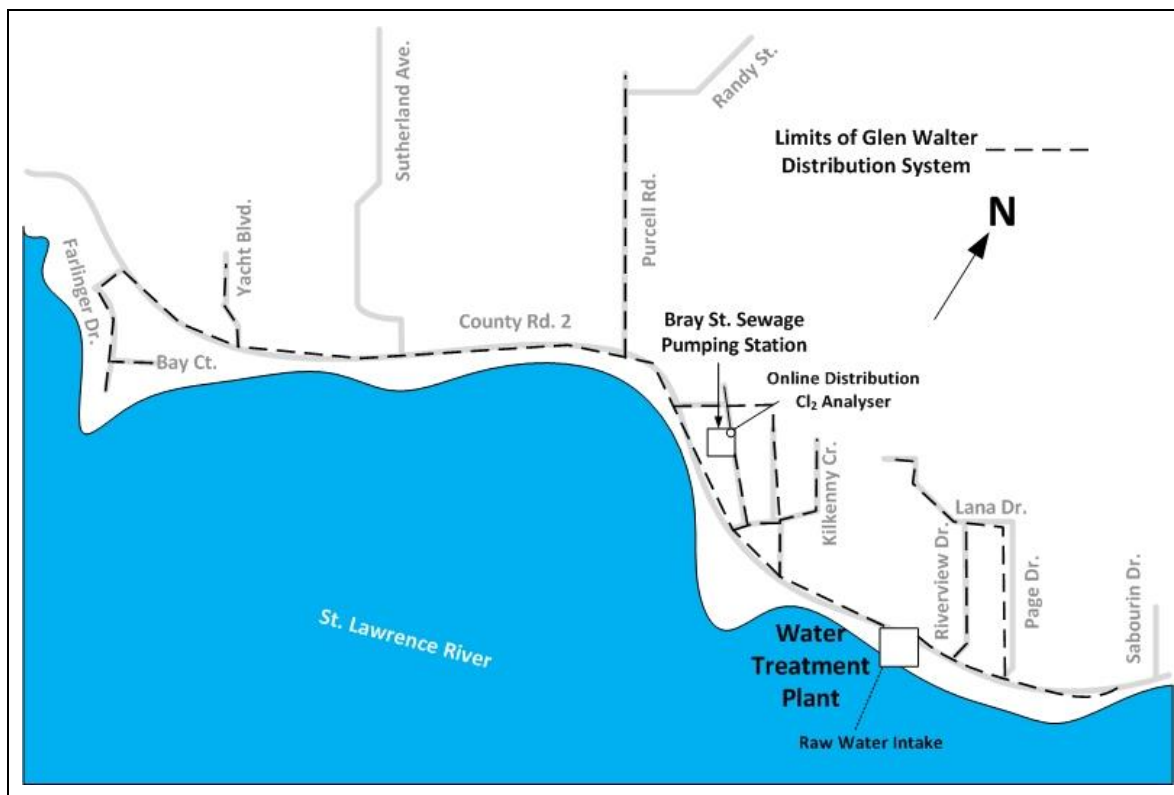
Raw water is pumped from the low lift pumping chamber, which is pre-chlorinated. A liquid coagulant is introduced into an in line flash mixer, then flows under pressure into a flocculation tank. When the coagulation flocculation process is complete, the water flows through rapid sand filters in parallel, and then through the carbon contactor series which removes any taste and odour in the drinking water.

Chlorine is added after the carbon contactors for post disinfection. The chlorinated (potable) water enters the three compartment storage reservoir and is then pumped to the distribution system via high lift pumps.

6.1.5 Process Flow Chart



6.1.6 Distribution System Schematic



6.2 The Lancaster Drinking Water System

System description:	Surface water conventionally treated, with elevated storage tank
Capacity:	1,440 m ³ per day
Service area:	Lancaster, ON
Service population:	1,218
Raw water source:	Lake St. Francis
Disinfection method:	Sodium Hypochlorite
Director of Water/ Wastewater Operations:	Designate

6.2.1 System Description

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. It has a rated capacity of 1,440 cubic meters of water per day for a design population of 1,218 people.

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

6.2.2 Owner and Operating Authority

- Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

6.2.3 Description of Water Source

Raw Water Characteristics (2018 data)				
	Temperature °C	pH	Colour	Turbidity (NTU)
Average	10.8	8.3	0	0.47
Normal Range	2-21	7.23-8.22	0.33-1	0.2-.56

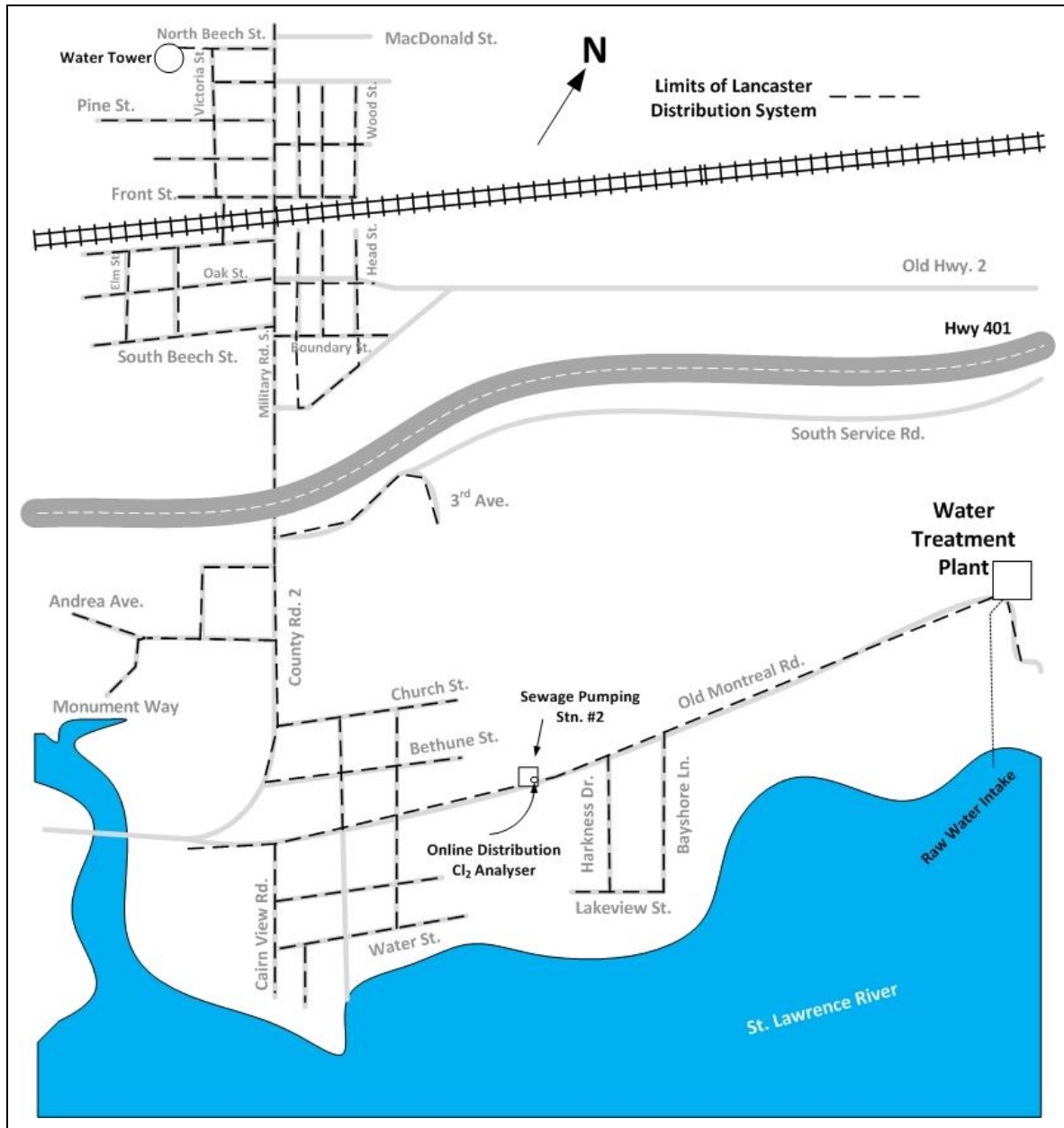
As with the Glen Walter Treatment Plant, the Lancaster Facility also draws its water from the St. Lawrence River. Also like Glen Walter, the seasonal swings in temperature are the only predictable challenges relating to the raw water supply.

6.2.4 Treatment Process

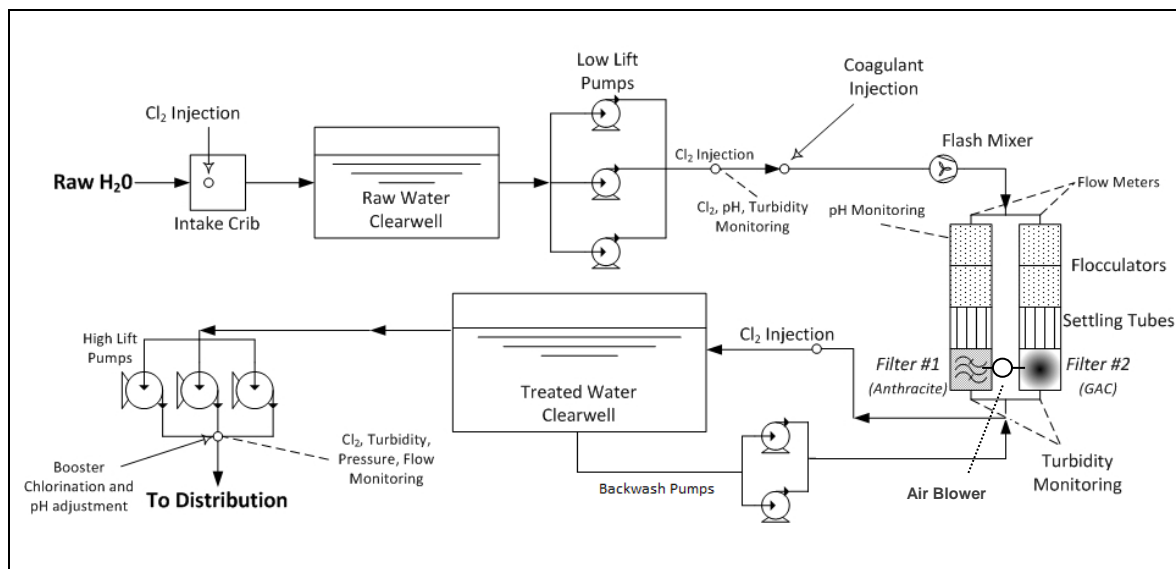
Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in line flash mixer and then process water flows to two sets of coagulant/flocculators; clarifiers and filters each rated at 720 cubic meters per day.

The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is pumped to the distribution system and also feeds an elevated storage tank located on North Beech Street.

6.2.5 Distribution System Schematic



6.2.6 Process Flow Chart



6.3 The Redwood Estates Drinking Water System

System description:	Ground water filtered and treated with liquid chlorine
Capacity:	151 m ³ per day
Service area:	Redwood Estates – east of Lancaster, ON
Service population:	140
Raw water source:	Ground water
Disinfection method:	Sodium Hypochlorite
Director of Water/ Wastewater Operations:	Designate

6.3.1 System Description

The Township Of South Glengarry, Redwood Estates Water Treatment Facility is located approximately 5 kilometres east of the Village of Lancaster. The water treatment plant is a ground water system serving the Redwood Estates subdivision. It has a rated capacity of 151 m³/day for a design population of 140 people.

Raw water is drawn from a single well located within the pump house with a submersible pump capable of delivering 118 l/min. The water treatment plant

consist of two Manganese greensand pressure filters, two hydro-pneumatic tanks, two high lift pumps, one booster pump and one backwash pump. All pumps have a rated capacity of 303 l/min and together with all associated piping, electrical equipment, controls and alarm systems are all housed in a common building.

6.3.2 Owner and Operating Authority

- Owner: The Township of South Glengarry.
- Operating Authority: The Township of South Glengarry.

6.3.3 Description of Water Source

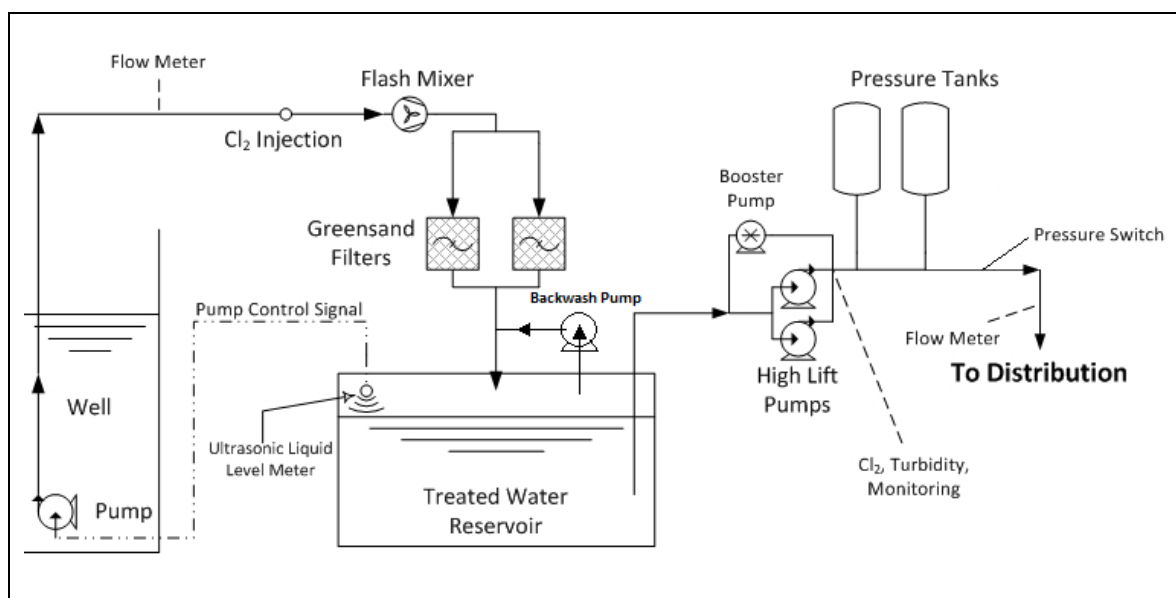
Raw Water Characteristics (2018 data)				
	Temperature °C	pH	Colour	Turbidity (NTU)
Average	9.5	7.58	0	0.71
Normal Range	8-9.75	7.5-7.73	0.07-0.5	0.31-1.02

The quality and quantity of water from the well that supplies the Redwood Estates Water Treatment Facility is good and stable. Agricultural land in the vicinity is the only predictable threat relating to source water, as the naturally variable drinking water parameters are quite steady throughout the year.

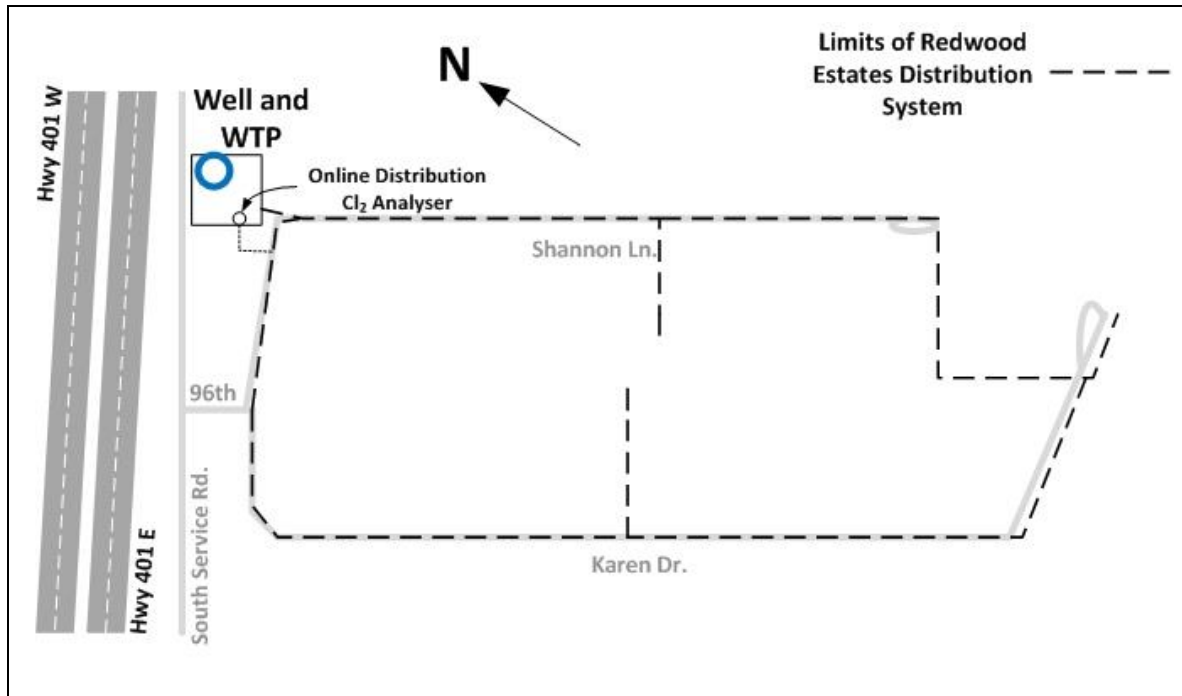
6.3.4 Treatment Process

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.

6.3.5 Process Flow Chart



6.3.6 Distribution System Schematic





7. Risk Assessment

The Township of South Glengarry recognizes that one of the key purposes of the QMS standard is to encourage system operators to identify, assess, manage and communicate the risks inherent to drinking water systems. In keeping with this purpose and its requirements, the Township of South Glengarry has developed a QMS Risk Assessment Procedure (QMS SYS-P8) and included it in the Appendices of this Operational Plan. The procedure provides a means for consistently assessing risk, and presents an opportunity for management to focus its drinking water resources more effectively based on the results of the Risk Assessment process.

The outcomes of the most recent Risk Assessment process are discussed and summarized in Element 8 of this document.



8. Risk Assessment Outcomes

Using the QMS Risk Assessment Procedure (QMS SYS-P8), the Township of South Glengarry's drinking water facilities have been evaluated to identify and quantify potential risks to drinking water quality.

As described in the procedure, complete risk assessments are conducted separately for each individual subsystem. What appears in this section of the Operational Plan are the risk assessment outcomes summarized by drinking water system. Again, the systems are:

1. **The Glen Walter Drinking Water System,**
2. **The Lancaster Drinking Water System, and**
3. **The Redwood Estates Drinking Water System.**

The Drinking Water Quality Management Standard (DWQMS) requires that the following outcomes of the risk assessment be documented:

- Potential hazardous events and associated hazards,
- Assessed risks associated with the occurrence of hazardous events,
- A ranking of the hazardous events that have been identified,
- The identified control measures to address the potential hazards and hazardous events,
- The identified critical control points and their respective critical control limits,
- Procedures and/or processes to monitor the critical control limits,
- Procedures to respond to deviations from the critical control limits, and
- Procedures for reporting and recording deviations from the critical control limits.

For ease of reading and to facilitate simpler updating of this document, each operational subsystem's comprehensive risk assessment outcomes (completed QMS SYS-F4 forms) are included in the Appendices of this document, as are the relevant procedures relating to critical control points (CCPs) and limits. Tables of ranked hazards and a list of identified CCPs are included in this section of the Operational Plan, summarized by subsystem.



8.1 The Glen Walter Drinking Water System

8.1.1 Ranked Hazards Table *(presented in declining order of risk)*

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Cross connection	Possible contamination	5	5	5	15	No
Distribution	Backflow	Possible contamination	5	5	4	14	No
Raw Water	Contamination/Chemical spill	Contamination of raw water supply	5	5	2	12	No
Clearwell	Reservoir contamination	Contamination of treated water	5	5	1	11	No
System	Terrorism	Possible contamination or loss of potable water	5	5	1	11	No
Distribution	Sustained pressure loss (water main break)	Loss of pressure, possible contamination	1	5	2	8	No
Primary Chlorination	Chlorine feed system failure	Loss of disinfection, loss of ct value	1	5	1	7	Yes
Primary Chlorination	General mechanical failures: chlorine failure, piping water supply	Loss of disinfection	1	5	1	7	No
Entire System	Power failure	Total loss of treated water (if generator is not functional)	1	5	1	7	No
Entire System	Extreme weather events	Damaged equipment	1	5	1	7	No
System	Vandalism	Possible contamination or loss of potable water	1	5	1	7	No
System	Manpower shortage	Loss of treatment	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible loss of potable water	1	5	1	7	Yes
Raw Water	Water supply shortfall	Loss of raw water	1	5	1	7	No
Filtration - GAC	Filter clogging (taste and odour)	Filter clogging	4	1	1	6	No
Backwash	Pump failure	Filter blockage	1	2	2	5	No
Filtration	Filter vessel failure	Loss of process water	3	1	1	5	No
High Lift	Chlorine Analyzer failure	Loss of potable water (distribution of possibly un-chlorinated water)	1	2	1	4	No
Filtration	Piping failure	Loss of process water	2	1	1	4	No
Entire System	Long term impacts of climate change	Loss of raw water supply	1	2	1	4	No
Raw Water	Screen plugging, raw water intake line crushed, intake plugged or broken, zebra mussel build-up	Loss of raw water supply	1	1	1	3	No



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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Raw Water	WTP screens plugging	Loss of raw water supply	1	1	1	3	No
Raw Water	Algal Blooms	Filter Clogging	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency	1	1	1	3	No
Low Lift	Pump failure	Loss of raw water supply	1	1	1	3	No
Low Lift	PLC failure	Loss of raw water supply	1	1	1	3	No
Filtration	Valve or actuator failure	Loss of process water	1	1	1	3	No
Filtration	PLC failure	Loss of process water	1	1	1	3	No
Filtration	Coagulant pump failure	Loss of coagulation	1	1	1	3	No
Filtration	Filter media loss	High turbidity	1	1	1	3	Yes
Backwash	PLC failures	Failure to backwash	1	1	1	3	No
Backwash	Valve actuator failure	Fail to backwash, filter plugging, high turbidity	1	1	1	3	No
High Lift	Pump failure	Loss of potable water	1	1	1	3	No
High Lift	Pressure regulating valve failure	System pressure loss	1	1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment	1	1	1	3	No
Control Systems	Loss of PLC	Filtration system shut down	1	1	1	3	No

8.1.2 Critical Control Points (CCPs)

The critical threshold was set at “7”. In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under “Exclusions”.

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- **Primary Chlorination** (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).



8.1.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be CCPs:

- **Cross Connection** (Distribution),
- **Contamination** (Raw Water),
- **Reservoir Contamination** (Clear Well),
- **Terrorism** (System),
- **Break in Distribution** (Distribution),
- **General Mechanical Failure** (Primary Chlorination),
- **Power Failure** (Entire System),
- **Vandalism** (System),
- **Manpower Shortage** (System), and
- **Fire** (Entire System).

These events were excluded from consideration as critical control points as no effective and timely controls are in place to prevent or mitigate them. As such, they have been classified as *emergency* situations, and included for discussion in the QMS Emergency Management Procedure (QMS SYS-P10).

Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP's requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).

8.2 The Lancaster Drinking Water System

8.2.1 Ranked Hazards Table *(presented in declining order of risk)*

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Cross connection	Possible contamination	5	5	5	15	No
Distribution	Backflow	Possible contamination	5	5	4	14	No
Raw Water	Contamination/Chemical spill	Contamination of raw water supply	5	5	2	12	No
Clearwell	Reservoir contamination	Contamination of treated water, loss of potable water	5	5	1	11	No
System	Terrorism	Possible contamination or loss of potable water	5	5	1	11	No
Water Tower	Possible contamination from birds, animals, or vandalism	Possible contamination	5	5	1	11	No
Distribution	Sustained pressure loss (water main)	Loss of pressure, possible	1	5	3	9	No



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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
	break)	contamination					
Primary Cl2.	Chlorine feed system failure	Loss of disinfection, loss of ct value	2	5	2	9	Yes
High Lift	Pressure regulating valve failure	System pressure loss, if Tower out of service	1	5	1	7	No
Raw Water	Water supply shortfall	Loss of water supply	1	5	1	7	No
Entire System	Fire	Loss of treated water	1	5	1	7	No
Entire System	Extreme weather events	Damaged equipment	1	5	1	7	No
System	Vandalism	Possible contamination or loss of potable water	1	5	1	7	No
System	Manpower shortage	Loss of treatment	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible loss of potable water	1	5	1	7	Yes
Water Tower	Water line break	Loss of treated water	1	5	1	7	No
Water Tower	Structural fault	Loss of water pressure and ability to fight fires	1	5	1	7	No
Entire System	Power failure	Loss of transmission of treated water and ability to process water	1	3	2	6	No
Filtration	Filter vessel failure	Loss of process water	3	1	1	5	No
Entire System	Long term impacts of climate change	Loss of raw water supply	1	2	1	4	No
Raw Water	Screen plugging, raw water intake line crushed, intake plugged or broken, zebra mussel chlorination system failure	Loss of raw water supply	1	1	1	3	No
Raw Water	Algal blooms	Filter clogging	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency	1	1	1	3	No
Raw Water	WTP screens plugging	Loss of raw water supply	1	1	1	3	No
Low Lift	Pump failure	Loss of raw water supply	1	1	1	3	No
Low Lift	PLC failure	Loss of raw water supply	1	1	1	3	No
Filtration	Piping failure	Loss of process water	1	1	1	3	No
Filtration	Valve or actuator failure	Loss of process water	1	1	1	3	No



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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Filtration	PLC failure	Loss of process water	1	1	1	3	No
Filtration	Coagulant pump or piping failure	Loss of coagulation	1	1	1	3	No
Filtration	Flocculator failure	Loss of proper mixing	1	1	1	3	No
Filtration	Filter media loss	High turbidity	1	1	1	3	Yes
Filtration	Filter clogging (taste and odour process step) or filter out of service	Filter clogging	1	1	1	3	No
Backwash	Pump failure	Filter clogging or blockage	1	1	1	3	No
Backwash	PLC failures	Failure to backwash	1	1	1	3	No
Backwash	Valve actuator failure	Fail to backwash, filter plugging, high turbidity	1	1	1	3	No
Primary Chlorination	Pump failure	Loss of disinfection	1	1	1	3	No
High Lift	Pump failure	Loss of potable water	1	1	1	3	No
High Lift	Chlorine Analyzer failure	Possible loss of potable water (distribution of possibly unchlorinated water)	1	1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment	1	1	1	3	No
Control Systems	Loss of PLC	Loss of WTP abilities	1	1	1	3	No
Control Systems	Loss of SCADA	Loss of filtration process	1	1	1	3	No

8.2.2 Critical Control Points (CCPs)

The critical threshold was set at “7”. In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under “Exclusions”.

