

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

**Monday, December 20, 2021, 7:00 PM
Electronic Meeting**

Pages

1. CALL TO ORDER	
2. O CANADA	
3. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
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8. CLOSED SESSION

BE IT RESOLVED THAT Council convene to Closed Session to discussed the following items under Section 239 (2) of the Municipal Act S.O. 2001:

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

(b) personal matters about an identifiable individual;

Specifically: performance appraisal;

(f) advice that is subject to solicitor-client privilege

Specifically: legal advice

(h) information supplied in confidence by another level of government;

Specifically: confidential information supplied by province

9. CONFIRMING BY-LAW

9.a. Confirming By-law 106-2021

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10. ADJOURNMENT

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**December 6, 2021, 7:00 p.m.
Electronic Meeting**

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

**STAFF
PRESENT:** CAO Tim Mills, Director of Corporate Services/Clerk Kelli Campeau, GM Finance/Treasurer Lachlan McDonald, GM Planning, Building & Enforcement Joanne Haley, GM Infrastructure Sarah McDonald, Fire Chief Dave Robertson, Director of Parks, Recreation & Culture Sherry-Lynn Servage, Director of Water & Waste Water Dillen Seguin, Roads Manager Chris LeBlanc, Deputy Clerk Crystal LeBrun and Executive Assistant Michelle O'Shaughnessy

1. CALL TO ORDER

Resolution No. 400-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the December 6, 2021 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. 401-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

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

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

5. APPROVAL OF MINUTES

5.1 Previous Meeting Minutes - November 15, 2021

Resolution No. 402-2021

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Minutes of the November 15, 2021 Regular Council Meeting, including the Closed Session Minutes, be approved as circulated.

CARRIED

5.2 Public Meeting Minutes - November 15, 2021

Resolution No. 403-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the November 15, 2021 Public Meeting of the Township of South Glengarry be approved as circulated.

CARRIED

5.3 Special Meeting Minutes - November 19, 2021

Resolution No. 404-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the November 19, 2021 Special Council Meeting, including the Closed Session Minutes, be approved as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 SDG Historic Tour - Todd Lihou

Mr. Lihou provided an overview of the SDG Historic Tour project, requesting assistance to connect with historical groups and feedback from Council regarding South Glengarry landmarks to include.

7. NEW BUSINESS

7.1 Staff Reports

7.1.a RFP 23-2021 – Glen Walter Play Structure (S. Servage)

Resolution No. 405-2021

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 163-2021 be received and that RFP 23-2021 for the Glen Walter Regional Park Play Structure be awarded to Playground Planners as per their submission of \$179,930.90 plus HST and furthermore that the Deputy Mayor and Clerk be authorized to sign all applicable documents.

CARRIED

7.1.b Fowler Zoning Amendment & Addition of a Definition (J. Haley)

Resolution No. 406-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 164-2021 be received and that By-law 99-2021, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-Law for the Township of South Glengarry for the property legally described as Lot 16 and Part of Lot 17, Concession 7, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, PIN # 671170230 to rezone the subject property from Rural (RU) and Provincially Significant Wetland (PSW) to Rural - Exception Sixteen (RU-16) and Provincially Significant Wetland (PSW) to permit a meditation centre to be located on the subject property and to add a definition for a meditation centre be read a first, second and third time, passed, signed and sealed in open Council this 6th day of December, 2021. The Council of the Township of South Glengarry confirms that all comments received from the public were carefully and respectfully considered however they had no effect on the decision to approve this zoning amendment.

CARRIED

7.1.c Emergency Management By-law (J. Haley)

Resolution No. 407-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 165-2021 be received and that By-law 100-2021, being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 6th day of December, 2021.

CARRIED

7.2 Other Business

Resolution No. 408-2021

Moved by Councillor Jaworski
Seconded by Councillor McDonell

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

CARRIED

7.3 Committee Reports

7.3.a Committee of Adjustment Minutes - November 15, 2021

7.3.b SDG County Council Draft Minutes - November 15, 2021

7.4 For Information Only

7.4.a Consent Application B-161-21

- 7.4.b Notices of Consent Decisions
- 7.4.c 2021 Consent Summary
- 7.4.d Resolution - Conversion Therapy (City of Kitchener)
- 7.4.e Resolution - Fire Safety Measures (City of Kitchener)
- 7.4.f Resolution - Liquor Licence Sales and Patio Extensions (City of Kitchener)
- 7.4.g Resolution - National Childcare Program (St. Catharines)
- 7.4.h Resolution - Property Assessments (Mattice-Val Cote)
- 7.4.i Resolution - COVID-19 Testing Requirement (Town of LaSalle)

8. CLOSED SESSION

Resolution No. 409-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Council convene to Closed Session at 7:38 pm to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;

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

(b) personal matters about an identifiable individual

Specifically: Verbal Update – Identifiable Individual

(f) advice that is subject to solicitor-client privilege

Specifically: Staff Report 166-2021

(k) a position, plan, procedure, criteria or instruction to be applied to negotiations

Specifically: instructions for negotiations

CARRIED

Resolution No. 410-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council rise and reconvene into open session at 8:47 pm without reporting.

CARRIED

Resolution No. 411-2021

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council direct Administration to carry out all actions as specified in the Closed Session Minutes.

CARRIED

- 9. CONFIRMING BY-LAW
- 9.1 Confirming By-law 101-2021

Resolution No. 412-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 101-2021, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed signed and sealed in open council this 6th day of December, 2021.

CARRIED

- 10. ADJOURNMENT

Resolution No. 413-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:48 pm.

CARRIED

Deputy Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**December 9, 2021, 4:30 p.m.
Electronic Meeting**

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

STAFF
PRESENT: CAO Tim Mills, Director of Corporate Services/Clerk Kelli Campeau

1. CALL TO ORDER

Resolution No. 414-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the December 9, 2021 Council Meeting of the Township of South Glengarry now be opened at 4:32 pm

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 415-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 Staff Reports

4.1.a Declaration of Vacant Office (K. Campeau)

Resolution No. 416-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

WHEREAS the Council of the Township of South Glengarry has received written resignation of one of its members;

AND WHEREAS pursuant to Section 262 (1) of the *Municipal Act*, Council shall declare the seat vacant;

AND WHEREAS once declared vacant, Council shall select the manner in which it shall fill the vacancy;

AND WHEREAS a report will be presented to Council at the Special Meeting of December 9, 2021 outlining the options on how to fill the vacancy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry now declare the office of Mayor vacant.

CARRIED

4.1.b Options for Filling Council Vacancy (K. Campeau)

Resolution No. 417-2021

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 168-2021 be received and that Council proceed with Option B and appoint a current member of council to the office of Mayor.

CARRIED

Resolution No. 418-2021

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Lyle Warden be appointed to the office of Mayor pursuant to Section 263 (1) (a) of the Municipal Act.

CARRIED

Resolution No. 419-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

WHEREAS the Council of the Township of South Glengarry declared the office of Mayor vacant;

AND WHEREAS the Council filled the vacancy by appointing one of its members pursuant to Section 263 (1) (a) of the Municipal Act;

AND WHEREAS the office of Deputy Mayor is now vacant as a result of the appointment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry now declare the office of Deputy Mayor vacant.

CARRIED

Resolution No. 420-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Council proceed with Option B and appoint a current member of council to the office of Deputy Mayor.

CARRIED

Resolution No. 421-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Stephanie Jaworski be appointed to the office of Deputy Mayor pursuant to Section 263 (1) (a) of the Municipal Act.

CARRIED

Resolution No. 422-2021

Moved by Councillor McDonell
Seconded by Councillor Jaworski

WHEREAS the Council of the Township of South Glengarry declared the office of Deputy Mayor vacant;

AND WHEREAS the Council filled the vacancy by appointing one of its members pursuant to Section 263 (1) (a) of the Municipal Act;

AND WHEREAS the office of Councillor is now vacant as a result of the appointment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry now declare one of its offices of Councillor vacant.

CARRIED

Resolution No. 423-2021

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council proceed with Option C and appoint a person who is not a current member of council to the office of Councillor.

CARRIED

- 5. CONFIRMING BY-LAW
- 5.1 Confirming By-law 102-2021

Resolution No. 424-2021

Moved by Councillor McDonell
Seconded by Councillor Lang

BE RESOLVED THAT By-law 102-2021, being a by-law to adopt, ratify and confirm matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 9th day of December, 2021.

CARRIED

- 6. ADJOURNMENT

Resolution No. 425-2021

Moved by Councillor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 5:15 pm.

CARRIED

Deputy Mayor

Clerk



STAFF REPORT

S.R. No. 169-2021

PREPARED BY: Sherry-Lynn Servage, Director of Parks, Recreation and Culture
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: December 20, 2021
SUBJECT: Char-Lan Recreation Centre – Structural Analysis - EVB

BACKGROUND:

1. The Township is exploring the option of the Green Inclusive Building Funding Program. This program could potentially involve the installation of solar panels on the roof of the Char-Lan Recreation Centre.
2. The arena was constructed in 1976 with the two-story lobby added in 1979. There is no background information available on the original structure details.
3. Analysis of the structure was completed in collaboration with MBA Engineering to determine if the roof structure could support the weight of solar panels.

ANALYSIS:

4. During the analysis, it was determined that overstress was identified at several locations.
5. Significant reinforcement is recommended if the Township were to proceed with a roof mounted solar panel installation.
6. Roofing rehabilitation or replacement is anticipated in the near future.
7. With consideration of all factors including the age of the building, the structural reinforcing required, implications with respect to a new metal roof system, and other limitations, the installation of solar panels is not recommended.

IMPACT ON 2021 BUDGET:

N/A



ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 169-2021 be received and that Council accept the Structural Analysis Report from EVB Engineering and file for information purposes.

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



SOUTH GLENGARRY Charlan Recreation Centre Roof Structural Analysis

Council Information
December 20, 2021



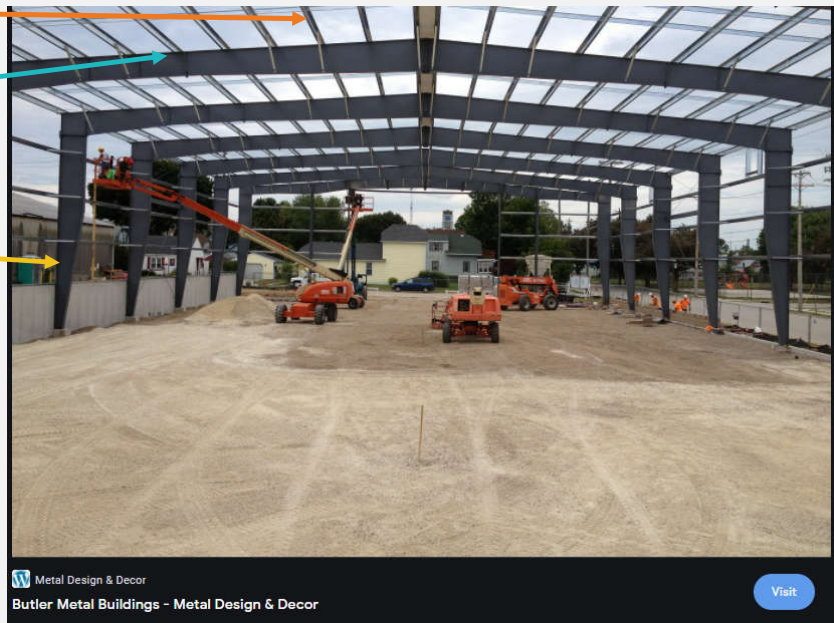
Project Objectives

- Scope
 - Complete a structural analysis to determine the pre-engineered roof structure capacity to support a solar panel array.
- Assumptions
 - Based on load requirements specified under the latest edition of the Ontario Building Code (2012).
 - Solar Panel load is modelled as an estimated distributed load of 2.5 pounds per square foot (0.12 kPa).
 - Importance Factor $I_s = 1.0$, Wind Exposure Factor $C_a = 1.0$



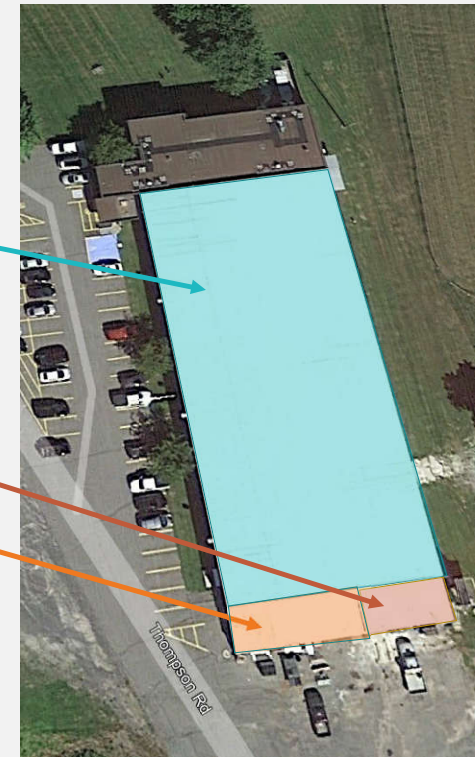
Primary Members

- Roof Purlin
- Main Frame Rafter
- Main Frame Column



Roof Areas of Investigation

- Main Rink
- Ice Plant
- Workshop

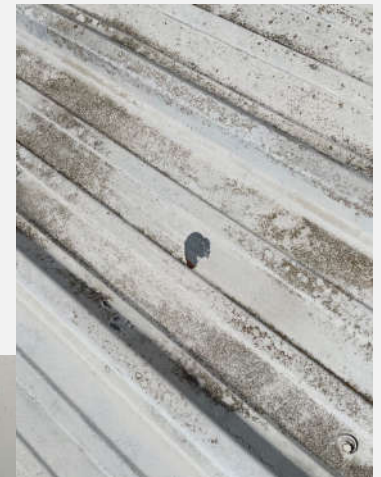


Main Rink

- 12 main frames
- Spaced at +/- 20 feet on centre spanning east-west

Observations

- Condensation issues above rink area
- Minor to moderate corrosion on frames and purlins
- Metal roofing in poor condition – spray applied membrane failing



Workshop

- Four main frames
- Spaced at +/- 20 ft on centre spanning north-south

Observations

- Severe corrosion visible at the base of some of the columns in this area
- Metal roofing in poor condition – spray applied membrane failing

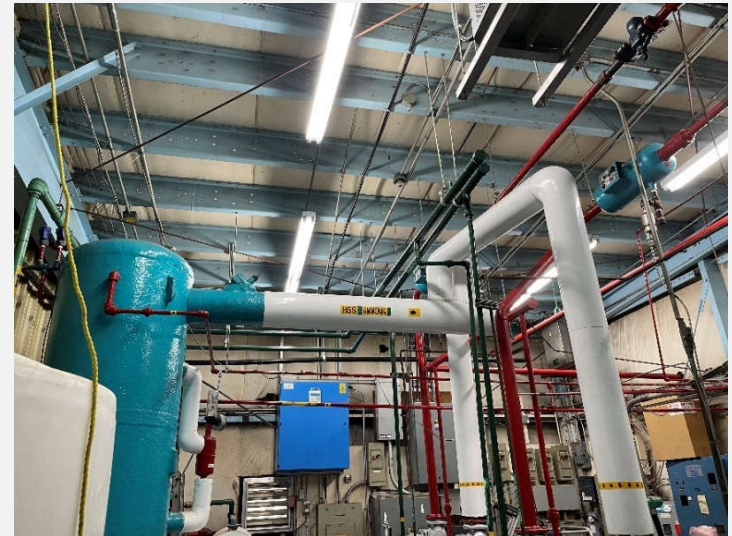


Ice Plant

- Two main frames
- Spaced at +/- 20 feet on centre spanning east-west

Observations

- Minor corrosion on frames and purlins



Structural Analysis

- Performed in collaboration with MBA Engineering
- Main Rink Area
 - Main frames and/or connections on grid 2 through 11 exhibit overstress by approximately 20%
 - Roof purlins overstressed approximately 10%
- Ice Plant Area
 - Main frames are adequate
 - Roof purlins are adequate
- Workshop Area
 - Two centre main frames overstressed up to approximately 20%
 - Roof purlins overstressed up to approximately 20%



Conclusions & Recommendations

- Overstress was identified at several locations
- Significant reinforcing of the main frame will be required if the Township wishes to proceed with a roof mounted solar panel installation
- Based on the recommendations of the recent roofing report (July 2021 by Snetsinger Consultants Ltd.) the existing metal roof over the pre-engineered roof area was identified in poor condition. Rehabilitation or replacement is anticipated in the near future. Any solar panel installation should not proceed without consideration of the load created by the new roof system and not be completed until after the new roof is installed



Conclusions & Recommendations

- It is understood that there are existing condensation issues above the rink area and a new roof system should include additional continuous thermal insulation and vapour barrier to alleviate these issues (in addition to mechanical upgrades
- These upgrades may in itself impart additional dead load onto the structure that is not included with this analysis
- A review of the building foundations has not been included as part of this investigation



Conclusions & Recommendations

- The base of the pre-engineered columns of the workshop/Zamboni area were identified as exhibiting severe corrosion. It is recommended repairs be completed in these areas as soon as possible
- With consideration of all factors including the age of the building, the structural reinforcing required, implications with respect to a new metal roof system, and other limitations, the installation of solar panels atop of the Recreation Centre is not recommended



Questions





STAFF REPORT

S.R. No. 170-2021

PREPARED BY: Lachlan McDonald, GM of Finance

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: 2022 Budget - Approval

BACKGROUND:

1. Council met on November 5th and November 19th to deliberate on the 2022 budget.
2. Administration recommended targeting a 3% tax levy increase and Council agreed in principle, with some discussion to 2.75% for existing properties.
3. The 2022 budget and, in a large part, the 2023 budget focus on roads maintenance and roads capital.
4. The new, non-roads related projects were:

With Offsets from Reserves:

- Industrial Park Plan (\$30,000)
- Fire Support Vehicle (\$60,000)
- Fleet Items (\$44,000)

With Potential Grant Offsets:

- Bocce Courts – Martintown (\$25,000)
- Play Structure – Lancaster (\$60,000)

With No Offsets or Potential Offsets:

- Glen Gordon Tree Project (\$50,000)
- New Garbage and Recycling Contract (\$216,000)
- Traffic Calming (\$50,000)
- Snowflakes (\$20,000)
- Legion Deck (\$45,000)

5. Roads Maintenance – Levels of Service Increases

- Culvert Replacement (\$292,000)
- Granular Shoulders (\$353,000)
- Granular Roads (\$250,000)
- Consultant Fees (\$255,000)
- Bridge Reserves (\$310,000)

6. In addition to the above-mentioned maintenance items, the Township will be repairing and rehabilitating our roads (capital) and will be borrowing money on a 10-year debenture to complete the work over the next two years.

Note: This plan is subject to change based on condition ratings and asset-integrated planning.

7. The project list is currently projected at:

2022 (\$1,954,725)

- Cemetery Road
- Celtic Lane
- Concession 4 Road
- Beaverbrook Road
- Warren Street
- Middle Street
- Bethune Street
- Sabourin Drive
- Anderson Drive
- Clifford Street
- Laura Street
- Marlene Street
- Lancaster (NE)
- Lancaster (NW)
- Green Valley (E)
- Green Valley (W)
- Purcell Road

2023 (\$2,897,081)

- North Branch Road
- Oak Drive
- Rene Street
- Willow Street
- Poirier Avenue
- Huron Street
- Vine Street
- Park Street
- Hickory Street
- Lancaster (SE)
- Lancaster (SW)
- South Lancaster
- Heron Road
- MacGillivray Road

8. One-time offsets of \$651,000 (unspent Gas Tax Funding) and \$600,000 (2020 surplus) will be applied to offset Roads Capital Projects.

9. At the end of our second day of deliberations we stood with capital roads offsets of approximately \$950,000. The intention of this offset reserve was:

- To ensure steady cash flow during the first few years of our debenture
- To eventually build a sustainable amount of funding for our roads program

10. Changes to the budget that occurred post deliberation as additional information was provided:

- \$12,000 – Increase Hazardous Waste to reflect recent trend
- \$25,000 – Return to 5-person Council (budgeted as 4 person)
- + \$10,000 – Increase Miscellaneous Roads Revenue

11. The Township was also successful in receiving an Asset Management Plan grant through the Federation of Canadian Municipalities (FCM) to update our water infrastructure information.
12. The Township received notice in December that our Ontario Community Infrastructure Funding (OCIF) annual grant had been increased from \$333,052 to \$709,071. An increase of \$376,019.
13. With the additional changes to the budget and the increase in OCIF, we will be able to increase our capital roads offset reserve to \$1,266,137.

ANALYSIS:

14. The Municipal Property Assessment Corporation (MPAC) prepared their Year End Tax File (YETF) following our second meeting and based on the assessment values provided:

- Taxation on existing properties (assessment growth) would represent 1.59% of the net levy requirement increase
- Taxation on new properties (new assessment) would account for the other 1.41% of net levy requirement increase.