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- **Primary Chlorination** (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary



Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).

8.2.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be a CCPs:

- **Cross Connection** (Distribution),
- **Contamination** (Raw Water),
- **Reservoir Contamination** (Clear Well),
- **Terrorism** (System),
- **Contamination** (Water Tower),
- **Break in Distribution** (Distribution),
- **Pressure Regulating Valve Failure** (High Lift),
- **Fire** (Entire System),
- **Vandalism** (System),
- **Manpower Shortage** (System),
- **Water Line Break** (Water Tower), and
- **Structural Fault** (Water Tower).

Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP's requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).

8.3 The Redwood Estates Drinking Water System

8.3.1 Ranked Hazards Table *(presented in declining order of risk)*

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Cross connection	Possible contamination of treated water	5	5	5	15	No
Distribution	Backflow	Possible contamination of treated water	5	5	4	14	No
Raw Water	Source water contamination	Contamination of source supply	5	5	1	11	No
Clearwell	Contamination/Chemical spill	Loss of potable water	5	5	1	11	No
Security	Terrorism	Possible loss of treated water, contamination of treated water, loss of WTP	5	5	1	11	No
Raw Water	Low level well	Loss of supply	1	5	1	7	No



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Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	Cp?
Chlorination	Chlorine feed system failure	Loss of disinfection	1	5	1	7	Yes
Clearwell	Chlorine analyzer failure	Possible distribution of unchlorinated water, loss of potable water	1	5	1	7	No
Distribution	Loss of chlorine residual	Possible contamination of potable water	1	5	1	7	Yes
Distribution	Sustained pressure loss	Loss of pressure, possible contamination of water	1	5	1	7	No
Security	Vandalism	Possible contamination	1	5	1	7	No
Security	Building damaged by vehicle	Loss of WTP	1	5	1	7	No
Entire System	Extreme weather events	Damaged equipment	1	5	1	7	No
Manpower	Personnel shortage	Loss of treated water	1	5	1	7	No
Raw Water	Well pump failure	Loss of raw water supply	1	3	2	6	No
Entire System	Power failure	Loss of treated water	1	2	2	5	No
Entire System	Treatment system piping failure	Loss of treated water	1	2	1	4	No
Entire System	Long term impacts of climate change	Loss of water supply	1	2	1	4	No
Raw Water	Raw water feed line break	Loss of raw water supply	1	1	2	4	No
Raw Water	Check valve failure	Loss of raw water supply	1	1	2	4	No
Raw Water	Communication failure between WTP and well	Loss of raw water supply	1	1	1	3	No
Raw Water	Sudden changes to raw water characteristics	Treatment deficiency	1	1	1	3	No
Filtration	Valve failure	Loss of process water	1	1	1	3	No
Filtration	Piping failure	Loss of process water	1	1	1	3	No
Backwash	Power failure	Filter clogging, increased turbidity	1	1	1	3	No
High Lift	Power failure	Loss of pumps, loss of treated water	1	1	1	3	No
High Lift	Pump failure	Loss of treated water	1	1	1	3	No
High Lift	Pump failure (pumps #2 and #3)	Loss of back-up water supply	1	1	1	3	No
High Lift	Power failure (pumps #2 and #3)	Loss of back-up water supply	1	1	1	3	No
Entire System	Sustained extreme temperatures	Damaged equipment	1	1	1	3	No
Bladder Tanks	Failure of piping, bladder tanks	Loss of pressure control	1	1	1	3	No
Pressure Controls	Pressure tanks or pressure line burst	Loss of pressure	1	1	1	3	No
Control Systems	Power failure	Loss of process water	1	1	1	3	No



8.3.2 Critical Control Points (CCPs)

The critical threshold was set at “7”. In this case, a number of hazards identified whose total risk met or exceeded the threshold were contingency situations and offered little operator opportunity to monitor, control or mitigate the hazard in real time. They are discussed in the following section under “Exclusions”.

Two points exceeded the risk threshold, but offered operators an opportunity to monitor, control or mitigate the hazard:

- **Primary Chlorination** (chlorine feed system failure), and
- **Distribution** (loss of chlorine residual).

The procedures that address how these points are monitored and controlled are included with the Appendices of this Plan as the QMS Primary Chlorination CCP Procedure (QMS OP-P1), and the QMS Distribution Systems Chlorine Residual CCP Procedure (QMS OP-P3).

8.3.3 Rationale for Inclusion/Exclusion of CCPs

Exclusions

Several hazards/hazardous events exceeded the risk threshold, but the process steps to which they belong were not deemed to be a CCPs:

- **Cross Connection** (Distribution),
- **Source Water Contamination** (Raw Water),
- **Contamination** (Clear Well),
- **Terrorism** (Security),
- **Low Level Well** (Raw Water),
- **Chlorine Analyser Failure** (Clearwell),
- **Distribution Line Break** (Distribution),
- **Vandalism** (Security),
- **Building Damaged by Vehicle** (Security), and
- **Personnel Shortage** (Manpower).

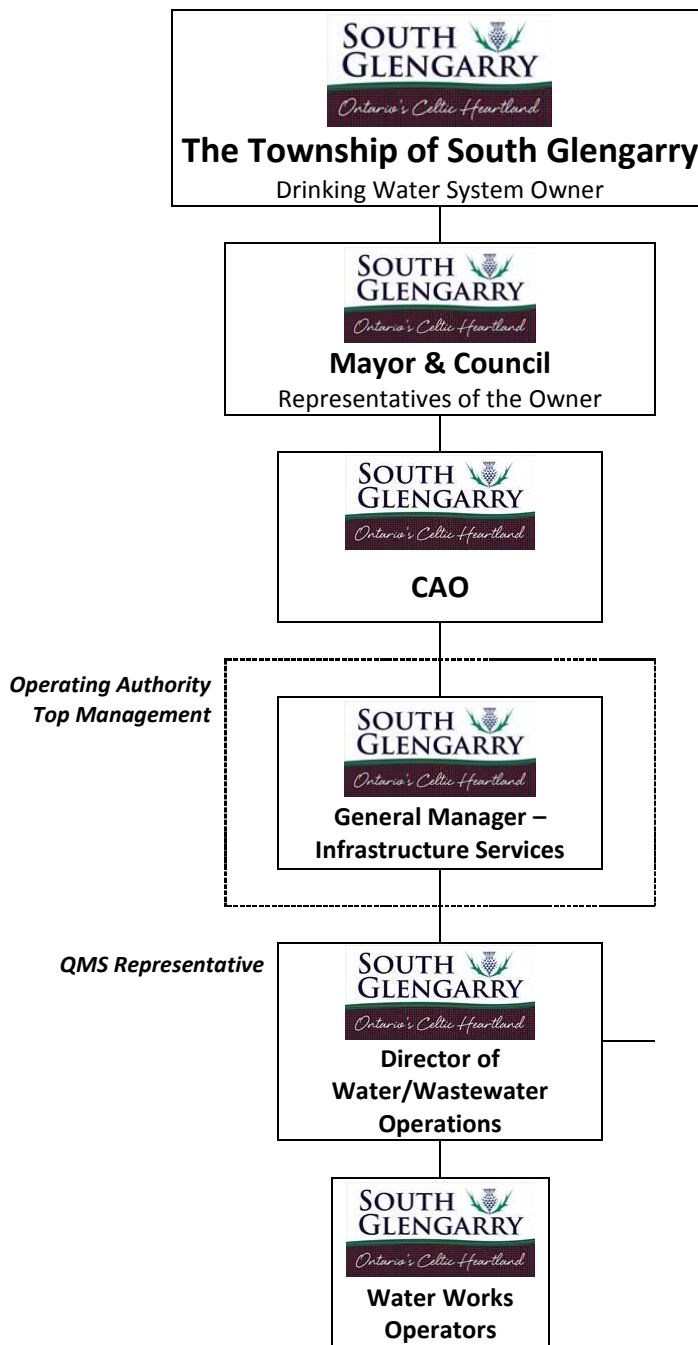
Inclusions

Filtered Water Turbidity was included for discussion as a critical control point as it meets the MOECP’s requirements for a minimum CCP. The procedure that addresses how turbidity is monitored and controlled is included with the Appendices of this Plan as the QMS Filtered Water Turbidity CCP Procedure (QMS OP-P2).



9. Organizational Structure, Roles, Responsibilities and Authorities

9.1 Organizational Structure





9.2 Drinking Water System Owner

The Township of South Glengarry is the Drinking Water System Owner.

9.3 Top Management

The DWQMS defines Top Management by the following criteria:

- They work within the Operating Authority,
- They will make decisions about the QMS,
- They will make recommendations to the Owner about the subject system or subject systems, and
- They are at the highest level of management within the Operating Authority making these decisions and recommendations.

In South Glengarry, Drinking Water Top Management team is a position held solely by the General Manager – Infrastructure Services.

9.4 Responsibility for Management Review

The Management Review process is described in the QMS Management Review Procedure (QMS SYS-P12). Key responsibilities pertaining to this process are detailed below and are also contained within the procedure.

9.4.1 Top Management

Top Management responsible for:

- Ensuring that a Management Review is conducted at least once every twelve months,
- Selecting participants for the management review,
- Leading the Review, and
- Communicating the Review's outcomes to the System Owner, represented by the Township's Mayor and Councillors.

9.4.2 QMS Representative

With respect to the Management Review, the QMS Representative is responsible for:

- Ensuring that all information required for the Review is made available to the Review participants as per the QMS Management Review Procedure (QMS SYS-P12), and
- Participating in the Management Review itself.



9.5 Roles, Responsibilities and Authorities

9.5.1 The Township of South Glengarry (Owner), represented by Mayor and Council

Responsibilities	Authorities
<p>Overall responsibility to provide safe and reliable drinking water to the customers of South Glengarry.</p> <p>Ensure the provision of all necessary resources for the maintenance of the waterworks infrastructure and the Quality Management System.</p> <p>Endorse the QMS Operational Plan.</p> <p>Ensure that an accredited Operating Authority is in place for each Operational Subsystem within its drinking water portfolio.</p>	<p>Delegate the management of the drinking water system to qualified staff.</p> <p>Overall administrative and financial authority relating to the drinking water system.</p> <p>Recommend changes to the Operating Authority's QMS Operational Plan.</p>

9.5.2 Top Management

Responsibilities	Authorities
<p>Ensure that the Drinking Water Operational Subsystems are being operated in compliance with current regulations and that a safe and reliable supply of water is being provided to customers of South Glengarry.</p> <p>Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard.</p> <p>To ensure a QMS Representative is in place.</p> <p>Effectively communicate the Quality Management System according to the QMS Communications Procedure (QMS SYS-P9).</p> <p>Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System and communicate these needs to the Owner.</p> <p>Lead the Management Review of the QMS and communicate its outcomes to the Owner according to the QMS Management Review Procedure (QMS SYS-P12).</p> <p>Lead the annual Infrastructure Review using the QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3) and the QMS Infrastructure Maintenance, Rehabilitation & Renewal Procedure (QMS SYS-P4).</p>	<p>To act as financial and administrative authority relating to the drinking water system(s).</p> <p>Ensure that staff is in place to effectively manage the Operational Subsystems and the QMS.</p> <p>To appoint a QMS Representative.</p> <p>To communicate with regulatory bodies on legal and compliance issues relating to drinking water.</p> <p>To conduct the QMS Management Review.</p> <p>To recommend changes to the QMS Operational Plan.</p> <p>To Lead, conduct, or commission analysis of the Operational Subsystems to enable effective long term planning and budgeting relating to staffing and infrastructure, maintenance and capital work, and communicate the outcomes of these reviews to the Owner.</p>



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9.5.3 Director of Water/Wastewater Operations (see also: QMS Representative)

Responsibilities	Authorities
<p>Directs the overall planning, co-ordination and control of the technical activities and business affairs of the Water Operations Department.</p> <p>Ensure that bylaws, policies and procedures of the Township are complied with by Staff.</p> <p>Ensure adequate staffing levels of competent Operators.</p> <p>Adhere to current regulations, record and report system conditions to Top Management as required.</p> <p>Ensure that Staff is aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject systems.</p> <p>Conduct, at a minimum, annual assessments of operator competency.</p> <p>Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard.</p> <p>Promote awareness of the Quality Management System throughout the Operating Authority.</p> <p>Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System and communicate these needs to Top Management.</p>	<p>To assume command of emergency situations in the Operational Subsystems.</p> <p>To prepare responses to regulatory bodies on legal and compliance issues relating to drinking water.</p> <p>To direct the activities of Operators in day to day operations and maintenance.</p> <p>To communicate with regulatory bodies on legal and compliance issues relating to drinking water.</p> <p>To make changes to the QMS Operational Plan.</p> <p>To hire, train and discipline operators.</p>

9.5.4 QMS Representative

Responsibilities	Authorities
<p>Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained.</p> <p>Report to Top Management on the performance of the Quality Management System and any need for improvement.</p> <p>Identify and communicate (to Top Management) resources needed for the continued operation and improvement of the QMS.</p> <p>Promote awareness of the Quality Management System throughout the Operating Authority.</p> <p>Ensure that current versions of documents required by the Quality Management System are being used at all</p>	<p>To change, update and improve the QMS Operational Plan and to approve QMS documents.</p>



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Responsibilities	Authorities
<p>times as per the QMS Document Control Procedure (QMS SYS-P1).</p> <p>Participate in the annual Infrastructure Review, led by Top Management, in keeping with QMS SYS-P3 and QMS SYS-P4.</p> <p>Collect and provide information to Top Management for use in the Management Review and participate in the Review itself according to QMS SYS-P12.</p> <p>Schedule annual reviews of operator competency.</p> <p>Additional responsibilities as specified by QMS procedures. This includes overall responsibility for the Risk Assessment and Internal Audit processes.</p>	

9.5.5 Operators

Responsibilities	Authorities
<p>Operate, monitor and maintain the water works system.</p> <p>Collect samples, perform testing and adjust treatment processes as required.</p> <p>Maintain required certification for Treatment & Distribution System Operation (as applicable), as per the Ministry of the Environment regulations.</p> <p>Conduct daily operational duties in compliance with current regulations.</p> <p>Act upon, record and report incidents of non-compliance with regulations as per O. Reg 170/03 and O. Reg 128/04.</p> <p>Ensure that the documents (procedures, forms) used in day-to-day operations are the appropriate version as described in the QMS Document Control Procedure (QMS SYS-P1).</p> <p>Report document errors and omissions to the QMS Representative.</p> <p>Understand the QMS and be able to describe their role within it to auditors and inspectors.</p> <p>Attend training as required and scheduled by QMS Representative to maintain licenses. Obtain records of training and provide these records to the QMS Representative.</p>	<p>Collect samples and perform testing within the Operational Subsystems to ensure the provision of safe and reliable drinking water.</p> <p>Respond to water-related issues raised by customers as required.</p> <p>Recommend changes to the QMS Operational Plan.</p>



10. Competencies

Competence: the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

10.1 Identifying Required Competencies

The following table identifies the minimum competencies of Staff whose roles directly impact the provision of safe and reliable drinking water in South Glengarry.

Role	Required Competencies
General Manager – Infrastructure Services (Top Management)	<p>An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations.</p> <p>Ability to effectively communicate QMS and Regulatory issues to staff, Council and external agencies.</p>
Director of Water/Wastewater Operations (see also: QMS Representative)	<p>An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations.</p> <p>Ability to effectively communicate QMS and Regulatory issues to staff, Council and external agencies.</p> <p>High level of knowledge of the Safe Drinking Water Act and applicable regulations sufficient to identify, report, and respond to adverse drinking water conditions when they occur.</p> <p>High level of technical knowledge of the Township's drinking water systems sufficient to prevent and/or mitigate hazards to drinking water safety.</p> <p>Thorough understanding of the DWQMS and QMS Operational Plan.</p> <p>Minimum Class 2 Treatment License.</p> <p>Minimum Class 2 Distribution License.</p> <p>Valid driver's license.</p>
QMS Representative	<p>Thorough understanding of DWQMS and QMS Operational Plan.</p> <p>QMS and QMS Internal Audit Training.</p> <p>A working knowledge of the Safe Drinking Water Act and applicable regulations sufficient to interpret, understand and communicate, as required, all QMS references to them.</p> <p>High level of administrative capabilities, strong written communication abilities and computer skills.</p>



Role	Required Competencies
Operators	<p>A working knowledge of the Safe Drinking Water Act and applicable regulations sufficient to identify, report, and respond to adverse drinking water conditions when they occur.</p> <p>Technical knowledge of the drinking water systems operated by the Township sufficient to prevent and/or mitigate hazards to drinking water safety.</p> <p>Strong understanding of what is required to operate and maintain the drinking water facilities that the Township operates. Operators must know how to keep the plants running, and keep them clean.</p> <p>Ability to follow QMS and Operational procedures.</p> <p>Minimum OIT Treatment Certificate while working towards the highest level attainable.</p> <p>Minimum OIT Distribution Certificate while working towards the highest level attainable.</p> <p>Valid driver's license.</p>

10.2 Satisfying Competencies

Competence can be defined as the “demonstrated ability to apply knowledge and skills”. In order to assess competence, an organization must consider an employee’s education, training, skills and experience.

The QMS Representative maintains an ongoing, electronic record of training hours, including:

- License details and expiry dates for each operator,
- Director approved training required and completed, and
- On-the-job training required and completed.

The methods used by the Township to ensure competence of the personnel directly involved in the production of safe drinking water are summarized in the following table.



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)

Role	Methods for Satisfying Competency
General Manager – Infrastructure Services (Top Management)	<p>Monthly, the General Manager is briefed on operating conditions by the Director of Water/Wastewater Operations. The Director of Water/Wastewater Operations notifies the General Manager of any relevant changes to drinking water regulations.</p> <p>Annually, as part of the Management Review, the General Manager is provided information which allows him to stay up-to-date on the functioning of the QMS.</p>
Director of Water/Wastewater Operations (see also: QMS Representative)	<p>Maintenance of the required licenses demonstrates competency.</p> <p>The Director of Water/Wastewater Operations schedules his own training and provides records of this training to the QMS Representative.</p> <p>Annually, the General Manager conducts an assessment of the Director of Water/Wastewater Operations' competency and completed training hours in the current license cycle. The General Manager provides a record of this review to the QMS Representative for retention as per the QMS Records Control Procedure (QMS SYS-P2).</p>
QMS Representative	<p>The QMS Representative schedules his own training relating to the QMS and associated standards and regulations.</p> <p>Annually, Top Management assesses the competency of the QMS Representative as part of the QMS Management Review Process described in QMS SYS-P12.</p> <p>The QMS Representative receives an assessment of all of his responsibilities (as he is also the Director of Water/Wastewater Operations) on an annual basis, conducted by the General Manager. This assessment includes a review of completed and scheduled training hours in the current license cycle. The record of this review, as with all others, is retained by the QMS Representative as per QMS SYS-P2.</p>
Operators	<p>Maintenance of required licenses demonstrates competency.</p> <p>Director will assist the Operators to schedule their own training and provide records of this training to the QMS Representative.</p> <p>The Director of Water/Wastewater Operations is responsible for regularly assessing and ensuring the competency of operators. This is conducted informally using a variety of means.</p> <p>Annually, the Director of Water/Wastewater Operations conducts an assessment of each Operator's competency and provides a record of this review to the QMS Representative for retention as per the QMS Records Control Procedure (QMS SYS-P2). This assessment includes a review of completed and scheduled training hours in the current license cycle.</p> <p>Staff receive training at regularly scheduled meetings.</p>



11. Personnel Coverage

11.1 General Information

The Township of South Glengarry manages its drinking water systems with a minimum three full-time operators who are led and managed by the Director of Water/Wastewater Operations. These same personnel also manage the wastewater systems in the Township. During morning meetings, the Director of Water/Wastewater Operations provides all personnel with their assignments for the day.

The full-time operators are unionized, and work a 7am to 4:30pm schedule, Monday to Thursday, and 7am to 11am on Friday.

The ORO for all systems is the Director of Water/Wastewater Operations. In situations whereby the ORO is away for an extended period, each facility's contingency manual describes how the role of ORO will be assigned.

11.2 Emergency and Back-Up Scheduling and Response

After-hours and emergency coverage is ensured by the on-call schedule, set by the ORO. Full-time operators fulfil the role of on-call operator on a weekly, rotating basis. The schedule is generally set and posted quarterly. Any scheduling conflicts or revisions are handled between the operators, with the ORO requiring notification of adjustments and providing final judgment on the schedule.

11.3 In the Event of a Walk-Out or Strike

Water and Wastewater has been deemed an essential service as per the collective agreement.



12. Communications

The Township of South Glengarry acknowledges that if a QMS is not effectively communicated, it is not implemented.

The DWQMS standard requires a procedure that describes how relevant aspects of the QMS are communicated between Top Management and:

- The Owner,
- Operating Authority Personnel,
- Suppliers, and
- The Public.

Additionally, the standard calls for a procedure to describe how QMS-related information is fed back to Operating Authority Top Management.

Through the QMS Communications Procedure (QMS SYS-P9), the Township seeks to ensure that all stakeholders of the Drinking Water System are aware of the QMS and its importance. Further, it aims to make certain that all who share responsibility for the production of safe and reliable drinking water understand their roles, the responsibilities and authorities that come with those roles, and the QMS processes and procedures that are relevant to those roles.

The QMS Communications Procedure (QMS SYS-P9) is attached in the Appendices of this document.



13. Essential Supplies and Services

Products and services used in a drinking water operation can introduce risk. By documenting the level of quality expected, and by continuing to assess whether or not supplies and services consistently meet these requirements after they have been selected, an operating authority demonstrates due diligence in minimizing the risk to drinking water quality. The tabular summary below is taken from the QMS Essential Supplies and Services List (QMS SYS-T3).

Current Listing of Essential Supplies and Services				
Essential Product/Service	Procurement Process	Quality Requirements	Primary Supplier	Secondary Supplier
Accredited Laboratory Services	As required	MOECP licensed (CALA certification)	Caduceon (613) 526-0123	SGS Environmental (705) 652-2124
Analytical Supplies	As required	Township satisfaction	Hach 1-905-290-9580	
Calibration	Annual schedule	ISA certified control systems technician	Tower Electronics Canada 613-847-7623	ISI Controls (613)843-0026 Cell(613)-795-0027
Chlorination Equipment	As required	Township satisfaction	Metcon (905)738-2355	SPD (905) 678-2882
Chlorine	As required	NSF/ANSI 60 certification	Brenntag 1-888-852-8793	
Coagulant	As required	NSF certification	Kemira 1-800-465-6171(1)	
Distribution Repair Parts	As required	AWWA Standard, as applicable	Crane Supply (613) 932-1116 (613) 932-6225	Noble (613) 933-5600
Distribution Vacuum Digging	As required	Township satisfaction	DBC (613)5343861 (613)537-8561	Capital Steam Clean (613) 932-3108
Electrical Supplies	As required	CSA, as applicable	Guillevin Int. (613) 938-8433	Westburne (613) 933-1075
Ultrasonic Level Controls	As required	CSA, as applicable	Milltronics (705) 745-2431	Grey Line (613) 938-8956

The Township of South Glengarry has developed a procedure that describes how it ensures the quality and availability of supplies and services deemed essential to the drinking water systems it operates. The document is called the QMS Essential Supplies and Services Procedure (QMS SYS-P7) and it is included with the Appendices of this Operational Plan.



14. Review and Provision of Infrastructure

The Township of South Glengarry has developed a procedure for the annual review of the infrastructure necessary to safely and effectively operate and maintain the drinking water systems belonging to and operated by the Township.

The procedure ensures a consistent, regular review of the condition and capacity of the drinking water systems that are operated by the Township of South Glengarry. A thoughtful, effective, and reliable review that is effectively communicated to the Owner ensures that infrastructure needs are appropriately communicated to those who can provide them.

The QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3) is included with the Appendices of this Operational Plan Manual.



15. Infrastructure Maintenance, Rehabilitation and Renewal

Effective maintenance programs help to safeguard the reliability and performance of a drinking water system, protect the investment of the Owner, and minimize risks to drinking water supply and quality.

A procedure has been created and implemented detailing how these functions are to take place. It is the QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure (QMS SYS-P4) and is included with the Appendices of this Operational Plan.

By following this procedure, the Township of South Glengarry is ensuring that a regular review of its maintenance programs and their effectiveness is conducted, and the results are communicated to the Owner. In this way, requests for resources originating from the Operating Authority will be accompanied with context and analysis when it comes time for the Owner to review and make decisions about them.

Unplanned Maintenance

Unplanned maintenance is conducted as soon as possible after an issue is discovered. For each facility, repair and replacement activity is recorded in the facility log book.

Frequency and impact of equipment failure is included in the annual discussion of the Township's maintenance programs, as described in QMS SYS-P4.

Rehabilitation and Renewal

Planning for rehabilitation and renewal now takes place annually, and follows the QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3). Infrastructure condition and capacity are evaluated during these reviews, and the outcomes are communicated to the Owner in a consistent format.

Drinking water infrastructure annual reviews fit within the framework of the Township's *Capital Planning Study* (2019). As discussed in QMS SYS-P3, the General Manager – Infrastructure Services and the Director of Water/Wastewater Operations use the *Capital Planning Study* to guide their annual capital budget requests of Council. Actual rehabilitation and renewal that occurs in each budget cycle is dependent on Council's authorization.

Summaries

The following tables detail the Township's existing programs for planned maintenance of the drinking water systems it operates.

The Township recognizes the importance of keeping these summaries current, communicating the programs and any modifications of them to the Owner, and periodically reviewing the effectiveness of its maintenance programs.



15.1 The Glen Walter Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
Raw Water Transmission	1. Screens at crib	Check/Clean	Every 5 years by diver
	2. Screens in WTP	Check/Clean	Annually
	3. Zebra Mussel Control (Cl ₂ application)	Check and monitor	Ongoing
Water Treatment Plant	1. Low lift pumps	Greasing and cleaning of parts	Annually
	2. Filters	Visual inspection and physical measurement of media depth	Annually
	3. Filters	Visual inspection for faults	Ongoing
	4. Primary Cl ₂ injectors and rotameters	Cleaning and visual checks	Annually and ongoing
	5. Flow meters	Calibration/verification	Annually
	6. Turbidity Analysers	Cleaning	Monthly
	7. High Lift Pumps	Greasing and cleaning of parts	Annually
	8. Coagulant Pumps	Cleaning	Annually
	9. Turbidity Analysers	Calibration	Annually or as needed
	10. Backwash Pump	Monitor Efficiency	Ongoing
	11. Building	Visual check of doors and structure for faults	Ongoing
	12. Building Alarms	Ensure entry alarm activates	Ongoing
	13. Building Alarms Cl ₂ Room – fire alarms, etc.	Ensure alarms are operational	Ongoing
	14. Security Fencing	Visual inspection for faults	Ongoing
	15. Generator	Test run	Monthly
	16. Generator	Oil change/performance review	Semi-Annually/Annually



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)

Planned Maintenance			
System	Element	Activity	Timing/Frequency
	17. Communication Systems – Telephone and Monitoring Centre	Ensure lines of communication are active	Ongoing
Distribution	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Every 72 hours
	3. Dead end water mains	Flushing	Quarterly
	4. Valves	Exercising	Annually
	5. Hydrants	Lubricating ears	Annually
	6. Hydrants	Greasing of operating nut	Annually
	7. Hydrants	Ensure markers are in place, paint hydrants as needed	Annually
	8. Hydrants	Inspect outside of barrel for cracks or deterioration of bolts	Annually
	9. Hydrants and water mains	Flushing	Annually
	10. Hydrants	Pumping of hydrant barrels	Annually – late fall

15.2 The Lancaster Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
Raw Water Transmission	1. Screens at crib	Check/Clean	Every 5 years by diver
	2. Screens in WTP	Check/Clean	Annually
	3. Zebra Mussel Control (Cl ₂ application)	Check and monitor	Ongoing
Water Treatment	1. Low lift pumps	Monitor efficiency	Ongoing
	2. Coagulant feed system	Cleaning	Annually



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)

Planned Maintenance			
System	Element	Activity	Timing/Frequency
Plant	3. Filters	Visual inspection of moving parts	Ongoing
	4. Filters	Physical measurement of media depth	Annually
	5. Primary Cl ₂ feed system	Visual checks for liquid leaks	Ongoing
	6. Primary Cl ₂ pumps	Cleaning	Annually
	7. Flow meters	Calibration	Annually or as needed
	8. Turbidity Analysers	Cleaning	Monthly
	9. Turbidity Analysers	Calibration	Annually or as needed
	10. High Lift Pumps	Monitor efficiency	Ongoing
	11. Backwash Pumps	Monitor Efficiency	Ongoing
	12. Building	Visual check of doors and structure for faults	Ongoing
	13. Building Alarms	Ensure entry alarm activates	Ongoing
	14. Building Alarms Cl ₂ Room – fire alarms, etc.	Ensure alarms are operational	Ongoing
	15. Security Fencing	Visual inspection for faults	Ongoing
	16. Generator	Test run	Monthly
	17. Generator	Oil change/performance review	Semi-Annually/Annually
	18. Communication Systems – Telephone and Monitoring Centre	Ensure lines of communication are active	Ongoing
Distribution	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Every 72 hours
	3. Dead end water mains	Flushing	Quarterly
	4. Valves	Exercising	Annually
	5. Hydrants	Lubricating ears	Annually



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)

Planned Maintenance			
System	Element	Activity	Timing/Frequency
	6. Hydrants	Greasing of operating nut	Annually
	7. Hydrants	Ensure markers are in place, paint hydrants as needed	Annually
	8. Hydrants	Inspect outside of barrel for cracks or deterioration of bolts	Annually
	9. Hydrants and water mains	Flushing	Annually
	10. Hydrants	Pumping of hydrant barrels	Annually – late fall

15.3 The Redwood Estates Drinking Water System

Planned Maintenance			
System	Element	Activity	Timing/Frequency
Water Treatment Plant	1. High Lift Pumps	Grease	Annually
	2. Turbidity Analysers	Calibrate and clean	Annually or as needed
	3. Primary Cl ₂ feed system	Check for liquid leaks	Ongoing
	4. Filters	Physical measurement of media depth	Annually
	5. Cl ₂ bench top analyser	Verification with Pocket Colorimeter	Weekly
Distribution	1. Entire System	Visual inspection for water distribution leaks	Daily (ongoing)
	2. Distribution chlorine analyser	Verifying calibration with pocket colorimeter	Ongoing
	3. Alarm System	Verification of set points and communication with monitoring command post	Ongoing
	4. Generator	Test run	Weekly “auto”
	5. Generator	Oil change and maintenance	Annually
Building and Perimeter	1. Doors, locks and fencing lights	Visual check	Ongoing



The Township of South Glengarry Drinking Water QMS
Multi-System DWQMS Operational Plan Manual (QMS SYS-OP PLAN)



16. Sampling, Testing and Monitoring

This element of the QMS Operational Plan addresses how measurements are taken within the drinking water system to monitor what is happening, the Operating Authority's level of control, and the quality of treated drinking water.

The Township of South Glengarry understands the focus of the sampling, testing and monitoring component of the DWQMS as being to ensure:

- The reliability of the sampling, testing and monitoring performed to meet legislated requirements,
- That adequate operational sampling, testing and monitoring are undertaken to maintain the Treatment process and identify potential problems early, and
- That sampling, testing and monitoring activities are planned, consistently performed, documented and communicated.

Regulatory requirements determine what is to be sampled and set minimum requirements for frequency. The DWQMS requires that the following additional information be described by the Operating Authority:

- Details about how sampling, testing and monitoring is performed on the conditions most challenging to the drinking water system,
- Relevant sampling, testing, and monitoring activities that are performed upstream of the subject system (even if they are not carried out by the Operating Authority), and
- How the Owner and Operating Authority share sampling, testing and monitoring results.

A procedure to address these requirements has been implemented. It is called the QMS Sampling, Testing and Monitoring Procedure (QMS SYS-P5) and is included in the Appendices of this Operational Plan.



17. Measurement and Recording Equipment Calibration and Maintenance

If measurement and recording devices are used to inform and guide an operator's actions within a drinking water system, those devices must be appropriately maintained and calibrated.

A procedure has been written and implemented that documents how the measurement and recording equipment used by the Township of South Glengarry is calibrated and maintained, who is responsible for scheduling the calibrations and how the calibration results are recorded.

The document is included in the Appendices of this Operational Plan Manual as the QMS Measurement and Recording Equipment Calibration and Maintenance Procedure (QMS SYS-P6).



18. Emergency Management

The development, implementation and maintenance of procedures to ensure emergency preparedness are recognized by the Township of South Glengarry as an important facet of the QMS. Emergencies, as defined in the MOECP's Implementation Guide and as used in this document, are:

- Potential situations or service interruptions that may result in the loss of the ability to maintain a supply of safe drinking water to customers.

By effectively anticipating and planning for emergency situations, the consequences of emergencies, when they occur, can be mitigated.

The Township of South Glengarry maintains emergency preparedness as described in its QMS Emergency Management Procedure (QMS SYS-P10). This procedure describes how the Operating Authority maintains, communicates, and tests the robustness of its emergency preparedness. Additionally, this document lists the emergency situations that are a natural outcome of the QMS Risk Assessment process (described by QMS SYS-P8), describes how responsibility for response and communication is delineated, refers to applicable operations procedures and provides a general list of emergency contacts.

The QMS Emergency Management Procedure (QMS SYS-P10) is included in the Appendices of this Operational Plan Manual. Specific operations procedures relating to the list of potential emergencies identified by the Township will be included in the QMS as they are developed.



19. Internal Audits

An internal audit of the Township's QMS is conducted annually to ensure that:

- The QMS Operational Plan Manual (QMS SYS-OP PLAN) and its associated procedures meet or exceed the standard of the DWQMS for each element, and
- The Operating Authority is functioning in conformance with its own Operational Plan.

An effective internal audit program, conducted by positive internal auditors and supported by interested and involved management and personnel at various levels, is a useful tool for testing and improving the robustness of a QMS. High quality internal audits lead to continual improvement, a requirement of the DWQMS.

Additionally, internal audits serve a valuable purpose by providing feedback on the effectiveness of the QMS, and by informing and focusing the Management Review Process.

The output of the audit process is an audit report which includes:

- A completed audit checklist,
- Corrective action request (CAR) forms for each issue of non-conformance,
- A brief summary detailing the outcomes of the audit, including areas of strong performance and areas of non-conformance, and
- A list of suggested improvements to the audit process and audit checklist.

The Township of South Glengarry has described the process used to conduct internal audits in its QMS Internal Audit Procedure (QMS SYS-P11). This procedure is included as part of the Appendices of this document.



20. Management Review

The Township of South Glengarry recognizes that support and oversight of the drinking water QMS is an important role fulfilled by Top Management. The Management Review process supports a high level of connection and familiarity between Top Management and the QMS, and enables focused and effective decision making regarding how to best improve and maintain the quality management system.

The Township has prepared a procedure that describes how QMS Management Reviews are to be conducted. The document is called the QMS Management Review Procedure (QMS SYS-P12) and it is included in the Appendices of this Operational Plan Manual.

In following the Management Review procedure, Top Management ensures that the Owner receives consistent, timely, and focused information about how the QMS is functioning. Additionally, the process affords an opportunity to reinforce with the Owner the resources that are required to continue to maintain and improve the quality management system.



21. Continual Improvement

A QMS cycle is described as PLAN, DO, CHECK, and IMPROVE.

The Township of South Glengarry recognizes that this Operational Plan is simply a beginning. The element of Continual Improvement, while it has no PLAN requirement, is a reminder that the Township is obligated to continually strengthen and improve its QMS.

The Township expects that the processes it has described, both in this document and its associated procedures, will change and evolve over time as the QMS matures. It believes that this evolution will be initiated by the corrective action processes built into the Plan, and, in particular, described in the areas relating to Internal Audit and Management Review.



List of Appendices

Appendix A	QMS Document Control Procedure	<i>QMS SYS-P1</i>
Appendix B	QMS Records Control Procedure	<i>QMS SYS-P2</i>
Appendix C	QMS Review and Provision of Infrastructure Procedure	<i>QMS SYS-P3</i>
Appendix D	QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure	<i>QMS SYS-P4</i>
Appendix E	QMS Sampling, Testing and Monitoring Procedure	<i>QMS SYS-P5</i>
Appendix F	QMS Measurement and Recording Equipment Calibration and Maintenance Procedure	<i>QMS SYS-P6</i>
Appendix G	QMS Essential Supplies and Services Procedure	<i>QMS SYS-P7</i>
Appendix H	QMS Risk Assessment Procedure	<i>QMS SYS-P8</i>
Appendix I	QMS Communications Procedure	<i>QMS SYS-P9</i>
Appendix J	QMS Emergency Management Procedure	<i>QMS SYS-P10</i>
Appendix K	QMS Internal Audit Procedure	<i>QMS SYS-P11</i>
Appendix L	QMS Management Review Procedure	<i>QMS SYS-P12</i>
Appendix M	Comprehensive Risk Assessment Outcomes – <i>Glen Walter (Sept 15, 2009)</i>	<i>QMS SYS-F4 (completed form)</i>
Appendix N	Comprehensive Risk Assessment Outcomes – <i>Lancaster (Sept 16, 2009)</i>	<i>QMS SYS-F4 (completed form)</i>
Appendix O	Comprehensive Risk Assessment Outcomes – <i>Redwood Estates (Sept 16, 2009)</i>	<i>QMS SYS-F4 (completed form)</i>
Appendix P	QMS Primary Chlorination CCP Procedure	<i>QMS OP-P1</i>
Appendix Q	QMS Filtered Water Turbidity CCP Procedure	<i>QMS OP-P2</i>
Appendix R	QMS Distribution Systems Chlorine Residual CCP Procedure	<i>QMS OP-P3</i>



STAFF REPORT

S.R. No. 117-2019

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Place St. Laurent Phase 5 Capacity Allocation

BACKGROUND:

1. In September 2017 EVB Engineering provided a presentation to Council on the future development plans for the Place St. Laurent Subdivision.
2. Phases 1 through 3 of the Place St. Laurent Subdivision have been completed and Phase 4 has recently been registered.
3. There are 20 lots proposed in Phase 5 of the subdivision and the developer has requested allocation for water and waste water services.
4. Council approved the annual development allocation for 2019 at the March 4th Council meeting. There are 127 water connections and 18 waste water connections available in the Glen Walter System.

ANALYSIS:

5. Pursuant to the conditions of By-law 24-11 for the Allocation of Capacity, 80% of the available capacity is to be allocated to general development and a developer can only be approved for up to 40% of the capacity allocated to general development.
6. Administration cannot approve the request for allocation, as only 6 connections would be available as per the provisions of the by-law. The Developer was advised of the decision of Administration in 2017. The follow-up EVB Presentation in 2017 requested Council reconsider the request for allocation. There is an appeal process in the By-law and although the appeal was not formally submitted, the presentation in 2017 was clearly asking for reconsideration.



7. Section 7.5.4 of the by-law permits Council to approve a request for allocation by resolution. There are a few factors for Council to consider concerning the decision of approving or not approving the allocation request.
8. There are 74 connections that have been pre-approved and 42 of these connections are allocated to the Purcell Road Subdivision. This allocation was approved in March 2016 through a 10 year agreement with the developer that included the following condition:

This agreement is subject to review after 5 years and the Capacity Allocation may be reassessed, if no infrastructure for Phase 1 has been installed by July 1, 2021 this agreement will be null and void.
9. The Purcell Subdivision has Draft Plan Approval and no activity has taken place in the Purcell Subdivision to date. It is unlikely that the developer will be able to meet the July 2021 date for construction as the outstanding reports, approvals, utilities plans, and design will likely not be completed by the specified date.
10. If the 42 lots are removed from the calculation for remaining capacity the available connections would be 30. Administration approached the owner of the Purcell Subdivision to discuss options to extend the agreement in exchange for a reduced number of connections without success.
11. Although it is not recommended to allocate capacity beyond the calculated remaining capacity, the Township's waste water treatment plant has historically exceeded the criteria for effluent quality and the Ministry of the Environment has not noted any concerns with the high flows.
12. Options to increase the capacity for waste water treatment are currently under review through the Master Servicing Plan Environmental Assessment and a preferred option will be developed that the Township will need to pursue to expand the services in the greater Glen Walter Area.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity.



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 68-2019 be received and that the Council of the Township of South Glengarry hereby approves capacity for 20 lots for Place St. Laurent Phase 5 as per the request of the developer.

A handwritten signature in black ink, reading 'Kelli Campeau'. The signature is written in a cursive style and is positioned above a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK



STAFF REPORT

S.R. No. 119-2019

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Procurement 10-2019 - Glengarry Nor'Westers & Loyalist Museum Bathroom Renovations

BACKGROUND:

1. The Township was successful in obtaining a grant of \$16,510.00 from the Federal Enabling Accessibility Fund to be used to offset the cost of renovations to the washrooms at the Glengarry Nor'Westers & Loyalist Museum.
2. The Township requested \$55,000.00 for the project based on the preliminary estimates from the Engineers.
3. The renovations will include the demolition of the existing washrooms and part of the kitchen to accommodate a fully accessible barrier free washroom and a second standard washroom.
4. The Architectural Plans and Project Specifications for the work has been completed by EFI Engineering for Industry and a Tender for the Washroom Renovations was issued with a closing date of September 30th.
5. There were two submissions received:

Contractor	Cost Plus HST
Grant Marion	\$48,900.00
John Gordon	\$54,264.00
Engineers Estimate	\$41,625.00

ANALYSIS:

6. The submissions have been reviewed and the low bidder scored the highest in the evaluation criteria.



7. The project is to be completed by January 31st, 2020 as per the Conditions of the Grant Agreement.
8. The Building Code has included barrier-free design provisions since 1975 and the Accessibility for Ontarians with Disabilities Act, 2005 (the AODA) was the driving force behind the recent accessibility requirements in the Building Code (a regulation under the Building Code Act, 1992). These new provisions were drafted to consolidate all accessibility requirements for buildings in one code. The new accessibility requirements in the Building Code came into force on January 1, 2015 with the goal of achieving accessibility for Ontarians with disabilities by 2025.
9. There will be additional work to update the doors to accessibility standards that will need to be budgeted and completed by the 2025 target date.
10. The building will also need additional work to address structural and operational issues along with improving energy efficiency over the next number of years. A preliminary estimate of the works was developed in 2016 with an investment of \$330,000.00 required to address the needs for the sustainability of this facility in the future.
11. The renovations to the kitchen will be completed in 2020 by the Township's Parks & Facilities Staff.

IMPACT ON 2019 BUDGET:

12. The Township had requested \$55,000.00 for the project based on the preliminary estimates from the Engineers.
13. In 2018 \$20,000.00 was transferred to the Glengarry Nor'Westers Museum Reserve to offset the cost of the renovation project.
14. An additional \$10,000.00 was budgeted for the project in 2019.
15. There is a total of \$46,510.00 for the project which is slightly less than the low submission.
16. The Township will work with the contractor to see if the cost can be reduced on specific items without compromising the quality and durability of the project.

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 119-2019 be received and that Council award Tender 10-2019 for the renovations to the washrooms at the Glengarry Nor'Westers & Loyalist Museum to Grant Marion Construction Ltd. as per their submission of \$48,900.00 plus HST and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

A handwritten signature in black ink, reading "Kelli Campeau", is written over a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK



EFI Engineering for Industry
34 South Branch Road
Cornwall ON K6K 1T4
T: 613-936-0158
F: 613-936-8451



Project Title: **Washroom Renovation to GNLM
Williamstown, ON**

Construction Cost Estimate - Class 'D'

Project No.: 19-6346

Date June 5, 2019

No.	Item	Comments	Material			
			Qty	Unit	Unit Cost	Amount
Washroom Work						
1	Demolition					
2	Misc. demolition(stud walls, ceiling, floor finish, plumbing, mechanical, etc.)	2 ppl x 1 day	1	lot	\$ 1,280.00	\$ 1,280.00
3	Disposal fee's		1	lot	\$ 200.00	\$ 200.00
4	New Construction (washroom work only)					
5	New interior man door (3'-2"x7') (x2)	Including hardware	2	lot	\$ 1,500.00	\$ 3,000.00
6	Barrier-free automatic door operators	Universal washroom door	1	lot	\$ 5,500.00	\$ 5,500.00
7	Universal washroom	Incl. accessories	1	lot	\$ 9,000.00	\$ 9,000.00
8	Unisex washroom	Incl. accessories	1	lot	\$ 5,000.00	\$ 5,000.00
9	Interior finishes (ceilings)	Suspended ±122 sq. ft.	1	lot	\$ 800.00	\$ 800.00
10	Interior finishes (floors)	Ceramic ±122 sq. ft.	1	lot	\$ 160.00	\$ 160.00
11	New Steel Stud Walls	Lin. Ft.	33	\$/ft	\$ 20.00	\$ 660.00
12	Electrical equipment	Panels, switches, sensors, etc.	1	lot	\$ 2,000.00	\$ 2,000.00
13	Electrical Panel relocate & wiring re-route	2 men x 2 days	1	lot	\$ 2,500.00	\$ 2,500.00
14	Lighting	Interior	1	lot	\$ 1,000.00	\$ 1,000.00
15	Misc. Painting & wall repair		1	lot	\$ 1,000.00	\$ 1,000.00
16	Misc. Piping - Domestic		1	lot	\$ 600.00	\$ 600.00
17	Exhaust fans	x2 units & venting	2	lot	\$ 300.00	\$ 600.00
18				Demolition Sub Total		\$ 1,480.00
19				Construction Sub Total		\$ 31,820.00
20					Contingency 25%	\$ 8,325.00
21					Total	\$ 41,625.00

*=Received written quotes (Coleman) for item

RAYSIDE | LABOSSIÈRE

Architecture Design Urbanisme

CLASS 'D' ESTIMATE
NOR WESTERS AND LOYALIST MUSEUM
SEPTEMBER 12TH 20161215, rue Ontario Est Montréal (Québec) H2L 1R5
t 514.935.6684 f 514.935.7620 e info@rayside.qc.ca www.rayside.qc.ca

CONSTRUCTION COSTS		COSTS
		INCLUDING CONTINGENCY AND TAXES
DIRECT COST (COST OF WORK)		
PREPARATION		
DEMOLITION		
	Interior demolition	7,450.38 \$
SUB-TOTAL		7,450.38 \$
ENVELOPE		
ROOF		
	Replace gutters	4,251.68 \$
	Replace metal roof	43,460.55 \$
DOORS AND WINDOWS		
	Replace wooden doors with hardware	17,384.22 \$
	Replace wooden windows	0.00 \$
	Repair wooden windows	39,735.36 \$
	Caulking	2,524.85 \$
MASONRY		
	Brick replacement	0.00 \$
	Masonry repairs	42,218.82 \$
	Foundation parging	1,771.53 \$
SUB-TOTAL		151,347.02 \$
INTERIOR RENOVATION		
	Replace kitchen	24,834.60 \$
	Combine two bathrooms to have one accessible w.-c.	10,761.66 \$
	Renovate and re-organize Loyalist room layout	19,139.20 \$
	Renovate and re-organize accession area room layout including small air exchanger	13,245.12 \$
	Renovate stairway to 2nd floor	16,556.40 \$
	Replace handrail to stairway to basement	827.82 \$
SUB-TOTAL		85,364.80 \$
INFRASTRUCTURE		
ELEVATOR		
	Stair-lift	11,589.48 \$
PLUMBING		
	Upgrade plumbing	11,589.48 \$
ELECTRICAL		
	Upgrade electrical, lighting, emergency signage	28,973.70 \$
SUB-TOTAL		52,152.66 \$
TOTAL		296,314.86 \$
INDIRECT COSTS		
PROFESSIONAL FEES		
	Architect	34,068.80 \$
	Structural engineer (for brick replacement)	0.00 \$
OTHER		
	Permit	2,637.20 \$
TOTAL INDIRECT COSTS		36,706.00 \$
GRAND TOTAL MAJORÉ		333,020.86 \$



STAFF REPORT

S.R. No. 120-2019

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 7, 2019

SUBJECT: Stone Dust Quotation

BACKGROUND:

1. Quotations from three Contractors were requested for the supply and placement of winter stone dust. The deadline for submissions was September 20th, 2019.
2. Two Submissions were received as follows:

Contractor	Airport Road 2,500 Tonnes		North Lancaster 1,000Tonnes	
Cornwall Gravel	\$11.95/tonne	\$29,875.00	\$13.95/tonne	\$13,950.00
COCO Group	No bid	No bid	\$11.75/tonne	\$11,750.00
2018	\$10.90/tonne		\$9.90/tonne	

ANALYSIS:

3. The submissions have been reviewed and Administration is recommending that the Quotation be awarded to the low bidder in each location.

IMPACT ON 2019 BUDGET:

4. The 2019 budget for winter material is \$300,000.00. As of September 3rd, \$245,817.34 has been spent for winter materials, leaving a balance of \$54,182.66 for the remainder of 2019.



5. The stone dust quantities are for the entire 2019/2020 winter season and a calculation of the stone dust and salt remaining at the end of the year will determine the dollar value of the material that will need to be carried forward for the 2020 budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 120-2019 be received and that the Quotation for the supply of winter stone dust be awarded to Cornwall Gravel Company Ltd as per their quote of \$11.95 per tonne for the Airport Road Site and to COCO Group as per their quote of \$11.75 per tonne for the North Lancaster Patrol Yard.



Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Draft Tree Canopy and Natural Vegetation Policy


PREPARED BY: Joanne Haley, GM Community Services

Council has completed a first reading of the draft Tree Canopy and Natural Vegetation Policy. Council directed Administration to complete further public consultation on this policy.

On September 9, 2019, a public information session was held with approximately 83 people in attendance, 13 members of the public spoke at the meeting and 23 written comments were received including comments from the Raisin Region Conservation Authority.

Council is encouraged to read the attached written comments in detail, as some very good points, ideas and thoughts have been provided from all submissions. Additional considerations include the verbal presentations, as well as the recommendations from the Agricultural Advisory Committee.