'22 Levy (Post Deliberation)		Taxation Requirement	
\$ 9,574,193		↑ 3.00%	\$278,568

Assessment		Res. Tax Rate	Tax Rate Change
Existing	New *		
\$147,933	\$130,635	0.486654%	+ 1.59%
1.59%	1.41%		

15. This outcome is much better than the 2.75% increase on existing properties that was discussed during the budget meetings.
16. With \$1,266,137 in the capital roads offset reserve, it provides the Township with some financial breathing room, may be applied to ease the borrowing burden, and improves cash flow for the budget years 2023-2025.
17. The budget is highly dependent on the road's capital and maintenance plans. Depending on site conditions and availability of labour/materials, the plan may need to be amended. Council will be made aware of material changes to the plan.

18. The approval of the budget in this staff report will be followed by an Interim Taxation By-law (January) and a Final Tax By-law once the Upper Tier and Education Tax Rates are finalized (typically late February to mid-April).

IMPACT ON 2021 BUDGET:

N/A – this is the budget for 2022.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 170-2021 be received and that the Council of the Township of South Glengarry approve the budget as presented and direct Administration to create a Capital Roads Offset Reserve named 'Roads Reserve'.

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

Financial Statement

Date : Dec 14, 2021

Time : 10:46 am



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
Revenues								
Revenues								
Taxation - Residential & Farm	(20,171,681.00)	(20,171,692.48)	(20,961,902.00)	(20,961,782.68)	(20,672,915.00)	(20,672,920.83)	0.00	20,672,915.00
Taxation - Commercial	(2,112,791.00)	(2,112,913.31)	(2,240,250.00)	(2,240,507.23)	(1,963,589.00)	(1,963,699.54)	0.00	1,963,589.00
Taxation - Industrial	(1,906,703.00)	(1,906,703.29)	(1,940,794.00)	(1,940,793.85)	(1,824,793.00)	(1,824,794.19)	0.00	1,824,793.00
Taxation - Other Charges - Street Ligh	(223,000.00)	(219,017.28)	(223,000.00)	(219,843.60)	(220,000.00)	(163,891.86)	(164,000.00)	56,000.00
Taxation - Other Charges - Tile Draina	(32,500.00)	(19,605.74)	(32,500.00)	(18,396.51)	(20,000.00)	(12,296.04)	(20,000.00)	0.00
Taxation - Other Charges - Green Valle	(95,000.00)	(106,920.00)	(105,000.00)	(107,460.00)	(105,000.00)	(107,460.00)	(107,000.00)	(2,000.00)
Taxation - Other Charges - Kennedy Wat	(34,000.00)	(35,639.83)	(35,000.00)	(35,639.83)	(35,000.00)	(35,639.83)	(35,000.00)	0.00
Taxation - Other Charges - Nesel & Dry	(4,975.00)	(4,975.70)	(4,975.00)	(4,975.70)	(4,975.00)	(4,975.70)	(4,975.00)	0.00
Taxation - Supplementary - Residential	(35,000.00)	(126,734.91)	(35,000.00)	(139,447.70)	(35,000.00)	(169,258.24)	(45,000.00)	(10,000.00)
Taxation - Supplementary - Commercial	0.00	(64,771.00)	0.00	(13,726.27)	0.00	(13,714.85)	0.00	0.00
Taxation - Supplementary - Industrial	0.00	0.00	0.00	2,103.31	0.00	(3,487.05)	0.00	0.00
Fees & User Charges - Administration	(541,141.00)	(811,802.43)	(515,754.00)	(1,000,690.85)	(523,306.00)	(1,317,558.37)	(559,800.00)	(36,494.00)
Fees & User Charges - Building Dept	(229,700.00)	(254,674.98)	(226,700.00)	(281,417.85)	(226,500.00)	(445,582.16)	(246,500.00)	(20,000.00)
Fees & User Charges - Prop. Stnd & Byl	(19,100.00)	(8,570.00)	(17,100.00)	(8,948.28)	(17,100.00)	(5,581.75)	(2,900.00)	14,200.00
Fees & User Charges - Fire Dept	(12,500.00)	(9,414.24)	(8,000.00)	(18,644.13)	(5,000.00)	(3,550.00)	(5,000.00)	0.00
Fees & User Charges - Roads Dept	(20,000.00)	(3,075.00)	(15,000.00)	(34,332.34)	(15,000.00)	(35,046.43)	(30,000.00)	(15,000.00)
Fees & User Charges - Waste Disposal	(15,300.00)	(17,049.33)	(15,300.00)	(15,805.33)	(15,300.00)	(10,097.49)	(15,300.00)	0.00
Fees & User Charges - Beaverbrook Site	(40,000.00)	(63,280.00)	(45,000.00)	(48,182.00)	(45,000.00)	(60,625.00)	(48,000.00)	(3,000.00)
Fees & User Charges - North Lancaster	(37,500.00)	(35,478.92)	(37,500.00)	(52,010.72)	(37,500.00)	(62,686.05)	(43,500.00)	(6,000.00)
Fees & User Charges - Recycling	0.00	0.00	0.00	(42,553.11)	(10,000.00)	(36,293.93)	(35,000.00)	(25,000.00)
Fees & User Charges - Glen Walter Syst	(506,500.00)	(590,670.32)	(536,500.00)	(593,578.62)	(536,500.00)	(563,847.57)	(590,000.00)	(53,500.00)
Fees & User Charges - Lancaster System	(663,500.00)	(799,481.43)	(758,500.00)	(827,283.10)	(758,500.00)	(690,411.67)	(626,000.00)	132,500.00
Fees & User Charges - Medical Centre	(33,000.00)	(32,475.21)	(33,000.00)	(30,396.00)	(33,000.00)	(30,395.12)	(33,000.00)	0.00
Fees & User Charges - Ambulance Bay	(16,800.00)	(18,200.00)	(16,800.00)	(15,400.00)	(16,800.00)	(16,800.00)	(16,800.00)	0.00
Fees & User Charges - Recreation	(1,000.00)	(1,065.08)	(500.00)	(4,569.43)	(1,000.00)	(2,427.70)	(1,000.00)	0.00
Fees & User Charges - Recreation Progr	(44,000.00)	(47,616.30)	(44,000.00)	(42,132.16)	(44,000.00)	(14,153.24)	(21,000.00)	23,000.00
Fees & User Charges - Char-Lan Rec. Ce	(215,000.00)	(255,437.05)	(214,000.00)	(213,821.03)	(214,000.00)	(114,991.49)	(214,000.00)	0.00
Fees & User Charges - Martintown Comm.	(6,200.00)	(8,449.50)	(6,200.00)	(19,105.55)	(6,200.00)	(7,604.20)	(2,000.00)	4,200.00
Fees & User Charges - GVCC	0.00	0.00	0.00	19.64	0.00	(19.64)	0.00	0.00
Fees & User Charges - NLCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Smithfield Park CC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Danaher Park CC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Ball Fields	(3,000.00)	(1,504.24)	(3,000.00)	(2,982.75)	(1,000.00)	(665.85)	(3,000.00)	(2,000.00)
Misc Revenue - Peanut Line	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Planning Dept	(34,000.00)	(35,650.00)	(33,000.00)	(48,750.00)	(33,000.00)	(47,280.00)	(38,000.00)	(5,000.00)
Fees & User Charges - Economic Develop	(8,000.00)	(74,503.84)	(58,000.00)	(34,821.60)	(58,000.00)	(10,720.00)	(33,000.00)	25,000.00
Fees & User Charges - Tile Drainage	0.00	0.00	0.00	(18,843.53)	0.00	0.00	0.00	0.00
Revenue from Other Municipalities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payments in Lieu	(145,150.00)	(148,997.06)	(145,150.00)	(145,393.26)	(145,150.00)	(360,411.62)	(138,350.00)	6,800.00
Ontario Grants	(1,494,000.00)	(2,164,816.79)	(1,503,352.00)	(1,609,063.24)	(1,513,800.00)	(651,219.98)	(2,505,619.00)	(991,819.00)
Canada Grants	(15,400.00)	(48,246.50)	(15,500.00)	(162,220.77)	(20,000.00)	(47,337.00)	(830,000.00)	(810,000.00)
Transfers from Reserves	(2,347,181.00)	(1,271,286.17)	(4,972,000.00)	(2,292,969.70)	(4,046,000.00)	(686,182.34)	(4,096,000.00)	(50,000.00)
Gains on Sale of Assets - PSAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
Total Revenues	(31,063,622.00)	(31,470,717.93)	(34,798,277.00)	(33,244,365.77)	(33,202,928.00)	(30,193,626.73)	(10,509,744.00)	22,693,184.00
Expenses								
Expenses								
General Government - Legislative	155,500.00	167,958.26	161,000.00	151,671.64	155,000.00	112,662.66	164,000.00	9,000.00
General Government - Administration	1,372,400.00	1,748,908.30	1,395,100.00	2,908,168.20	1,341,600.00	1,632,566.39	1,374,000.00	32,400.00
General Government - Legion	27,800.00	21,578.18	27,900.00	18,192.86	27,900.00	13,707.36	72,500.00	44,600.00
General Government - Celtic Music Hall	6,000.00	6,974.32	6,500.00	6,592.66	26,500.00	3,390.21	26,500.00	0.00
General Government - Lancaster Library	13,600.00	16,280.86	13,600.00	8,135.89	13,600.00	5,799.39	13,600.00	0.00
General Government - Special Projects	14,500.00	15,400.00	14,000.00	14,000.00	14,000.00	14,023.91	54,000.00	40,000.00
General Government - Grants to Others	52,000.00	34,608.37	75,500.00	56,744.17	57,500.00	43,290.92	60,000.00	2,500.00
Glengarry County Archives	21,000.00	93,830.27	56,000.00	81,955.73	21,000.00	21,613.79	21,000.00	0.00
Tax Write Off - Residential & Farm	45,000.00	127,200.09	45,000.00	113,046.78	45,000.00	169,598.65	45,000.00	0.00
Tax Write Off - Commercial	15,000.00	30,224.73	15,000.00	50,735.03	15,000.00	21,724.58	15,000.00	0.00
Tax Write Off - Industrial	2,000.00	114.97	2,000.00	11,239.47	2,000.00	9,110.18	1,000.00	(1,000.00)
Building Inspection Dept	511,950.00	439,003.58	436,850.00	390,395.42	433,550.00	463,328.90	477,550.00	44,000.00
Raisin Region Conservation Authority	123,000.00	122,025.09	130,000.00	127,952.00	137,000.00	128,013.00	135,000.00	(2,000.00)
Property Standards & By-Law Enforcemen	107,830.00	33,128.06	107,500.00	84,943.78	101,350.00	86,645.20	113,650.00	12,300.00
Line Fence Act Expenses	0.00	100.12	250.00	0.00	0.00	184.67	0.00	0.00
Emergency Management Co-ordinator	17,550.00	12,027.12	17,860.00	9,264.56	15,500.00	6,950.46	13,500.00	(2,000.00)
Fire - Administration	1,472,300.00	1,439,199.65	2,058,200.00	1,442,459.91	1,943,000.00	843,113.71	2,029,600.00	86,600.00
Fire - Stn 1 - Glen Walter	85,800.00	60,337.93	74,300.00	50,038.74	59,500.00	45,656.12	52,000.00	(7,500.00)
Fire - Stn 2 - Martintown	69,500.00	51,913.01	68,000.00	52,782.92	57,000.00	40,068.38	53,500.00	(3,500.00)
Fire - Stn 3 - Williamstown	61,500.00	48,828.35	61,000.00	53,838.87	51,800.00	46,964.25	48,500.00	(3,300.00)
Fire - Stn 4 - Lancaster	71,500.00	64,220.99	66,000.00	64,225.73	64,000.00	55,034.85	58,500.00	(5,500.00)
Fire - Stn 5 - North Lancaster	67,500.00	45,831.12	63,000.00	56,025.62	60,000.00	48,971.63	52,500.00	(7,500.00)
Fire - Training Facilities	1,000.00	0.00	5,000.00	0.00	0.00	0.00	10,000.00	10,000.00
2018 (1) Spartan Pumper	4,750.00	7,311.88	3,500.00	2,725.21	3,500.00	2,302.98	2,500.00	(1,000.00)
1997 (2) GMC Pumper	4,750.00	5,032.27	7,500.00	3,077.33	5,000.00	3,088.34	3,000.00	(2,000.00)
1997 (3) GMC Pumper	4,750.00	3,861.72	4,500.00	2,686.26	4,500.00	1,817.62	2,500.00	(2,000.00)
1996 (4) Freightliner Pumper	4,750.00	6,653.84	4,500.00	18,855.01	3,500.00	1,286.47	2,500.00	(1,000.00)
2001 (5) GMC Pumper	5,250.00	5,995.86	4,500.00	3,568.24	3,500.00	2,579.43	3,500.00	0.00
1997 (1) GMC Tanker	4,250.00	1,460.11	4,500.00	1,786.27	3,500.00	671.85	2,500.00	(1,000.00)
2015 (2) Int. Tanker	4,250.00	1,820.59	3,000.00	1,278.29	3,000.00	6,025.29	2,500.00	(500.00)
1996 (3) GMC Tanker	4,250.00	1,434.94	4,500.00	2,612.22	3,500.00	1,768.49	2,500.00	(1,000.00)
2017 (4) Int. Tanker	4,250.00	1,709.35	3,000.00	3,106.16	3,000.00	4,677.38	3,000.00	0.00
2016 (5) Int. Tanker	4,250.00	3,912.58	3,000.00	3,456.23	3,000.00	1,638.12	2,500.00	(500.00)
1993 (1) Int. Rescue	4,750.00	581.40	4,500.00	1,755.41	4,500.00	623.11	2,000.00	(2,500.00)
2000 (2) Ford Ambulance	4,750.00	1,213.86	4,500.00	2,129.70	3,000.00	1,493.08	2,500.00	(500.00)
2014 (4) Spartan Rescue	5,750.00	3,495.51	4,500.00	2,362.04	4,000.00	1,354.94	2,500.00	(1,500.00)
2000 (5) Ford Ambulance	4,750.00	255.72	4,500.00	351.49	3,000.00	610.79	1,500.00	(1,500.00)
2014 (Chief) GMC Pickup	7,100.00	10,461.49	6,500.00	5,049.37	7,000.00	4,802.40	5,500.00	(1,500.00)
Auxiliary Vehicles (3)	1,000.00	1,715.63	4,000.00	729.95	3,000.00	1,661.29	2,500.00	(500.00)
Spare (X) Fire Fleet Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Lights	138,000.00	219,017.28	132,000.00	9,843.60	220,000.00	111,771.22	164,000.00	(56,000.00)

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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
Airport	17,220.00	21,709.52	24,200.00	21,049.10	68,500.00	120,104.12	21,000.00	(47,500.00)
Roads - Administration	928,000.00	839,091.67	845,000.00	843,148.97	900,500.00	1,275,246.15	1,603,300.00	702,800.00
Roads - Buildings & Yards	1,610,000.00	1,591,844.19	1,460,000.00	236,179.00	1,477,000.00	915,023.94	220,300.00	(1,256,700.00)
Roads - Patrol	30,000.00	52,441.99	45,000.00	21,817.44	28,000.00	25,738.46	28,000.00	0.00
Roadside Maintenance - Mowing	154,000.00	178,222.41	140,000.00	137,107.60	130,000.00	100,359.95	130,000.00	0.00
Roadside Maintenance - Ditching & Drai	50,000.00	126,239.08	75,000.00	55,503.28	83,000.00	29,493.82	83,000.00	0.00
Roadside Maintenance - Brushing	90,000.00	118,394.79	105,000.00	99,022.95	86,000.00	71,251.31	89,000.00	3,000.00
Roadside Maintenance - Debris & Litter	30,000.00	21,772.08	30,000.00	24,679.53	25,000.00	20,575.85	23,000.00	(2,000.00)
Roads - Culverts Maintenance & Replace	108,000.00	164,174.33	115,000.00	134,079.05	134,000.00	104,873.22	426,000.00	292,000.00
Roads - Hardtop Patching	100,000.00	130,467.19	105,000.00	172,185.65	109,000.00	102,994.42	111,000.00	2,000.00
Roads - Hardtop Sweeping	20,000.00	22,554.08	22,000.00	26,635.73	23,500.00	35,500.25	34,000.00	10,500.00
Roads - Hardtop Shouldering	48,000.00	32,855.71	53,000.00	57,103.55	39,500.00	22,887.38	399,500.00	360,000.00
Roads - Hardtop Crack Sealing	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
Roads - Hardtop Line Painting	20,000.00	16,680.51	20,000.00	16,345.82	18,000.00	12,874.68	16,500.00	(1,500.00)
Roads - Sidewalk Maintenance	10,000.00	2,019.94	10,000.00	0.00	5,000.00	0.00	2,000.00	(3,000.00)
Roads - Loosetop Grading	130,000.00	136,731.59	130,000.00	138,087.24	122,000.00	115,517.35	142,000.00	20,000.00
Roads - Loosetop Dust Control	150,000.00	161,425.54	165,000.00	157,158.39	154,000.00	132,081.25	158,000.00	4,000.00
Roads - Loosetop Resurfacing	440,000.00	471,809.70	395,000.00	424,276.15	397,000.00	392,346.62	659,000.00	262,000.00
Roads - Signs & Safety Devices	45,000.00	55,288.86	45,000.00	64,896.92	55,000.00	38,112.02	51,500.00	(3,500.00)
Roads - Guiderails	23,500.00	22,896.02	25,000.00	375.79	25,000.00	0.00	50,000.00	25,000.00
Roads - Railway Crossings	30,000.00	27,343.91	30,000.00	33,334.52	29,000.00	47,642.96	35,000.00	6,000.00
Rds & Rec Community Services	1,500.00	2,339.85	1,500.00	37.26	1,500.00	549.21	1,250.00	(250.00)
Roads - Miscellaneous	12,000.00	28,607.37	16,000.00	40,682.23	30,800.00	16,512.16	1,296,937.00	1,266,137.00
Roads - Winter Control - Plowing & San	765,000.00	813,899.05	820,000.00	789,414.88	850,000.00	597,790.34	835,000.00	(15,000.00)
Roads - Winter Control - Ice Blading	22,000.00	13,207.62	22,000.00	13,354.39	22,500.00	2,803.67	22,500.00	0.00
Roads - Sidewalks - Snow Removal	58,000.00	58,201.06	56,000.00	37,314.41	46,000.00	44,736.90	66,000.00	20,000.00
Roads - Winter Control - Flood Control	10,000.00	19,542.74	15,000.00	8,315.22	14,000.00	5,476.49	14,000.00	0.00
Roads - Maple Road	0.00	0.00	195,000.00	178,051.83	0.00	0.00	15,000.00	15,000.00
Cedar Grove Road	0.00	0.00	250,000.00	266,900.02	0.00	0.00	0.00	0.00
67th Ave/2nd Line Road	0.00	0.00	27,000.00	12,872.16	0.00	0.00	0.00	0.00
NE LancVill. (1.3km) - Pad,Ovrlay,IrnA	0.00	152.64	0.00	0.00	143,000.00	0.00	0.00	(143,000.00)
3rd Line Rd (6.6km) - CldPlceRecyl,Ovr	135,000.00	163,366.07	0.00	229.68	750,000.00	0.00	0.00	(750,000.00)
3rd Line Rd Bridg (SN 30001) - Evaluat	0.00	0.00	100,000.00	87,164.68	0.00	0.00	0.00	0.00
2nd Line Bridge (SN 33043) - Rehab	35,000.00	26,457.63	0.00	4,843.78	330,000.00	1,638.34	410,000.00	80,000.00
Loyalist Road - Surface Treat (2.75km)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
St. Mary's Street	0.00	0.00	26,500.00	26,482.01	0.00	0.00	0.00	0.00
Street Rd. - 2xSurface Treat (5.79km)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nine Mile Rd - 2xSurface Treat (X.XXkm)	0.00	71,082.42	0.00	653.81	0.00	0.00	0.00	0.00
William Street (0.68km) - Reconstructi	25,000.00	23,146.83	1,200,000.00	1,008,256.79	0.00	41,786.73	0.00	0.00
Tree Haven (0.70km) - Skin Patch	75,000.00	82,686.08	0.00	0.00	35,000.00	0.00	0.00	(35,000.00)
North Glendale (3.1km) - Overlay	50,000.00	14,241.68	0.00	31.19	199,000.00	0.00	0.00	(199,000.00)
South Glendale (1.1km) - Overlay	0.00	0.00	0.00	0.00	75,500.00	0.00	0.00	(75,500.00)
Richmond Crt (0.02km) - Pulvrze&Resrfa	155,000.00	201,153.51	0.00	276.35	40,000.00	61,489.17	0.00	(40,000.00)
Roads - Equipment Purchases & Reserves	265,000.00	262,814.86	480,000.00	230,000.00	380,000.00	290,000.00	390,000.00	10,000.00
Water Reserve Upgrades - Boundary Rd	0.00	0.00	0.00	0.00	0.00	5,741.81	0.00	0.00

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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
Roads - Miscellaneous Construction	25,000.00	78,426.42	10,000.00	6,464.36	10,000.00	388,909.71	16,000.00	6,000.00
Rd Eqp. Maint. - 10 Cat Grader	49,000.00	95,886.71	52,000.00	38,546.21	44,000.00	16,478.57	41,000.00	(3,000.00)
Rd Eqp. Maint. - 94 Champion Grader	30,500.00	10,858.61	16,500.00	2,756.23	10,000.00	13,153.60	11,000.00	1,000.00
Rd Eqp. Maint. - 09 1T Dodge (NL)	21,000.00	8,312.84	19,000.00	6,322.43	10,500.00	12,027.67	10,100.00	(400.00)
Rd Eqp. Maint. - REC&RDS - 02 FL- 4 To	23,500.00	24,722.61	23,500.00	19,520.96	34,500.00	7,013.51	22,500.00	(12,000.00)
Rec Eqp. Maint. - 06 GMC 1 Ton (Will)	14,000.00	10,768.59	14,000.00	13,996.19	13,000.00	10,614.41	14,500.00	1,500.00
Rd Eqp. Maint.- 17 JD Tractor (Lease)	27,500.00	57,244.01	27,500.00	53,415.79	40,500.00	22,077.54	42,500.00	2,000.00
Rd Eqp. Maint. - 93 - 955 Tractr (Rec)	3,200.00	2,069.64	0.00	163.75	0.00	0.00	0.00	0.00
Rd Eqp. Maint. - 16 Inter Tandem	18,000.00	22,959.60	16,000.00	21,839.79	16,000.00	38,293.98	20,000.00	4,000.00
Rd Eqp. Maint. - 02 Inter Tandem	35,000.00	44,721.89	27,000.00	19,222.86	20,000.00	20,409.02	20,000.00	0.00
Rd Eqp. Maint. - 13 Mack Tndm (R Blade	34,000.00	18,994.93	32,000.00	34,381.43	29,000.00	19,379.51	25,000.00	(4,000.00)
Rd Eqp. Maint. - 08 Ford Tndm (Shoulde	41,000.00	44,755.52	30,000.00	39,623.84	32,000.00	25,563.99	29,000.00	(3,000.00)
Rd Eqp. Maint. - 99 Volvo Tndm (Should	39,000.00	38,447.84	36,000.00	19,939.50	16,000.00	4,892.27	17,000.00	1,000.00
Rd Eqp. Maint. - 04 Inter Tndm (R Blad	31,000.00	20,561.21	29,000.00	26,527.78	28,000.00	39,040.99	28,500.00	500.00
Rd Eqp. Maint. - 11 Inter Tandem	26,000.00	36,957.76	28,000.00	23,390.64	29,000.00	15,584.36	24,000.00	(5,000.00)
Rd Eqp. Maint. - 10 Inter Tndm (H20 Tn	41,000.00	52,497.66	40,000.00	48,435.44	40,000.00	38,415.42	45,000.00	5,000.00
Rd Eqp. Maint. - 12 Chev 1T (Rec)	8,000.00	6,891.00	10,500.00	6,623.55	10,500.00	5,230.84	10,000.00	(500.00)
Rd Eqp. Maint. - 19 Chev Slvrado (Rds)	0.00	7,845.01	10,000.00	4,855.88	7,500.00	12,075.28	9,500.00	2,000.00
Rd Eqp. Maint. - 08 GMC PU (Lead Hand)	16,000.00	13,070.85	16,000.00	9,487.63	6,500.00	2,977.67	6,500.00	0.00
Rd Eqp. Maint. - 09 GMC PU (Rec)	17,500.00	13,318.36	15,500.00	3,164.65	12,500.00	644.42	12,500.00	0.00
Rd Eqp. Maint. - 2010 Chev Slvrado (Re	17,500.00	11,592.53	16,500.00	8,914.90	12,500.00	7,710.95	11,000.00	(1,500.00)
Rd Eqp. Maint. - 2021 Inter Tandem	0.00	0.00	0.00	0.00	0.00	10,904.50	16,000.00	16,000.00
Rd Eqp. Maint. - 2003 Cat Backhoe	29,500.00	17,530.46	29,000.00	22,810.93	25,000.00	11,593.86	24,000.00	(1,000.00)
Rd Eqp. Maint. - BUIDLING-13 Silverado	1,700.00	1,605.59	3,200.00	1,228.82	3,200.00	1,136.43	3,200.00	0.00
Dump Eqp. Maint. - Compactor (Lndfill)	0.00	709.58	6,000.00	4,450.64	3,000.00	7,252.09	5,500.00	2,500.00
Rd Eqp. Maint. - 2018 Inter Tandem	21,000.00	25,506.04	19,000.00	8,486.74	15,000.00	3,739.22	15,000.00	0.00
Rds Equip. Maint. - 2016 Tractless	22,500.00	32,312.26	29,500.00	23,141.84	29,500.00	21,578.43	30,500.00	1,000.00
Rds Equip. Maint. - Misc. Equipment Re	66,500.00	68,276.38	57,000.00	84,604.43	67,000.00	74,314.74	78,000.00	11,000.00
Rds Equip. Rental - Cat Grader #1 2010	(80,000.00)	(78,813.00)	(80,000.00)	(72,210.00)	(80,000.00)	(19,560.00)	(80,000.00)	0.00
Rds Equip. Rental - Champ Grader 1994	(40,000.00)	(28,776.00)	(30,000.00)	(6,030.00)	(30,000.00)	(21,135.00)	(30,000.00)	0.00
Rds Equip. Rental - Dodge 1 Ton 2009	(30,000.00)	(28,386.00)	(30,000.00)	(33,151.50)	(35,000.00)	(18,742.50)	(35,000.00)	0.00
Rds Equip. Rental - Freightliner 4 Ton	(30,000.00)	(41,035.00)	(30,000.00)	(14,425.00)	(30,000.00)	(12,075.00)	(30,000.00)	0.00
Rds Equip. Rental - New Holland Tracto	(30,000.00)	(44,814.00)	(35,000.00)	(37,956.00)	(40,000.00)	(12,120.00)	(40,000.00)	0.00
Rds Equip. Rental - 955 Tractor 1993	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rds Equip. Rental - Inter. Single Axle	(40,000.00)	(46,419.00)	(40,000.00)	(43,518.00)	(46,000.00)	(24,030.00)	(46,000.00)	0.00
Rds Equip. Rental - Inter Tandem 2002	(45,000.00)	(33,453.00)	(30,000.00)	(25,164.00)	(30,000.00)	(15,270.00)	(30,000.00)	0.00
Rds Equip. Rental - Inter Tandem 1994	(35,000.00)	(30,861.00)	(35,000.00)	(30,666.00)	(35,000.00)	(22,470.00)	(35,000.00)	0.00
Rds Equip. Rental - Ford Tandem 2008	(30,000.00)	(32,586.00)	(30,000.00)	(13,722.00)	(30,000.00)	(9,600.00)	(30,000.00)	0.00
Rds Equip. Rental - Volvo Tandem 1999	(30,000.00)	(35,211.00)	(30,000.00)	(16,494.00)	(30,000.00)	(16,110.00)	(30,000.00)	0.00
Rds Equip. Rental - Inter Tandem 2004	(20,000.00)	(35,256.00)	(25,000.00)	(33,234.00)	(30,000.00)	(19,110.00)	(30,000.00)	0.00
Rds Equip. Rental - Inter Tandem 2012	(35,000.00)	(32,610.00)	(30,000.00)	(19,488.00)	(30,000.00)	(16,597.20)	(30,000.00)	0.00
Rds Equip. Rental - Inter Tandem 2010	(50,000.00)	(44,125.25)	(50,000.00)	(49,328.50)	(50,000.00)	(14,267.50)	(50,000.00)	0.00
Rds Equip Rental - GMC Pickup 2008	0.00	0.00	0.00	(4,385.00)	0.00	(70.00)	0.00	0.00
Rds Equip Rental - Ford 1 Ton 1994	0.00	0.00	0.00	(5,345.00)	0.00	(13,072.50)	0.00	0.00
Rds Equip. Rental - Ford Backhoe 1994	0.00	0.00	0.00	0.00	0.00	(3,100.00)	(35,000.00)	(35,000.00)

Financial Statement

Date : Dec 14, 2021

Time : 10:46 am

For Period Ending 31-Dec-2021



	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
Rds Equip. Rental - Cat Backhoe 2003	(25,000.00)	(39,906.00)	(30,000.00)	(45,180.00)	(45,000.00)	(24,210.00)	(45,000.00)	0.00
Rds Equip. Rental - Tractless Tractor	(60,000.00)	(76,761.00)	(60,000.00)	(66,990.00)	(65,000.00)	(34,950.00)	(65,000.00)	0.00
Garbage Collection	490,000.00	499,960.35	490,000.00	499,940.65	500,000.00	433,348.05	555,500.00	55,500.00
Garbage Disposal - Landfill Sites Gene	181,800.00	178,839.16	178,800.00	162,380.42	181,400.00	194,961.34	196,400.00	15,000.00
Beaverbrook Landfill Site	129,500.00	180,651.01	132,000.00	382,316.98	130,500.00	120,973.91	132,000.00	1,500.00
North Lancaster Landfill Site	138,000.00	155,763.38	135,000.00	144,212.45	148,000.00	153,431.83	140,000.00	(8,000.00)
Recycling	310,000.00	312,363.96	495,000.00	539,759.68	490,000.00	439,629.55	737,000.00	247,000.00
County Rd 27 Landfill Site	2,500.00	0.00	2,500.00	7,559.96	2,000.00	5,039.98	5,000.00	3,000.00
Environmental Cleanups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Ponds - Richmond Rd.	3,000.00	0.00	3,000.00	4,473.28	3,000.00	0.00	3,000.00	0.00
Fire Protection Ponds - Hay Rd.	8,000.00	11,349.47	15,000.00	4,718.09	15,000.00	22,786.10	10,500.00	(4,500.00)
Water/Sewer Plants Sharable Operations	0.00	(6,472.47)	0.00	13,023.67	0.00	388,058.42	0.00	0.00
Glen Walter Water/Sewers	1,248,781.00	589,092.99	1,400,500.00	595,155.95	1,366,500.00	966,336.84	590,000.00	(776,500.00)
Lancaster/South Lancaster Water/Sewers	663,500.00	798,491.67	758,500.00	828,272.86	758,500.00	178,459.16	626,000.00	(132,500.00)
Green Valley Sewers	95,000.00	106,697.44	105,000.00	107,682.56	105,000.00	16,989.07	107,000.00	2,000.00
Kennedy Redwood Subdivision Water	34,000.00	35,184.05	35,000.00	36,095.61	35,000.00	15,266.21	35,000.00	0.00
Regional Water Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lan-Char Medical Centre	51,500.00	49,646.19	46,000.00	62,498.84	47,700.00	54,244.79	56,400.00	8,700.00
Ambulance Lancaster Base	16,800.00	16,800.00	16,800.00	16,800.00	16,800.00	16,800.00	16,800.00	0.00
Recreation - Administration - General	430,190.00	450,538.34	503,800.00	451,758.59	588,700.00	339,282.42	561,500.00	(27,200.00)
Recreation Levy to Others	0.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00
Recreation Programs	68,100.00	55,631.79	67,100.00	14,178.60	64,600.00	9,205.42	45,500.00	(19,100.00)
Char-Lan Community Centre	738,100.00	790,431.73	991,100.00	1,034,715.46	563,700.00	454,697.95	2,361,600.00	1,797,900.00
Martintown Community Centre	46,100.00	52,764.23	83,200.00	92,801.67	43,200.00	46,771.75	68,600.00	25,400.00
Green Valley Community Centre	16,500.00	13,973.55	20,800.00	33,935.88	24,800.00	10,421.98	16,300.00	(8,500.00)
North Lancaster Optimist Comm. Centre	10,000.00	11,790.42	11,000.00	15,218.18	10,000.00	6,201.88	9,750.00	(250.00)
Nor'westers Museum	46,000.00	94,834.21	108,000.00	89,828.44	102,000.00	79,123.57	101,000.00	(1,000.00)
Parks Maintenance - General Admin	68,000.00	69,228.67	83,000.00	109,329.74	103,000.00	51,313.93	173,000.00	70,000.00
Danaher Park	9,000.00	8,928.34	9,000.00	14,871.41	11,500.00	7,993.67	9,800.00	(1,700.00)
North Lancaster Park	10,500.00	9,716.87	10,500.00	9,639.47	11,000.00	8,222.62	70,250.00	59,250.00
Smithfield Park	261,000.00	247,839.63	324,000.00	401,541.43	26,000.00	19,782.74	12,500.00	(13,500.00)
Empey Poirier Park	4,500.00	3,304.59	4,500.00	5,071.06	5,000.00	1,800.55	3,250.00	(1,750.00)
Martintown Community Park	5,000.00	9,781.04	4,500.00	6,235.13	12,000.00	2,968.13	6,250.00	(5,750.00)
Paul Rozon Park	26,000.00	37,748.87	31,000.00	36,796.73	51,700.00	15,917.98	51,700.00	0.00
Glen Walter Park	21,000.00	19,826.64	20,000.00	30,983.92	130,500.00	150,312.47	210,500.00	80,000.00
Charlottenburgh Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
South Lancaster Wharf	8,000.00	6,523.43	8,000.00	5,503.27	8,500.00	5,940.86	14,500.00	6,000.00
Peanut Line Trail	29,500.00	44,278.45	114,000.00	38,217.21	119,500.00	61,841.22	174,500.00	55,000.00
Cairnview Park	10,000.00	0.00	10,000.00	0.00	10,500.00	10,000.00	10,000.00	(500.00)
Planning & Zoning	322,300.00	314,356.82	236,700.00	196,961.57	241,000.00	171,576.40	266,000.00	25,000.00
Economic Development	288,350.00	216,633.31	318,900.00	122,564.77	263,350.00	110,034.68	188,850.00	(74,500.00)
Municipal Drains	61,000.00	60,149.98	77,000.00	71,188.73	70,000.00	48,351.03	70,000.00	0.00
Tile Drainage	32,500.00	45,220.65	32,500.00	36,450.16	20,000.00	12,296.04	20,000.00	0.00
United Counties Levy	10,680,696.00	10,693,070.23	11,279,833.00	11,276,302.22	11,220,882.00	11,220,882.00	0.00	(11,220,882.00)
School Board Levy - Upper Canada Distr	2,387,072.00	2,390,163.22	2,407,087.90	2,405,705.52	2,304,863.00	2,304,863.00	0.00	(2,304,863.00)

Financial Statement

Date : Dec 14, 2021

Time : 10:46 am

For Period Ending 31-Dec-2021



	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 BUDGET V 2021 BUDGET
	DOLLAR VALUE							
General Fund								
School Board Levy - Ecole Pub. Est Ont	236,953.00	238,465.46	245,558.00	244,057.52	222,103.00	222,103.00	0.00	(222,103.00)
School Board Levy - Catholic Bd. East	740,990.00	745,269.61	737,688.00	733,379.11	650,566.00	650,566.00	0.00	(650,566.00)
School Board Levy - Ecole Catholique E	886,940.00	893,559.08	886,951.00	881,558.64	767,264.00	767,264.00	0.00	(767,264.00)
Change in Capital Assets - PSAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	31,063,622.00	31,470,717.93	34,798,277.00	33,244,365.77	33,202,928.00	28,972,324.40	20,083,937.00	(13,118,991.00)
Total General Fund	0.00	0.00	0.00	0.00	0.00	(1,221,302.33)	9,574,193.00	9,574,193.00



STAFF REPORT

S.R. No. 171-2021

PREPARED BY: Lachlan McDonald, GM of Finance Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: Water Rates

BACKGROUND:

- On June 4, 2018, the following water rate increases were approved by Council:
 - Glen Walter (water and wastewater) at \$179.48 every two months
 - Glen Walter (water only) at \$120.56 every two months
 - (South) Lancaster (water and wastewater) at \$184.17 every two months
 - Green Valley (wastewater only) at \$540.00 annually
 - Kennedy Redwood (water only) at \$1,107.50 annually
- Rates on the major systems (Glen Walter & Lancaster) are based on the following formula. Cost = Flat Fee + Minimum Consumption + Usage Over Minimum
 - Lancaster = \$100.00 + \$84.17 + Usage Over Minimum
 - Glen Walter = \$95.33 + \$84.17 + Usage Over Minimum
 - Minimum Consumption (19.3m³) is +/- rounding \$4.36m³ x 19.31m³
 - Usage Over Minimum is and usage > 19.31m³ at 4.36m³
- The previous Council also approved a phased-in approach to get multi-units to have one minimum per one unit.
- In 2019, the current Council suspended water rate increases and the 70% step in the phased-in multi-unit schedule pending further review of both items.
- On July 9, 2020 EVB provided a review of our rate structure sustainability with the following suggestions:

System	Bill Frequency	Current	Proposed Schedule of Increases (5 years)
Glen Walter	Bi-monthly	\$179.48	3% Increase
GW Water Only	Bi-monthly	\$120.56	3% Increase
Lancaster	Bi-monthly	\$184.17	Decrease to \$144.57, then 3% increase
Green Valley	Flat Rate	\$540.00	3% Increase
Kennedy Redwood	Flat Rate	\$1,107.50	10% Increase
KR Undeveloped	Flat Rate	\$391.34	10% Increase

6. On February 16, 2021 Council received a staff report that suggested implementing EVB's suggestions following some consultation, but it was noted that Kennedy Redwood did not receive the notice. We subsequently corrected that.
7. On April 19, 2021 Council set the multi-unit rate so that subsequent units were charged at 60%.
8. In the summer of 2021, alternative suggestions were received from Kennedy Redwood residents. Council considered several suggestions and recommended Administration review charging vacant lots at the same rate as developed lots.

ANALYSIS:

9. On November 15, 2021 Council reviewed the results of the Kennedy Redwood survey and gave direction for Administration to return with this rate setting report, where the previous EVB recommendations be followed and that the Kennedy Redwood water rates charge vacant rates at developed rates and increase 3.75% per year for 4 years then 3% thereafter.
10. Administration has prepared a new water rate by-law (attached), which will supersede all previous rate by-laws.
11. The outcome will be:
 - Kennedy Redwood
 - i. Vacant Lots Charged at \$1,107.50 (developed rates)
 - ii. Increase of 3.75% in 2022-2025 and 3% in 2026
 - Glen Walter (water/wastewater and water only)
 - i. Increase 3% in 2022-2026
 - Lancaster
 - i. Decrease flat fee to \$60.40
 - ii. Minimum consumption and usage rates maintain
 - iii. Increase 3% in 2022-2026
 - Green Valley
 - i. Increase 3% in 2022-2026

IMPACT ON 2021 BUDGET:

12. Lancaster – decrease revenue in 2022, then increase of 3% from 2022-2026.
13. All others – increase in revenue by 3 to 3.75% per year 2022-2026.

ALIGNMENT WITH STRATEGIC PLAN:

14. Goal 2: Invest in infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 171-2021 be received and that By-law 105-2021, being a by-law to set bi-monthly water and sewer rates for the Glen Walter and Lancaster/South Lancaster Areas, annual rates for the Kennedy Redwood Estates and Green Valley Areas and to consolidate impose fees in the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 20th day of December, 2021.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 105-2021
FOR THE YEAR 2021**

BEING A BY-LAW TO SET BI-MONTHLY WATER AND SEWER RATES FOR THE GLEN WALTER AREA, LANCASTER/SOUTH LANCASTER AREA AND ANNUAL RATES FOR THE KENNEDY REDWOOD ESTATES AREA, GREEN VALLEY AREA AND TO CONSOLIDATE IMPOSE FEES IN 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 Section 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting matters within certain spheres of jurisdiction including public utilities;

AND WHEREAS the *Municipal Act* 2001 Section 391(1) permits a Municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other Municipality or any local board; and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Township of South Glengarry has directed that Impose Fees be charged in serviced areas of the Township for water and sewer connections as per the provisions contained in Schedule E;

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

1. **THAT** Schedule "A" to this by-law be hereby adopted as the Schedule of Rates and Fees for the Glen Walter Water and Sewer area.
2. **THAT** Schedule "B" to this by-law be hereby adopted as the Schedule of Rates and Fees for the Lancaster/South Lancaster Water and Sewer area.
3. **THAT** Schedule "C" to this by-law be hereby adopted as the Schedule of Rates and Fees for the Green Valley Sewer area.
4. **THAT** Schedule "D" to this by-law be hereby adopted as the Schedule of Rates and Fees for the Kennedy Redwood Estates Water area.
5. **THAT** Schedule "E" to this by-law be hereby adopted as the Schedule of Impose Fees in the Township of South Glengarry.
6. **THAT** Schedule "F" to this by-law be hereby adopted
7. **THAT** the Schedule of Rates and Fees for metered services shall apply to all billings issued after the January 2022 regular billing and on January 1, 2022 for billings charged on tax accounts and impose fees.
8. **THAT** By-Law No. 38-10 and No. 74-16 are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER 2021.

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

Schedule “A”

Glen Walter System

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

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

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

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

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

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

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

Schedule “B”

Lancaster System

<u>Rate Description</u>	<u>Rate</u> <u>(per two (2) months)</u>
--------------------------------	--

Base Usage Rates (Water & Sewer)

Flat Rate Service Fee	\$60.40 per unit – per two months
Rate for water (per cubic metre of water)	\$2.49
Rate for sewage (per cubic metre of water)	\$1.87
Minimum consumption billing (19.3 cubic metres per two months and nontransferable between periods)	\$84.17

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

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

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

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

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

Schedule “C”

Green Valley (Sewers Only)

<u>Rate Description</u>	<u>Rate</u> <u>(per year)</u>	
<u>Base Usage Rates</u>		
Flat Rate Service Fee	\$540.00	per unit – per year

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

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

The flat rate service fee shall be adjusted each year by the Treasurer to cover the long run operating and capital costs of the Green Valley system. Council will be notified of the proposed fee adjustment 28 days in advance of it taking affect and users shall be notified through an advertisement in a local newspaper and on each user’s bill for the period preceding the fee adjustment. If the required fee adjustment is more than five percent above the previous fee, then approval by Council Resolution in Open Session shall be required.