In order to advance the draft policy, please provide direction to Administration as to what changes should be made to the draft policy. Alternatively, a discussion can occur at the Council meeting for Administration to gain further insight as to what type of policy you want for the Township South Glengarry. Administration can then amend the draft policy for Council to complete second reading.

South Glengarry				POLICY	
Policy Number:	03-2019		Review Frequency:	Every 5 Years	
Approved By:	Council		Date Approved:		
			Revision Date:		
Subject:	Tree Canopy and Natural Vegetation Policy				

Background and Purpose

Section 270(1) (7) of the *Municipal Act, 2001*, S.O. 2001 c. 25, requires municipalities to adopt and maintain policies with respect to the manner in which a municipality will protect and enhance the tree canopy and natural vegetation.

The purpose is to establish a tree canopy and natural vegetation policy and to reduce the loss of tree coverage in South Glengarry and to protect and increase tree coverage.

What is a Tree Canopy?

Tree Canopy includes all areas of coverage by plant material which includes the layer of leaves, branches and stems that cover the ground when viewed from above.

What is Natural Vegetation?

Natural vegetation refers to the plant life that grows naturally in a geographical region. The plants that make up natural vegetation are valuable resources as they provide timber, fruits, medicinal plants, shelter to animals, oxygen and protect soil and store water.

Benefits

There are many benefits to a tree canopy and natural vegetation policy; they include but are not limited to:

- Reduces air pollution
- Provides shelter for wildlife
- Improves the usability of public parks and spaces
- Improves the aesthetics of properties
- Improves water quality

- Assists in stormwater management
- Prevents erosion

Applicability

The policy applies to all properties and development, on public and private lands within the Township of South Glengarry.

Nothing in this policy is intended to conflict with existing standards or policies of the Township and this policy does not take priority over any by-laws, plans, resolutions or agreements passed by Council pursuant to the *Municipal Act, 2001, S.O. 2001 c. 25* or *Planning Act, R.S.O., 1990, c. P 13*.

Nothing in this policy is intended to restrict normal farm practices as defined by the *Farm Practices Protection Act, R.S.O., 1990 c. F6*

Priority Actions (*In no particular order*)

1. Prevent tree removal within Township open and unopened road allowances.
2. Prevent tree removal on Township-owned land.
3. Increase tree planting on Township-owned land, especially within public parks where possible.
4. Acquire forested land when offered through land donations.
5. Support the United Counties of SDG in forested land acquisitions within the Township of South Glengarry.
6. Support and promote the Raisin Region Conservation Authority Tree Seedling Program.
7. Support residents and others in developing tree planting plans that ensure the long term survival of the tree plantings.
8. Support and participate where possible in tree planting efforts by the Raisin Region Conservation Authority.
9. Develop a municipal commemorative tree program where people can buy and plant trees in municipal parks in honour of their loved ones who have passed or organizations.

10. Require a tree planting schedule as a condition of draft plan approval for new subdivisions that will require one native tree in front of each lot within the front yard.
11. Support the replacement of native trees that are proposed to be removed as part of a development; either in a new location on the subject property or in a mutually agreed upon location elsewhere in the Township.
12. Encourage tree planting as part of the Landscaping Program within the Township's Community Improvement Plan.
13. Implement the existing Official Plan policies related to Significant Woodlands, Provincially Significant Wetlands and Natural Heritage Systems.
14. Encourage residents to obtain an approved managed forest plan and to have their properties classified as a Managed Forest to take advantage of the Managed Forest Tax Incentive Program where you pay 25% of the municipal tax rate set for residential properties.

Monitoring

The General Manager of Community Services shall be responsible for monitoring the implementation of this policy.

PUBLIC MEETING MINUTES

A PUBLIC MEETING OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON SEPTEMBER 9, 2019 AT 7:00 PM.

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

STAFF PRESENT: Clerk Kelli Campeau, Meeting Chair/GM Community Services Joanne Haley

OPEN PUBLIC MEETING

The meeting was opened at 7:02 pm.

Ms. Haley provided an overview of the meeting process and rules of decorum. The floor was opened for public comment.

1. PUBLIC COMMENTS

Councillor Jaworski welcomed attendees and fully supports the public consultation. She believes all input comes from a place of good faith and looks forward to hearing comments.

Tina Cairncross (4658 Glen Roy Rd.) expressed concerns about rapidly disappearing tree canopy in the Township. Advised not to lose sight of the importance of forests – loss of forests will affect who wants to live here. She believes there is very little in the action plan that will accomplish the purpose of the policy, 5 year review period is too long.

Geraldine Fitzpatrick (19 Boundary Rd.) recommended that the policy include that all fruit and nut trees be protected – maintain the tree rather than disrupt and destroy it. Ms. Fitzpatrick spoke about black walnut trees and their benefits (host butterflies and larvae).

Jacqueline Milner (19166 Hay Rd.) suggested that the policy review period be every 2 years or as needed. She further encouraged that OMAFRA best practices be implemented. Policy items # 6 and 8 – RRCA tree planning efforts have been supported but do not grow our canopy numbers. Policy items # 10 and 11 – consider leaving a portion of tree and natural vegetation cover in new proposed subdivisions keeping tree cover community intact and keeps wildlife health.

Shawn McRae (21502 Highway 2) spoke about individual property rights and concerns that the policy will take rights from property owners. Stated that there is no direction from the Province to infringe on property rights – let property owners retain value of what they have.

Pat St. Pierre (20093 Wentworth Rd) spoke about concerns that trees on his property would become a financial liability. He disagrees with policy item #14 and believes the tax rate should be 0% tax in order to encourage people to have trees and not cut them for business.

Paul Vogel (3995 Lafleur Rd.) spoke to the importance of farming in order to feed the population. Believes that farming should be able to take place without the government putting restrictions on the land.

Gordon Ferguson (5133 County Rd. 34) spoke about unopened road allowances, many of which have mature trees on them. Concerned about clear cutting on unopened road allowances. Suggested the Township needs to look at ways to regulate these unopened road allowances and the by-laws currently in place.

Shawn St. Pierre (20373 Lagoon St.) questioned how the word ‘development’ is interpreted in the policy. He raised concern that policy item #11 is a pre-cursor to a tree cutting by-law. Expressed that a tree cutting by-law is unfair to those who are responsible.

Elaine Kennedy (President of Woodlot Association, non-resident) encouraged all in attendance to consider how the policy will help everyone work together and how it will affect the greater community. Stated that the Woodlot Association will be submitting written comments and will look at some of the specific concerns raised tonight.

Pete Bock (non-resident) spoke about the how clear-cutting leads to unfair taxation.

Chris Craig (19786 Maple Rd.) spoke about past history of clear-cutting in the area and replanting of the forests. Encouraged landowners to work together and expressed that farmers should be given the tools and financial backing they need (ie. tax incentive program).

Tony Vogel (19543 County Road 19) spoke about the need for farming practices. Expressed that we need to work together and conserve the trees and farmland.

John Ferguson (5205 County Rd. 34) expressed that the policy focus should be narrowed to start with looking at publicly-owned lands that the Township has control over. Enforceable policies should be developed to give guidance to Township to assist in decision making.

2. ADJOURNMENT

Ms. Haley advised that written comments will be accepted until September 18, 2019 and that a revised draft policy will be brought to Council at a later date.

Mayor Prevost thanked all for coming.



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

September 6, 2019

Joanne Haley
General Manager of Community Services
Township of South Glengarry
6 Oak Street, PO Box 220
Lancaster ON K0C 1N0

Re. Township of South Glengarry Draft Tree Canopy and Natural Vegetation Policy

Dear Ms. Haley,

The Township of South Glengarry has requested input from the Raisin Region Conservation Authority (RRCA) on the first reading of the Draft Tree Canopy and Natural Vegetation Policy (03-2019) presented to Council on March 18, 2019.

The RRCA is a watershed-based organizations that provides technical comments on natural heritage features, such as forestry, at the request of its member municipalities. The RRCA has reviewed the Township of South Glengarry's Draft Tree Canopy and Natural Vegetation Policy and offers the following comments:

Definition of Natural Vegetation

- Natural vegetation provides many benefits beyond those that are listed in the draft policy including: job creation, reduced home cooling cost, decreased runoff leading to improved water quality and groundwater recharge, and pollinator and pest control habitat. The definition could be revised to include the social, economical, and environmental benefits of natural vegetation.

Benefits

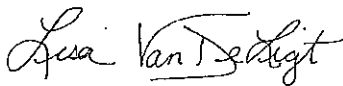
- The following benefits of tree canopy and natural vegetation may be added:
 - Improves resiliency to climate change and natural hazards
 - Economical value (job creation, forest products, etc.)

Priority Actions

- **Priority Actions #1 and #2:** There may be instances when trees require removal, such as hazardous trees. Priority Actions #1 and #2 may be modified to reflect a commitment to no net tree loss on Township road allowances and Township-owned land to account for the removal of hazardous trees.

- **Priority Actions #3 and #4:** Under the RRCA's Forestry Program, the RRCA can provide guidance to the Township for tree planting initiatives. The Township may also participate in Forest Ontario's Heritage Tree program to bring awareness to the social, cultural, historical and ecological value of trees.
- **Priority #5:** The RRCA secures land by donation and purchase; the Township may also support the RRCA's land securement program.
- **Priority Actions #6, #7 and #14:** The Township may consider adding a page on their website dedicated to tree canopy and natural vegetation with the following resources:
 - Link to the RRCA's Forestry Program and resources: rrca.on.ca
 - Link to incentives:
 - Ontario-East Alternate Land Use Services Program : alus.ca
 - Managed Forest Tax Incentive Program : Ontario.ca
 - Stormont, Dundas, and Glengarry Woodlot Advisory Service : nation.on.ca
 - Forests Ontario's Heritage Tree program : forestsontario.ca
- **Priority Actions #8 and #9:** The Township may wish to support stewardship events in partnership with the RRCA such as tree giveaways, tree planting events, and commemorative tree program.
- **Priority Action #12:** The Township may consider amending the Community Improvement Plan – Program 4 Landscaping to include tree planting on all properties.
 - This could specifically include the replacement of ash trees, which are declining rapidly due to the invasive emerald ash borer.

Do not hesitate to contact the Raisin Region Conservation Authority should you have any questions.



Lisa Van De Ligt
Communications Specialist
(613) 938-3611 ext. 223
Lisa.VanDeLigt@rrca.on.ca

Subject: Tree Canopy and Natural Vegetation Draft Policy Comments
Date: September 17, 2019
To: General Manager of Community Services, South Glengarry
From: Mohawk Council of Akwesasne (MCA) Environment Program

The Mohawk Council of Akwesasne (MCA) Environment Program within the Department of Tehotiiennawakon strives to work towards a balance for all of creation by undertaking programs, projects, and services that respect, protect, and preserve the natural world.

We also believe that we are given the responsibility to speak for all of the life that Earth sustains. As the Environment Program, we are further charged with gathering and sharing knowledge with our community members (Akwesasro:non) to ensure that all life is respected, protected, and preserved for today and the generations to come.

South Glengarry is located within our ancestral lands and we are pleased to partner with you as caretakers of the land and waters. To that end, we commend the Township for preparing this well-considered "Tree Canopy and Natural Vegetation Policy" draft.

MCA Environment Program staff and community members attended the Public Meeting held at the Township on September 9, 2019 which presented the Tree Canopy Policy draft. Information from that meeting was shared with MCA Environment staff and we take this opportunity to speak to some of the issues addressed at that meeting.

The Environment Program affirms the benefits identified by the Township in the background of the draft Tree Canopy and Natural Vegetation Policy. We also believe that creation of this Policy is not only appropriate but necessary at this time of climate uncertainty. Woodlots and wetlands are vital for building a natural defense against extreme weather patterns brought about by Climate Change.

The United Counties of Stormont, Dundas, Glengarry's own Official Plan adopted in 2018 states, "The Plan promotes design and development which serve to protect or enhance the natural environment, the conservation of ecosystems, **adaptation and mitigation of climate change**, and designing with nature or 'green' planning. This includes low impact development storm water management strategies. Efforts should be made to retain **significant woodlands** and **tree cover, wetlands**, valley lands, scenic views, unique landforms, and **wildlife habitat** in both urban and rural settings."

It is understood that individuals claim ownership to specific parcels of land. It is further recognized that livelihoods depend on revenues generated by what takes place on these lands. However, it is the collective impact of those activities that affect us all. Implementation of Best Management Practices (BMPs) on agricultural lands and elsewhere are vital to protecting the land, water, and air. These BMPs need to be effectively communicated to Landowners.

Community outreach could be undertaken by creating and sharing a BMP communication strategy that partners agricultural organizations, forestry groups, municipalities, conservation authorities, and indigenous communities. See Raisin-South Nation Source Water Protection series of brochures as an example:
<https://yourdrinkingwater.ca/page.php?id=61>.

It is also suggested that a forestry subject matter expert be contracted by the Township to administer the priority actions defined within this Policy. Duties such as undertaking tree surveys on public lands, which include open and unopened road allowances; development of tree planting programs, and the implementation of Official Plan policies relating to tree cover and wetlands, are just some of the endeavours required to ensure the effective administration of this Policy.

Should you require any additional support or expertise, our staff members have a strong background in Traditional Ecological Knowledge. We work collaboratively with both local Conservation Authorities on such issues as forest ecosystem vulnerability, water quality health, and climate change response.

We request that we be kept apprised on the progress of this draft Policy and appreciate this opportunity to provide input.

Best Regards,

Karen Douglass Cooper
Environment Project Coordinator
Remedial Action Plan
Tehotiienna:wakon Dept.
Environment Program
Mohawk Council of Akwesasne
101 Tewasateni Road, CIA 3 Bldg.
Akwesasne, ON
K6H 0G5
karen.cooper@akwesasne.ca
613 575 2250

Joanne Haley

From: Eleanor McGrath <emcgrath_29@hotmail.com>
Sent: September-17-19 10:06 AM
To: Joanne Haley
Cc: FINBARR MCCARTHY; Madeleine McMillan; jack mcmillan; Alannah McMillan; Áine McCarthy; Frank Prevost; Lyle Warden; Stephanie Jaworski; Sam McDonell; Martin Lang; bclement@cornwall.ca; Caroline Goulet; Carolyn Francis; Rick Oakes; Irene Cameron; Eric Payseur; Jamie MacDonald; Maria Ramirez Giraldo; Robin Brown
Subject: Draft Tree Canopy and Natural Vegetation Policy South Glengarry our request for further review
Importance: High

GRETA THUNBERG AT DAVOS 2019

Adults keep saying: “We owe it to the young people to give them hope.” But I don’t want your hope. I don’t want you to be hopeful. I want you to panic. I want you to feel the fear I feel every day. And then I want you to act.

Advertisement

I want you to act as you would in a crisis. I want you to act as if our house is on fire. Because it is.

Good morning Joanne: Thank you for the good work you and the committee and council have undertaken to protect our Tree Canopy and Natural Vegetation. You have kindly offered the chance for those of us who were unable to attend the recent public meeting, as citizens of South Glengarry, to submit in writing our feedback to your draft policy.

At Springfield Farm, our family, as you are possibly are aware, has begun the certification process to transition our fields from conventional farming to organic farming and will be certified hopefully by the end of 2020. We are also proud to have our Environmental Farm Plan and as well to have enrolled in the Managed Forest Plan approximately 60 acres of our 118 acres (and change) of farm land. We have undertaken these steps as it is our duty to our four children and future generations of our family to protect and contribute to the health of our farmland and the environment that we steward at Springfield Farm.

While you have made great strides in the policy, it is a wonderfully concise document, we are requesting that it go further and stronger in the protection of our tree canopy, indigenous species and wildlife, in particular the Species at Risk in Ontario whose numbers are sadly increasing. In the five years of our ownership of this beautiful farm it has been sadly our experience to see the loss of large and small forests in our region and in particular where there are farming interests. Sadly, trees do not grow like grass. Trees cannot be removed, burned and then restored in a span of a few years...trees take lifetimes to grow.

Sadly, our Canadian society has seemingly forgotten the very basics of science that trees provide habitats, oxygen, removal of CO₂, protection of the soil, the water-table and so much more including resources that are extremely popular in our region including that of maple syrup production. And as the tree canopy diminishes so too does the shade which protects the very life of soil and the wildlife and shelters wetlands, etc - we seem to want to disregard these important and simple facts that we as humans, as South Glengarryans need trees.

If you and the committee and the South Glengarry Council would please revisit the policy - in particular the added protection that you are providing by stating the inclusion of the Farm Practices Protection Act, R.S.O,

1990 c. F6. The fact that a law from 1990 when climate change was just a "buzzword" is still trumping the now dire situation we find ourselves in; is unconscionable.

The policy needs to ask that there be more consultation - more requirements of buffer zones, of the protection of indigenous species, of trees that take many generations to grow are not susceptible to one fell swoop by one farmer/owner of property in South Glengarry looking to extend an acre. We are no longer in the 1990s - and possibly your leadership in the 21st century in the further review and recommendations for this draft policy can provide a guidepost for the other regions.

In Toronto, where our city prides itself as a "city within a park", we cannot remove trees at all without the express permission of the City of Toronto over a certain girth and species. Sadly with invasive insects eating our Ash trees and other species, we are quite diligent in Toronto to protect what we have and try to do more to restore the tree canopy. Let's not squander the beauty that South Glengarry has naturally.

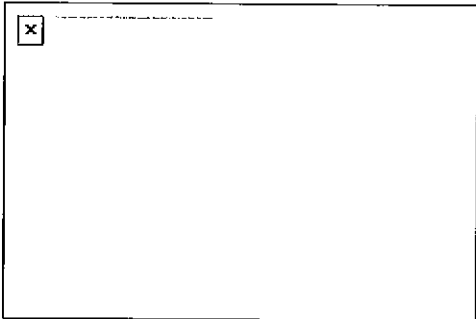
Continue to do your good work and maybe if anything read daily the words of the 16 year old that is speaking to the world leaders at Davos quoted above. The world needs more Greta Thunberg's and hopefully, as she asks us adults - we should panic, should write strong environmental policies and should think about trees and their incredible contribution to the health of the world.

South Glengarry can become known for its beautiful environment and tree canopy through the leadership of this policy. Wishing you all the best.

Warm regards,

Finbarr, Eleanor, Madeleine, Jack, Alannah and Aine

The 3 Macs
www.springfieldfarmorganics.ca



Springfield Farm
18709 CR 25 Apple Hill, Ontario K0C 1B0 613-528-0083
www.springfieldfarmorganics.ca



South Lancaster Fish and Game Club
P.O Box 48,
South Lancaster, On
K0C 2C0

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

June 3, 2019

Attn: Joanne Haley

Re: Tree Canopy and Natural Vegetation Policy – Comments

The South Lancaster Fish & Game Club (SLFGC) are affiliated with the O.F.A.H. and as such our mandate is to preserve hunting and fishing traditions. We hope to instil in our community a passion for outdoor recreation (fishing & hunting) while emphasizing conservation. Within South Glengarry our larger projects include organizing a kids fishing derby at the south Lancaster Warf (free day for the kids), host a walleye tournament, and organize a walleye watch in Martintown (to prevent poaching). Additionally we have also been involved with the new boardwalk construction at Coopers Marsh, building duck boxes with Ducks Unlimited and the Great River Cleanup along the shores of Lake St. Francis.

The tree canopy and natural vegetation policy has come to our attention and we would like to comment if possible on this important subject

- 1- SLFGC does not support any tree cutting or removal by-law which would restrict a single dwelling residence from removing or cutting trees unless they have a paid permit. This becomes a pay to play system that limits low income household and benefits the wealthier ones. Any restriction to cutting should be the responsibility of the township and should not be incurred by the tax payer. For larger projects a tree conservation report should be prepared and respected, with additional lands within the project set aside to naturalize.
- 2- Policy does not seem to take into account interior forest habitat which should be afforded a higher level of protection, this is partially covered by the significant woodland SDG policy but more can be done.
 - a. Identifying locations where the areas of significant woodland can be increased, therefore increasing the interior habitat.
 - b. Not allowing activities that destroy trees within significant woodland. Despite studies showing no significant impact to a particular section of woodland, damage will occur on a larger scale by slowly picking away at these forested lands.
- 3- We would like to see an effort be made to increase the tree cover within riparian zones (river/stream/ditch banks), this protect against erosion, provides movement corridors to wildlife, provides fish cover, aids in filtering contaminant out of the water before it hits the system, and aid with maintaining a stable temperature within the water system.
- 4- We believe wetlands and woodlands should be tax exempt, don't make people choose between their wallets and trees

Thanks you for your time and consideration.
South Lancaster Fish and Game Club

Joanne Haley

From: Stephanie Jaworski
Sent: September-20-19 1:55 PM
To: Joanne Haley; Kelli Campeau
Subject: Fwd: Note from Anna Williams to your Facebook Page Stephanie Jaworski - South Glengarry

Hello Ladies,
I forgot to forward this tree Canopy commentary to you. I hope you won't penalize the resident for my error.
Thanks!

Stephanie Jaworski
Councillor/ Conseillère
South Glengarry

----- Original message -----

From: Anna Williams <ajwilliams@bellnet.ca>
Date: 2019-09-08 2:30 p.m. (GMT-05:00)
To: Stephanie Jaworski <sjaworski@southglengarry.com>
Subject: Note from Anna Williams to your Facebook Page Stephanie Jaworski - South Glengarry

Your Name: Anna Williams

Phone Number:

Your Question: I cannot connect to you on the south Glengarry township site. Am sure that I am not alone!

Rewards for not cutting trees? Perhaps reflected in taxes?

Cut one tree, plant one tree

Could trees be planted on the uphill side of the ditches beside the roads? We had a few planted there on our property at one time. If farmers are not willing to plant trees on their land for windbreaks and snowbreaks, why doesn't the municipality solve the problem by planting trees a foot or two away from the property line? That would allow for an enormous number of new trees throughout the municipality.

Incorporate learning about silviculture into the various summer camp projects.

Make sure that kids in elementary and high school can identify all the native trees and what their benefits are. Day trips to this effect!

David Suzuki on "how trees communicate"

Joanne Haley

From: Kelli Campeau
Sent: September-18-19 3:12 PM
To: Joanne Haley
Subject: FW: Tree Canopy Policy

From: Hennie Velema <george.hennie@icloud.com>
Sent: September-18-19 3:11 PM
To: Kelli Campeau <kcampeau@southglengarry.com>
Subject: Fwd: Tree Canopy Policy

Sent from my iPhone

From: Hennie Velema <george.hennie@icloud.com>

Dear Mrs Campeau,

I have read the Tree Canopy policy and find it to be vague and wishy washy. These are "apple pie and motherhood" ideas most of which are already part of existing programs. They certainly aren't controversial.

This "policy", however, in no way addresses the problem of agricultural land clearing and in my view does not go far enough in protecting our dwindling forests. We definitely need tree cutting bylaws to be instituted.

Hennie Velema, landowner in North Stormont residing in South Stormont
Ingleside, ON

Sent from my iPhone

Joanne Haley

From: David Petepiece <david.petepiece@sympatico.ca>
Sent: September-18-19 3:40 PM
To: Joanne Haley
Subject: David Petepiece

Joanne

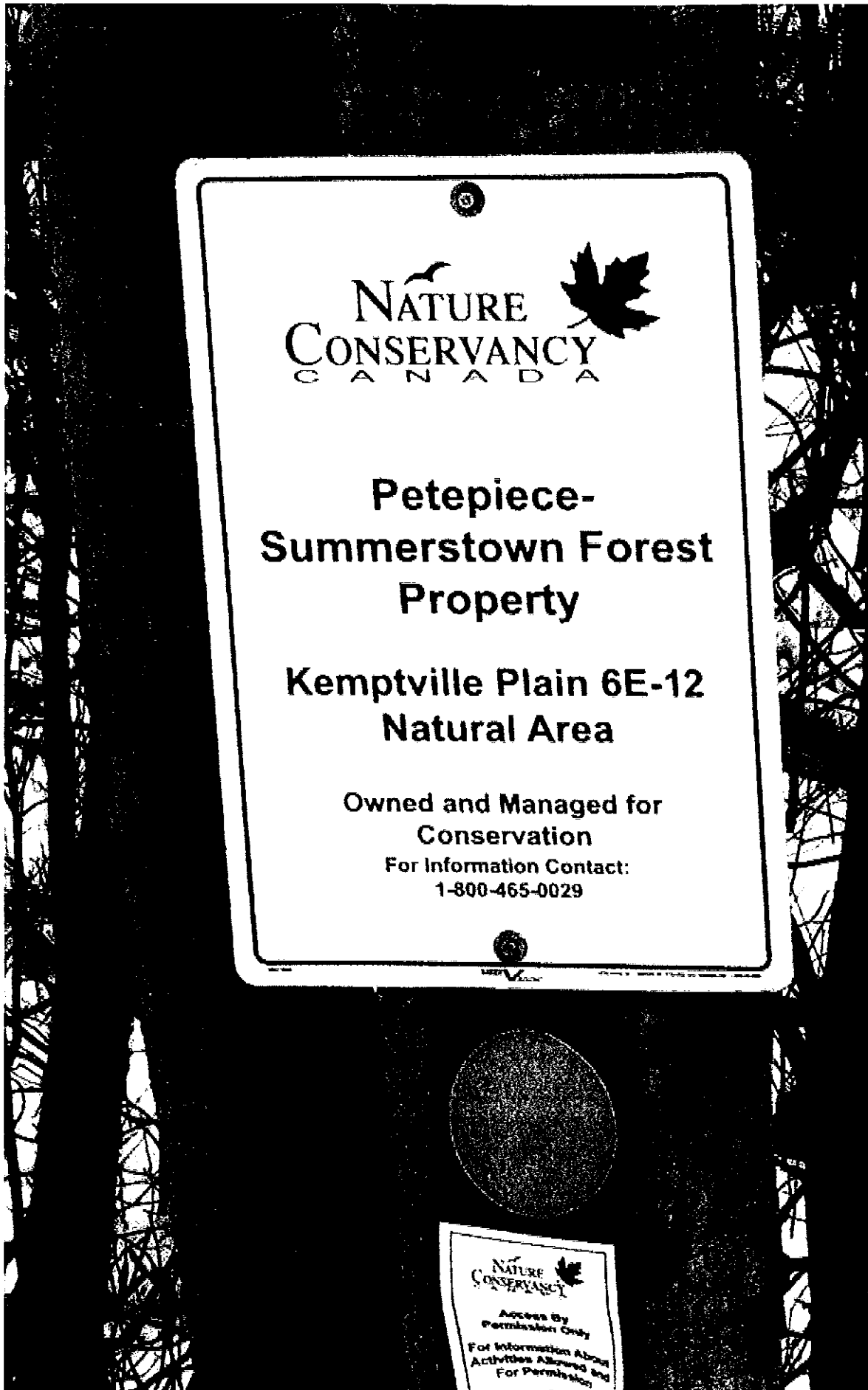
I would like to provide some comments following the press report concerning the draft Tree Canopy and Natural Vegetation Policy.