Schedule “D”

Kennedy Redwood Estates System (Water Only)

<u>Rate Description</u>	<u>Rate</u> <u>(per year)</u>	
<u>Base Usage Rates</u>		
Flat Rate Service Fee (Vacant and built-up lots)	\$1,107.50	per unit – per year

The rates will be raised by 3.75% on the 1st of January each year from 2022 to 2025 and then 3% on the 1st of January 2026

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

The flat rate service fees and user flat rate fees shall be adjusted each year by the Treasurer to cover the long run operating and capital costs of the Kennedy Redwood Estates system. In these calculations the user flat rate fee shall be increased at the same rate as the flat rate service fee. Council will be notified of the proposed fee adjustments 28 days in advance of it taking affect and users shall be notified through an advertisement in a local newspaper and on each user’s bill for the period preceding the fee adjustments. If the required fee adjustment is more than five percent above the previous fee, then approval by Council Resolution in Open Session shall be required.

Schedule “E”

Impose Fees for the Township of South Glengarry

1. **THAT** where lawfully permitted Impose Fees established by this by-law are hereby imposed on the serviced areas as hereinafter set forth.
2.
 - a) **THAT** the Single-Family Residential Impose Fee is established at \$10,506 per hook up for fully serviced areas and \$5,253 per hook up for single service areas.
 - b) **THAT** the Multi-Unit Residential Impose Fee is established at \$62.82 per square meter of finished floor area for the first 167 square meters and \$55.28 per each additional square meter of finished floor area for fully serviced areas and \$31.41 per square meter of finished floor area for the first 167 square meters and \$27.64 per each additional square meter of finished floor area for single serviced areas. Such floor area shall be inclusive of all floors, including the basement, but exclusive of common areas in a multi-unit development that does not have any significant fixtures (significant to be determined by the Township’s Chief Building Official or designate).
 - c) **THAT** the Non-Residential Impose Fee shall be established at an amount as recommended by Administration based on the expected usage.
3. **THAT** notwithstanding the passage of this by-law, all Subdivision Agreements that have been duly executed prior to the passage of this by-law having not addressed Impose Fees shall remain exempt from any Impose Fees. Any Agreement having addressed Impose Fees will be bound by the Agreement.
4. **THAT** the Impose Fee imposed by this by-law shall be calculated and be payable in money on the date that a Building Permit is issued in relation to a building or structure on land to which the Impose Fee applies, or in a manner or at a time otherwise lawfully agreed upon.
5. **THAT** notwithstanding the passage of this by-law, the impose fees in new Subdivisions shall be half the rate established in this by-law unless the Subdivision Agreement specifies a different rate.
6. **THAT** if any portion of this by-law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the by-law shall remain valid and binding.

The impose fees shall be adjusted for inflation each year by the Treasurer. Council will be notified of the proposed fee adjustments 28 days in advance of it taking affect and users shall be notified through an advertisement in a local newspaper and on each user’s bill for the period preceding the fee adjustments. If the required fee adjustment is more than five percent above the previous fee, then approval by Council Resolution in Open Session shall be required.

Schedule “F”

Multi Units and Single Units

Rate Description

1. **THAT** the Multi Units (MU) be charged at a rate similar to Single Units (SU), meaning that there is one minimum billing and one flat fee (collectively known as the ‘minimum’) per unit.

In example: a MU with 8 units was previously charged 1 minimum and subsequently paid for usage greater than 19.3 m3 and as of 2016, the MU with 8 units would have been charged 8 minimums and pay for usage greater than 154.4m3 (19.3m3 x 8) but now will pay 60% per subsequent unit.

2. **THAT** the 1 minimum for 1 unit MU situation ceases and be replaced with 1 minimum for the 1st unit and 60% of a minimum for all subsequent units.

In example: a MDU with 8 livable units, where the first unit is charged a single ‘minimum’ and subsequent units are charged a percentage of said fees, starting at 60%.

Year	1 st Unit (A)	Subsequent Units (B)	Total fees charged (A) + (B)
2017	1	7 @ 40% = 2.8	1 + 2.8 = 3.8
2018	1	7 @ 50% = 3.5	1 + 3.5 = 4.5
2019	1	7 @ 60% = 4.2	1 + 4.2 = 5.2
THE SUBSEQUENT UNIT RATE INCREASES STAY SET AT 60%			
2020	1	7 @ 70% = 4.9	1 + 4.9 = 5.9
2021	1	7 @ 80% = 5.6	1 + 5.6 = 6.6
2022	1	7 @ 90% = 6.3	1 + 6.3 = 7.3
2023	1	7 @ 100% = 7.0	1 + 7.0 = 8.0 (which = 1 for 1)

THAT any MU discovered on subsequent revisions of the MU list, will be charged at 1 minimum for the first unit and 60% for subsequent units.

THAT the list of MU be reviewed periodically, but no less than once every two years, by administration and revised accordingly as needed.



STAFF REPORT

S.R. No. 172-2021

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: 2021 Budget Reallocation - Pickup Trucks

BACKGROUND:

1. The 2021 Budget included \$135,000 to purchase or buy-out three new pick-up trucks for the Water/Waste Water Fleet.
2. The Water/Waste Water Fleet currently includes three leased pick-up trucks:
 - a. Director / Glen Walter Operator (2018 Chevy Colorado)
 - b. On-Call Operator (2018 Chevy Silverado)
 - c. Lancaster Operator (2018 Chevy Silverado)
3. During the 2021 Budget discussions (November 2020), the lease buy-out costs for these pick-up trucks, excluding HST, were \$19,000, \$23,000, and \$23,000 respectively.
4. Procurement 07-2021 for the Purchase of Pickup Trucks was awarded on April 19, 2021 and supported by Staff Report 56-2021. This procurement was intended to replace the Water/Waste Water Fleet and to be funded through the Water Reserve. It included:
 - a. 2 x ½ ton units at \$33,950.00 + HST
 - b. 1 x ¾ ton unit at \$54,250.00 + HST
5. Furthermore, the ¾ ton unit was to be switched out with the Roads Division for the single ½ ton pickup truck purchased through Tender 01-2021 with any difference in cost funded by the Roads Reserve and the remaining amount budgeted for the 2021 year.
6. Pickup Truck Tender 01-2021 was awarded on February 4, 2021 and supported by Staff Report 26-2021 with a unit price of \$33,388.00 plus HST.
7. Administration has not yet received the three pickup trucks from Procurement 07-2021, with no indication of when, or if, the pickup trucks will arrive. It is anticipated that it will be late 2022 or into 2023 before they are available to the Township.



8. Given the current issues with the supply chain, the revised and current cost to buy-out the three leased pickup trucks, excluding HST, was quoted as \$18,000, \$28,000, and \$28,000 respectively.

ANALYSIS:

9. The current global shortage in parts and materials has meant that the demand for vehicles, including the GM brand, has outweighed production output. It is anticipated that these shortages will persist well into 2022.
10. The Water/Waste Water Division requires fleet vehicles to meet the continued operational needs of South Glengarry's water and waste water systems.
11. Buying out the three leases will allow the Township to have an adequate fleet throughout the current shortage while avoiding propagated fleet acquisition delays moving in to 2022 and 2023.

IMPACT ON 2021 BUDGET:

12. The 2021 approved purchase price for these three pickup trucks was \$122,150 (excl. HST) from the Water Reserve with an intended adjustment with the Roads Fleet Reserve of \$20,862 to switch out the $\frac{3}{4}$ ton truck with a $\frac{1}{2}$ ton truck.
13. The buyout price of the three leased pickup trucks is \$74,000 (excl. HST).
14. By buying out the current leases, the impact to the 2021 budget is a savings of approximately \$30,000. However, a future budget (2022 or 2023) will need to accommodate, through reserves, the \$122,150 commitment made through Procurement 07-2021 at a future date when manufacturing supply has caught up demand.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 172-2021 be received and that the Council of the Township of South Glengarry authorize the buy-out of the three leased pickup trucks for \$78,000 plus HST from Roy's Chevrolet Buick GMC Inc. from the 2021 Budget; and furthermore that the Mayor and Clerk be authorized to sign any relevant documents.



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



STAFF REPORT

S.R. No. 173-2021

PREPARED BY: Chris Raabe, Director of Development and CBO

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: Lakeside Green Environmental Contract Renewal and Appointment of On-site Sewage System Inspector

BACKGROUND:

1. Since March 2012, the Township of South Glengarry has obtained contract services from Lakeside Green Environmental for sewage systems. The duties of this contract include design review, field inspections, complaint inspections, property severance inspections and records management.
2. The contract between Lakeside Green Environmental and the Township of South Glengarry is set to expire December 31, 2021.
3. Subsection 3.(2) of the Ontario Building Code Act S.O. 1992, c.23 requires that the Council of each municipality appoint inspectors as are necessary for enforcement of the Act in areas in which the municipality has jurisdiction.
4. Michael Madden, owner of Lakeside Green Environmental is registered with the Ministry of Municipal Affairs and Housing as an inspector for on-site sewage system under BCIN 38246.
5. Mr. Madden has completed all requirements of service under previous and existing contracts.
6. Lakeside Green Environmental certifies there are no conflicts of interest related to this contract renewal.
7. Lakeside Green Environmental also provides inspection services to the Township of North Glengarry, which helps provide building code interpretation consistency across both jurisdictions.
8. The attached draft By-law 103-2021 proposes to appoint Michael Madden as an Inspector and By-law Enforcement Officer authorizing him to exercise powers and perform duties under the Ontario Building Code Act.

ANALYSIS:

Existing Fee Schedule for OBC Part 8 Services

Service	Cost
Design Review	\$155 each
Field Inspections for New Builds	\$470 (\$117.50 ea.)
Additional Inspections for New Builds	\$127 each
Complaint Inspections	Hourly rate
Hourly Rate within South Glengarry	\$95
Inspections for Property Severance	\$160
Design Change	\$85
Administration	\$45/hr.

Proposed Fee Schedule for OBC Part 8 Services

Service	Cost
Design Review	\$180 each
Field Inspections for New Builds	\$580 (\$145 ea.)
Additional Inspections for New Builds	\$160 each
Complaint Inspections	Hourly rate
Hourly Rate within South Glengarry	\$115
Inspections for Property Severance	\$160
Design Change	\$98
Administration	\$60/hr.

9. The proposed OBC Part 8 contract renewal will correlate to a 22% increase in fee expense for new sewage systems. The greatest contributor to the required increase in contract pricing is an insurance premium increase of 80% as per Lakeside Green Environmental.
10. The proposed contract renewal is proposed from January 2022 to December 2025 inclusive.
11. Building By-Law 22-12 currently sets class 4 and 5 sewage system fees at \$645, therefore, the building department will lose money on sewage system permits until the Building By-law fee schedule is revised to recover the cost.
12. Looking at other SD&G municipalities, North Dundas, South Dundas, North Stormont, South Stormont, and City of Cornwall all enroll in South Nation Conservation's septic program. Class 4 and 5 sewage system fees with South Nation Conservation range from \$785 to \$1255. South Nation Conservation's fee schedule is higher than the fee schedule with Lakeside Green Environmental.

IMPACT ON 2021 BUDGET:

13. The proposed expense increase has been included within the 2022 budget.

ALIGNMENT WITH STRATEGIC PLAN:

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

Goal 4 - Improve quality of life in our community.

Goal 5 - Improve internal and external communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 173-2021 be received and that By-law 103-2021, being a by-law to appoint an Inspector and By-law Enforcement Officer for the Township of South Glengarry be read a first, second and third time, passed signed and sealed in open council this 20th day of December, 2021.

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

THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 103-2021
FOR THE YEAR 2021

**BEING A BY-LAW TO APPOINT AN INSPECTOR AND BY-LAW
ENFORCEMENT OFFICER FOR THE TOWNSHIP OF SOUTH GLENGARRY**

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

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

AND WHEREAS Section 3 (2) of the Building Code Act. S.O. 1992, C.23, as amended, requires that a council of a municipality appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

AND WHEREAS the Municipal Act, S.O. 2001, c.25 as amended, authorizes the Council of any municipality to appoint certain officers and employees as may be necessary for the purposes of the Corporation, or for carrying into effect or enforcing any Act or by-law of the council;

AND WHEREAS pursuant to the Provincial Offences Act R.S.O., 1990, P.33 as amended, Council of the Corporation of the Township of South Glengarry wishes to appoint a By-law Enforcement Officer for the enforcement of the municipality's by-law;

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

1. **THAT** Michael Madden be appointed as an Inspector for the purpose of administering and enforcing the Ontario Building Code Act, S.O. 1992, C.23 and a By-law Enforcement Officer for the purpose of administering and enforcing municipal By-laws.
2. **THAT** this appointment be for the term of the contract between Lakeside Green Environmental and the Corporation of the Township of South Glengarry and terminates upon expiration or termination of the contract.

**READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER 2021.**

MAYOR

CLERK



STAFF REPORT

S.R. No. 174-2021

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: Constitute and Appoint a Committee of Adjustment

BACKGROUND:

1. Section 44 (1) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states, “the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable.”
2. Section 44 (3) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states, “The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.”
3. Section 44 of *The Planning Act*, Chapter P.13, s.44 (4) R.S.O. 1990, as amended, permits Councils of a Municipality to appoint a member(s) of Council annually to sit on the Committee of Adjustment Committee.
4. The Committee of Adjustment is empowered by by-law to grant minor variances from the Township’s Zoning By-law in respect of the land, building or structure, or use thereof providing in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained as per section 45 (1) of the Ontario *Planning Act*.

ANALYSIS:

5. For the years of 2019, 2020 and 2021, the Committee of Adjustment was comprised of all 5 members of Council. There were an unprecedented number of applications in 2020 and 2021, the changes to the Planning Act via the Emergency Management Act and the learning experiences in conducting public meetings virtually. Despite all of these challenges, it appears that we had a successful year with no complaints or concerns from the public regarding our process.



6. The attached By-law appoints all members of Council to the Committee of adjustment for the year 2022 as per the Ontario Planning Act. We recognize that this is an election year and new appointments will occur accordingly.

IMPACT ON 2021 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 174-2021 be received and By-law 104-2021, being a by-law to constitute and appoint all members of Council to the Committee of Adjustment for the Township of South Glengarry for the year 2022 be read a first, second and third time, passed, signed and sealed in open council this 20th day of December, 2021.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 104-2021
FOR THE YEAR 2021**

***BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE
OF ADJUSTMENT FOR THE YEAR OF 2022***

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

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

AND WHEREAS pursuant to Section 44(1) of the *Planning Act, R.S.O. 1990*, c. P. 13, as amended (the Planning Act), the council of a municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

AND WHEREAS pursuant to Section 44(3) of the Planning Act, the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under Section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development of use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

AND WHEREAS pursuant to Section 45(3) of the Planning Act, the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan;

AND WHEREAS the Council of the Corporation of the Township of South Glengarry deems it expedient to constitute and appoint a Committee of Adjustment for the year of 2022.

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

1. **THAT** the Committee of Adjustment for the Corporation of the Township of South Glengarry is hereby constituted and the following

persons, all of whom are members of Council, are hereby appointed as its members for the year of 2022:

- (i) Mayor Lyle Warden
- (ii) Deputy Mayor Stephanie Jaworski
- (iii) Councillor Martin Lang
- (iv) Councillor Sam McDonell

- 2. **THAT** the Committee of Adjustment shall be hereby empowered with the authority to grant minor variances from the provisions of any by-law of the municipality that implements an official plan.

- 3. **THAT** the Clerk of the Township of South Glengarry is hereby appointed as the Secretary-Treasurer of the Committee of Adjustment. The Clerk may delegate to the General Manager of Planning, Building and Enforcement of the Township all or a portion of the duties of Secretary-Treasurer of the Committee of Adjustment.

- 4. **THAT** By-Law 88-2020 shall hereby be repealed effective January 1, 2022.

- 5. **THAT** this by-law shall come into force and effect on January 1, 2022.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER, 2021

MAYOR: **CLERK:**

STAFF REPORT

S.R. No. 175-2021

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

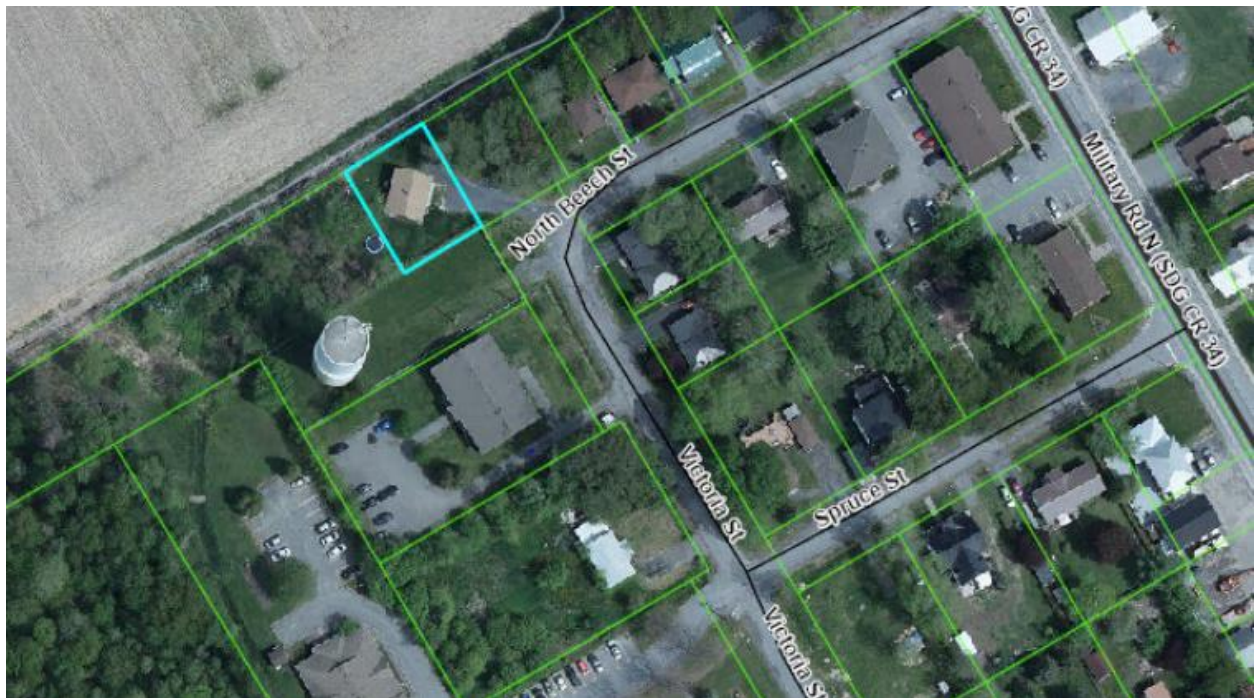
PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: To Consider Declaring Township Owned Land as Surplus
for the Purposes of Selling the Land

BACKGROUND:

1. On November 14, 2021, Mayor Lyle Warden received an email request from a South Glengarry property owner, Manon Brousseau, requesting to purchase Township owned land (see attached). The land is a landlocked parcel located on the west side of 1 Victoria Street and on the north side of the Lancaster water tower and is legally described as Part of Block C, Registered Plan 26.



2. The purpose of this request is to purchase approximately 270 square metres of land that will merge with 1 Victoria Street. If this request is granted by Council, this

will allow the lot to be enlarged to accommodate a proposed secondary dwelling unit to be attached to the existing single detached dwelling.



ANALYSIS:

3. By-Law 21-2021, being the Sale and Purchase of Property By-law, permits the Council of the Township of South Glengarry to sell Township-owned land.
4. Section 6.1.1.1. of By-law 21-2021 requires the land to be declared surplus by Council by resolution or by-law in an open session Council meeting.
5. If Council is supportive of this area of land being declared surplus, then the property will be surveyed and appraised so that Council knows what value to sell the property for.
6. By-Law 21-2021 contains a section to deal with Special Classes of property. Section 7.1.1.2. of the by-law permits land to be sold to the abutting property owner without going through a public process providing that the property does not have direct access to a highway or an easement to a highway and is without any structures greater than 10 square metres.

7. If Council chooses to declare this property as surplus, Administration will proceed to have the area of land surveyed and appraised. A letter will be sent to the property buyer indicating that Council has declared the property surplus and will inform the buyer that they are responsible for the survey costs, appraisal costs and all costs associated to the sale and transferring of the land. If the buyer changes their mind and refuses to pay for the costs, the costs will be placed on the buyer's tax bill to ensure that public tax dollars are not spent on this process.
8. Once the land is surveyed and the appraisal is completed, a Staff Report will be brought to Council to approve the value of the land and to authorize the sale of the land to the abutting property owner.

IMPACT ON 2021 BUDGET:

9. This could result in revenue being received in 2022 for the sale of the property if the land is declared surplus.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 175-2021 be received and that the Council of the Township of South Glengarry declare approximately 270 square metres of Township-owned property as surplus, which is legally described as Part of Block C, Registered Plan 26, located west of 1 Victoria Street and north of the Lancaster water tower.