South Glengarry is home to the PETEPIECE SUMMERSTOWN FOREST.
A 25 acre parcel of land on the Glen road.

It was purchased from a neighbouring farmer Henry Russell (now deceased). After it was purchased, most of the land was designated a Class 2 wetland and no development was possible.

I decided to then donate it to the Nature Conservancy of Canada. In order to make this donation, I had to pay capital gains on the appreciation the land had experienced.

The sign, which was erected years after my donation, is just nailed to a tree and often buried in brush.



21.5 acres of my farm is planted with White Pine trees as part of a forestry agreement entered into years ago by my father who was told these trees would be a valuable investment.

Now, even with the help from Normand Génier, Forestry Specialist, Raisin Region Conservation Authority, I cannot even give these trees away as no one wants them.

My point in all of the above is that I do not think that government, in any of its forms, has the wisdom to make decisions on what will be best for anyone's property even when environmental concerns are the top priority.

.David Petepiece, P. Eng.

Joanne Haley

From: laurie mackay <lauriemackay@mac.com>
Sent: September-17-19 5:09 PM
To: Joanne Haley
Subject: Tree canopy special meeting of Sept. 9/2019

I enjoyed attending the above mentioned meeting, and am happy the Township decided to hold it open to the public.

I have a few comments I'd like to add to the debate:

I would like to see the policy reviewed more frequently; perhaps every two years

I am in agreement with the paragraph regarding natural vegetation, and would only like to see included insects and fish among those that need plants in proximity to bodies of water and elsewhere. I would like to see a substantial buffer between agricultural lands and waterways. I don't know what regulations currently exist in this regard

I feel that the first three items under the heading Priority Actions are in the correct order as far as proceeding in making changes

I would like to know the ways in which the Township proposes to promote the Raisin River Conservation Authority Tree Seedling Program. I know that when I first moved into the area I was unaware of it, and only heard about it from a neighbour after a couple of years living in Williamstown

Item 11 - regarding the word "support"; I feel this should be "mandatory"

Item 13 - "implement the existing policies"? Is this not being done already?

Item 14 - Has this been an advantage that is widely known, and how onerous is it to meet the conditions to be considered for this tax break?

Finally, monitoring: I strongly feel that this is a job for more than one person, if it is to be done comprehensively.

Thanks for your attention,

Laurie Mackay
20025 Beaupre Road
Green Valley

Mayor Frank Prevost
South Glengarry

Sept. 18, 2019

Hello Mayor Prevost,

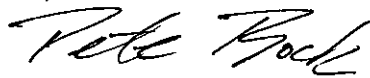
At the Sept. 9 meeting, it became apparent that there are people who are for and people who are against a Tree Canopy policy/by-law with teeth.

I'm part of a group of North and South Glengarry residents that has been trying to educate itself on how to protect forest cover in the county. I feel, between the black and white extremes, there is a lot of grey—and, maybe, the common ground local councils are trying to find with their policies/by-laws exists in this grey area.

As a North Glengarry resident I have been focusing my efforts on the North. If you have any interest in what our group has been looking at, I'd be pleased to talk to you.

Thanks for holding the meeting.

All the best,

A handwritten signature in black ink that reads "Pete Bock". The signature is written in a cursive, slightly slanted style.

Pete Bock
Glen Sandfield
613-874-2977
petebock11@gmail.com

Why do we need Forest Conservation by-laws in Glengarry?

*In a moment the ashes are made,
but the forest is a long time growing.*

Seneca Nation

We want healthy and safe landscapes for Glengarry families.

The image of a blond-haired child welcomes you to the North Glengarry website. Makes sense! The township is trying to attract young families to energize the community and fill its schools. But why would young parents want to raise their children in a community where agricultural burns are becoming the norm?

There are many good land stewards in Glengarry.

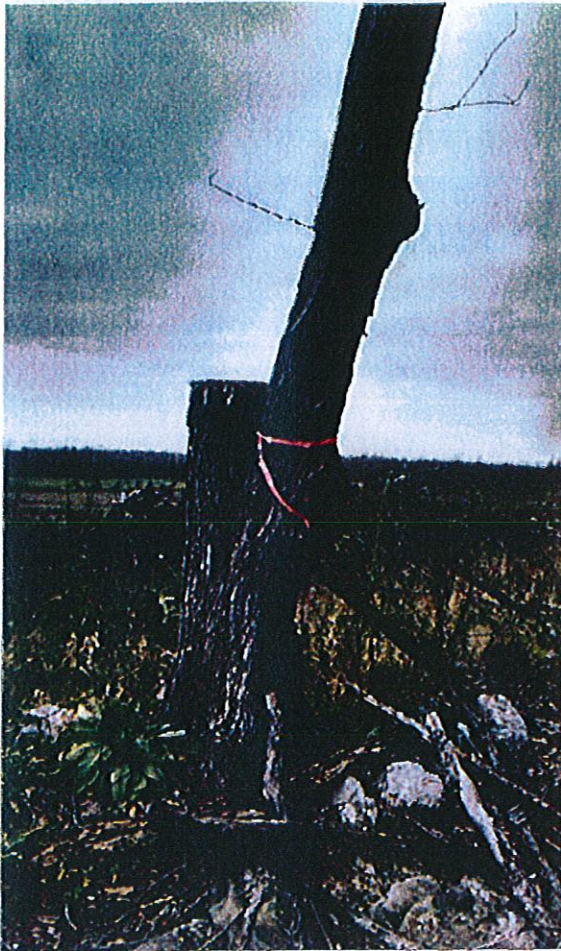
Responsible land stewards protect their forests and maintain buffer strips along our rivers and municipal drains. Yet others refuse to follow the agricultural sector's best management practices, which are currently voluntary.

Mack's Corners Rd. north of Laggan Rd.



Banks of rivers with poor forest cover are prone to erosion and chemical runoff.

Rigaud River (by Lochinvar Rd., west of Tannery Rd.)



Tree cut in half along fence line.
Lochiel Rd., west of Old Military Rd.

Disturbing stories abound.

Too many residents are approaching us with disturbing stories. Some land clearers have threatened them, with the thought of manure being piled against their property lines. Some have had all the stones collected from a clearing operation dumped by their back yards. Some have had trees along their fence lines removed or cut in half. Some have had to contact the police. Others have had to enlist a lawyer's help.

Our objective.

We have a vision of an economically and environmentally sustainable township with a healthy mix of farms, forests, towns, rural homes, waterways, and natural areas.

North Glengarry council is currently deciding how it wants to protect local forest canopy. Speak to your neighbours; call your councillors and tell them forests are important to you and need to be protected with a by-law and enforcement.

Resources (click below for link to online PDF):

[Forest Cover and Trends Analysis](#)

[Forest Conservation By-Laws in Ontario](#)

Contact us with your thoughts.

Glengarry Neighbours/Les voisins de Glengarry

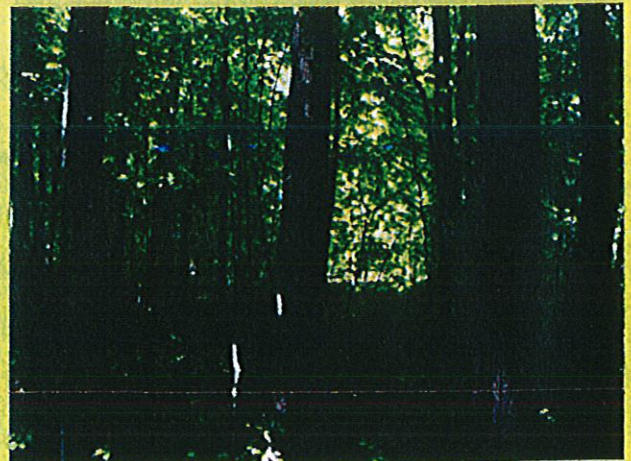
glengarryneighbours@gmail.com

"Privately owned forests provide benefits to more than just their owners...

They create attractive communities and improve public image, making the community a desirable place to live. The public benefits... and therefore has a stake in the protection and good management of private forests."

Land Owner Resource Centre. (2005). Forest Conservation By-laws in Ontario

Photo: Privately owned forest on Cuthbert Rd., north of McCormick Rd.



Glengarry Neighbours' Vision:

We have a vision of an economically and environmentally sustainable township with a healthy mix of farms, forests, towns, rural homes, waterways, and natural areas.

Our objective:

To ensure North Glengarry's remaining forests stay intact. We want council to put in place a one-year moratorium on forest clear-cutting in agricultural and rural areas. This will allow a committee of councillors, staff and residents sufficient time to work on a detailed bylaw. During the moratorium, offenders should be issued stop work orders and taxed with heavy fines.

A bylaw should:

- 1) Clearly detail restrictions on forest clear-cutting in agricultural and rural areas as per recommendations of the committee.
- 2) Protect and reforest public land with forested buffers.
examples – along green and gravel roads, near township parks and recreational fields.
- 3) Protect and reforest waterways and wetlands in township with forested buffers.
- 4) Ensure agricultural and rural property boundaries are protected with grass and/or forested buffers.
- 5) Ensure fair taxation.
 - The township needs to begin collecting specific forest cover and tile drain data from agricultural and rural properties and needs to forward this data to the Municipal Property Assessment Corporation (MPAC).

The bylaw should be enforced by a third-party contractor with a forestry background.

The township should:

- 1) Educate the public on good forestry, waterway and wetland practices.
 - by offering forestry and waterway/wetland information and links on the township web-site.
examples – selective cutting should be prohibited during bird nesting season and ditch cleaning should be forbidden during fish spawning season.
 - by creating a citizens' forestry working group to help with the education process.
 - by promoting good forestry demonstration days in the township.
- 2) Continually update forest cover and tile drain data for long-term planning purposes.

Tuesday, September 17, 2019

Killi Campeau
Clerk
Township of South Glengarry
Lancaster, ON
K0C 1N0

RE: Tree Canopy and Natural Vegetation Policy

Though I am not a resident of South Glengarry, I have lived and worked within the United Counties of Stormont, Dundas and Glengarry for over 30 years. I began working for Domtar as a forester in eastern Ontario and the United States. With the mill's closure in 2005, I moved on to the Raisin Region Conservation Authority as their Natural Heritage Specialist for the Cornwall Area of Concern-Remedial Action Plan. After retirement, I volunteered for various organizations and committees with the Eastern Ontario Model Forest, Ontario Woodlot Association and South Nation Conservation.

I have been involved in the development of many policies. Though well intentioned, policies are very broad in scope and lack the detail that most people are looking for. It was evident by the large attendance at the public meeting last week the importance of this Tree Cover Policy. Speeches ranged from landowners showing their passion for trees, to references on the state of forest cover and water quality within the area, to farmers stating their case for economic sustainability to being called socialists. Every speaker made valid points.

One of the concerns that I heard after the meeting was that there will be By-Laws regarding cutting. I, for one, do not believe in them as there is a lack of enthusiasm to develop and enforce them. As well, agriculture has an advantage in provincial policy. However, I believe that agriculture and forestry can come together to find a viable solution.

Below, I have made some recommendations as to how this policy can be effective and hopefully fair to all.

1. Prevent tree removal within Township open and unopened road allowances.

- All trees on open and unopened road allowances should be inventoried.
- Information obtained for the inventory should include tree species, tree location (private land or municipal land) and tree health (i.e. forest diseases such as EAB). **Note:** Butternut is considered to be a Species at Risk (SAR) and must be assessed by provincially recognized assessors. Compensation planting must occur if a Butternut is removed.
- A management plan should be written to allow for the removal of selected trees which may hinder the movement of larger farm machinery. (This does not mean the removal of all trees along the right-of-way)
- No application or fee to be charged for tree proven to be growing on private land. However, if possible, private landowners should be encouraged to retain trees growing on their land along the right-of-way.
- Trees should be removed by an approved contractor.

- The fee for a municipal tree requiring removal could be used for the following:
 - SDG County Roadside Tree Program
 - Planting of municipal lands
 - Used for purchase of forested lands
 - Applied towards the County Forestry Program: woodlot visits, MFTIP rebates, land purchase
 - Provide monies or trees for local community programs

2. Prevent tree removal on Township-owned land.

- If seems that most people seem to have concerns over green roads though I do know of several trespasses on Crown and County lands. In this case the boundaries of both Crown, Municipal and CA lands should be identified by some sort of marking or signage.
- All trees on Township-owned land should be inventoried.
- Information of inventory should include tree species, location (private land or municipal land) and tree health (i.e. forest diseases such as EAB). **Note:** Butternut is considered to be Species at Risk (SAR) and must be assessed by provincially recognized assessors. Compensation planting must occur.
- It is recommended that a forest management plan should be written for municipal lands not currently being managed by South Nation Conservation.
- Should a tree, requiring removal, fall on municipal land, a permit should be applied for. A set fee for the removal of the tree should be charged.
- Trees should be removed at an approved contractor.
- The fee for the tree could be used for the following:
 - SDG County Roadside Tree Program
 - Planting of municipal lands
 - Used for purchase of forested lands
 - Applied towards the County Forestry Program: woodlot visits/MFTIP rebates
 - Provide trees for community programs

3. Increase tree planting on Township-owned land, especially within public parks where possible.

- Hopefully this action has been ongoing through the years but I encourage that the municipality, in partnership with the County, initiate a land purchase program to ensure an increase in municipal land holdings. Current public land holdings are less than 5% of the United Counties.
- It is important to purchase forest lands as it allows for diversity and habitat protection. With the decrease in forest cover, forest stands are becoming smaller in size and increasingly fragmented.
- In 2014, it was found that forest cover within SDG had fallen at a rate of almost 1% per year since 2009. Unfortunately, with no acquisition of aerial photography in 2019, as scheduled, there will be no new forest cover figures known until at least 2021. However, both visual and anecdotal reports, the removal of woodlands has not slowed down significantly.

4. Acquire forested land when offered through land donations.

- I suggest that you examine South Nation's land acquisition program as a model.

5. Support the United Counties of SDG in forested land acquisitions within the Township of South Glengarry.

- It is only in the last two years that the Counties has re-instated a program to purchase lands and provide landowners with advice and rebates should they enroll in the Managed Forest Tax Incentive Program (MFTIP). Established through the hard work of the former planner, Alison McDonald, did this program come to fruition and hopefully will continue.
- I cannot say for sure but the last time that SDG Counties purchased a significant amount of forested property was when Domtar Inc. began selling its forest properties prior to the mill's closure.

6. Support and promote the Raisin Region Conservation Authority Tree Seedling Program.

- I believe that 6,7,8 could be combined

7. Support residents and others in developing tree planting plans that ensure the long term survival of the tree plantings.

- This is where a partnership with the CA's and other forest organizations such as Forests Ontario, Eastern Ontario Model Forest and Ontario Woodlot Association who have the knowledge and expertise to deliver a planting program for the Counties, Municipalities and landowners. Don't recreate the wheel.
- The Counties and Municipalities, though having forested lands, have given the management of these lands to both the Ministry of Natural Resources and Forestry and now South Nation Conservation. Till this year, Raisin Region Conservation has delivered a CA wide planting program. Whether it will continue is up to the Raisin Region CA. At a limited scale the 50 Million Tree Program will continue though Forest Ontario.

8. Support and participate where possible in tree planting efforts by the Raisin Region Conservation Authority.

- Unfortunately the Raisin Region CA currently has no forest staff. Their forest programs have always concentrated on planting and never on woodlot management. In the past the CA has been focused on water quality, source water programs such as the Cornwall Area of Concern-Remedial Action Plan (RAP) or Source Water Protection. Unfortunately changes to the Canada-Ontario Agreement (COA) have led to removal of

most of the forest criteria originally listed in the RAP. It has recently been recommended that they hire a contractor for their planting program and look into having their forested lands placed under the Managed Forest Tax Incentive Program (MFTIP).

9. Develop a municipal commemorative tree program where people can buy and plant trees in municipal parks in honour of their loved ones who have passed or organizations.

- Though thoughtful this would be a minimal activity and would not add to the protection, restoration or enhancement of tree cover at a landscape scale.

10. Require a tree planting schedule as a condition of draft plan approval for new subdivisions that will require one native tree in front of each lot within the front yard.

- Basically aimed at urban areas, this would be a minimal activity as the planting of a tree in one's front yard does not add to the retention of forest cover at a landscape scale, nor diversity, nor habitat protection.

11. Support the replacement of native trees that are proposed to be removed as part of a development; either in a new location on the subject property or in a mutually agreed upon location elsewhere in the Township.

- Somewhat akin to the Butternut compensation plan, I think that developers should be required to replace the trees or equivalent area of trees removed. This could be accomplished by:
 - purchasing and donating forest property
 - purchasing and donating wetlands
 - purchase of trees for landowners and community programs
 - education programs and workshops

12. Encourage tree planting as part of the Landscaping Program within the Township's Community Improvement Plan.

- A good opportunity to promote planting, educate the public on the benefits of trees and tree cover.

13. Implement the existing Official Plan policies related to Significant Woodlands, Provincially Significant Wetlands and Natural Heritage Systems.

- The PPS, Section 2.1, lays out the definition of "Significant" and has set criteria for wetlands, woodlands, valleylands, wildlife habitat, areas of natural and scientific interest and coastal wetlands. Though the PPS states that no development or site alteration shall occur unless it has been

demonstrated that there will be no negative impacts on the natural features or their ecological functions, it goes on to state nothing in policy 2.1 is intended to limit the ability of agricultural uses to continue. Unfortunately studies conducted for the Cornwall Area of Concern-Remedial Action Plan did find that both wetlands and coastal wetlands were being altered through filling.

- Woodlands, riparian and hedgerows have been significantly reduced as well.
- I understand that a project to determine a natural heritage system throughout the United Counties, as mandated by the PPS. This policy should reflect the results of the project which I assume will be incorporated into the Official Plan.

14. Encourage residents to obtain an approved managed forest plan and to have their properties classified as a Managed Forest to take advantage of the Managed Forest Tax Incentive Program where you pay 25% of the municipal tax rate set for residential properties.

- It should be made clear that the 25% reduction in municipal tax applies only to the approved forested lands on the property. Residential lands (homes, barns, sheds) are not included in the tax reduction and so property taxes will decrease but not 25%.
- Under the Farm Tax Rebate Program, farmers are allowed to retain limited amount of forested lands on their property without penalty. There are also incentives through the Soil and Crop Association for forest management.

Monitoring

The General Manager of Community Services shall be responsible for monitoring the implementation of this policy.

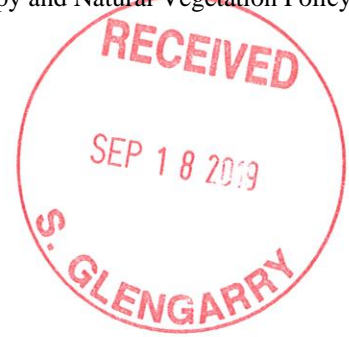
- I recommend that a forester, forest technician or arborist be contracted to do the inventories, assessments and participate in the planning that will be required once this policy is passed.
- When it becomes necessary to remove trees, the trees should be marked and removed by a approved contractor.

Yours Truly,

Dorothy Hamilton

Dorothy Hamilton
709-323 Second St. East
Cornwall, ON
K6H 6J9

Cc: Joanne Haley, General Manager of Community Services



September 18, 2019

Glengarry Federation of Agriculture

Township of South Glengarry

Re: South Glengarry Tree Canopy and Natural Vegetation Policy

Thank you for the opportunity to comment on the draft for the South Glengarry Tree Canopy and Natural Vegetation Policy. The Glengarry Federation of Agriculture would like to recommend some changes to this Policy.

Under the **Priority Action**,

1. "Prevent tree removal within Township open and unopened road allowances"

We would like this removed.

2. "Prevent tree removal on Township – owned land."

We would prefer it to say – Encourage canopy maintenance on Township – owned land.

11." Support the replacement of native trees that are proposed to be removed as part of a development; either in a new location on the subject property or in a mutually agreed upon location elsewhere in the Township"

We would like a better definition of development. Development could mean converting bush to farm land. Also we would like any trees that are to be planted not be planted on prime agricultural land.

13. "Implement the existing Official Plan policies related to Significant Woodlands, Provincially Significant Wetlands and Natural Heritage Systems"

What exactly does this mean? Can you be more specific? When you are assessing the Woodlands, Wetlands and Natural Heritage Systems we ask that you do not solely rely on aerial pictures but actually walk these properties.

The Glengarry Federation of Agriculture supports the recommendations already made by the South Glengarry Agricultural Advisory Committee regarding the Tree Canopy and Natural Vegetation Policy.

The Glengarry Federation of Agriculture is ready to meet with you to discuss any of our recommendations.

Sincerely,

Pres. Rob McDonald

Glengarry Federation of Agriculture

North Lancaster, ON

613-577-0957



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

September 17, 2019

Ms. Kelli Campeau,
Clerk,
Township of South Glengarry,

Dear Ms. Campeau,

The SDG Chapter of the Ontario Woodlot Association (OWA) is an organization of woodlot owners, some of whom live in South Glengarry. We encourage our members and other woodlot owners to promote and manage sustainable woodlots for the benefit of current and future generations.

We congratulate South Glengarry Council and Staff for a well thought out “Tree Canopy and Natural Vegetation Policy”.

As President, I attended the Public Meeting on September 9, 2019 and then informed my Chapter’s Board of Directors of the concerns of the attendees who spoke. We would like to address some of those concerns and also some of ours.

The Board believes that the “Benefits” sections should address the benefits of Tree Canopy and Natural Vegetation’s amelioration of the extremes of Climate Change. The heavy rains or droughts will have less effect on the land in our township and county if there are woodlots and wetlands to balance these weather extremes.

It is incumbent upon the Council to continue to refine and then implement the Policy even if there is a change in the Provincial Government’s direction. It is a Policy that is both relevant and needed at this point in time.

Re the Monitoring of the Policy, the Board believes that the Council should consider a forester, forest technician or arborist to help the General Manager of Community Services to monitor and implement this Policy. The township Council must realize that implementing, monitoring and enforcing the Tree Canopy Policy is going to cost tax dollars. We believe that most taxpayers think that this cost is justified.

The Board understands the concerns of the farmers re imposition of rules on property they own or rent. However, their concern that this Policy will lead to a Tree Cutting Bylaw should not

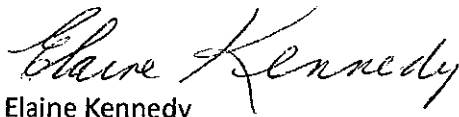
P.O. Box 29, 38 Victoria St., Finch, ON, K0C 1K0, sdgowawood@gmail.com
Ontario Woodlot Association (OWA) - <https://www.ontariowoodlot.com/>

control this policy. If the Council decides in the future that such a Bylaw is needed, their concerns re its contents should be dealt with at that time.

This Policy may need some tweaking from input from the citizens of South Glengarry but the Council should remember that its purpose is to serve all the citizens not just one segment representing a few families.

If the SDG Chapter of the OWA can be of service to the Council in any way, please feel free to contact us.

Yours truly,

A handwritten signature in cursive script that reads "Elaine Kennedy". The signature is written in black ink and is positioned above the printed name.

Elaine Kennedy

President

Cc: Joanne Haley, General Manager of Community Services

Joanne Haley

From: Kelli Campeau
Sent: September-10-19 2:11 PM
To: Joanne Haley
Subject: FW: Trees

-----Original Message-----

From: Helen Sloan <helen.sloan01@gmail.com>
Sent: September-10-19 1:58 PM
To: Kelli Campeau <kcampeau@southglengarry.com>
Subject: Trees

Hi,
I believe that farmers own their land but they should be good stewards of said land. When I see planting done right to a water's edge, the tree line having been cut, you know farm chemicals go right into the water. This is not a responsible practice. Are corn and soybeans so profitable that every tree must go. They say farmers feed cities but I don't believe that of the crops in our area. In places where trees have all been stripped along highways, snow covers the road causing traffic mishaps. In some cases the farmers who cut the trees are paid by taxpayer's money to put up snow fences. Too many trees cut can also cause erosion of the land. Animals have lost homes due to deforesting as well. I know farmers have too many rules and regulations these days but please protect our earth and water.
Sincerely,
Helen Sloan
Sent from my iPad

Joanne Haley

From: Kelli Campeau
Sent: September-10-19 5:11 PM
To: Stephanie Jaworski
Cc: Joanne Haley
Subject: Re: Tree Cover By-Law

Perfect, thanks Stephanie!

Get [Outlook for iOS](#)

From: Stephanie Jaworski <sjaworski@southglengarry.com>
Sent: Tuesday, September 10, 2019 4:53:12 PM
To: Kelli Campeau <kcampeau@southglengarry.com>
Subject: FW: Tree Cover By-Law

Hi Kelli,
I received this feedback on the Tree Canopy Policy.

Stephanie Jaworski
Councillor / Conseillère
Township of South Glengarry
613-361-2232

-----Original Message-----

From: noreply@southglengarry.com <noreply@southglengarry.com> On Behalf Of Marcel, Angela & Martin Dorie
Sent: Monday, September 9, 2019 1:54 PM
To: Stephanie Jaworski <sjaworski@southglengarry.com>
Subject: Tree Cover By-Law

Regarding tonight's public meeting which we fully expect will be taken over by local (and not so local)"environmentalists", we wish to advise you that we expect Council to stand firm behind the current amended (Angela notified Joanne if an error) draft of the new Tree Cover By-Law.

As local farmers (third and fourth generation in SG) who started on 18 acres and now own and lease a combined 400 acres, this is our land. WE bought it or are paying rent on it plus WE pay the taxes on it all. It is OURS.

If we choose to reclaim any of this land by cutting trees and, in doing so we do not disturb any environmentally sensitive areas or protected species, no one has the right to tell us we can not do so just as we do not tell these "environmentalists" what to do with their land.

In too many cases it is purely about people preferring to look at trees instead of crops. If they want to ensure that the view from their houses never changes they had better buy that land too. They have no guarantee it will remain there forever.

This is an AGRICULTURAL township. Please ensure that it stays this way and that farmers can continue to farm their land as they see fit and not at the whim of others who are now living on land which was once farmed.

These people do not seem to realize that, should they get what they want, before the By-Law is passed they will be responsible for the mass cutting of millions of trees in South Glengarry. What isn't standing can't be protected..

As our elected representatives, please ensure you vote for us, the farmers of SG

Origin: <https://www.southglengarry.com/en/municipal-services/council.aspx>

This email was sent to you by Marcel, Angela & Martin Dorie<willaway@live.ca> through
<https://www.southglengarry.com/>.

Joanne Haley

From: Stephanie Jaworski
Sent: September-10-19 5:35 PM
To: Kelli Campeau
Cc: Joanne Haley
Subject: Tree canopy comments

Hi again,
I received the following comments via text:

"As Organic Dairy Farmers in South Glengarry, we view the quick disappearance of forest in our area of Ontario as worrying.

Trees are a very important part of our Ecco system . Not only are they beautiful to look at but also provide at great place for a picnic or tree Hammock.

Not to mention that they help clean the air, slow water runoff, prevent soil erosion etc.

I understand that farmers have rights but we all live in this township and should try to come up with some good compromises that will work for all of us here today and our children and Grandchildren.

Thank you

Heidi and Michael Krol
Curldale Farms"

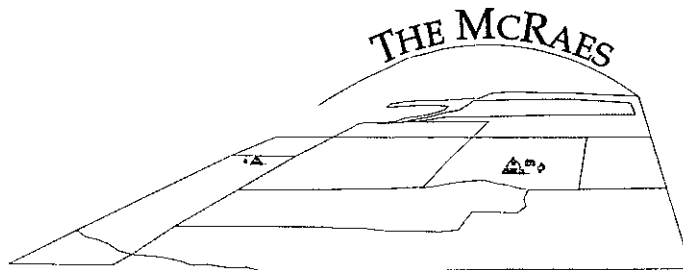
Stephanie Jaworski
Councillor/ Conseillère
South Glengarry

MCRAE FARMS LTD.

21535 Old Highway 2
Bainville, Ontario K0C 1E0
Phone: (613) 347-2226
Email: shawn@mcræfarms.ca

September 11, 2019

Township of South Glengarry
6 Oak Street, PO Box 220
Lancaster ON K0C 1N0
613-347-1166
Fax: 613-347-3411



Re: Tree Canopy and Natural Vegetation Policy

Thank you for the opportunity to speak at Monday night's public meeting to discuss forest management policy in South Glengarry. It is refreshing to have public policy aired out in the open, like clean laundry on a sunny summer day, and I would like to thank and congratulate you for doing so.

In general terms, South Glengarry's "Draft Policy" is largely limited to that of managing trees and forested areas on properties that are publicly owned, and that is a satisfactory objective. To extend policy such that it would, in effect, control tree removals and forest management on private lands, would constitute egregious government overreach.

So called "old growth forest" is extremely rare in South Glengarry. Almost every acre has been clear cut at one time, and in most cases, multiple times. In instances where private land has been idled in the past century and allowed to return to bush, there are those who seek to purchase it and convert it to cropland. It is important for my fellow citizens and our municipal representatives, to focus upon the cause, and not just the effect, of this phenomenon; one that is not unique to our time.

By the 1920s, most of SD&G was deforested and farmed, and like today, much of that can be attributed to big government policy. Our country was recovering from the cost of the Great War – both financially, and in terms of human, demographic and psychological cost. National initiatives were unfurled to boost immigration, the economy and industry, open the West, unleash the agricultural potential of the Great Plains, the mineral and timber resources of the Canadian Shield and the Rocky Mountains. Consequently, a boom/bust cycle ensued and the 1930s brought ecological degradation, the dust bowl, financial ruin, and human suffering. Nearly a century later, the debates continue in economic circles (ie. Ben Bernanke: two term chairman of USA Federal Reserve) regarding the role that federal and central banking policy played in the creation and exacerbation of the Great Depression. However, it can be safely said that national "central planning" played a large role.

And so, today, while our local pulp/paper and saw mills have been regulated out of existence, we've also experienced a massive (2008) global-scale credit crisis, and an ensuing firestorm of unprecedented international financial manipulation: quantitative easings, macroprudential debt reallocations, helicopter money, too-big-to-fail-bail-outs, save-the-nation-bail-ins, negative interest rates, a corporate welfare bonanza, and government intervention *ad nauseum*. The upshot, down on the farm, is economic distortion. A national policy to force the blending of corn-ethanol with gasoline has inspired farmers to convert pasture, hay, bush and stony knoll alike into "prime land" for corn production. The simultaneous flood of cheap credit, facilitated in Canada by the Farm Credit Corporation Act (FCC) has been inducing farmers to borrow, buy new equipment, expand acreage, and

"clear land for more corn", where interest-only loans are not uncommon. Are our South Glengarry farmers to blame for playing their part in the high-stakes fiscal experiment that top-level national and international power brokers have conceived and orchestrated?

Inevitably, our resident socialists are now calling for a doubling-down on government intervention. "There must be a ban on tree cutting!!" Those who no doubt applauded and supported the cause of the problem, now cry foul at the result. The only losers in this scenario are landowners like me, who have recognized and resisted the perils inherent in cheap credit, saved money instead, lived within our means, preserved our private woodlands, and have argued strenuously in support of liberty, sound money and private property rights. We will be robbed, as the raucous socialist mob takes what we've earned and conserved for our family. As I described publicly Monday night, this has already happened to our St. Lawrence River waterfrontage, first deemed "hazard lands", then "floodplain" (although already continuously flooded by the most controlled artificial lake in the world), then "provincially significant wetland", then "provincially significant coastal wetland complex".... and so on, until the Township, the Province, and all attendant agencies became the *de facto* owners through statutory and regulatory confiscation. Working together, they eventually reduced the market value of a 6000-foot water frontage and 200 acres of land, to near zero. I now stand to watch the same gut-rending process happen to my woodlands. Would I not be wise to tear it down right now? That's the "tragedy of the commons", is it not?

To understand what it was like for my family to be up against the bureaucrats of the Township, the RRCA, MNR, MAH central planners, and their limitless resources, and frankly to understand socialists in general, one ought review the classic scene of the movie "The Silence of the Lambs" where Clarice is questioned: "What NEEDS does he serve.... No! He covets. That is his nature...we begin by coveting what we see every day". And now, after fighting, and failing, for forty years to protect our riverfront "wetland" property from government confiscatory policy, I must go back to war over my woodlands along Sutherland Creek. Simply remember, when drafting policy on issues such as these, that the petitions you hear, and the statutory edicts you feel pressed to comply with, are all put forth by those who inherently covet properties that belong to people like me. "Why spend my own money to purchase property when I can take it by force and to Hell with the lawful owners?" said every tyrant in human history.

To my municipal council and staff, please stand strong against these seemingly inexorable (and sometimes outwardly innocuous) pressures and trends. It is far more injurious, long term, to permanently cut down our property rights and personal liberties, than it is to temporarily harvest a portion of "our" trees (the fact that the Crown owns 87% of the land in Ontario notwithstanding?). National economic policy will change again, trees will grow back, but "liberty lies in the hearts of men and women; when it dies there, no constitution, no law, no court can save it" (Judge Learned Hand, 1950).

Thank you again for considering this policy very carefully, while being cognizant of the "big picture". As I noted Monday night, a simple statement to affirm that "We, as South Glengarrians, love our forests." will suffice to satisfy the statutory requirement of the current legislation. Furthermore, and most importantly, it must be attended by a simultaneous affirmation of our staunch respect for, and defense of, private property rights.

With thanks and sincerity,



Shawn McRae
McRae Farms Ltd.

Joanne Haley

From: Will-a-Way Farms <willaway@live.ca>
Sent: September-11-19 3:56 PM
To: Joanne Haley
Subject: Tree Canopy By-Law

Read in the Standard-Freeholder that you are accepting comments on the above issue. On Monday we, as a farm, sent emails to all five council members. The following is what was sent:

"Regarding tonight's public meeting which we fully expect will be taken over by local (and not so local)"environmentalists", we wish to advise you that we expect Council to stand firm behind the current amended (Angela notified Joanne if an error) draft of the new Tree Cover By-Law.

As local farmers (third and fourth generation in SG) who started on 18 acres and now own and lease a combined 400 acres, this is our land. WE bought it or are paying rent on it plus WE pay the taxes on it all. It is OURS.

If we choose to reclaim any of this land by cutting trees and, in doing so we do not disturb any environmentally sensitive areas or protected species, no one has the right to tell us we can not do so just as we do not tell these "environmentalists"what to do with their land.

In too many cases it is purely about people preferring to look at trees instead of crops. If they want to ensure that the view from their houses never changes they had better buy that land too. They have no guarantee it will remain there forever.

This is an AGRICULTURAL township. Please ensure that it stays this way and that farmers can continue to farm their land as they see fit and not at the whim of others who are now living on land which was once farmed.

These people do not seem to realize that, should they get what they want, before the By-Law is passed they will be responsible for the mass cutting of millions of trees in South Glengarry. What isn't standing can't be protected..

As our elected representatives, please ensure you vote for us, the farmers of SG."

We also have a proposal which may, or may not, encourage local farmers to at least leave the poorer quality land in trees. We know that many clear everything in a parcel, regardless of its zoning and land classification, the theory being that a big square field is easier to work than misshapen fields plus every square foot has cost them so must produce. When the land proves too stony, even almost solid rock at times, the outfit from Quebec arrives and spends weeks pulverizing all the rocks. This is not right and those are prime areas for leaving forested. In this respect we can understand where the anti-clearing movement comes from.

Firstly, allow clearing only on prime agricultural zoned land, A1 and A2. All other land types need SG approval to determine if the environmental cost would be worth the expected farm profits. RRCA and SNCA would love to be involved with that!

Secondly, for farmers with forested areas, agree to not charge property taxes on that area. The income the township receives from agriculture has greatly increased over the past 3 years since assessments were almost

doubled so the township can well afford it. From our calculations, using some unimproved land we own with no buildings as a base, property taxes are about \$14 per acre. ten acres of forest would be \$140 less taxes to pay. One hundred acres would be \$1400. less.

Farmers would have to register their forested acreage every year by a specified date giving location and acreage. A summer student (paid by the provincial program) could verify the claimed land on Google Earth over the summer and either the By-Law inspector or the student could make random spot checks.

If or when the forested area is ever cleared, the tax break for the past X years could be re-payable. More incentive to leave trees standing as time goes on.

We can understand the concerns expressed at the meeting especially seeing the work being done by area farmers we once held in high regard. They are obviously only out for the almighty dollar with no regard to the land, but saying "No!" to everyone is not feasible either. There has to be a carrot held out to encourage farmers to comply.

Angela Dorie

Ms. Kelli Campeau,
Clerk,
Township of South Glengarry,

September 12, 2019

Dear Ms. Campeau,

I am writing in response to the request for input on the South Glengarry Policy on Tree Canopy.

I attended the meeting on Monday, Sept. 9 and was encouraged by the broad public interest in the subject of tree cover in our township and region. I support a strong Tree Canopy policy in South Glengarry and encourage the council to monitor and enforce the policy and any by-laws that flow from it. It has been evident for years that negative and illegal tree-clearing actions on public and private property have gone unrecognized and without financial penalties.

Further policy recommendations include

- Tree Canopy Policy should be under the Environment Committee not the Agriculture Committee. The Ag Committee has an obvious conflict of interest.
- Review of tree cover % should be every 2 years by a professional forester or Ontario MNR.
- Update of policy and action plan every 2 years following the review.
- Township commitment to replace trees on SG land lost to emerald ash borer, beech scale and Dutch elm disease.
- Strongly encourage and monitor buffer strips and vegetation planting near municipal drains, creeks and rivers even on private land.
- Encourage planting of windbreaks on private property to reduce winter road hazards.
- Review the property tax loss implications of land conversion – MPAC has key role but does not receive any information since there are no permits for farmland conversions.

I believe South Glengarry has a population of at least 12,000 citizens. I also believe that most citizens value and appreciate seeing trees in their yards, on roadsides and on fence lines. I also question the influence of a few large cash croppers who own or rent land in SG and other municipalities. Has SG done a study of the economic value added by these few families? There are no farm equipment dealers in South Glengarry (Green Valley Kubota has small items). Munro Agromart is the only major crop input supplier. Major Inc. in North Lancaster is owned in Quebec and the poultry and pork goes to Quebec for processing. The common refrain is that these large cash crop farms are feeding Canadians. The current reality is that most corn is going into ethanol and most soybeans will go to China or Europe if allowed.

South Glengarry has earned a reputation for strongly enforcing the building code. I would hope that our township would see the merit in implementing, monitoring and enforcing a policy and/or bylaw that preserves and encourages trees and forests.

Yours truly,

Bruce McPherson, 19637 County Road 25, Apple Hill, K0C1B0

PRESENTATION TO SOUTH GLENGARRY TOWNSHIP

Public Input to Proposed Draft Tree Canopy Policy

My name is Tina Cairncross and I have been a resident of South Glengarry for 33 years. I have huge concerns about the rapidly disappearing tree canopy in our Township. We live in a time when massive amounts of polluted air surround us all, which bring talks of carbon taxing, cap and trade policies as solutions, but forests are the best natural carbon sinks which can continue to improve our air quality at no cost to us. What are the costs of air pollution to our health and continued well being? We need to keep our forests, what little we have left.

Water quality is another ever-present concern both locally and globally. Water purity is a must and trees and wetlands play huge roles in keeping our water safe for our use. In 2006 the Raisin Region Conservation Authority studied our South Glengarry sub-watersheds, 15 of them actually, and the 5 watersheds with the lowest tree cover averaging 16.4%, received the poorest grades with 4 of the 5 getting an F grade for their water quality. It is a report card one would be ashamed of to take home, to show their grand children. It is clear from their documents that where tree cover was sparse, water quality was poor. That study was done 13 years ago and I wonder what this report card would look like today as we see our tree cover disappearing daily in our Township. We need to keep our trees.

I understand that none of us wants to be told what to do with our land, as I too am a landowner. I have my 12 acres, the next person has 100 acres and the next has 1000 acres, but there is a bigger picture at play here, and we all live in that bigger picture and all have a responsibility for its care. Science tells us that we are at a tipping point and any decisions you make as a council today will impact which way the tipping will go tomorrow. We cannot lose sight of this big picture. Thinking globally, and acting locally has never had more meaning. We mustn't lose sight of the value of our forests.

I think back to over a year ago when the powers that be wanted to close our only two Public High Schools and how we all fought against this saying that no one would want to live here if our schools were gone. I feel that the continuing loss of our trees will have an equal effect as to who wants to live here. I bought my 12 acres because of its trees.

We need to look at trees and see their worth in a positive light, how they benefit us and keep our community healthy, from improving our air and water quality, two of the very basics of living a healthy life on this planet, to see the value of keeping a windrow ^{of trees} field-side to keep our top soil where it is needed most. You never get forests back when you clear-cut them, even when re-forestation is undertaken. You never get them back the same as when they grew naturally. When they're gone they are gone for good.

As stated in South Glengarry's "Tree Canopy and Natural Vegetation Policy" the purpose is twofold, to **reduce the loss of tree coverage and protect and increase tree coverage**. I see very little in your action plan that will accomplish either one of these purposes. And if you wait another 5 years to review this policy, there will be fewer trees again to talk about. Please have the courage and foresight to take a firm policy stand now on protecting our forest cover. *and our quality of life*

Tina Cairncross

Respectively submitted

Tina Cairncross

4658 Glen Roy Road

September 9th, 2019

Good evening members of Council, Municipal representatives, ladies, and gentlemen.

Thank you for giving us the opportunity to offer some suggestions for consideration in the draft policy for tree canopy and natural vegetation.

We are without question standing at a precarious moment in time where people around the world are concerned about climate breakdown, biodiversity loss, and the risk of social and ecological collapse. I am here with suggestions that may assist in averting such happenings... that may assist LIFE in our community to co-flourish.

Suggestions for inclusion in The Draft Tree Canopy & Vegetation Policy.

-Review frequency,

May I suggest every 2 years or as needed.

As our forest cover numbers from 2014 indicate we are below the 30% minimum canopy cover needed to support biodiversity. The newest calculations coming in 2020 may well indicate taking another look at the policy sooner rather than later.

Applicability

-With reference to "Nothing in this policy is intended to restrict normal farm practices as defined by the Farm Practices Protection Act, R.S.O. 1990

****Suggestion:** There are best practices suggested by the Ontario Ministry of Agriculture, Food & Rural Affairs. For my own personal mental health, that of our community, the health of our water and future generations of humans and wildlife, I would like to see the Policy require best practices be followed.

-Priority Actions.

****It really concerns me that I do not see anything new here that has not been practiced and supported in the past. Despite these priority actions which South Glengarry and neighbouring Counties have supported in the past, our tree canopy and natural vegetation numbers have been continually going down. These 'priority actions' are not increasing our numbers. Perhaps it is time to put some teeth into new priority actions.**

-#6, #8.... Yes, I know tree planting efforts by RRCA have been supported. This has not grown our canopy numbers.

Suggestion: The RRCA, South Nation Conservation, St. Lawrence River Institute, and the St. Lawrence Remedial Action plan have given advice to all the Counties regarding buffer zones, aquatic habitat degradation along our waterways, encouraging enhancement of the protection, number, size, quality and distribution (ie. Reduce fragmentation) of certain terrestrial habitats (i.e., mature and over mature forest, riparian habitats) and their dependent species. I believe it is time to take the advice of our Conservation Authorities and Environmental groups in hand, identify appropriate remedies and **ensure their implementation. Improving our shoreline/water course way habitats (known as the ribbon of life) will assist 90% of our aquatic life and 70% of land-based wildlife.

#10, 11

Require a tree planting schedule as a condition of draft plan approval for new subdivisions that will require one native tree in front of each lot within the front yard.

Support the replacement of native trees that are proposed to be removed as part of a development; either in a new location on the subject property or in a mutually agreed upon location elsewhere in the Township. This would in fact be splitting up a familial community and would affect wildlife and tree health.

**Suggestion: Firstly...Have all our Councillors and Municipal employees watch 'The Hidden Life of Trees' available at the Cornwall Public Library featuring German forester Peter Wohlleben and scientist Suzanne Simard from The University of British Columbia, Canada) This would give all an informed understanding of our tree and vegetation communities.

**Suggestion: Secondly... I respectfully ask you to consider to leave a portion of the tree and natural vegetation cover in the proposed new subdivision. This keeps part of the tree/vegetation community in tact which supports people health, tree and wildlife health, and makes the community a more desirable community to live in.

Lastly if there is any way that I can assist my community in preserving and growing our Tree Canopy and Natural Vegetation cover... simply let me know. I would be happy to help. Thank you. Jacqueline Milner, 613.931.3514

September 18, 2019

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

ATTN: Joanne Haley

This letter is regarding your request for input for the proposed Tree Canopy and Natural Vegetation Policy.

The Township By-Law #33-14 is not working especially Chapter 13 (Farm Equipment)

We are concerned about the unopened road allowance between concessions 4 and 5 East of Hwy 34.

- About 1200' or 1 acre of this allowance was clear cut and the wood sold.
- A survey was done and paid for by the township in March 2014 to locate about 1 mile of the north limit of the 40' wide allowance. 16 steel posts were used to mark this north limit.
- Stumps and stones were removed by the land owner whose land is north of the unopened road allowance.
- Adjoining field to the north and the road allowance were cultivated and seeded as one field in 2019.
- 5 survey markers have been removed.

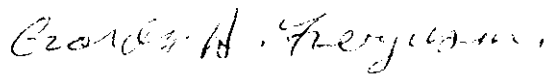
This clear cutting of a green road was not for access to the adjoining farm to the north.

This is not right and is not fair to those who respect that green roads are public property and to be used for access if necessary.

Chapter 13 of by-law 33-14 does not give the General Manager of Infrastructure Services any guidance whatsoever in administering this section of the by-law.

I would like to suggest the following:

- If access is granted under chapter 13 it must be a maximum of 15 feet wide, centered in the 40' allowance. A survey must be done to verify allowance limits.
- Adjacent landowners must be notified if someone applies for access so they can make sure no one is cutting trees or excavating on their own property.
- Permission for access should only be given if justified as the only means to access a certain property. This justification must be in writing.
- All authorized cutting and excavation on allowances to be monitored by a by-law officer.
- The township should put a tree cutting moratorium on public land until chapter 13 of by-law 33-14 is updated.



Gordon A. Ferguson
5133 Cty. Rd 34
Williamstown, On
K0C 2J0

September 18, 2019

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

Attention: Joanne Haley

RE: Tree Canopy and Natural Vegetation Policy

I would like to express to you, as I have to the council members and the public in attendance on September 9th, 2019, my support for the Tree Canopy and Natural Vegetation as it is drafted with respect to protecting trees on open and unopened road allowances as well as on Township owned land. If the community is to take the conservation of the tree canopy seriously, the Township has to take the lead and set the example of conservation of tree cover on properties that are publicly owned and of benefit to the entire community. Likewise, the By-Law regarding the use of unopened road allowances should continue to reflect the restrictions put in place at that time regarding any changes to unopened road allowances and be supported by the Tree Canopy and Natural Vegetation Policy including section 13 of the By-Law (Farm Equipment).

In a 2009 RRCA survey of 14 of the watersheds in South Glengarry, the average forest cover of five of them was 16%. This 16% includes a large percentage of tree cover on unopened road allowances in these five watersheds. If the Township restricts cutting of trees on these publicly owned lands it will have a major impact on maintaining what tree cover there is left.

In acknowledging that road allowances were initially set out to allow access to private properties, we have to accept that the role of these lands has changed now that infrastructure has been well established in the township since its initial settlement. These public lands now play an important role for recreation and environmental benefits to the public. In very few cases would a road allowance need to be opened to allow access to a property. I feel that under no circumstance should an unopened road allowance or township property be cleared for cultivation to the sole benefit of an adjacent landowner.

With regards to restrictions to cutting of trees on private properties, as we witness the emotion of landowners exercising their right to choose how they manage their properties, I would suggest that this issue be addressed by major property tax reform. The benefit of these privately owned woodlots to the general public is not currently valued in the existing property tax scheme. I believe that this reform is beyond the scope of the Tree Canopy and Natural Vegetation Policy and should be part of an overall climate change initiative by all levels of government.



John Ferguson
Glen Gordon Farms Ltd
5205 County Road 34
613.360.2621

To Members of Council of South Glengarry

My name is Robert McDonell. I live at 19785 Cty. Rd #17 in Williamstown. I own the farm just east of the High School. It is 300A. of which 50A. is bush (wood lot). This bush has been used for a number of purposes

- 1 – wood to heat our house (ash - maple - beech)
- 2 – wood for construction (hemlock)
- 3 – wood for carpentry (pine)

This discussion seems to be about tree cover. I went on the internet and typed in “ Tree Cover Ontario”. The site showed that Ontario is divided into four (4) regions. Regions one (1) and two (2) are in Northern Ontario and make up about 75% of the province. Region four (4) is a small area just north of Lake Ontario and Lake Erie which is about 5% of the province. The remaining 20% of the province where we live is called “ The Great Lakes St. Lawrence Forest Region”. This region is 62% forest cover. This area includes Algonquin Park and the Upper Ottawa Valley which has a lot of trees. This area is a rough stony almost semi mountainous area and a very good place for trees. At either end of this region are the farming areas of Western and Eastern Ontario .Western Ontario used to be called the bread basket of the province but today Eastern Ontario can compete very favorably. South Glengarry has very fertile soil and especially the eastern half of the township (Lancaster Township).

There have been some complaints about land clearing. We have to remember that almost 100% of land that is cleared goes into growing

crops (food production). There are very few virgin forests in our area therefore almost all cleared land has been farmed in the past. When our region is 62% forest cover I have no objection to using our very best land for growing crops (food) even if it means clearing forest areas. I do hope that our wet lands will be saved. We certainly do need them.