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

From: Manon Brousseau <manons173@gmail.com>
Sent: Sunday, November 14, 2021 7:09:23 PM
To: Lyle Warden <lylewarden@southglengarry.com>
Subject: FW: City property purchase to expand 1 Victoria street residence

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

November, 14 2021

To whom it may concern,

Hello my name is Manon Brousseau and I am the owner of 1 Victoria Street. I am looking at adding a parental suite to my home for my aging mother. In order for me to do so I would need to expand my west property line. To this effect we have estimated a requirement to expand the 1 Victoria street off the west property line approximately 9.754 meters. This equals to an area of approximately 270 square meters. Please see attached sketch.

Would the city be willing to sell this parcel of land and at what price point?

Please feel free to contact me at your convenience.

Respectfully,

Manon Brousseau

613-612-6000

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 21-2021
FOR THE YEAR 2021**

***BEING A BY-LAW TO REGULATE THE SALE AND PURCHASE OF
PROPERTY.***

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, 200*, c.25 S270(1)1. provides that a municipality shall adopt and maintain policies with respect to the sale and other disposition of land.

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

1. SHORT TITLE

- 1.1. This by-law may be cited as the "Sale and Purchase of Property By-Law" or "Sale and Purchase of Property Policy".

2. PURPOSE/OBJECTIVES

- 2.1. The objectives of this by-law are:
- 2.1.1. to purchase and administer property only in support of municipal objectives;
- 2.1.2. to purchase, maintain, preserve and sell property to the maximum long-term economic advantage of the Township;
- 2.1.3. to ensure an efficient process for simple property sales and purchases by the Township;
- 2.1.4. to be transparent in the sale and purchase of property by the Township;
- 2.1.5. to ensure public accountability.

3. DEFINITIONS

"Abutting" means adjoining or bordering property;

"Adjacent" means a nearby property;

"Agreement" means a binding contract, formal or informal, between two or more parties that creates an obligation to do or not to do a particular thing;

"Appraisal" means a written opinion of value providing information sufficient to satisfy the Treasurer that the opinion is reasonable for that property;

“CAO” means the Chief Administrative Officer of the Township, including his or her successor and designate from time to time;

“Clerk” means the Clerk of the Township, including his or her successor and designate from time to time;

“Council” means the Council of the Township;

“General Manager” means the person responsible for the operation of a Division, including his or her successor and designate from time to time, and includes: General Manager – Planning, Building and Enforcement and General Manager – Finance/Treasurer.

“Land” means real property or real estate, not including structures or whatever is attached or affixed to the land but including anything that grows on the land;

“Manager” means the person responsible for the operation of a Department, including his or her successor and designate from time to time, and includes: Director of Roads and Waste Management, Director of Water & Wastewater Operations, Director of Corporate Services/Clerk and Fire Chief.

“Nearest” means the closest property

“Property” means land or real estate, including any improvements, structures and whatever is attached or affixed to the property and whatever grows on the land, that is owned by the Township or that is owned by its agencies, boards or committees and the jurisdiction for the sale of which rests with the Township;

“Township” means The Corporation of the Township of South Glengarry.

4. BY-LAW EXEMPTIONS

4.1. The following are exempt from all provisions of this by-law:

4.1.1. Sale of property under Part XI of the Municipal Act, 2001 (Tax Arrears).

4.1.2. Property purchases under the Township's Right-of-Way Policy.

5. PECUNIARY INTERESTS

If a Member of Council has a direct or indirect pecuniary interest, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER M.50, as amended, in a sale or purchase then in addition to any other process laid out herein the sale or purchase must be approved by Council in open session

6. GENERAL PROVISIONS

6.1.1. Conditions before sale:

6.1.1.1. the property shall be declared surplus by a Council resolution or by-law in open session;

6.1.1.2. an appraisal of the property shall be obtained;

6.1.1.3. public notice seeking offers shall at a minimum be given through an advertisement in a local newspaper and on the Township's webpage two weeks prior to Council considering a sale in open session or a real estate agent may be retained to sell the surplus properties. The Agent shall be permitted to use various selling strategies such as

selling one lot at a time or sell multiple properties simultaneously using a "delayed offer" presentation strategy;

6.1.1.4. The CAO or his or her designate shall be authorized to negotiate a conditional offer on behalf of the Township when a full price offer has been received and is permitted to negotiate multiple offers.

6.1.1.5. The Mayor and Clerk shall be authorized to sign conditional offers, which shall be subject to the final approval of Council.

6.1.1.6. the sale shall be approved by Council resolution or by-law in open session;

6.1.1.7. once the above conditions have been met, the Mayor and Clerk shall be authorized to sign all applicable documents required to finalize the sale.

6.1.2. Conditions before purchase:

6.1.2.1. Council shall provide direction to Administration;

6.1.2.2. the CAO or his or her designate, based on the direction provided by Council, shall be authorized to negotiate an agreement to purchase which shall be subject to Council's final approval;

6.1.2.3. the agreement to purchase shall be approved by Council resolution or by-law in open session;

6.1.2.4. subject to the above resolution or by-law, the Mayor and Clerk shall be authorized to sign all applicable documents required to finalize the purchase.

7. SPECIAL CLASSES

7.1. The following shall apply for special classes of property:

7.1.1. Conditions before sale:

7.1.1.1. If it is a closed highway and, is without any structures greater than 10 square metres, is sold to an owner of property abutting and/or adjacent to the closed highway and the sale has been recommended by Council Resolution or By-Law in open session then the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.2. If it is property that does not have direct access or access through a right of way or easement to a highway, is without any structures greater than 10 square metres, is sold to an owner of property abutting and/or adjacent to that property, and the sale has been approved by Council Resolution or By-law in open session then, the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.3. If the purchaser is an incorporated, not-for-profit organization, local board, including a school board or conservation authority, municipality, or crown in right of Ontario or Canada, and their agencies, and the sale has been approved by Council Resolution or By-law in open session then, the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.4. If Council, by resolution, deems that the sale is an important means of promoting economic development, there is an appraisal for the property, and the sale has been approved by Council Resolution or By-Law in open session then the Mayor and Clerk shall be authorized to sign all applicable documents required for the sale.

7.1.1.5. If the Township's General Manager of Planning, Building and Enforcement deems that due to lot configuration it would be good planning to merge the property with an existing abutting lot, then if it is to be sold to the owner of the lot and the sale has been approved by Council in open session by Resolution or By-law, then the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.6. If the Township's General Manager of Planning, Building and Enforcement deems that due to lot location it would be good planning to sell the property to the nearest adjacent property owner providing the property provides direct access to a body of water, a public road or any infrastructure that will add value to the adjacent property and the sale has been approved by Council in open session by Resolution or By-law then the Mayor and Clerk shall be authorized to sign any documentation required for the sale.

8. ROAD ALLOWANCES

8.1. The Township of South Glengarry encourages the preservation of road allowances leading to the water. The Township of South Glengarry requires that such road allowances remain in the Township's ownership to ensure that access to the water is available to the public now and in the future or the proposed purchaser shall offer an alternative means of guaranteeing access to the water that either provides at least the equivalent access to the water that the road allowance could provide or provides access appropriate for the location.

8.2. The Township of South Glengarry will not typically consider the stop up and closing of an unopened road allowance where the road allowance might potentially serve future development or movement of traffic.

8.3. All cost incurred for the road closing are borne by the applicant (e.g. legal fees, survey costs, advertising costs). Road closing that takes place, are at no expense to the Township.

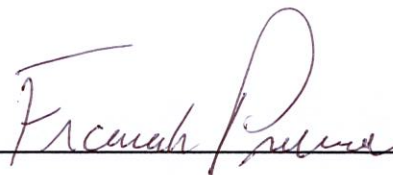

9. OTHER

9.1. If any portion of this by-law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the by-law shall remain valid and binding.

10. ENACTMENT

10.1. This by-law shall come into force and effect, and By-Law 11-18 shall be repealed, upon final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED
AND SEALED IN OPEN COUNCIL THIS 15TH DAY OF MARCH,
2021.***

MAYOR:  **CLERK:** 



STAFF REPORT

S.R. No. 176-2021

PREPARED BY: Joanne Haley, GM- Planning, Building and Enforcement

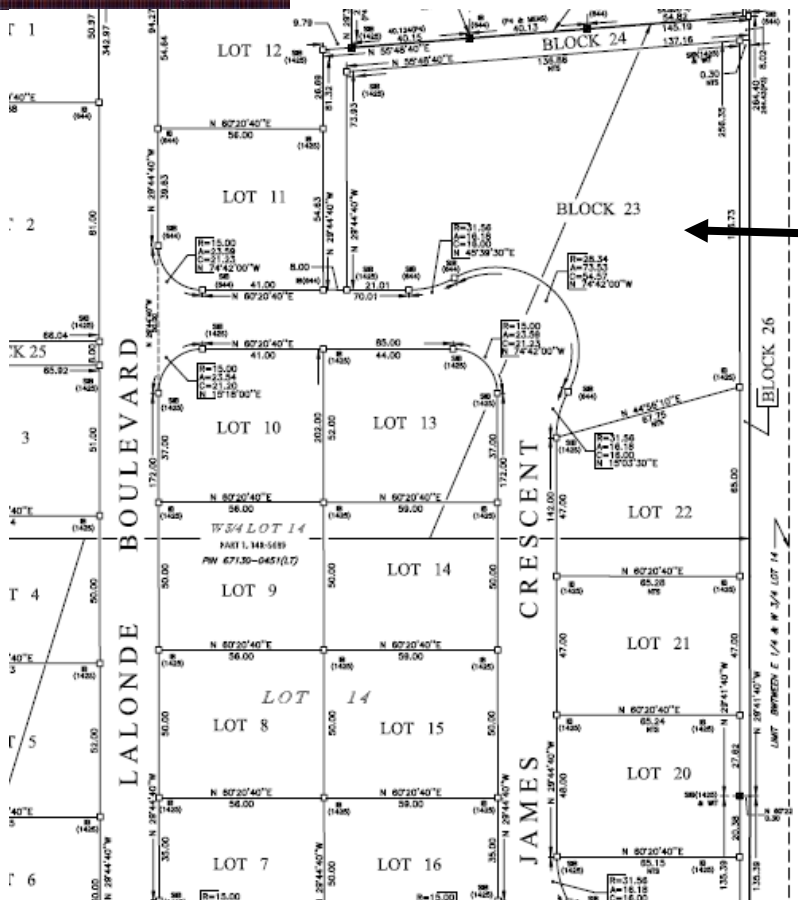
PREPARED FOR: Council

COUNCIL DATE: December 20, 2021

SUBJECT: To Consider Developing the Parkland in Summerstown Estates Subdivision

BACKGROUND:

1. The Summerstown Estates Subdivision, located at Part of Lot 14, Concession 1 Front, former Township of Charlottenburgh application was filed with the Ministry of Municipal Affairs and Housing in 1987.
2. The subject property received draft plan approval subject to conditions in 1995, which was amended in 2007, to create 33 lots and several blocks.
3. The first phase of the subdivision consists of 11 lots and was registered in August 2010. The subdivision agreement for the first phase required a cash in lieu of parkland payment in the amount of \$1,000.00. This cost was negotiated and based upon 1987 land values as per the requirements of the Ontario Planning Act.
4. The 1995 draft plan approved conditions (6) required parkland to be dedicated to the Township.
5. Condition 6 states, "that the owner convey up to 5% of the land included in the plan to the municipality for park purposes." The draft plan approved subdivision proposed Block 23 to be dedicated as parkland.



Parkland

6. On Monday April 25, 2016, the developer of Summerstown Estates Phase II requested the Township to consider accepting cash in lieu of parkland as opposed to Block 23 for parkland purposes.
7. At that time, the former General Manager of Infrastructure Services supported the request of the developer and was favourable of the Township accepting cash in lieu of parkland as opposed to land.
8. At that time, it was felt that the Township did not need additional parkland due to the costs to develop the park, maintain the park and the costs and liability to erect and maintain possible structures, playground equipment, benches etc. Also, the residents of this subdivision will have access to a variety of open green spaces such as Glen Walter Regional Park, Charlottenburgh Park, Summerstown Wharf, the Great Waterfront Trail, Cooper's Marsh and Summerstown Trails, to name a few.
9. At the May 9, 2016, Council Meeting, Council chose Block 23 to be dedicated as parkland and not to be developed.

ANALYSIS:

10. In September 2021, the main infrastructure of Summertown Estates Phase 2 was completed, allowing Administration to bring a staff report before Council to open the roads as public right of ways. This also permitted the issuance of building permits for new single detached dwellings. To date, 4 building permits have been issued for new dwellings and all of the lots in the subdivision have been sold.
11. This phase of the subdivision is anticipated to be built out quite quickly, except for a few lots that may have been purchased for investment purposes.
12. The developer, Malyon Excavation, is interested in developing the Parkland subject to Council's permission.
13. Since 2016, the real estate market has changed drastically and there is now a demand for building lots in South Glengarry. Administration's views have not changed regarding not needing this parkland for public park purposes for reasons mentioned in paragraph 3 above. Our new Director of Recreation, Parks and Culture was also consulted on this recent request.
14. Another point to consider is the size of the lots within this phase of the subdivision. The lots range from 0.75 acres to over 1 acre in size. These lot sizes provide for adequate space for personal recreation activities such as pools, play structures, gazebos etc. to be in the property owner's backyards.
15. Council has 3 options as follows:
 - a. Accept the land for parkland purposes as per the subdivision approval and budget for park development in the near future.
 - b. Accept the land for parkland as per the subdivision approval, do not develop the parkland in the near future and consider creating and selling lots. The monies of the sales of the lots can be placed in general reserves or can be used for development of other parks.
 - c. Do not accept the land for parkland purposes as per the subdivision approval, request cash in lieu of parkland from the developer and permit the developer to create lots and sell them.

16. If Council supports developing the parkland into building lots, the following steps are required:

- a. An addendum to the hydrogeological and terrain analyses to prove that the creation of new additional lots will be able to be privately serviced and will not negatively impact the existing lots.
- b. If the analyses are positive, then new lots can be created. It is anticipated that 2 or 3 lots can be created. The subject property is 3.5 acres in size, but the road frontage is less due to the property fronting on the curve/corner.
- c. If the developer is provided the opportunity from Council to create the lots, then the Township will request cash in lieu of parkland to be paid. Cash in lieu is based on the value of the raw land before draft plan of subdivision approval as per the Ontario Planning Act.

17. If Council permits the parkland to be developed, Administration recommends that this is communicated to the property owners within the subdivision as this is a design change to the subdivision. We are not legislated to conduct public consultation however it is best to be transparent with the public.

IMPACT ON 2021 BUDGET:

18. There is no impact on the 2021 budget.

19. There could be an impact on future budgets to develop the park or, if the property is developed into residential lots this could result in revenues generated through property sales or through the receipt of cash in lieu of parkland.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance economic growth and prosperity

RECOMMENDATION:

1. BE IT RESOLVED THAT Staff Report 176-2021 be received and that the Council of the Township of South Glengarry direct Administration to:

(Select One)



_____ Accept the land for parkland purposes as per the subdivision approval and budget for park development in the future.

_____ Accept the land for parkland as per the subdivision approval, do not develop the parkland in the near future and consider creating and selling lots. The monies of the sales of the lots can be placed in general reserves or can be used for development of other parks.

_____ Do not accept the land for parkland purposes as per the subdivision approval, request cash in lieu of parkland from the developer and permit the developer to create lots.

For the subject property known as Summerstown Estates Subdivision Phase II, legally described as Part of Lot 14, Concession 1 Front, Registered Plan 14M13, Block 23, former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

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



STAFF REPORT

S.R. No. 177-2021

PREPARED BY: Sarah McDonald, General Manager – Infrastructure

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 20, 2021

SUBJECT: Seasonal Sidewalk Closures - Williamstown

BACKGROUND:

1. The Township maintains approximately 13 kilometres of sidewalk in various locations.
2. The Township's Roadway Service Policy (By-Law 45-11) states that:

"For standards and levels of service that are not identified in this policy, the Township commits itself to a standard and level of service as set out in the Provincial Maintenance Standards."
3. The Minimum Maintenance Standards for Municipal Highways (O.Reg. 239/02) was revised in 2018 and Winter Maintenance of Sidewalks was included in the revision.
4. The revised MMSMH notes in Sections 16.3 and 16.5 that an accumulation of 8cm or an icy sidewalk condition need to be addressed and treated within 48 hours.
5. By-Law 70-2020, a By-law to close the Section of Sidewalk on the north side of SDG 18 in the hamlet of St. Raphael's was adopted on November 2, 2020.

ANALYSIS:

6. The Township's Winter Maintenance Level of Service of Sidewalks meet the MMSMH save and except for when a Significant Winter Event has been declared.
7. The Township has previously contracted out the winter maintenance of Warren Street to a third party, which provides a challenge for Township equipment given the available width (1.0m - 1.2m) and hydro poles which are installed within the concrete sidewalk at regular intervals.
8. The Township was unsuccessful in obtaining a 2021-2022 winter maintenance contractor to complete the sidewalk winter maintenance for the sidewalk on the

east side of Warren Street in Williamstown and the Township does not have the fleet requirements to adequately maintain the sidewalk during snow and ice events.

9. Considering the above, the Township should pass a By-law to close the Sidealk as per Section 16.8 of the MMSMH.

Closure of a highway

16.8

(1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

(a) when a municipality passes a by-law to close the highway or part of the highway; and

(b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

IMPACT ON 2021 BUDGET:

10. There is no impact on the budget.

ALIGNMENT WITH STRATEGIC PLAN

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 177-2021 be received and that By-law 107-2021 being a By-law to close the Section of Sidewalk on the east side of Warren Street in the hamlet of Williamstown for the winter season be read a first, second and third time, passed, signed and sealed in open council this 20th Day of December 2021.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 107-2021
FOR THE YEAR 2021**

BEING A BY-LAW TO AUTHORIZE THE SEASONAL CLOSURE OF SPECIFIED SIDEWALKS BEING PART OF A HIGHWAY UNDER O.REG 239/02, MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS, ON A SEASONAL BASIS.

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. 34 authorizes a municipality to pass a by-law to permanently close a highway or part of a highway; O. Reg. 239/02 defines a “sidewalk” as the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

AND WHEREAS O. Reg. 239/02 states that when a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in O. Reg. 239/02 from the time of the closure until the highway is re-opened by the municipality. pursuant to the Township's Roadway Service Policy By-Law 45-11, and that notice of seasonal sidewalk closure has been conducted via approved municipal communication methods;

AND WHEREAS Council deems it expedient to authorize the seasonal closure of specified sidewalks;

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

THAT the sidewalk on the east side of Warren Street in the village of Williamstown will be closed on November 1 of each year and re-open on April 1 of each year;

AND FURTHERMORE, THAT every person who uses a sidewalk so closed does so at their own risk and the Township of South Glengarry is not liable for any damage sustained by a person’s use of a sidewalk so closed to traffic.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER, 2021.

MAYOR: _____ **CLERK:** _____

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 45-11
FOR THE YEAR 2011**

***BEING A BY-LAW TO AMEND BY-LAW 11-00, BEING A BY-LAW TO
ESTABLISH POLICIES FOR THE TOWNSHIP OF SOUTH GLENGARRY:***

WHEREAS on March 27, 2000 Council of the Township of South Glengarry passed by-law 11-00 to establish policies for the Township of South Glengarry;

AND WHEREAS Schedule "A" to by-law 11-00 be amended;

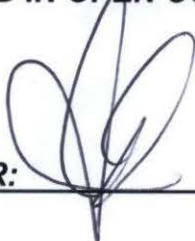
AND WHEREAS the Council of the Township of South Glengarry would like to include in Schedule "A" of By-law 11-00 the Provincial Minimum Standards and to establish the maximum speed limit on Township Roads as per the Highway Traffic Act Regulation

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

1. **THAT** Schedule "A" to By-law 11-00 will be amended to reflect the following;
2. **THAT** By-law 11-00 Schedule "A" be amended to add to the end of Section 2 the following;
 - a) *For standards and levels of service that are not identified in this policy, the Township commits itself to a standard and level of service as set out in the Provincial Minimum Maintenance Standards.*
3. **THAT** By-law 11-00 Schedule "A" be amended to create the following as Section 10:
 - a) *Unless stipulated other, the Maximum Speed Limit on Township Roads will be determined as per the Highway Traffic Act Regulations.*

**READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 11th DAY OF OCTOBER 2011.**

MAYOR:



CLERK:



SCHEDULE “A” TO BY-LAW 11-00

TOWNSHIP OF SOUTH GLENGARRY RIGHT OF WAY POLICY

CONTENTS:

- 1. INTRODUCTION**
- 2. POLICY STATEMENT**
- 3. TYPICAL ROAD SECTION**
- 4. SURFACE TYPE**
- 5. LAND ACQUISITION**
- 6. GRASS CUTTING**
- 7. BRUSHING/TREES**
- 8. DITCHING**
- 9. ENTRANCES**

1. INTRODUCTION

The Township of South Glengarry maintains 385 km of roadway of which 210km is granular surface and 175km is bituminous hardtop surface.

As specified in section 284 (1) of the *Municipal Act* the Council of the Corporation that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in light of all the circumstances.

It is the objective of the municipality to maintain the existing right of ways in a state of repair that is reasonable, recognizing historical conditions and a level of service that is consistent with a low volume rural road system in the Province of Ontario.

A program to upgrade and improve the roadways will be established taking into account the traffic volumes, and expenditure required for the improvement.

2. STATEMENT OF POLICY

“The objectives of the Township Roads Department right of way maintenance activities shall be established to keep the right of way in a state of repair that is reasonable and consistent with the needs of a low traffic volume rural road system.”

For standards and levels of service that are not identified in this policy, the Township commits itself to a standard and level of service as set out in the Provincial Minimum Maintenance Standards.

3. TYPICAL SECTION

See attached diagram:

The right of way section will be a minimum of 20 metres with a desired right of way of 26 metres where warranted. The minimum platform width will be 8 metres with a 6 metre surface and 1 metre shoulders excluding rounding.

The granular base desired is 300mm of granular B and 150 mm of granular A.

The shoulder rounding granulars should be left exposed to allow for the drainage of water from the granular base

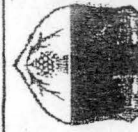
The desired clear zone (the traversable area free of obstacles that allows errant vehicles that leave the travelled portion of the roadway to recover or come to a safe stop) is 4 metres.

4. SURFACE TYPE

The desired surface type is established based on the traffic volumes (AADT) on the roadway.

>400 AADT	asphalt
300 to 400 AADT	surface treatment
<300 AADT	granular

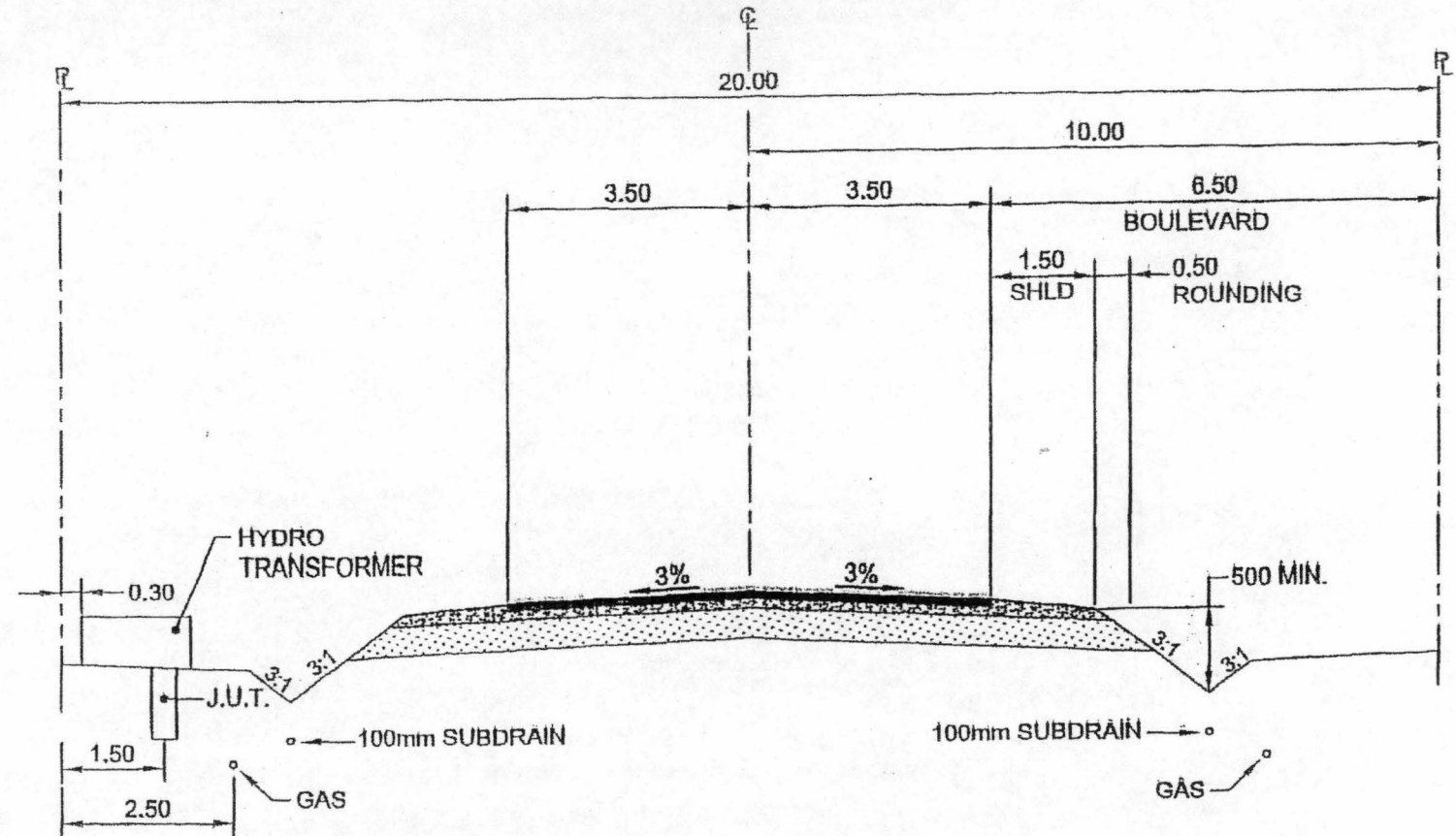
It is the objective of the Township that a Bituminous surface is preferred in hamlets and built up areas.



20m ROAD ALLOWANCE
RURAL / RESIDENTIAL
CROSS SECTION

4

Date
APRIL 2009
Dwg No.



J.U.T. - JOINT UTILITY TRENCH
SEE SEMI-URBAN ROADWAY CROSS SECTION FOR NOTES.

5. LAND ACQUISITION

Land acquisition for road widening purposes will be established to accommodate a capital program that addresses the needs based on traffic, development, and the transportation patterns of the road system.

Land will be acquired whenever the opportunity presents itself to widen and improve deficient right of ways to the desired 20 metres, i.e. severances, surveys etc.

Compensation for land required for road widening will be established by Council at a fair per acre value.

When land is being acquired for road widening purposes and the land is zoned agricultural then the compensation for the land being acquired will be based on the assessed value of the property being purchased rather than the established policy of \$1500 per acre with a \$250 minimum offer.

When land is acquired for road widening purposes and at the time of construction the township will provide for entrances existing or required as a result of this construction. The Township will install these entrances as part of the capital cost to the project and no compensation will be payable by the abutting land owner.

6. GRASS CUTTING

The grass cutting program will attempt to maintain the right of ways from fence to fence where accessible.

The desired level of service for this program will be that the grass and weeds along the right of way will not exceed 400mm in height and efforts will attempt to cut the grass and weeds before they seed.

7. BRUSHING/ TREES

A program of brush and tree removal will be established by the Township to prioritize the brushing and tree removal required to achieve the desired 4 metre clear zone.

This program will set priorities based on traffic volumes, the geometrics of the road (i.e. brush/trees at curves intersections) and the transportation patterns of the road system.

8. DITCHING

A yearly ditching program will be established based on the need to provide for adequate drainage of the road base.

Typically ditches will be constructed with a desired front and back slope of 3:1

It is preferred that open ditches be maintained on the municipal right of way.

If an abutting land owner wishes to close a ditch in they must file a written request to the municipality accompanied by an approved engineers plan detailing the closed drainage scheme being proposed.

Any approved closed drainage systems will be constructed solely at the cost of the abutting landowner.

9. ENTRANCES

New entrances will be permitted on the municipal right of way with approval of an entrance permit from the public works director.

The minimum standard for entrance culverts will provide for a corrugated steel culvert of no less than 400mm diameter and a length to be established based on site conditions and location.

Entrances will be maintained by the abutting landowner at their expense.

Entrances on the municipal right of way will be maintained by the abutting landowner at their expense. The municipality will replace or reset culverts as required when a capital project is undertaken or when the integrity of the road drainage is being adversely affected as determined by the public works director.

- 10. Unless stipulated otherwise, the Maximum Speed Limit on Township Roads will be determined as per the Highway Traffic Act Regulations.**



Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02

MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From February 18, 2010 to the e-Laws currency date.

Last amendment: O. Reg. 23/10.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“cm” means centimetres;

“day” means a 24-hour period;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“surface” means the top of a roadway or shoulder. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it. O. Reg. 239/02, s. 1 (2).

(3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2).

(4) For the purposes of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 23/10, s. 1 (3).

**TABLE
CLASSIFICATION OF HIGHWAYS**

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

O. Reg. 613/06, s. 1.

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) Revoked: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

MINIMUM STANDARDS

Patrolling

3. (1) The minimum standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1).

(2) During the season when a municipality performs winter highway maintenance, the minimum standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, as necessary, to check for conditions described in sections 4 and 5. O. Reg. 23/10, s. 3 (1).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1. O. Reg. 23/10, s. 3 (1).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Snow accumulation

4. (1) The minimum standard for clearing snow accumulation is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy snow-clearing resources as soon as practicable; and
- (b) after the snow accumulation has ended, to clear the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 23/10, s. 4.

(2) This section,

- (a) does not apply to that portion of the roadway designated for parking; and
- (b) only applies to a municipality during the season when the municipality performs winter highway maintenance. O. Reg. 23/10, s. 4.

(3) In this section,

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. New fallen snow.
2. Wind-blown snow.
3. Slush. O. Reg. 23/10, s. 4.

TABLE
SNOW ACCUMULATION

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 239/02, s. 4, Table.

Icy roadways

5. (1) The minimum standard for treating icy roadways after becoming aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section. O. Reg. 23/10, s. 5.

(2) This section only applies to a municipality during the season when the municipality performs winter highway maintenance. O. Reg. 239/02, s. 5 (2).

TABLE
ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 239/02, s. 5, Table.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1).

(2) A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2).

TABLE 1
POTHOLE ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days

2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 7 (1).

(2) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 7 (2).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days

3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

O. Reg. 239/02, s. 7, Table.

Cracks

8. (1) If a crack on the paved surface of a roadway is greater, for a continuous distance of three metres or more, than both the width and depth set out in the Table to this section, the minimum standard is to repair the crack within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 8 (1).

(2) A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 8 (2).

TABLE
CRACKS

Class of Highway	Width	Depth	Time
1	5 cm	5 cm	30 days
2	5 cm	5 cm	30 days
3	5 cm	5 cm	60 days
4	5 cm	5 cm	180 days
5	5 cm	5 cm	180 days

O. Reg. 239/02, s. 8, Table.

Debris

9. (1) If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1).

(2) In this section,

“debris” means any material or object on a roadway,

- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2).

Luminaires

10. (0.1) The minimum standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per year. O. Reg. 23/10, s. 6.

(1) For conventional illumination, if three or more consecutive luminaires on a highway are not functioning, the minimum standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 239/02, s. 10 (1).

**TABLE
LUMINAIRES**

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

O. Reg. 239/02, s. 10, Table.

Signs

11. (0.1) The minimum standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per year. O. Reg. 23/10, s. 7 (1).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2).

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

(2) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the minimum standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 239/02, s. 10 (2).

(3) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 239/02, s. 10 (3).

(4) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 239/02, s. 10 (4).

(5) Luminaires shall be deemed to be repaired,

- (a) for the purpose of subsection (1), if the number of non-functioning consecutive luminaires does not exceed two;
- (b) for the purpose of subsection (2), if more than 70 per cent of luminaires on any kilometre of highway are functioning;
- (c) for the purpose of subsection (3), if one or more of the luminaires on consecutive poles are functioning;
- (d) for the purpose of subsection (4), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 239/02, s. 10 (5).

(6) Subsections (1), (2) and (3) only apply to,

- (a) Class 1 and Class 2 highways; and
- (b) Class 3, Class 4 and Class 5 highways with a posted speed of 80 kilometres per hour or more. O. Reg. 239/02, s. 10 (6).

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

- (a) a lamp, and
- (b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

Regulatory or warning signs

12. (1) The minimum standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per year. O. Reg. 23/10, s. 8.

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the minimum standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the minimum standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1).

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.

6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the minimum standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3).

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*.
O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The minimum standard is to inspect, test and maintain the following traffic control signal system sub-systems every 12 months:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push-buttons. O. Reg. 239/02, s. 14 (1).

(2) The minimum standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice a year. O. Reg. 239/02, s. 14 (2).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the minimum standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1).

(2) A bridge deck spall shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2).

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the minimum standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

**TABLE
SURFACE DISCONTINUITIES**

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The minimum standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per year. O. Reg. 23/10, s. 10.

(2) If a surface discontinuity on a sidewalk exceeds two centimetres, the minimum standard is to treat the surface discontinuity within 14 days after becoming aware of the fact. O. Reg. 23/10, s. 10.

(3) For the purpose of subsection (2), treating a surface discontinuity on a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 23/10, s. 10.

(4) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the surface of the sidewalk. O. Reg. 23/10, s. 10.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 239/02, s. 18.

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Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

- 1. Newly-fallen snow.
- 2. Wind-blown snow.
- 3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;

- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.
2. Patrol in accordance with section 3.
3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

(a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and

(b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

(a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;

(b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;

(c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;

(d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

(a) a lamp, and

(b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days

3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

- (a) when a municipality passes a by-law to close the highway or part of the highway; and
- (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

- 1. By posting a notice on the municipality's website.
- 2. By making an announcement on a social media platform, such as Facebook or Twitter.
- 3. By sending a press release or similar communication to internet, newspaper, radio or television media.
- 4. By notification through the municipality's police service.
- 5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER xx-2021
FOR THE YEAR 2021**

BEING A BY-LAW TO AUTHORIZE THE SEASONAL CLOSURE OF SPECIFIED SIDEWALKS BEING PART OF A HIGHWAY UNDER O.REG 239/02, MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS, ON A SEASONAL BASIS.

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. 34 authorizes a municipality to pass a by-law to permanently close a highway or part of a highway; O. Reg. 239/02 defines a “sidewalk” as the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

AND WHEREAS O. Reg. 239/02 states that when a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in O. Reg. 239/02 from the time of the closure until the highway is re-opened by the municipality. pursuant to the Township's Roadway Service Policy By-Law 45-11, and that notice of seasonal sidewalk closure has been conducted via approved municipal communication methods;

AND WHEREAS Council deems it expedient to authorize the seasonal closure of specified sidewalks;

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

THAT the sidewalk on the east side of Warren Street in the Hamlet of Williamstown, will be closed on November 1 of each year and re-open on April 1 of each year;

AND FURTHERMORE, THAT every person who uses a sidewalk so closed does so at their own risk and the Township of South Glengarry is not liable for any damage sustained by a person’s use of a sidewalk so closed to traffic.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER 2021.

MAYOR: _____ **CLERK:** _____

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: December 20, 2021

SUBJECT: Councillor Vacancy Appointment Process

PREPARED BY: Kelli Campeau, Director of Corporate Services/Clerk

On December 9, 2021 Council declared one of its offices of Councillor vacant following the resignation of former Mayor Frank Prevost and subsequent appointments of Lyle Warden to the office of Mayor and Stephanie Jaworski to the office of Deputy Mayor.

At the same meeting, Council decided to fill the Councillor vacancy by way of an appointment and directed Administration to prepare a report recommending a process/approach to fill the vacant seat.

Based on the feedback received from Council at the Special Meeting on December 9th, the following process for filling the Councillor vacancy is recommended:

1. The Clerk shall post a notice on the Township's website, social media pages and local newspapers indicating Council's intention to appoint a person to the vacancy and outline the process interested individuals must follow to be considered.
2. All interested persons must submit the following to the Clerk by January 7, 2022 at 11:00 am:
 - a. A letter of interest outlining the reason for their interest and any related experience.
 - b. A signed Declaration of Consent and Qualifications Form.
 - c. Proof of Identity.
3. A Special Meeting will be held at which Council will receive the applications via the agenda package. At this Special Meeting, each applicant will be afforded the opportunity to provide a delegation to Council of no more than 5 minutes in length.
4. Following the receipt of applications and delegations, Council may choose to deliberate in Closed Session (not required).
5. Following deliberation (if any), the Chair will call for nominations from the pool of eligible applicants. Each member of council may make one nomination if they so choose. Each nomination must be seconded. Members are permitted to second more than one nomination.

6. If only one candidate is nominated, they shall be appointed to the office of Councillor.
7. If more than one applicant is nominated, Council will proceed to vote as follows:
 - a. Members will vote by roll-call.
 - b. The Chair shall call upon members using a randomized list prepared in advance by the Clerk.
 - c. The member, when called upon, shall vote by stating one name from the slate of nominees.
 - d. Where the person receiving the greatest number of votes cast does not receive more than one-half the vote of all members present, the person or persons who received the fewest number of votes shall be excluded from the voting and the vote will be taken again by the Chair and, if necessary, more than once, excluding in each successive vote the person or persons who receive the fewest number of votes in the preceding vote, until the person receiving the greatest number of votes has also received more than one-half of the votes of the members of council present and voting.
8. In a situation where the votes cast are equal for all nominated candidates:
 - a. If there are three or more candidates remaining, the Clerk shall by lot* select one such candidates to be excluded from the subsequent voting.
 - b. If only two persons remain, the tie shall be broken and the vacancy shall be filled by the person selected by lot conducted by the clerk.

* **Lot** = means the method of determining the person to be excluded or person to fill the vacancy, as the case may be, by placing the names of the persons on equal sized pieces of paper placed in a container and one name being drawn by a person chosen by the Clerk.
9. Upon the conclusion of the voting, the Clerk shall declare to be elected the candidate receiving the votes of more than one-half of the number of the members of council present and voting or the person selected by lot.
10. A resolution confirming the appointment shall be enacted by Council appointing the successful person to the office for the remainder of the term of the present Council.
11. A projected timeline for this process is outlined on the follow page.

Timeline to Fill Councillor Vacancy

Date	Activity
Tuesday, December 21 st	Notices published and sent to applicable media outlets
January 7 th (11:00 AM)	Deadline to submit applications
January 10 th	Council to receive agenda package with applications
January 13 th (tentative, subject to Council availability)	Special Meeting to consider applications
January 17 th	Council to confirm appointment by by-law.
February 7, 2022	Appointed Councillor to take Declaration of Office



MEMORANDUM

To: Township of South Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: December 8, 2021
Subject: RRCA Board of Directors meeting highlights (November 18, 2021)

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

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

November 18, 2021 RRCA Board of Directors Meeting Highlights

- Approved minutes from the October 21, 2021 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board received an update on the new regulations under the *Conservation Authorities Act* and approved a transition plan to outline the process and timelines for the development of cost-apportioning agreements with municipalities for non-mandated programs and services, which must be in place by January 1, 2024. RRCA staff will work with their municipal partners to develop agreements for non-mandated programs and services and will consult with neighbouring Conservation Authorities to ensure coordination of programs and services will meet the needs of shared municipal partners.
- Board approved a 10-year renewal of the Garry River Dams lease agreement with the Township of North Glengarry.
- Board received an update on development approvals issued under Section 28 of the *Conservation Authorities Act* to protect people and property from natural hazards (e.g. flooding, erosion, etc.) and prevent negative impacts to sensitive environmental areas (e.g. provincially significant wetlands, shorelines, watercourses).
- Board approved the 2022 fees for: Planning and Regulations; Over-the-Counter tree seedling sales; and Gray's Creek Marina slip rentals.
- Board approved the submission of 5 grant applications.

Next RRCA Board meeting date: January 20, 2022



December 6th, 2021

**MINUTES OF
COMMITTEE OF ADJUSTMENT**

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00pm on December 6th, 2021, via a public zoom webinar with phone access.

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

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of December 6th, 2021, is hereby called to order.

CARRIED

Meeting was called to order at 6:00pm

Approval of Agenda

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

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 November 15th, 2021, meeting be approved as presented.

CARRIED



Declaration of Pecuniary Interest

None

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

- Victor Guay – Applicant A-26-21 Prieur (Guay)
- Karen Bapst-A-26-21
- Cynthia Legault – Applicant A-27-21
- Taayo Simmonds (Simmonds Law) – council for Alain & Beverly Touchette (19205 County Rd 2)
- Mike Touchette
- Christina Raplee

Review of Application:

1. Application A-26-21 Prieur (Guay)

- **Subject Property:**
 - Part of Lot 85 and Lots 86 & 87, Registered Plan No. 15, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry also known as 20363 County Road 2.
 - The subject property is developed and contains a single detached dwelling with an attached garage.
 - It is serviced by municipal water and sewer.
- **Proposed Minor Variance:**

The purpose of the Minor Variance is:

 - The subject property is zoned Residential Two, it contains an existing single detached dwelling. A Home Occupation is a permitted use within the Residential Two zone however it limits the sales of goods, wares and merchandise to items produced from the Home Occupation. A Home Occupation is proposed to sell bait, tackle and camping supplies within the existing detached dwelling therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.17 (10):
 - To permit the sales of bait, tackle and camping supplies as a Home Occupation.



- **Planning:**

- The proposed home occupation can conform to all other provisions of the by-law such as:
 - Parking
 - Not using more than 25% of the gross floor area of the dwelling
 - Not requiring more than one non-residential employee
- The property is designated Residential District and is located within the Urban Settlement Area of South Lancaster. This application conforms to the general intent of the Official Plan
- The property is zoned Residential Two and conforms to the general intent of the Zoning By-law

- **Consultation & Recommendation:**

- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application.
- This application was circulated to the United Counties Transportation Department, they have no concerns or objections to this application.
- I have not received any communication from the public.

Discussion:

Victor Guay of 6588 Tree Haven Rd explained he has been involved in the fishing industry and engaged in charity tournaments. He is wanting to make supplies more accessible for anglers.