Carbon Dioxide(CO₂) is another controversial subject. I forget where I either read or heard on the radio that we have enough trees in Canada to look after all the CO₂ that we produce. Canada has 34% forest cover. What we seem to forget is that CO₂ is needed in everything that grows whether it is corn, soybeans, small grains, grass, or even weeds. Commercial greenhouses add CO₂ to their operations and usually at two to three times atmospheric CO₂ levels. Plants will grow stronger and faster, and with greater yields under such conditions.

A few years ago when we were milking cows we used to get a publication from the USA called "Hoards Dairyman". In one issue was a story about a municipality in Michigan that teamed up with their local Real Estate Industry and every time there was a land transaction the buyer was told three (3) things:

- 1 – You now live in the country
- 2 – There are going to be smells
- 3 – There are going to be noises

Maybe if South Glengarry would join with the local Real Estate Industry they could add "Plant Some Trees".

Another subject that gets very little attention is the number of acres of often prime farm land that goes into development every year.

South Glengarry calls this a “ Tree Cover Policy” and are trying to get the feeling of the people. Sometimes policies like this leads to bylaws. Please don’t pass another law that will rule my life and tell me what I can do and cannot do on my farm. Farmers are and have always been the best stewards of the land.

Robert McDonell

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019



SUBJECT: Martintown Mill Harvest Dinner - Request for Donation

PREPARED BY: Lachlan McDonald, GM Corporate Services

Attached you'll find a donation request from John Smith, on behalf of the Martintown Mill Preservation Society for \$170. The request is to offset the rental fee they incurred when renting the Martintown Community Centre for their Annual Harvest Dinner.

Their event saw 110 community members supporting the Mill.

There is room in the Council Discretion fund to accommodate this request. If Council would like to support the request, you may do so by resolution.

Martintown Mill Preservation Society Corp.
18582 Beaverbrook Road , RR1
Martintown , Ontario
K0C 1S0
Martintownmill@gmail.com
Facebook :<https://www.facebook.com/MartintownMill/>



Charity# 12320 4216 RR0001

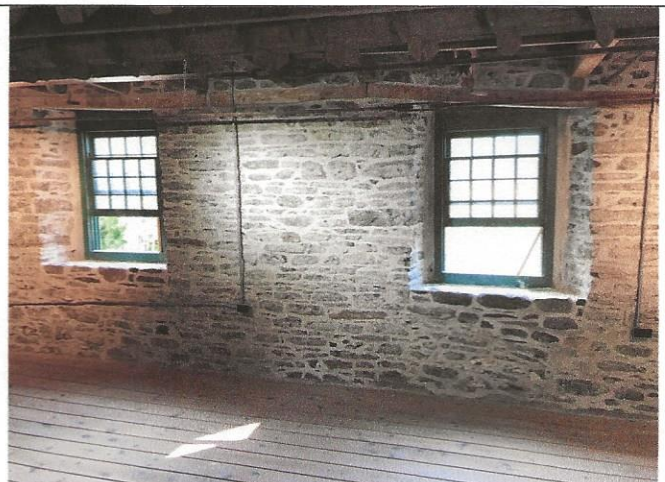
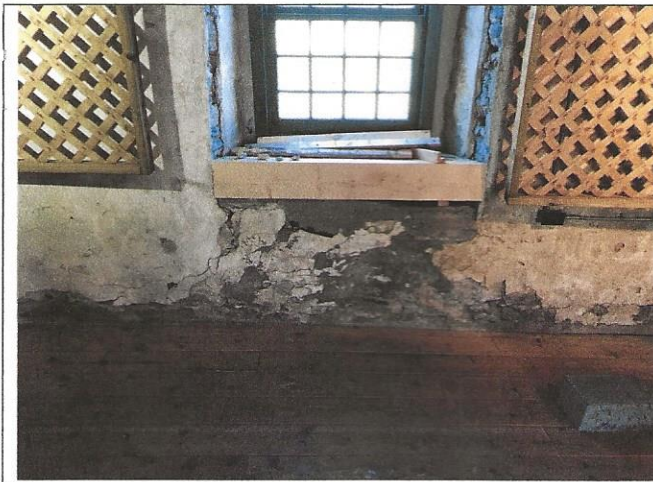
23 September 2019

Cc: Cathy MacDonall

Martintown Mill Harvest Dinner – Saturday 14th September 2019

Dear South Glengarry Township Council,

The Martintown Mill (173 years young in 2019) has made a few upgrades in 2019 to the building and property. The major undertaking in 2019 is the restoration of the 1st floor stone walls by Kennedy Historical Masonry Co. Phase 1 is complete on the 1st floor west wall and the 2nd phase work on the other 1st floor walls are underway. This effort is 100% funded by funds raised as part of the Mill fund raising activities.



The annual Harvest Dinner was held at the Martintown Community Centre on 14th September 2019 and was a great success with over 110 community member and supporters of the Martintown Mill.

We are requesting that the council consider our request to reimburse in kind the fee (\$ 170.00) for renting the Martintown community centre in support of this community event.

Please give us a call at 613-360-3792 or email: martintownmill@gmail.com . Thanks for your interest and if you have and questions please do not hesitate to contact us.

John Smith, MMPSC

613-360-3792

Sept 2019



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY: Stephanie Jaworski

RESOLUTION NO _____

SECONDED BY _____

DATE October 7, 2019

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Township of Larder Lake and requests that Provincial Ministers and the Premier offer electronic delegations to small and rural municipalities that do not have sufficient budgets to attend conferences and furthermore that this resolution be sent to the Premier, all Provincial Ministries and the Township of Larder Lake.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	_____	_____
Deputy Mayor Warden	_____	_____
Councillor Lang	_____	_____
Councillor Jaworski	_____	_____
Councillor McDonell	_____	_____

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

SECONDED BY:

☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

Motion #: 17

Resolution #: 17

Date: August 27, 2019

WHEREAS Council has discussed lobbying the provincial ministers to be allow for electronic delegation; And

WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier; And

THEREFORE, Council request that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences; And

FURTHER THAT this resolution be sent to all Ontario Municipalities in order to request their support on the matter; And

FURTHER THAT this resolution be sent to the Premier and all the Ministries for their consideration.

Recorded vote requested: ☐

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

Disclosure of Pecuniary Interest*

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Chair:

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



September 16, 2019

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:30 pm on September 16, 2019 in the Council Chambers at the municipal building in Lancaster, Ontario.

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

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Committee of Adjustment meeting of September 16, 2019 is hereby called to order.

CARRIED

Meeting was called to order at 6:00 pm

Approval of Agenda

MOVED BY: Sam McDonell

SECONDED BY: Frank Prevost

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Minutes of the September 3, 2019 meeting be approved as presented.



CARRIED

Members of the public at this meeting were as follows:

Kelsey MacDonald- Agent for applicant- A-17-10
Tim, Steve & Chris McNally- part Property Owner- A-17-10
Eric Marion- Applicant- A-18-19
Jacque Titley- Property Owner- A-18-19
Ray Piche & Paulette Lalonde- Neighbour -A-18-19
Rick & Suzanne Leroux- Neighbour- A-18-19

Review of Application:

Application A-17-19 MacDonald

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot 22, Concession 1 Front in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18694 County Road 2
- Proposed Minor Variance:
 - The applicant is demolishing an existing seasonal dwelling and proposing to construct a new single detached dwelling. The new dwelling will encompass the footprint of the existing dwelling and is proposed to expand to the east and the north.
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 9.31 meters from the top of bank of the St. Lawrence River to the south east corner of the proposed dwelling, to 25.05 meters to the north east corner and to 27.57 meters to the proposed north west corner of the dwelling
 - The property is designated Residential District in the County Official Plan. This application conforms to the general intent of the Official Plan
 - The property is zoned Limited Services Residential & Floodplain- Holding
 - A portion of the application conforms to the general intent of the zoning by-law as the dwelling as proposed will increase its foot print to the north of the existing structure which exceeds the minimum 15 meter setback



- This application was circulated to applicable municipal staff; Planning does not support the proposed dwelling to go wider than the existing footprint because it cannot meet the minimum 15 meter watercourse setback
- RRCA received additional information and is now in support of this application. The development will be subject to an Ont. Reg 175/06 Permit prior to a building permit being issued.
- I have received no formal comments from the public to date

Discussion:

Member Frank Prevost asked for clarification on how much wider the proposed structure is proposed to be than the existing structure. J Haley responded that the structure is proposed to be 3'.2" wider and will square off the building if approved.

MOVED BY: Frank Prevost

SECONDED BY: Sam McDonell

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

CARRIED

Application A-18-19 MacDonald

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot 5, Concession 1 Broken Front, I. L. in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18372 County Road 2
- Proposed Minor Variance:
 - The applicant is proposing to demolish an existing dwelling and proposing to construct a new single detached dwelling. The new dwelling will encompass the footprint of the existing dwelling and is proposed to expand to the east, the west, the south and slightly to the north to make the structure square.
 - Part 6.2- to reduce the front yard setback from 6 meters to 2.95 meters to the proposed dwelling and to reduce the rear yard setback from 6 meters to 4.16 meters to the proposed south west column that will support the second floor deck.



- Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 8.33 meters from the top of bank of the St. Lawrence River to the south west corner of the proposed dwelling, to 11.75 meters to the south east corner of the proposed dwelling and to 4.16 meters to the proposed south west column that will support the proposed second floor deck and to 7.37 meters to the proposed south east column that will also support the proposed second floor deck.
- The property is designated Residential District and is located in the Glen Walter Urban Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Residential One & Floodplain- Holding
- A portion of the application conforms to the general intent of the zoning by-law as, the dwelling as proposed, will increase its foot print to the south and east of the existing structure which exceeds the minimum 15 meter setback
- A portion of the application does not conform to the general intent of the zoning by-law as the proposed structure is proposed to be larger and will expand to the east and south resulting in requesting the watercourse setback to be reduced from 30 meters to 4.16 meters to the closest point where the by-law requires a minimum 15 meter setback
- This application was circulated to applicable municipal staff; Planning does not support the proposed dwelling to go larger than the existing footprint because it cannot meet the minimum 15 meter watercourse setback
- RRCA supports the request to reduce the front yard setback but does not support this application and requests that the proposed development be downsized- refer to comments
- I have received no formal comments from the public to date

Discussion:

Member Martin Lang asked for clarification if the proposed dwelling is located on the same footprint. Eric Marion explained the location of the existing dwelling including the existing deck, the location of the proposed dwelling and the proposed second floor deck. Mr. Marion confirmed that the new structure is proposed to be squared off and will not take up any more footprint than the existing structure including the existing deck.

Member Stephanie Jaworski asked about the comments from the RRCA and their concern with access. J Haley explained that the RRCA implements the Ministry of Natural Resources technical guidelines and manuals. They have a concern with both side yard access and adequate space along the shoreline for repair work etc. Eric Marion indicated that he can demonstrate that equipment can access the property to do repair work if required

Member/Chair Lyle Warden requested confirmation on the existing deck compared to the proposed and referred to Application A-17-19.



Neighbour Rick Leroux explained that he recently learned that his fence is located on the subject property. J Haley explained that the property owner paid for a survey to be completed very recently. The only way to ensure that the lot line is in the correct location would be for Mr. Leroux to also have a survey completed of his property to determine if there is a property line dispute. If Mr. Leroux chooses not to obtain a survey, he was encouraged to work out an arrangement with Mr. Titley. This is not an issue for the Committee of Adjustment to address as there is no encroachment into the interior side yard.

MOVED BY: Frank Prevost

SECONDED BY: Sam McDonell

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

Next Meeting date: October 7, 2019

Adjournment

BE IT RESOLVED THAT the meeting of September 16, 2019 be adjourned to the call of the Chair @ 6:28 p.m.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Fall Planning and Building Open House and Information Session

PREPARED BY: Joanne Haley, GM Community Services

Please find attached a notice for our upcoming Planning and Building Open House and Information Session on October 23, 2019 at 7:00 pm at the Township of South Glengarry Municipal Office.

The Departments were unable to hold an open house and information session in the spring due to workload; however, we will return to our regular schedule of hosting a fall and spring open house. This open house will feature two topics that have not been presented in detail in the past. These topics are:

- How to close a building permit and why you should.
- Everything you need to know about the Site Grading and Drainage By-law.

We invite and encourage all to attend to learn about these topics and to meet the staff!



Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

www.southglengarry.com

Planning & Building Departments Open House & Information Session

- Are you planning a construction or renovation project?
- Would you like information about building permits and the building permit process?

The Township of South Glengarry will be hosting an Open House & Information session.

Date: Wednesday, October 23rd, 2019

Time: 7:00 pm

Location: Township Office (Council Chambers)

6 Oak Street

Lancaster, Ontario

Topics of discussion are as follows, however if there are any topics that you would like information on, please let us know prior to October 16th, 2019 so that we can be prepared to answer your questions and have any applicable information available.

- How to Close a Building Permit and Why You Should.
- Everything you need to know about the Site Grading and Drainage By-law.
- Land Use Planning Questions and Answers.

For more information please check the Township website or contact Gary Poupart, Director of Development & Chief Building Official at 613-347-1166, ext. #230 or gary@southglengarry.com.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Hazardous Waste Day

PREPARED BY: Ewen MacDonald – GM Infrastructure Services

For the benefit of Council, Administration and residents of the Township of South Glengarry, we are pleased to report on the household hazardous waste that has been diverted from our landfill sites as a result of the Household Hazardous Waste Collection Day held on September 14, 2019.

We had a total of 272 Vehicles that participated in the Household Hazardous Waste Collection Day.

The following table is a comparison between 2016 and 2019 of the Household Hazardous materials diverted from the landfill sites in our municipality.

We would like to thank the Roads department, the Volunteer Firefighters and our Road Manager Chris Leblanc's wife Linda and daughter Autumn for helping make this day go smoothly.

Material	2016	2017	2019
Litres of Waste Oil	5420	5810	5100
Litres of Waste Paint	19,000	15500	13500
Litres of Aerosols	1,400	1100	1200
Litres of Waste Flammable Liquids	8,300	7105	6510
Litres of Glycol	410	205	410
Kilogram of Oxidizing Solids (Nitrates)	100	400	300

Kilograms Biomedical	200	80	60
Litres of Corrosive Liquid toxic	600	800	400
Kilograms Pharmaceuticals	200	200	100
Litres Pesticides	700	700	600
Litres sulfuric acid	300	400	200
Litres Propane	400	300	400
Kilograms Batteries	200	500	750
Kilograms Fluorescent tubes	200	75	100

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Consent Application B-78-19

PREPARED BY: Joanne Haley, GM Community Services

RE: B-78-19
Part Lot 11, Concession 7
Former Township of Charlottenburgh
Novotny

Type of Consent: To Create a Building Lot

Subject:

The subject property is located on part of lot 11, Concession 7, on the east side of Chapel Road. The purpose of these applications is to create a building lot proposed to be 8.88 acres in size while retaining 9.1 acres of residentially developed land.

Official Plan Designations:

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

Zoning By-law:

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

Proposed Recommendation:

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

1. A review fee of \$200.00 must be paid to the Township for each application.
2. A Parkland fee of \$1,000.00 must be paid to the Township for each application.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with proposed septic systems. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
4. Confirm that the road widening previously created has been deeded to the Township.

LAND SURVEY PLAN

PURSUANT TO ONTARIO REGULATION 780/70
AND AMENDMENTS THERETO

SCALE 1" = 200'
1972

ROAD ALLOWANCE BETWEEN CONCESSIONS VII & VIII

N.W. ANGLE
LOT II CON VII

LOT II CONCESSION VII

LOTS 10 & 11

ROAD ALLOWANCE BETWEEN LOTS 11 & 12

N. 58° 53' 00" E.

1248.30'

13' WIDENING

310' *Bush*

Area to be severed

Bush

AREA = 18.00 Acres

N. 30° 10' 40" W.

640.00'

330' *Grass*

304' *Grass*

330' *Grass*

50 ft HOSE
6 ft
5 ft
700 ft
Supplies

Wooded bush

276' LINE BETWEEN LOTS 11 & 12
N. 30° 12' 10" W. 588.00'

N. 59° 40' 50" E. 529.74'

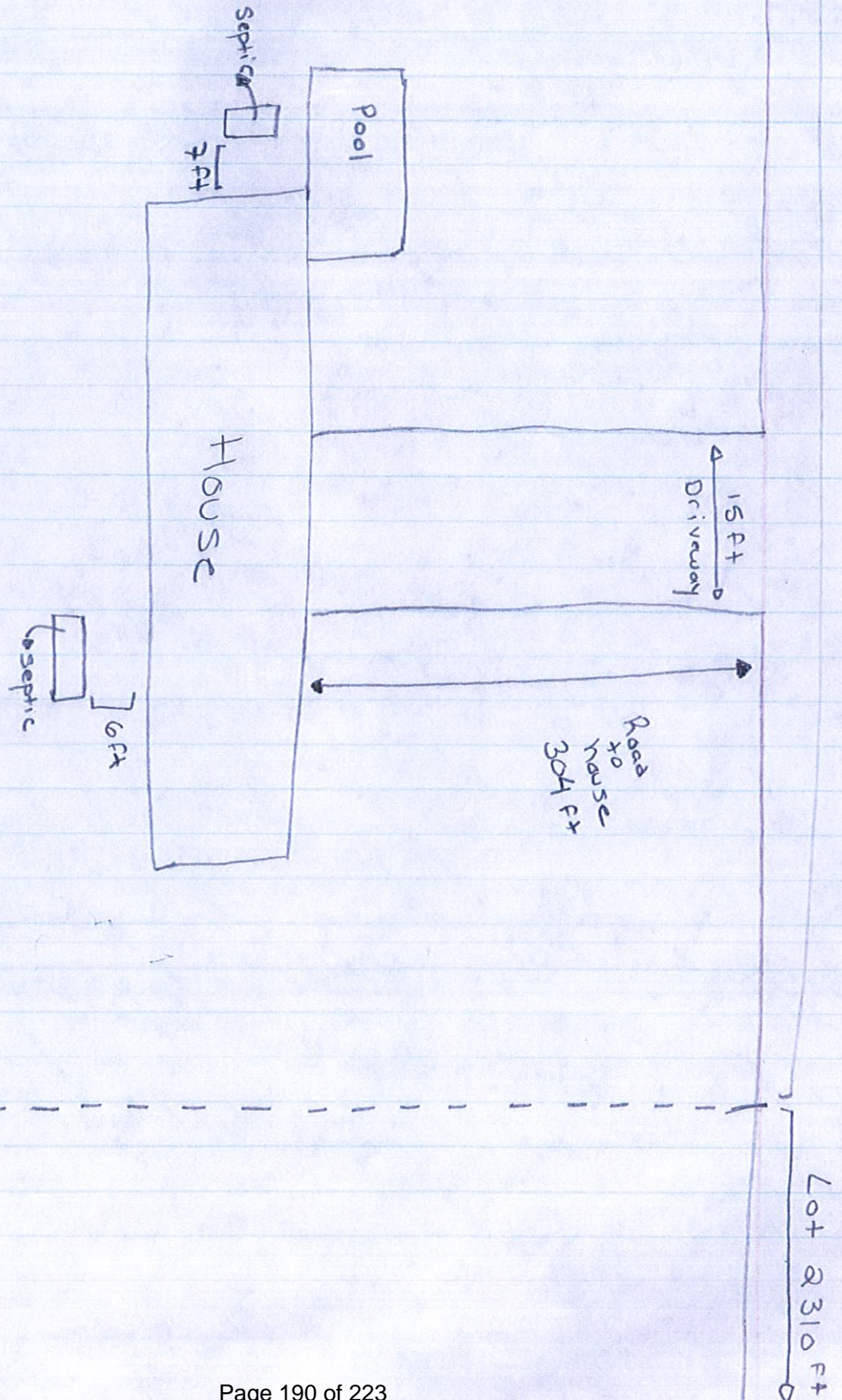
N. 54° 00' 50" E. 722.37'

13' WIDENING

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT

This survey and plan are correct and in accordance



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Consent Application B-79-19

PREPARED BY: Joanne Haley- GM- Community Services

RE: B-79-19
Part Lot 21, Concession 8
Former Township of Lancaster
Cholette

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

Subject:

The subject property is located on part of lot 21, Concession 8, on the north side of Concession Road 8. The purpose of this application is to sever approximately 2 acres of developed land that is surplus to the farming operation and to retain approximately 72 acres of agricultural land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation.

Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation.” This proposed consent conforms to the Official Plan.

Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.”

Zoning By-law:

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

Proposed Recommendation:

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

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

Severance Sketch

Part of E 1/2 Lot 21 Conc. 8
Former Lancaster Twp.
Now Twp. of South Glengarry

Delisle
River

W 1/2
Lot

21
5280 ft

Steven
Burgess

To Be Retained
72 ac. ±

E 1/2 Lot 21

CONC. 8

Former Lancaster Twp

Michel Cholette

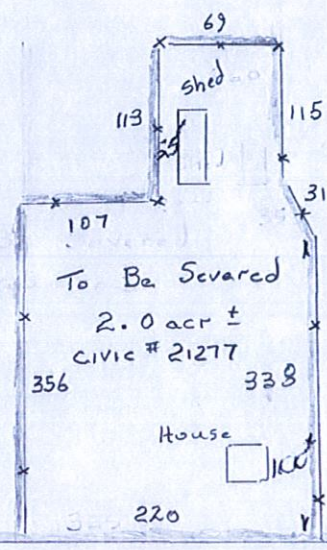
Barn

LOT

4700

Stuffs,
Bayer
& Monette
Prichard

Hydro Tower Line



To Be Severed

2.0 ac. ±
CIVIC # 21277

House

ROAD ALLOWANCE BETWEEN CONC 7 & 8
CONC. 8 Road

CONC. 7

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Consent Application B-82-19

PREPARED BY: Joanne Haley, GM Community Services

RE: B-82-19
Part Lot 31, Concession 6
Former Township of Lancaster
Newbrabant Farms Ltd.

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

Subject:

The subject property is located on part of lot 31, Concession 6, on the west side of First Line Road. The purpose of this application is to sever approximately 2 acres of developed land that is surplus to the farming operation and to retain approximately 97 acres of agricultural land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation.

Section 8.14.13.II.1.2 indicates that, “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation.” This proposed consent conforms to the Official Plan.

Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.”

Zoning By-law:

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

Proposed Recommendation:

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

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



Retained ~ 97.0 acres



Severed ~ 2.18 acres

Application Number: B-82-19

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 7, 2019

SUBJECT: Notice of Consent Decision

PREPARED BY: Joanne Haley, GM Community Services

RE: Notice of Consent Decisions

Please find attached one "Notice of Decision" letter from the United Counties of Stormont, Dundas, and Glengarry. The recommendations and conditions requested have been included in the decisions as requested.



**DEPARTMENT OF TRANSPORTATION
AND PLANNING SERVICES**

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

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



NOTICE OF DECISION

APPLICATION NO. B-64-19

NAME: Keith Wells, Robert Andre & Lisa Lefebvre

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

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

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

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

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

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

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

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

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: October 9, 2019

Date of giving of this notice is: September 19, 2019

Katie Coristine
Administrative Assistant-Planning
Email: kcoristine@sdgcounties.ca



UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY *DECISION*

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Thursday, September 19, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-64-19

OWNER: Keith Wells, Robert Andre & Linda Lefebvre

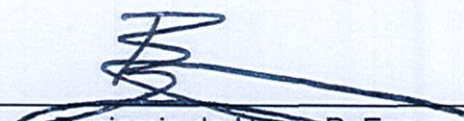
MUNICIPALITY: South Glengarry

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

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

1. That the Applicant pays the review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. That an agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:


 Benjamin de Haan, P. Eng
 Approval Authority

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


 Katie Coristine, Administrative Assistant

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

September 19, 2020

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: OCTOBER 09, 2019

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** October 7, 2019**SUBJECT:** Consent Summary 2019**PREPARED BY:** Joanne Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2015**

Application #	Recommendation	Decision
B-121-15	Recommended	

CONSENT APPLICATIONS SUMMARY- 2019

# of Applications	Application #	Recommendation	Decision
1	B-14-19	Recommended	Approved
2	B-23-19	Recommended	Approved
3	B-28-19	Recommended	Approved
4	B-29-19	Recommended	Approved
5	B-37-19	Recommended	Approved
6	B-48-19	Recommended	Approved
7	B-53-19	Recommended	
8	B-64-19	Recommended	
9	B-78-19	Recommended	
10	B-79-19	Recommended	

11	B- 82-19	Recommended	
12	B-83-19		



September, 2019

County Strategic Priorities:

- Preserve & enhance historical, cultural, tourism & recreational features to maintain quality of life
- Plan for economic development
- Inventory of infrastructure
- Greater local government coordination in delivery of services

Upcoming Events:

Council Meeting -
October 21, 2019

Warden's Banquet
November 8, 2019

United Counties of SDG
26 Pitt Street
Cornwall, ON K6J 3P2
P: 613.932.1515
F: 613.936.2913
W: www.sdgcounties.ca

Disclaimer

This newsletter is provided for information only and is not considered an official Council document. For complete motions and reports please contact the County Clerk.

Helen Thomson
County Clerk
613-932-1515 x 203
hthomson@SDGcounties.ca



Council News

United Counties of Stormont, Dundas and Glengarry Upper Canada School Board Presentation

John McAllister, Chair; John Danaher, Trustee, Ward 9; and Stephen Sliva, Director of Education, Upper Canada School Board provided Council with Board objectives and initiatives, which included open communication and working together with municipal partners.