Chair Lyle Warden asked what the hours would be for the business.

Victor Guay responded that he is looking at 6am-5pm, 6 days a week.

Member Stephanie Jaworski asked Joanne Haley about the uses on the adjacent lands.

Joanne Haley explained that south of the property there is a Commercial property being Wereley's Garage, south of that is Lalonde's Body Shop. Across from the subject property is the former Impala Motel which is zoned Highway Commercial. To the north there are a variety of Commercial uses. The proposed use would be a compatible use with the surrounding uses while keeping the property as residential.

MOVED BY: Martin Lang

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

2. Application A-27-21 Legault

Joanne Haley stated:

- The applicant requested to defer this application
- Called onto the applicant for discussion, Mr. Legault
- Presentation was provided to present the file for the public

Chair Lyle Warden called onto the applicant.

Cynthia Legault, the applicant, explained the application had been rejected according to their neighbour. It appeared to be a misunderstanding thinking the minor variance had to be completed before they could reach an agreement.

Chair Lyle Warden explained the minor variance application had not been rejected by the Committee of Adjustment, it was suggested that the application be deferred.

Joanne Haley confirmed the applicant is requesting for a deferral.

- **Subject Property:**

- South Part of Lot 13, Concession 1 Front in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry located on the south side of County Road 2 across from 19203 County Road 2.
- The subject property is a small strip of land located on the south side of County Road 2 that is approximately 0.10 acres in size.
- This property contains a boat house with a dock that is located on the east side of the boat house.
- According to aerial photos, the boat house and dock have been there for a number of years however the dock was recently reconstructed and is now wider than the original dock.
- This newly constructed dock does not conform to the Township's Zoning By-Law.

- **Proposed Minor Variance:**

The purpose of the Minor Variance is:

- A dock was recently constructed on the east side of an existing boathouse that does not conform to the Zoning By-law. The Zoning By-Law requires a 4 meter setback to the nearest adjacent lot line therefore the following relief from the Zoning By-Law 38-09 is requested:
- Part 3.39 (7) (g):
- To reduce the setback from 4 meters to 1.6 meters from the newly constructed dock to the nearest adjacent lot line to the east.



- **Planning:**

- This application was circulated to all adjacent property owners within 60 meters of the subject property and applicable agencies.
- The United Counties Transportation Department has no concerns or objections to this application.
- The RRCA has no objections to this application and informs the property owner that any further work may require a permit from the RRCA.
- I have received a written submission from Simmonds Law on behalf of the property owner's Alain and Beverley Touchette which are located directly to the east of the subject property. A copy was provided to council.
- The written submission requests that the minor variance be denied or alternatively, the applicants are to refrain from using the dock to moor marine vessels and only be permitted to maintain the boat house and water pump.
- The purpose of the request to defer the decision is to allow the applicant and the abutting property owner to develop an agreement pertaining to the usage of the dock, no parking of marine vessels, no trespassing etc. If there is an agreement, then the abutting property owner may withdraw their objection to this requested variance.

- **Consultation & Recommendation:**

- The minor variance must be decided upon at a future meeting within a reasonable timeframe to allow the applicant and the abutting property owner to develop an agreement
- Developing an agreement does not guarantee this application will be approved as the Committee must review all information provided and must consider the 4 tests as per section 45(1) of the Ontario Planning Act.

Discussion:

Joanne Haley added that she suggests the application be deferred.

Taayo Simmonds, council for the Touchette's, stated that Mrs. Haley's remarks accurately summarize his clients' discussions. He expected the application to be deferred. He wanted to have it on record.

MOVED BY: Sam McDonell

SECONDED BY: Stephanie Jaworski

To defer application A-27-21.

CARRIED



Next Meeting date: December 20, 2021, TBD

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

Adjournment **BE IT RESOLVED THAT** the meeting of December 6th, 2021, be adjourned to the call of the Chair @ 6:25pm

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Departmental Update – Corporate Services
(November 2021)

PREPARED BY: Kelli Campeau, Director of Corporate
Services/Clerk

CAO's Office

- Attended Council, Budget and various Committee meetings.
- Attended Cornwall Regional Airport Meeting
- Preparation for budget meetings.
- Ongoing review of procurements and procurement by-law/policies.
- Participation in Communications Strategy meetings with Parks Canada and MCA.
- Meeting with MP, MPP and Cabinet Minister Todd Smith re: Enbridge Gas
- Meetings with MCA and Parks Canada re: Cairn Island
- Procurement Policy review
- Assisted with transition and rollout of new garbage and recycling contractor and attended kick-off meeting.
- Participated in eScribe training.
- Attended Minister's announcement re: Natural Gas Expansion in Glendale Subdivision.
- Attended Martintown Remembrance Day ceremony.
- Participated in DiCAN/Geotab (GPS) project update meetings.
- Prepared and conducted weekly management team meetings.
- Attended mock-meeting setup for in-person Council Chambers.
- Meetings with constituents.
- Attended Township Volunteer Wine and Cheese event.
- Ongoing review and implementation of health and safety measures related to COVID-19.

Clerk's Office

- Council agenda/meeting preparation, facilitation and wrap-up (2 regular meetings, 2 special meetings).

- Facilitation of various committee meetings (Environment Committee, Public Meeting, Cornwall Regional Airport Commission).
- Preparation of various tenders and facilitation of public openings.
- Issuance of marriage licences.
- Provided Commissioner of Oath services.
- Weekly departmental and management meetings.
- eScribe Contributor/Report Writing training for staff.
- Facilitated set-up of Minister's announcement re: Natural Gas Expansion.
- Assisted with the development of Garbage/Recycling Communications Plan.
- Met with County archivist to discuss transfer of records.
- Preparation of 2021 Annual Accessibility Status Report.
- Municipal Elections Training with the Ministry of Municipal Affairs & Housing.
- Review of RFP Submissions re: Joint Tender for Election Services with SDG lower tiers.
- Research and review of records for legal files.
- Continued work on Current State Assessment records management project.
- Mock-meeting set-up for in-person Council Chambers.

Economic Development & Communications

- Minister's Announcement re: Natural Gas Expansion for Glendale Subdivision.
- Participation in Communications Strategy meetings with Parks Canada and MCA.
- Development of videos with Infrastructure Services.
- Development of Garbage/Recycling Communications Plan.
- Attended Warden's Business Breakfast.
- Implemented "Plaid Friday" shop local initiative.
- Continued to work on Hamlet Signage Program (design of hamlet signs).
- Daily updates to Township website and social media pages.
- Website content development and design.
- Business visitations.
- Attended "Teeny Tiny" Economic Development Summit.
- Attended Free Tools for Businesses webinar.

Communications Stats

- YouTube Stats:
 - 602 Video Views
 - +1 Subscriber
 - Most Viewed Videos:
 - November 1, 2021 Council Meeting (92 Views)

- November 5, 2021 Special Meeting (57 Views)
 - November 19, 2021 Special Meeting (56 Views)
 - November 15, 2021 Council Meeting (56 Views)
 - Natural Gas Expansion Announcement (51 Views)
- Website – Most Popular Searches:
 - Tenders (18)
 - Boil Water Advisory (9)
 - Food Cycle Waste Diversion Program (3)
 - Remembrance Day Services (3)
 - Property Taxes (3)
- Facebook Stats:
 - Posts with highest reach:
 - Public Notice of Boil Water Advisory (10.5K)
 - Announcement of New Garbage/Recycling Contractor (10.2K)
 - Waste Collection Changes (8.7K)
 - Plaid Friday (5.4K)
 - New GM of Infrastructure (3.7K)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Departmental Update – Planning, Building & Enforcement (November 2021)

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

Building

- Received and processed building permit applications
- Followed up on maintenance agreements for tertiary septic systems
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for MPAC and Statistics Canada
- Ordered, retrieved, and distributed civic address signs and posts
- Conducted staff meetings and collaborated on policy in response to provincial COVID-19 regulations
- Applied, reviewed and issued building permits via Cloud Permit system
- Prepared standard inspection checklists to improve inspection consistency
- Completed Site Plan Control reviews
- Received applications for and assigned civic addresses
- Installed minor variance signs
- Conducted building inspections
- Conducted pre-consultation sessions with members of the public for building permit inquiries

Planning

- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Worked on OP Appeal documents
- Budget Preparation and attended budget meeting
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on Township owned lands
- Worked on subdivision files in various stages
- Attended legal training offered by Cunningham Swan
- Participated in Lancaster Library review and meeting

- Participated in weekly Management Team Meetings

GIS

- Assisted Building Information Officer (BIO).
- Filed in TOMRMS zoning by-laws and severances.
- Prepared and mailed out minor variance and zoning amendment notices and decisions.
- Registered Site Plan Control agreements.
- Prepared maps Proposed Industrial Park maps for GM-P,B & E.
- Updated documentation for website and hard copies.
- Worked on Glengarry Routes digital story map. Ongoing.
- Provided additional hard copy Snowplow maps for Director Roads.
- Meeting with MPAC – monthly statistics.
- Meeting with Clerk – eScribe software.
- Updated zoning amendment documents on GIS.
- Celebrated International GIS Day.
- Research QGIS software for potential future use.
- Initiate review of annual water/wastewater maps for Director Water/Waste Water.

By- law

- Responded and investigated By-law complaints.
- Investigated Animal to Human Bite reports.
- Corresponded and assist with OPP and Ministry of the Solicitor General.
- Completing Emergency Management HIRA.
- Attended Budget meeting.
- Attended EOHU COVID-19 update calls.
- Collected and installed Minor Variance Signs.
- Conducted Pool Permit reviews and inspections.
- Arranged and attended meetings with the public.
- Participating in AMCTO Municipal Law Program Unit 4 Training.
- Attended and reviewed sites that are building without permits.

Emergency Planning

- Participated in calls with Dr. Paul of EOHU
- Scheduled and prepared for annual training and exercise
- Updated Emergency Plan

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Departmental Update – Infrastructure Services
(November 2021)

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

Administration

- New GM of Infrastructure (S. McDonald) started on Nov 1, 2021
- New GPS hardware installed on Roads, Water, Parks, and Planning fleets
- Roads Committee attendance by GM and Roads Director (Nov 12, 2021)
- Environment Committee attendance by GM and Roads Director (Nov 23, 2021)
- Initiated response to Industry Canada Core Infrastructure Survey (2020)
- Initiated engineering work for 2022 culvert projects (as awarded by Council Nov 1) and for bridge work carried from 2021
- Published Glen Walter WWW Master Plan Notice of Completion (Nov 24, 2021)
- Winter closure of Sidewalk on north side of CR18 in the hamlet of St. Raphael's per By-law 70-2020
- Winter Agreement with SDG for CR17 between Williamstown and CR27 in effect

Roads

- Monitor weather forecasts
- Preparations for new Public Work Facility
- Review inventory at Williamstown Garage
- Drivers Review of Snow Routes #1-11
- Receive Stone Dust and Salt material, mix with Magnesium Chloride for Winter Operations
- Prepare North Lancaster Garage for Winter Operations
- Beginning of Night Patrol Duties
- Routine Road Patrols
- Sign Maintenance
- Hardtop Patching – Various Hardtop Roads
- Roadside Debris Collection
- Maintenance Grading on Granular Roadways
- Culvert Maintenance in Village of Lancaster

Water / Waste Water

- Water & Sewer Routine Operations
- Sewer Force Main Break (Lancaster)

- Loss of Data Due to Power Failure and Date Change on SCADA (ISI Fixed Issue)
- Glen Walter Wastewater Blower Failed (Out for Re-Build)
- Monthly Reports (In House)
- Sewage Pumps Pulled and Out for Repair (Glen Walter, Lancaster, Green Valley)
- Drinking Water Quality Management System (DWQMS) DWQMS Off Site Audit
- Precautionary Boil Water Advisory (Glen Walter)
- Contractor Site Meeting(s)

Waste Management

- Landfill Compaction Maintenance Duties – Beaverbrook Landfill Site
- North Lancaster Environmental Compliance Approval (ECA) amendment advanced
- SDG tour of GLE waste management facility (Deputy Mayor Warden and GM) on Nov 24, 2021
- New Recycling and Garbage contract began Nov 29, 2021

Development Construction

- Sapphire Hill Estates Phase 5 – pre-construction meeting on Nov 3, 2021

Training

- New Employee (Roads, Water / Waste Water, GM)
- JHSC Training (Joint Health and Safety Committee)
- Consolidated Linear Infrastructure Training (MECP)

Health, Safety, and Environment

- Monthly inspections

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Departmental Update – Fire Services (November 2021)

PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS and RESPONSES:

- Motor Vehicle Collisions: 6
- Alarms: 1, Medical: 0
- Burn Complaint / Unauthorized Burns: 2
- Fire – Structural: 4, Brush / Grass: 1, Vehicle: 0, Other: 2
- False: 1, Public Hazard: 2
- Incidents of note. FD/OPP investigation of suspicious structure fire

TRAINING:

- Fire Department
 - Structure fire search and rescue
 - Ventilation
 - Laddering techniques

FIRE PREVENTION:

- School fire drills

HEALTH AND SAFETY:

- Building inspections continue

ADMINISTRATION:

- Budget preparations
- VoIP project advancement for Char-Lan Recreation Centre
- Site visit and construction planning for new Water Tanker
- 401 construction Emergency Planning committee meeting
- Tiered response medical agreement draft
- Project management oversight for new Public Works Facility
- Project oversight. Stn 1 roof ice guards, Office second floor painting, flooring and electrical renovations.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Departmental Update – Parks, Recreation and Culture (November 2021)

PREPARED BY: Sherry-Lynn Servage, Director of Parks, Recreation and Culture

ADMINISTRATION:

- Arena and facility bookings
- RFP 23-2021 Glen Walter Play Structure
 - Close and review proposals
- RFQ 27-2021 Supply of Tree Removal Services
 - Award and execute project
- Green and Inclusive Community Building Grant – ongoing
- Parks and Recreation Master Plan – providing background information and research to consultants
- 2022 Budget Research and Preparation
- Volunteer Wine and Cheese Event
- External Meetings
 - Consultants - Parks and Recreation Master Plan
 - Tree Removal Contractor
 - Peanut Line Bridge site visits with Engineer and Contractor
 - Lancaster Library Study – Follow Up
 - Peanut Line – resident meeting
 - Horticultural Society
 - SDG Recreation Networking Group – vaccination policies, fees by-law, capital project delays, outdoor rink operations
 - EVB – Arena Floor and Dasher Board Project
- Internal Meetings
 - Review Accessibility Plan – Clerk & Lead Hand
 - Council Chambers Set Up Discussions
 - Glen Walter Waterfront - CAO
 - Health and Safety – Lead Hand & Deputy Fire Chief
 - Communications – Website adjustments

OPERATIONS

- Prepare Cenotaphs for Remembrance Day
- Glen Walter Tree Removal Project
- Installation of Snowflakes
- Tartan Hall – Storage Room Renovations Complete
- Tartan Hall bar operations
- Nor'Westers Museum – Snow Guard Installed
- Lan-Char Building Maintenance
- Coordinating with Junior B Rebels regarding events and board ads.
- Schedules – Facility Operators, Arena Attendants, Security Services
- Tree management planning – ongoing
- Prepare Outdoor Rinks and Buildings for the upcoming season

HEALTH AND SAFETY

- Building and site inspections continue.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Update to Council on New Airport Road Facility

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

The New Airport Road Facility is anticipated to be completed during the Spring of 2022, with construction insurance having been extended through to March 31, 2021. Administration would like to make Council aware of additional cost overages (values to be confirmed in January 2022) associated with the facility construction and commissioning, including Items A through G below.

Item		Type
A	Additional sub-surface aggregate required prior to the building erection. The geotechnical report was completed prior to the construction of the material storage facility and did not account for the additional fill that was on-site.	Outdated information report during design and budgeting
B	A maintenance pit facilitates ongoing and in-house vehicle maintenance and cannot be easily retrofitted into the building. This item was originally carried as an optional item and was advanced into the contract post-award.	Post award addition of optional item
C	The building will be heated by propane fuel . The original plans did not accommodate this type of energy source and a design change was issued to provide a tank and fuel pad.	Design change to accommodate available energy options
D	Minor adjustments to floor drains, concrete work have been added to the facility to support the future building expansion planned for in the original design.	Design change to facilitate future expansion
E	Fitting-up building for post-construction installation of a maintenance hoist including constructing floor footings and reinforcement to reduce future damage to the finished floor prior.	Post award addition of optional item
F	Ongoing engineering fees for inspections related to ongoing works, including site works, compaction of aggregate, concrete works, and septic.	Impact of schedule expansion
G	The 2nd floor possible future mezzanine was removed as will not be needed for the foreseeable future.	Design change

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: December 20, 2021

SUBJECT: Consent Applications B-179-21 and B-180-21

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



B- 179-21 & B-180-21

**Part Lot 36, Concession 1, NRR
Former Township of Charlottenburgh
Lalonde**

Type of Consent: To Create Two New Building Lots

Subject:

The subject property is located on part of lot 36, Concession 1 NRR, fronting on both County Road 18 and Beaver Brook Road. The purpose of these severance applications is to create 2 building lots which will be approximately 10 acres in size each fronting on to Beaver Brook Road and retaining approximately 42 acres of residentially developed land that contains a single detached dwelling.

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 Recommendations for B-179-21:

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

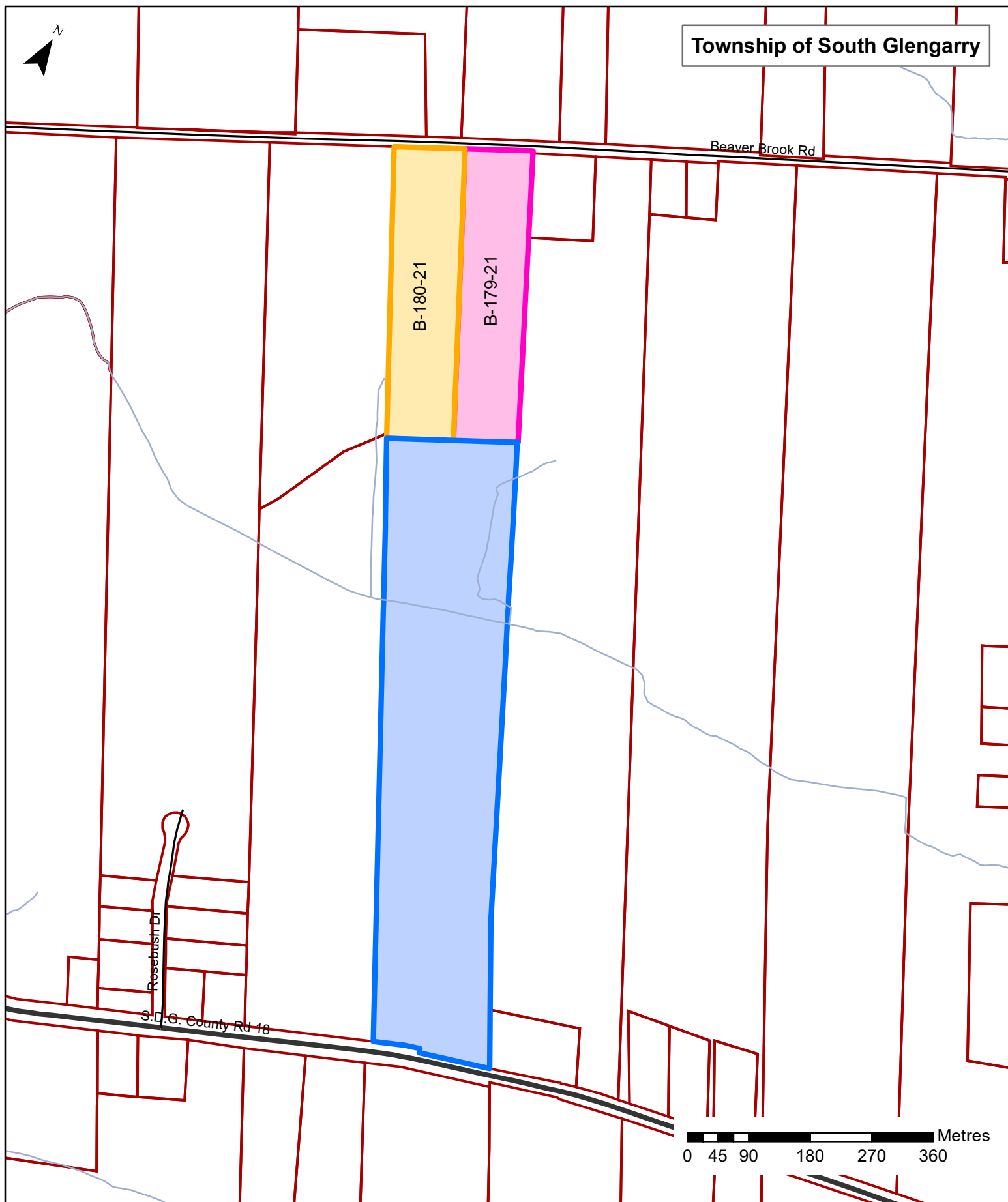
1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. Road widening must be deeded to the Township for the severed lands fronting on Beaver Brook Road.

Proposed Recommendations for B-180-21:

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

1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. Road widening must be deeded to the Township for the severed lands fronting on Beaver Brook Road.

Please note that the reason why there are no conditions pertaining to a septic system inspection is because this inspection was completed in advance of the application being filed with the United Counties. There were no issues with the inspection.