By-laws

By-law No. 5207 - to establish public notice

By-law No. 5208 - to amend existing five-year winter maintenance agreement with the Township of North Dundas

By-law No. 5209 - to approve funding agreement between the Continuous Improvement Fund and the County

By-law No. 5210 - to authorize amending agreement to the Road Use and Right of Way Agreement-Nation Rise Wind Farm Limited

By-law No. 5211 - to adopt, confirm and ratify matters dealt with by resolution

Budget Reallocation

Council authorized reallocation of unused funds from equipment replacement and garage capital works accounts to purchase new pressure washer systems at the patrol garages.

Tenders

Design of South Branch Bridge RFP - WSP - \$68,605..

Martintown Bridge Repair—Willis Kerr Contracting Ltd. \$106,164.

Alexandria EA RFP— BT Engineering—\$152,295. and provisional Origin/Destination Traffic Survey - \$14,000.

Submission on Joint and Several Liability

Council endorsed information provided by CAO Simpson on joint and several liability, and authorized submission to the Attorney General as part of the consultation process.

Setbacks Approved

Council authorized a setback of 9.14m from the centerline on County Road 18 in Williamsburg; and, a setback of 2.95m from the property line on County Road 2 in Glen Walter.

Key Information

CAO Simpson provided information on various meetings held during the recent AMO conference.

Clerk Thomson provided information on the election of Warden for 2020 and Frank Prevost expressed interest in the position, with formal election to be held in October.

Council received information and agreed to provide a letter of support for a proposed Cornwall Compassion Centre Maternity Home.

Information was also provided on the new shoulder spreader; transportation and planning budget, PPS changes, and new Library MakerLab in Finch.

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Heads UP



Alert

keeping members informed

Ministry of Transportation Proposes Permanent Exemption for Use of Handheld Devices and Display Screens

SEPTEMBER 23, 2019 - The Ministry of Transportation (MTO) has proposed a regulatory amendment that would exempt municipal employees from the ban on the use of handheld devices and display screens. OGRA has long argued for such an exemption.

In December 2017, the Minister of Transportation extended Ontario Regulation 366/09 (Display Screens and Hand-Held Devices) under the *Highway Traffic Act* (HTA) for a three-year period until January 1st, 2021. The proposed regulation will make this exemption permanent.

This regulation allows a driver to push and hold the button on a hand-held two-way radio device when driving. The driver may push a button to talk and release it to listen, repeating as often as necessary to conduct a conversation. If the hand-held device is a microphone, it must be secured in, or mounted to the vehicle and within easy reach of the driver. Two-way radio hand-held devices that are clipped to the driver's belt or attached to his/her clothing are also exempt.

OGRA fully endorses this proposal since it balances the safety of road users with the requirements of effective law enforcement. It also recognizes the important work that public works officials perform to maintain the services and infrastructure Ontarians rely on.

A summary of this proposals has been posted to Ontario's Regulatory Registry [Display Screens and Hand-Held Devices - Exemption Review](#) (Posting #2019-MTO028) and can be viewed in English or French.

OGRA encourages all municipalities to make their voices heard on this issue.

Join the conversation about this *Heads Up Alert* at [the OGRA Interchange](#)

The mandate of the Ontario Good Roads Association is to represent the transportation and public works interests of municipalities through advocacy, consultation, training and the delivery of identified services.



Ontario Good Roads Association

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



19-4232

September 24, 2019

RE: Building Code Services Transformation

Dear Head of Council,

I am writing today to announce that my ministry is launching a consultation on potential changes to the delivery of building code services. On September 24, 2019, I released a discussion paper: *Transforming and Modernizing the Delivery of Ontario's Building Code Services*.

Our government has heard from stakeholders about the need for better, modern, and timely services to support the building sector's ability to understand and apply building code requirements. To do this, the ministry is proposing to establish a new administrative authority to deliver a suite of enhanced and new user-driven services. Modernized service delivery will ensure that the sector has the supports it needs to continue growing Ontario's economy, while protecting public health and safety.

Your feedback is important and will help inform enhancements to current building code services and the development of new services, which would:

- strengthen public safety
- streamline customer service and approval processes
- deliver sector-driven services
- provide timely and modern tools and products
- promote consistency across the province
- enhance integrity in the system.

.../2

-2-

We will also be hosting regional information sessions that will include an informational session for the sector earlier in the afternoon (1:00 - 3:00 p.m.) and a public open house in the evening (5:30 - 7:00 p.m.). Sessions will be held on the following dates:

1. City of Belleville: Friday, October 4, 2019
Belleville Lions Club, 119 Station St., Belleville
2. City of North Bay: Monday, October 7, 2019
North Bay Memorial Gardens, 100 Chippewa St. W., North Bay
3. Municipality of Chatham-Kent: Wednesday, October 9, 2019
Chatham-Kent Cultural Centre, 75 William Street, Chatham-Kent
4. City of Vaughan: Wednesday, October 16, 2019
Vellore Hall, 9541 Weston Road, Woodbridge

For more information about this consultation and for additional ways to participate, please visit www.ontario.ca/buildingtransformation where you will find:

- A link to the discussion paper
- Information about how to provide feedback
- A short optional survey

The consultation will close on November 25, 2019.

I look forward to your feedback on the transformation of building code service delivery. Please note that Chief Building Officials will also receive notification of this transformation initiative and associated opportunities for engagement.

If you have any questions about the consultation, please contact ministry staff at buildingtransformation@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Municipal Clerks



Ministry of Natural Resources and Forestry
Natural Resources Conservation Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 8M5

Ministère des Richesses naturelles et de la Foresterie
Direction des politiques de conservation des richesses naturelles
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 8M5

Subject: Proposed changes to the Aggregate Resources Act

Dear Head of Council and Clerk,

The Ministry of Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

We want to advise you that the Ministry of Natural Resources and Forestry is proceeding with changes to the way aggregates are managed in Ontario and would like to invite municipal input on the changes we are proposing.

We have released an aggregate proposal that aims to cut red tape, create jobs, and promote economic growth within Ontario's aggregate industry — an industry that generates \$1.6 billion in production revenue annually and supports more than 28,000 jobs in aggregate-related sectors.

The proposal draws on feedback from industry, municipalities, Indigenous communities and other stakeholders. It will create opportunities for growth while maintaining a steadfast commitment to protecting the environment and addressing impacts to communities.

A summary of the proposed legislative changes, and instructions for providing feedback, can be found on the Environmental Registry (ERO# 019-0556) at the following link:

<https://ero.ontario.ca/notice/019-0556>

My ministry is also considering some regulatory changes and would appreciate any initial feedback you have on these topics. As a next step, we expect to consult further on specific details related to regulatory proposals at a later date. I look forward to your input on these proposals and potential future changes.

If you have any questions about the proposed changes, please contact Andrew MacDonald, Resource Development Section, at 705-755-1222 or aggregates@ontario.ca.

Kind regards,

Original signed by Ala Boyd

Ala Boyd
A/Director, Natural Resources Conservation Policy Branch
Policy Division, Ministry of Natural Resources and Forestry
300 Water Street, 2 South
Peterborough, ON K9J 3C7
Telephone: 705-755-1241
Facsimilie: 705-755-1971
ala.boyd@ontario.ca



www.springwater.ca
2231 Nursery Road
Minesing, Ontario
L9X 1A8 Canada

September 26, 2019

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto ON, M7A 2S9

Re: Joint and Several Liability Consultation

Please be advised that in response to your letter dated July 12, 2019, the Township of Springwater provides the following comments in regards to Joint and Several Liability.

1. Please describe the nature of the problem as you see it?

In response to the Province's request for consultation, the Township has a significant issue with Joint and Several Liability (JSL) and the impact it has on the municipality.

a. No Requirement of Proof

JSL is a tool that is used by the legal industry without any discretion to the point that this municipality feels that its use is negligent and in fact unethical. Most law suits that municipalities see are frivolous and vexations as lawyers cast their nets wide and attempt to use shotgun justice for their clients that are more than often the sole cause of a claim. A statement of claim does not require any proof that there is fault. A plaintiff only has to state who they think is involved and a significant amount of court time is spent determining who should be a party to the legal claim.

b. No Consequence for Being Wrongly Identified in a Statement of Claim

To add to this, there is no consequence that lawyers and their clients face for submitting a claim against a municipality when it is clear that a municipality is not involved. Municipalities incur significant administrative costs in managing these claims and the municipalities and their insurers pay significant costs to go through a lengthy process to prove that a claim was made in error (intentionally) only to find that a judge sees no reason to compensate a municipality for cost for incorrectly being named in a lawsuit by a plaintiff. Municipalities are seen as having deep pockets by the legal industry as well as the judicial system that makes decisions on these claims. Proof of innocence is often furnished to the plaintiff and lawyer by a municipality immediately upon notification of a pending legal action of statement of claim. This information is ignored by the plaintiff's lawyer. A plaintiff and their lawyer should have to reimburse a municipality for

all administrative and legal costs when the municipality is cleared of liability. Judges rarely compensate municipalities for being wrongly named in a legal action.

A recent example from 2019 occurred when a statement of claim was made against the Township of Springwater for an accident on a County Road (not the jurisdiction of Springwater). After legal and administrative costs totaling more than \$5,000, Springwater was dismissed from the claim. Unfortunately no costs were assigned to the plaintiff for wrongly naming Springwater in the statement of claim. The current system is broken and Springwater tax payers are left paying the bill.

2. What are the problems that you need addressed to benefit your community?

a. Ethical Standard of Due Diligence Required Before Submitting a Legal Action

Lawyer's representing plaintiff's should be required to submit documentation that provides significant research into why a claim is being made and a municipality is being named in a law suit. The claim should clearly prove authority and responsibility. The current practice of naming every party under the sun in a legal claim is negligent and unethical.

b. Frivolous and Vexatious Suits are Costing Taxpayers

The Township of Springwater is seeing a significant waste of administrative time and cost in managing legal claims against the municipality that are predominantly frivolous and vexatious due to JSL. Over the last seven years, the municipality has had 55 claims made against the municipality. These claims range from trips/falls resulting in broken eyeglasses to cases that unfortunately involve loss of life. The Township has no problem dealing with claims that the municipality is responsible for; however the Township does have a problem dealing with claims it does not have any responsibility for. Of the 55 claims against the municipality, 42 of these claims are frivolous and vexatious. Claims that the municipality has no responsibility for. Over the past 7 years, Springwater has paid more than \$100,000 on these frivolous and vexatious claims as they work themselves through the legal process. Many of these files are still open. This does not include additional costs paid by Springwater's insurance company that are beyond the municipality's deductible.

c. Negligent Legal Actions (Beyond Frivolous and Vexatious)

The Township of Springwater is currently named in 4 legal actions and an additional legal action (recently abandoned) for claims that occurred in another municipality (no where near Springwater). The Township is currently named in 3 claims that occurred in the Township of Clearview west of Stayner and one claim in the Township of Brock that have nothing to do with the Township. Springwater was named in a claim that occurred

in Wasaga Beach that was abandoned recently. All of these claims cost the Springwater taxpayer in administrative and legal costs as they work their way through the process.

d. Triage System for Claims

Before a claim makes it to a court date, the file should be triaged. It is at this stage that negligent of frivolous and vexatious claims will be filtered or thrown out. This process will trigger the reimbursement of costs to municipalities by unethical law firms.

e. Law Society of Ontario Charges

Lawyers that use JSL in an unethical way should be charged by the Law Society of Ontario. If a lawyer names a municipality in a legal action that should not be named, these lawyers should be suspended and potentially lose their license to practice law. There is a significant commonality when comparing frivolous and vexatious claims and the law firms/lawyers that submit them. The current code of ethics of the Law Society of Ontario should be updated by the Province to reprimand lawyers and law firms that negligently use JSL. The Province of Ontario should be involved in creating a new Code of Ethics for Ontario's legal industry.

3. Is it increased premiums? Rising deductibles?

A recent survey by CAO's in Simcoe County shows that insurance premiums are going up between 10% at the lowest to 59% being the highest in 2019. The Township of Springwater experienced a 10.8% increase in its 2019 insurance renewal. The area that typically sees an annual increase is related to the Municipal General Liability and Excess Liability lines of the business. The municipality was advised by its insurance broker that "over the past several years, insurance companies' appetite for Municipal Insurance has remained fairly stable. Insurance rates across all lines have seen only modest increases intended to simply keep pace with inflation and the rising cost of claims. Larger rate increases have been reserved for those accounts experiencing adverse claims development; either in frequency or severity (or both). However, starting in June 2018, the insurance market as a whole has shown clear signs of "hardening". Insurance companies for all sectors are putting stricter rules in place regarding the amount and breadth of coverage they will provide, and to which clients. Since the overall insurance supply is being reduced, the demand for insurer capacity is increasing, and as such, prices are elevating."

The table below provides at a high level (includes all lines of coverage) the Township's annual insurance premiums over the past five years.

2015	2016	2017	2018	2019
\$234,942	\$247,262	\$254,388	\$274,936	\$304,688

The Township continues to consult with its insurance broker in an effort to ensure that Springwater's constituents are receiving the best value for their tax dollar; however, the rising costs of insurance are not sustainable over the long run. Staff and its insurance broker have looked at increasing our deductibles in an effort to reduce the overall premium; however this has led to minimal reductions in the overall annual premium to the Township.

4. Being unfairly named in lawsuits?

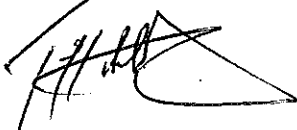
As detailed above, Springwater continues to be unfairly named in legal actions. Issues here range from a complete absence of research by legal firms on causality to the municipality being named in legal action in completely separate jurisdictions (other municipalities).

5. Feeling you cannot offer certain services because of liability risks?

More recently, with the advice of the Township's insurance broker, the Township has changed the way in which it delivers some of its recreational programs/services, especially as it relates to children's programs/activities. For example, the Township in partnership with its Community Recreation Associations will host a number of community based events throughout the year, which includes children's activities. In order to allow inflatable Bouncy castles at community events, the Township now requires the service provider to indemnify the Township and to also provide staff to monitor the safety of participants while in the inflatable Bouncy castle. Some vendors are reluctant to take on this risk.

Thank you for allowing the Township to participate in this consultation. We are open to further dialogue should you feel it necessary.

Yours truly,



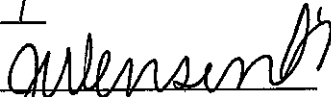
Jeff Schmidt, CPA, CGA, B.A.S.
Chief Administrative Officer

Cc: Ontario Municipalities

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # 7

DATE: September 23, 2019

MOVED BY: 

SECONDED BY: 

WHEREAS, the Pupil Accommodation Review Guideline (PARG) in 2016 ignored important considerations.

And WHEREAS, Glengarry District High School and Maxville Public School in the Township of North Glengarry were reviewed for possible closure in 2016.

And WHEREAS, the Government of Ontario is currently working on new PARG guidelines.

Be it resolved that the Education Subcommittee of the Community Development Committee of the Township of North Glengarry proposes the following changes to the Pupil Accommodation Review Guideline:

1. That the economic impact of a school closure on a municipality be considered before a school is closed.
2. That there be proven value to the student when considering a school closure, including greater access to amenities, services, and learning opportunities (i.e., after school work, coop programs etc.)
3. That multiple options be allowed to be considered during the Pupil Accommodation Review Process.
4. That students being removed from their community be the absolute last resort, with all efforts being exhausted for school boards to share amenities and space before a child is transported out of their community.

Carried

Defeated

Deferred


MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 9 Item a



Kiran Saini
Deputy Town Clerk
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

ksaini@newmarket.ca
tel.: 905-953-5300, Ext. 2203
fax: 905-953-5100

September 17, 2019

Sent via email to: All Ontario Municipalities

Attn: Municipal Clerk

RE: More Homes, More Choice Act, 2019 - Bill 108 Proposed Regulations

I am writing to advise that Council, at its meeting held on September 9, 2019, adopted the following recommendations:

1. That the report entitled Bill 108 Proposed Regulations, dated August 26, 2019 be received; and,
2. That following the September 9, 2019 Council meeting, the final version of the report entitled Bill 108 Proposed Regulations, dated August 26, 2019 be formally submitted to the province; and,
3. That it be requested by the Town that the province release final drafts of the regulations associated with Bill 108 with a consultation period of no less than 3 months; and,
4. That a copy of this Motion be sent to all Ontario Municipalities requesting their support; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Yours sincerely,

Kiran Saini
Deputy Town Clerk

KS:aw

September 12, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Re: Resolution Regarding Provincial Funding Cuts to Legal Aid Ontario

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on September 9, 2019 endorsed the following resolution;

"Whereas, the Chatham-Kent Legal Clinic (the "Clinic") has delivered legal services in Chatham-Kent (the "Municipality") for over 38 years to area residents who cannot afford legal assistance because of financial hardship – including those who are disabled, on social assistance, pensioners, the unemployed, or those with low income;
And Whereas, the Clinic's services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;

And Whereas, like other community legal clinics across the province, the Clinic carries out this invaluable work through funding provided by Legal Aid Ontario ("LAO");

And Whereas, the provincial government's 2019 Budget has cut funding to Legal Aid Ontario by \$133 Million – which is a 35% reduction in provincial funding – retroactive to April 1, 2019, with cuts rising to \$164 Million (45%) by 2021-22;

And Whereas, these significant cuts will result in a reduction of critical legal clinic services to low income residents in our community resulting in adverse social and economic consequences for the Municipality served by the Clinic – from

- increased reliance on municipal services including increased homelessness resulting from avoidable evictions,
- increased poverty resulting from lack of income supports and employment supports and

- increased reliance on social assistance administration resulting from people being denied appropriate supports

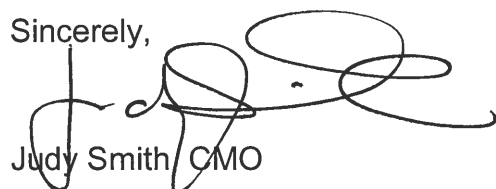
And Whereas, the Council of the Municipality believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, realize their full potential by living healthy and safe lives.

Be it therefore resolved that, the Council of the Municipality of Chatham-Kent forward a letter to local MPPs, the Attorney General and the Premier of Ontario (and all municipalities in Ontario)

- expressing its strong support for Legal Aid Ontario and its funding of Ontario's community legal clinics, and specifically the Chatham-Kent Legal Clinic, which provides legal services to low income and vulnerable Ontarians;
- expressing its strong opposition to the funding cuts imposed on Legal Aid Ontario by the provincial government;
- calling upon the Premier and the Attorney General to make a commitment to access to justice and to respect the commitment of their government to not decrease front line services; and
- urging the province to restore full funding to these critical services to ensure that all the residents of Chatham-Kent have access to a fair and equitable justice system, regardless of their incomes."

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C
The Honourable Doug Ford, Premier of Ontario
All Municipalities in Ontario



Hastings Highlands

Beautiful By Nature

Mayor Vic A. Bodnar
Mayor

Suzanne Huschilt
Municipal Clerk

The Municipality of Hastings Highlands
P.O. Box 130, 33011 Hwy 62, Maynooth, ON K0L 2S0
613 338-2811 Phone
1-877-338-2818 Toll Free

September 12, 2019

Hon. Christine Elliott
Minister of Health
Ministry of Health and Long-Term Care
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
christine.elliott@pc.ola.org

Dear Minister Elliott,

Re: Mandatory Septic System Reports

Please be advised that at its Regular Meeting of Council held on September 4, 2019 the Council of the Municipality of Hastings Highlands passed the following resolution:

Resolution 559-2019

WHEREAS the Federation of Ontario Cottagers' Associations has released their latest report "Septic Re-inspection Programs in Ontario: A Guide for Lake Associations;"

AND WHEREAS this municipality has serious concerns over current available septic re-inspection information;

AND WHEREAS numerous companies already perform a septic pumping service and could easily perform an additional service by simply filling out a three part one page report with one copy going to the homeowner, one to the municipality, and one for their own records. This would develop an ongoing database from which septic re-inspection programs could be generated. This report could include requirements such as a visual inspection by the operator on type of system, time, date, location, and noticeable system problems;

NOW THEREFORE BE IT RESOLVED that this council endorse such a mandatory reporting system and that letters be sent requesting support for this initiative to the following people; Anne Egan, President of the Ontario Onsite Wastewater Association, John FitzGibbon, Professor, University of Guelph, Liz Huff, Director Rural Ontario Municipal Associations, Terry Rees, Executive Director Federation of Ontario Cottagers' Associations, Rick Phillips, Warden, Hastings County Council and Christine Elliott, Minister, Ontario Ministry of Health, our Local MP and MPP and all Ontario Municipalities.

CARRIED AS AMENDED

Sincerely,



Vic A. Bodnar
Mayor

cc: Anne Egan, Association President, Ontario Onsite Wastewater Association anne.egan@rjburnside.com
John FitzGibbon, Professor, University of Guelph jfitzgib@uoguelph.ca
ROMA roma@roma.on.ca
Terry Rees, Executive Director, FOCA info@foca.on.ca
Rick Phillips, Warden, Hastings County PhillipsRick@hastingscounty.com
Mike Bossio, MP, Hastings-Lennox and Addington Mike.Bossio@parl.gc.ca
Daryl Kramp, MPP, Hastings-Lennox and Addington daryl.kramp@pc.ola.org
All Ontario Municipalities

From: [Karen Martin](#)
Subject: Township of Zorra Resolution of Council re: UTRCA
Date: September-11-19 3:40:46 PM
Attachments: [image003.png](#)

Good afternoon,

Please be advised the Township of Zorra Council passed the following resolution at the September 4, 2019 Council Meeting:

“WHEREAS the Township of Zorra is an environmentally conscious community;

AND WHEREAS the Township of Zorra is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA;

AND WHEREAS the board of directors determines the policies, priorities and budget of the UTRCA;

AND WHEREAS the UTRCA provides the Township of Zorra with expert advice on the environmental impact of land use planning proposals and that the Township of Zorra does not have staff with comparable expertise or experience;

AND WHEREAS the UTRCA provides programs to the residents of Zorra and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures;

Therefore, be it resolved, that the Township of Zorra supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time.

And that, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future;

And that this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.”

Thanks,



Karen Martin
Director of Corporate Services
274620 27th Line, PO Box 306
Ingersoll, ON N5C 3K5
P: 519-485-2490 x 7228 | 1-888-699-3868
F: 519-485-2490
kmartin@zorra.ca | www.zorra.ca

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Think about our environment. Print only if necessary. 



Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council/Committee Agenda process.



COUNCIL RESOLUTION

September 17, 2019

Resolution re: Reducing Litter & Waste in Our Communities

Resolution No. 520-19

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille


THAT That the Corporation of the Municipality of Mississippi Mills endorse and supports the resolution of the Municipality of Bluewater calling upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers;

AND FURTHER THAT the Province of Ontario review current producer requirements and look for extended producer responsibility for all packaging;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of the Environment, Conservation, and Parks; the Minister of Municipal Affairs; the Association of Municipalities of Ontario; the County of Huron, and all municipalities in the Province of Ontario.

CARRIED

I, Jeanne Harfield, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.


Jeanne Harfield
Deputy Clerk



UNFINISHED BUSINESS REPORT
Presented to Council October 7, 2019

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Fall 2019	Ongoing	-Scheduling meetings with adjacent property owners in October.
2.	Fire Protection Ponds	MAY 2016	Fall 2019	Ongoing	-Meeting set up to discuss fire supply on Midway Road on October 11 th . -Will follow up with PacTiv on progress with the Richmond Rd. pond.
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2019	Ongoing	-City is to provide cost estimates for our review by the end of September. -Meeting set up with City in October.
4.	Private Roads (development of document)	FEB 2017	Fall 2019	Ongoing	-Will post request for policies from other municipalities on the OGRA Interchange (website).
5.	Williamstown Garage & Fire Hall	MAY 2018	OCT 2019	On Hold	-Design completed. -Township has submitted a letter to the Airport Commission to advise of the plans to build the Public Works facility and to request permission to construct the facility on this property and to also consider a severance of the north end of the property. -An appraisal to determine the value of the land has been requested.
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2019	Ongoing	-Cornwall Electric to contact us this Fall.
7.	Andrea Ave. Traffic Concerns	APR 2019	September 2019	Ongoing	-Will arrange a meeting with the owners of Tim Horton's to review changes to parking as approved by Council.

8.	Review of Procurement By-law	JULY 2019	FALL 2019	Ongoing	-No update
9.	Peanut Line Bridge	AUG 2019	TBD	Ongoing	-Ongoing evaluation by Township. -Engineer to provide report in October.
10.	Smithfield Park Building	SEPT 2019	TBD	Ongoing	-Will review design and tender process and retender by the end of 2019.
COMMUNITY SERVICES					
11.	Hamlet Signage Policy	JUNE 2019	TBD	Ongoing	-No update
CORPORATE SERVICES					
12.	Review of Water Rates	APR 2019	FALL 2019	Ongoing	-Reviewing potential cost (ie. under \$50,000 choose EVB as they know our water system)
13.	Water Service Delivery Review	AUG 2019	FALL 2019	Ongoing	-High level response from engineering firm has been received.
14.	Water Bill Design	AUG 2019	FALL 2019	Ongoing	-No progress to report
15.	Cornwall Golf & Country Club Request	AUG 2019	FALL 2019	On Hold	-Minimum unit charge pending water rate review (on hold) -Additional requests to offset costs, review partnership opportunities incoming but unknown to date.
16.	Strategic Plan	JUNE 2019	FALL 2019	Ongoing	-No progress to report
FIRE SERVICES					
17.	Lancaster Fire Hall Generator Purchase	DEC 2018	AUG 2019	Ongoing	-Unit has arrived, contractor connections in October.
18.	Farm 911/Emily Project	JUNE 2019	Fall 2019	Ongoing	-Report going to County Council on October 21 st .