Application Number: B-179-21 & B-180-21



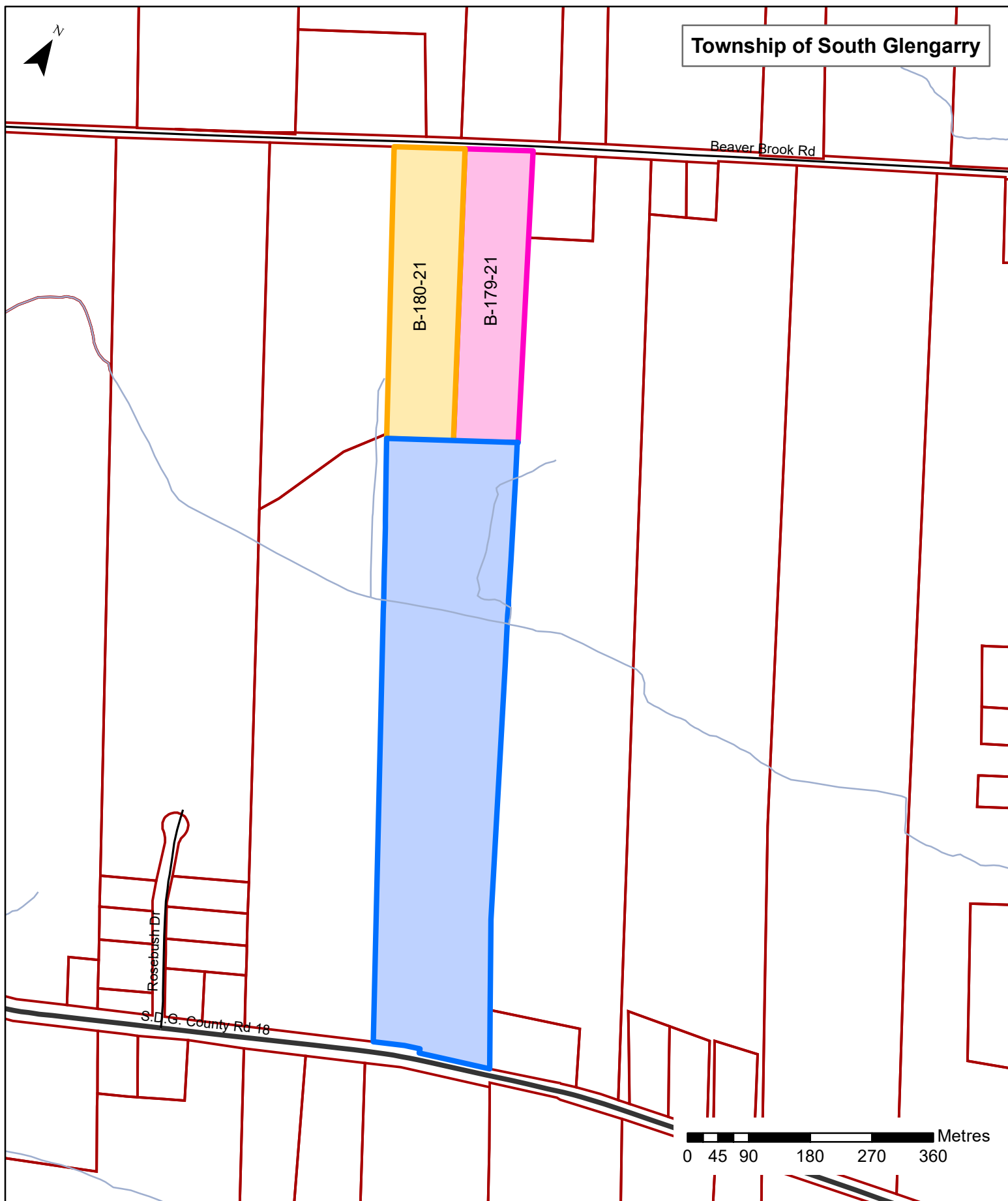
Retained ~ 42.97 acres



B-179-21 ~ 10.52 acres



B-180-21 ~ 10.52 acres



Application Number: B-179-21 & B-180-21



Retained ~ 42.97 acres



B-179-21 ~ 10.52 acres



B-180-21 ~ 10.52 acres

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Notice of Consent Decision B-176-21

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

RE: Notice of Consent Decision

Please find attached one "Notice of Decision" letter from the United Counties of Stormont, Dundas, and Glengarry. Please note that the memo recommending the consent is attached.



UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY *DECISION*

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Friday, December 10, 2021**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-176-21

OWNER: 2592765 Ontario Inc.

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. A review fee of \$200.00 must be paid to the Township of South Glengarry. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. A review fee of \$460 must be paid to the Raisin Region Conservation Authority. Raisin Region Conservation will clear the condition with the Administrative Assistant-Planning.
3. 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 \$220.00 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:

Peter Young, MCIP RPP
Director of Planning Services

I, Megan Boudens, 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.

Megan Boudens, 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:**

December 10, 2022

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: **DECEMBER 30, 2021**



**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-176-21

NAME: 2592765 Ontario Inc.

MUNICIPALITY: Township of South Glengarry (Former Geographic Lancaster 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 Ontario Land Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$400.00 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 Ontario Land 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 1218**.

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: December 30, 2021

Date of giving of this notice is: December 10, 2021

Megan Boudens
Administrative Assistant-Planning
Email: mboudens@sdgcounties.ca

INFORMATION REPORT

REPORT TO: Council



MEETING DATE: December 6, 2021

SUBJECT: Consent Applications B- 176-21

PREPARED BY: Joanne Haley

RE: B-176-21

Part of Lot 10, Concession 1

Former Township of Lancaster

2592765 Ontario Inc.

Type of Consent: To Obtain Consent for the Establishment of an Easement for Access Purposes

Subject:

The subject property is located on part of lot 10, Concession 1 on the west side of County Road 23 (4th line Road) with a newly constructed truck stop. The purpose of this application is to obtain consent to establish an easement that will allow the land locked parcel to the south to be able to be accessed through the property addressed as 6100 4th Line Road. This may also allow for future commercial development.

Official Plan Designations: The subject property is designated Employment District. This proposed consent to establishment and easement conforms to the Official Plan.

Zoning By-law: The subject property is zoned Highway Commercial in the Township's Zoning By-Law. This proposed consent conforms to the Township's Zoning By-Law.

Proposed Recommendation:

That the United Counties of SDG Director of Planning approves these applications for consent as they conform to the PPS, the Official Plan and the Zoning By-Law. These consents will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township

Respectfully submitted by: Joanne Haley

Date: December 1, 2021

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 20, 2021

SUBJECT: Consent Summary 2021

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

CONSENT APPLICATIONS SUMMARY- 2021

#	Application #	Recommendation	Decision
1	B-5-21	Recommended	Approved
2	B-17-21	Recommended	Approved
3	B-18-21	Recommended	Approved
4	B-35-21	Recommended	Approved
5	B-44-21	Recommended	Approved
6	B-47-21	Recommended	Approved
7	B-51-21	Recommended	Approved
8	B-55-21	Recommended	Approved
9	B-62-21	Recommended	Approved
10	B-63-21	Recommended	Approved
11	B-64-21	Recommended	Approved
12	B-65-21	Recommended	Approved
13	B-84-21	Recommended	Approved
14	B-101-21	Recommended	Approved
15	B-102-21	Recommended	Approved

16	B-106-21	Recommended	Approved
17	B-115-21	Recommended	Approved
18	B-116-21	Recommended	Approved
19	B-130-21	Recommended	Approved
20	B-135-21	Recommended	Approved
21	B-136-21	Recommended	Approved
22	B-138-21	Recommended	Approved
23	B-140-21	Recommended	Approved
24	B-148-21	Recommended	Approved
25	B-152-21	Recommended	Approved
26	B-156-21	Recommended	Approved
27	B-157-21	Recommended	Approved
28	B-158-21	Recommended	Approved
29	B-161-21	Recommended	Approved
30	B-176-21	Recommended	Approved
31	B-179-21	Recommended	
32	B-180-21	Recommended	



Memorandum

To: Mayor Frank Prevost, Council, CAO, Clerk
Township of South Glengarry
From: Caroline Goulet, Forester
Date: December 6, 2021
RE: **2021 Forestry Programs Update – Reminder for 2022 Tree Orders**

Thank you for your support of South Nation Conservation's (SNC) Forestry Programs. In 2021, SNC was able to help plant 130,000 trees and provide grants and free woodlot visits to 18 private forests within Prescott-Russell and Stormont, Dundas, and Glengarry.

In South Glengarry, we delivered the 50 Million Tree Program, Roadside Tree Planting, the Managed Forest Tax Incentive Program (MFTIP), and our Woodlot Advisory Service. Program details are summarized below:

SNC Tree Planting Programs (supported by the 50 Million Tree Program)

In 2021, **300 trees** were purchased by property owners through SNC's Over-The-Counter Program.

Tree planting programs are currently funded by SNC, the Government of Canada (through Forests Ontario) and by participating property owners.

Woodlot Advisory Service

SNC offers woodlot owners free visits and forest management consultations, thanks to support provided by the SDG Counties. Property owners are eligible for **\$500 subsidies** to help prepare Forest Management Plans. Through MFTIP, plans enable property owners with more than 10 acres of forest to save up to 75% on their property taxes.

In 2021, **\$3,000 in grants** were dispersed to **6 landowners** in South Glengarry, ensuring that **447.38 acres** of forest remains in management for the next 10 years.

SDG Roadside Tree Program

Since 2010, SNC has partnered with the SDG Counties to plant trees along County Roads. Roadside trees have many benefits including absorbing and cleaning roadside runoff, serving as natural snow fences and windbreaks, providing habitat and food for wildlife and pollinators, and reducing noise pollution.

In 2021, **240 potted trees** were planted along County Road 27 in South Glengarry at Airport Road.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Our forestry programs, including landowner stewardship, promote forest conservation and the sustainable management of natural resources. SNC Forestry Staff are available to help property owners meet their goals for their forests or reforestation projects.

Update: 2022 Tree Planting Orders

SNC is fully booked for the 50 Million Tree Program for 2022. Future site visits for reforestation projects will be for Spring 2023 planting projects.

Orders from SNC's Over-the-Counter Program (where property owners are responsible for planting trees on their own) will be accepted until February 1, 2022.

For more information: www.nation.on.ca/land/forestry-services/tree-planting-services

Community Free Tree Pick-Ups

SNC plans to host the popular Community Free Tree Campaign again in Spring 2022 to coincide with spring tree planting.

SNC has committed \$500 to provide free tree seedlings to residents within your municipality. Please let us know if there is interest in providing a matching contribution to help give away more free trees to residents next year, to help promote forest conservation.

We look forward to our continued partnership. Please feel free to contact Caroline Goulet, SNC Forester, at cgoulet@nation.on.ca or 1-877-984-2948 should you have any additional questions or would like SNC to provide a presentation to your Council.



Mémoire

Destinataires : Maire Frank Prevost, Conseil, DG, greffier
Canton de South Glengarry
De : Caroline Goulet, forestière
Date : Le 6 décembre 2021
Objet : **Mise à jour sur les programmes forestiers de 2021 - Rappel pour les commandes d'arbres de 2022**

Nous vous remercions de votre soutien aux programmes forestiers de la Conservation de la Nation Sud (CNS). En 2021, la CNS a pu aider à planter 130 000 arbres et offrir des subventions et des visites gratuites de boisés à 18 forêts privées de Prescott et Russell et de Stormont, Dundas et Glengarry.

Nous avons mis en œuvre, dans la région de South Glengarry, le Programme 50 millions d'arbres, la plantation d'arbres en bordure de routes, le Programme d'encouragement fiscal pour les forêts aménagées (PEFFA), et notre Programme de ressources pour les boisés. Un résumé des programmes est présenté ci-dessous :

Programmes de plantation d'arbres de la CNS (soutenus par le Programme 50 millions d'arbres)

En 2021, **300 arbres** ont été achetés par des propriétaires fonciers dans le cadre du programme en vente libre de la CNS.

Les programmes de plantation d'arbres sont actuellement financés par la CNS, le gouvernement du Canada (par l'entremise de Forests Ontario) et par les propriétaires fonciers participants.

Programme de ressources pour les boisés

La CNS offre aux propriétaires de boisés des visites et des consultations gratuites en matière de gestion forestière, grâce au soutien des comtés de SDG. Les propriétaires sont admissibles à des **subventions de 500 \$** pour les aider à préparer des plans de gestion forestière. Grâce au MFTIP, les plans permettent aux propriétaires de plus de 10 acres de forêt d'économiser jusqu'à 75 % sur leurs impôts fonciers.

En 2021, **3 000 \$ de subventions** ont été versés à **six propriétaires** fonciers de South Glengarry, ce qui garantit que **447,38 acres** de forêt resteront sous gestion pendant les 10 prochaines années.

Programme d'arbres en bordure des routes de SDG

Depuis 2010, la CNS s'est associée aux comtés de SDG pour planter des arbres le long des routes des comtés. Les arbres en bordure de route présentent de nombreux avantages, notamment celui d'absorber et de nettoyer les eaux de ruissellement, de servir



de pare-neige et de brise-vent naturels, de procurer un habitat et de la nourriture à la faune et aux pollinisateurs, et de réduire la pollution sonore.

En 2021, **240 arbres en pot** ont été plantés le long de la route de comté 27 dans South Glengarry, à la hauteur du chemin Airport.

Nos programmes forestiers, y compris l'intendance des propriétaires fonciers, favorisent la conservation des forêts et la gestion durable des ressources naturelles. Le personnel forestier de la CNS est disponible pour aider les propriétaires fonciers à atteindre leurs objectifs en ce qui concerne leurs forêts ou leurs projets de reboisement.

Mise à jour : commandes de plantation d'arbres pour 2022

La CNS est complet pour le programme 50 millions d'arbres pour 2022, les futures visites de sites pour les projets de reboisement seront pour les projets de plantation du printemps 2023.

Les commandes du programme en vente libre de la CNS (dans le cadre duquel les propriétaires sont responsables de la plantation de leurs propres arbres) seront acceptées jusqu'au 1er février 2022.

Pour plus d'information : www.nation.on.ca/land/forestry-services/tree-planting-services

Distribution communautaire d'arbres gratuits

La CNS prévoit organiser de nouveau la populaire campagne communautaire de distribution d'arbres gratuits au printemps 2022, qui coïncidera avec la plantation d'arbres printanière.

La CNS a alloué 500 \$ pour fournir gratuitement des semis d'arbres aux résidents de votre municipalité. Veuillez nous faire savoir si vous désirez verser une contribution équivalente pour aider à distribuer plus d'arbres gratuits aux résidents l'année prochaine, afin de promouvoir la conservation des forêts.

Nous nous réjouissons de la poursuite de notre partenariat. N'hésitez pas à communiquer avec Caroline Goulet, forestière de la CNS, à l'adresse cgoulet@nation.on.ca ou au 1-877-984-2948 si vous avez des questions supplémentaires ou si vous souhaitez que la CNS fasse une présentation à votre conseil.



Town of / Ville de Penetanguishene

Police Services Board

December 7, 2021

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Floor
720 Bay Street
Toronto, ON M7A 2S9

Delivered by Email:
attorneygeneral@ontario.ca

Dear Hon. Doug Downey;

RE: Concerning Rates of Recidivism

At the Penetanguishene Police Services Board meeting held on June 14, 2021, members of the board received a quarterly report from the Southern Georgian Bay OPP Detachment Commander. Within the report, the board noticed that the crime rate numbers were surprisingly high. The Detachment Commander explained that a major contributing factor to the high crime rate was that a high number of offenders were often being released by the courts and therefore given the opportunity to re-offend.

Following the meeting, the Detachment was able to research the recidivism rates for the catchment area in order to get a better understanding of the circumstances. Prior to the COVID-19 pandemic (August 2018 to February 2020) to post pandemic (March 2020 to September 2021) there was increase of 11% in recidivism rates. In Penetanguishene alone, there were a total of 12427 charges that were analyzed (29% criminal and 71% Provincial) with 519 persons who had charges withdrawn in the same time period.

These recidivism rates were concerning for the Police Services Board for two reasons. The first being that it's obvious that no lesson is learnt by most offenders when they are provided with multiple chances. The second being that this recidivism cycle that's being created continues to cause more work for the police which then takes them away from other important duties.

We're aware that the analysis of rates demonstrates an increase since the pandemic, and fully recognize that the COVID-19 pandemic could have been a contributing factor to the increase in rates. However, since the pandemic restrictions seem to be lifting, we're hopeful that the recidivism rates lessen as well.

Our hope is to bring awareness to the recidivism rates, advocate for the Southern Georgian Bay OPP and finally, enact change within the provincial court system to help minimize these rates. It would be most helpful not only to the Southern Georgian Bay OPP but all detachments across the province if the provincial court system could help minimize





recidivism rates by monitoring and recording the offenders who continue to reoffend and highly consider recidivism when sentencing.

We're hopeful that by raising awareness of the high recidivism rates within our detachment, it may persuade change within the provincial court system related to offender sentencing. Please feel free to reach out to the undersigned bcummings@penetanguishene.ca should you have any questions.

THE CORPORATION OF THE TOWN OF PENETANGUISHENE

Brian Cummings, Board Chair
Penetanguishene Police Services Board

CC: Hon. Sylvia Jones, Solicitor General
Inspector Joseph Evans, OPP
Interim Executive Director, Bruce Chapman, OAPSB
Council of the Town of Penetanguishene
Chief Administrative Officer, Jeff Lees, Town of Penetanguishene
All municipalities in Ontario

/kc





December 6, 2021

Mayor Robin Jones
ROMA Chair
30 Bedford Street
P.O. Box 68
Westport, ON K0G 1X0

Sent by Email: rjones@villageofwestport.ca

Dear Mayor Jones:

RE: Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulations 30/11

I am writing you on behalf of the County of Prince Edward (PEC) to express our concerns about the current legislation and regulations that require municipalities to take over and maintain pioneer (closed) and abandoned operating cemeteries when volunteers or owners can no longer manage them. As with other rural communities in Ontario, PEC is facing increasing financial and operational pressures due to obligations the current legislation, the Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulations 30/11, and believe that the magnitude of the problem warrants action.

We are asking that ROMA act on our collective behalf to find some solution to this growing financial obligation.

When municipalities take over the management of abandoned, closed or neglected cemeteries they must deal with the following:

- acquiring ownership of the cemetery land;
- there is no care and maintenance trust fund, or it is too small to generate the interest needed to cover annual maintenance costs (grass cutting, brushing, tree removal);
- the cemetery is full or closed so there is no revenue from sales of interments rights;
- the property has been neglected and needs extensive maintenance to bring into compliance with the legislative requirement of making a safe environment for visitors and workers – Trees & brush removed, monuments stabilized etc.; and
- the records of burials are incomplete or even nonexistent so if there is still room in the cemetery the selling of interment rights will be problematic.

The initial costs of assuming the cemeteries will vary on the size and condition of the cemetery being turned over however they can be quite substantial. Annual costs of maintaining a closed

or active cemetery, grass cutting, weed wiping, brushing repair of sunken graves, fencing, tree removal, monuments will also vary from cemetery to cemetery.

While we acknowledge there is some history and cultural significance to pioneer cemeteries, the care and maintenance costs are increasingly hard to justify to the tax-paying public who have little or no personal or emotional attachment to these abandoned properties. Many are small parcels of land in out of the way rural settings which are not easy to access. At a time when municipalities are recognizing and declaring a climate emergency, the energy and resources that are required for ongoing grass cutting and tree/vegetation maintenance and the resultant CO2 emissions is hard to justify to the public.

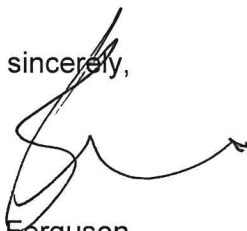
To use our current situation as an example, a list of cemeteries in Prince Edward County completed in the mid 1980's identified 76 cemeteries. Currently, PEC manages and operates 53 of those cemeteries; 46 are designated as pioneer (no longer open for sales) and 7 are active (open for sales and interment) and one for interment but no sales. Of the remaining 15 cemeteries, 3 have already inquired about the process for turning the cemetery over to the municipality.

We would like the government to consider the following:

- Develop a grant program that:
 - Provides seed money to properly fund the initial costs of taking over a cemetery; and
 - Annually helps cover the ongoing costs of maintenance and care that the legislation and regulations require.
- Change the legislation to provide relief to rural municipalities that cannot bear the costs downloaded to overburdened taxpayers. A consideration in this regard would be:
 - To allow municipalities the opportunity to choose whether there is any historical /cultural significance justifying taking it over.

We hope that action is taken to address the increasing financial and operational pressures due to obligations in the current legislation. We welcome the opportunity to discuss the matter further in a meeting with the goal of resolving these concerns.

Yours sincerely,



Steve Ferguson
Mayor

c.c. Members of Council
M. Wallace, CAO
Hon. Ross Romano, Ministry of Government & Consumer Services
Hon. Todd Smith MPP, Bay of Quinte
Eastern Ontario Warden's Caucus
Cemetery Advisory Committee

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 106-2021
FOR THE YEAR 2021**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of December 20, 2021 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 20TH DAY OF DECEMBER, 2021.***

MAYOR: _____ **CLERK:** _____