

TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Monday, February 5, 2024, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under the Consent agenda, 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.	
5. APPROVAL OF MINUTES	
5.a Previous Meeting Minutes - January 15th, 2024	3
5.b Public Meeting Minutes - January 15, 2024	9
6. PRESENTATIONS AND DELEGATIONS	
7. ACTION REQUESTS	
7.a Capacity Allocation - Water & Wastewater (D. Seguin)	11
7.b 2023 Annual Reports – Water, Wastewater, and Stormwater (D. Seguin)	14
7.c Drinking Water Quality Management System (DWQMS) 2023 Internal and External Audits (D. Seguin)	89
7.d Tyotown Road Retaining Wall (S. McDonald)	120
7.e Direction for Road and Bridge Asset Rationalization (S. McDonald)	123
7.f Award RFP 17-2023 - Road Needs Study (S. McDonald)	126
7.g Award RFP 16-2023 - Active Transportation and Trails Plan (S. McDonald)	128
7.h 2024 Grants and Donation Requests (K. MacDonald)	130
7.i 2023 Reserve Transfers (K. Goyette)	135

7.j	Cairnview Park Concept Plan (S. Harbers)	139
7.k	Official Plan Amendment - 6055 4th Line Road, Bainsville (J. Haley)	157
7.l	Land Disposition Update and to Declaration of Surplus Lands (J. Haley)	167
7.m	Proposed Township Industrial Park (J. Haley)	177
8.	BY-LAWS	
8.a	2024 Council Per Diem and Mileage Rate (K. MacDonald)	301
9.	ITEMS FOR CONSIDERATION	
9.a	1st Line Road Tree Removal (S. McDonald)	306
9.b	Lauzon Bridge (Kinloch Road) - 2024 Budget Notice (S. McDonald)	308
9.c	Butternut Lane Bridge - 2024 Budget Option (S. McDonald)	315
10.	CONSENT AGENDA	
10.a	Liquid Dust Suppressant Contract Renewal (S. McDonald)	319
10.b	FoodCycler Pilot Program Survey Results (S. McDonald)	320
10.c	2023 Brushing Program Summary (S. McDonald)	328
10.d	2023 Traffic Collection Program Summary (S. McDonald)	331
10.e	2024 South Glengarry Waste Collection Calendar	335
10.f	RESOLUTION - Road Safety Emergency (Town of Mono)	337
10.g	RESOLUTION - Social and Economic Prosperity Review (North Perth)	340
10.h	RESOLUTION - Notice Policy and Procedure By-law Update (Newmarket)	342
10.i	RESOLUTION - Life Span of Fire Apparatus (Prince Edward County)	361
11.	CLOSED SESSION	
12.	CONFIRMING BY-LAW	
12.a	Confirming By-law 2024-007	363
13.	ADJOURNMENT	

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**January 15, 2024, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor McDonald
Deputy Mayor Lang
Councillor Jaworski
Councillor McDonell
Councillor Bougie

STAFF PRESENT: CAO Robertson
GM Corporate Services/Clerk Campeau
GM Finance/Treasurer Goyette
GM Planning, Building & Enforcement Haley
GM Infrastructure Services McDonald
GM Parks, Recreation & Culture Harbers
Fire Chief Robertson
Deputy Treasurer MacDonald
Deputy Clerk Dixon

1. CALL TO ORDER

Resolution No. 2024-001

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the January 15th, 2024 Council Meeting of the Township of South Glengarry now be opened at 7:02 pm.

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Items pulled from the Consent agenda for discussion:

10.d. Planning, Building and Enforcement – 2023 Year End Review

10.f. South Glengarry 2022 Datacall Results

Resolution No. 2024-002

Moved by Councillor McDonell
Seconded by Councillor Bougie

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

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 2024-003

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the minutes of the following meetings, including closed session minutes, be adopted as circulated:

- Previous Meeting Minutes - December 18, 2023
- Public Meeting Minutes - December 18, 2023

CARRIED

6. PRESENTATIONS AND DELEGATIONS

- 6.1 SDG Library Services Update (Rebecca Luck)
- 6.2 Cairnview Park Concept Presentation (Thinc Design)

7. ACTION REQUESTS

- 7.1 Reporting Requirement under Ontario Reg 284/09 (K. Goyette)

Resolution No. 2024-004

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-01 be received for information purposes and furthermore, that the Council of the Township of South Glengarry confirms awareness that future post closure landfill, future employee benefits and amortization are not included in the 2024 budget.

CARRIED

8. BY-LAWS

- 8.1 2024 Interim Taxation By-law (K. Goyette)

Resolution No. 2024-005

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 2024-02 be received and that Bylaw 2024-01, being a by-law to provide for an interim tax levy and provide for the payment of interim taxes for the year 2024, be read a first, second and third time, passed, signed and sealed in open council this 15th day of January 2024.

CARRIED

- 8.2 2024 Temporary Borrowing By-law (K. Goyette)

Resolution No. 2024-006

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-03 be received and that By-law 2024-02, being a by-law to provide for temporary borrowing to meet the current expenditures until taxes are collected, to an upset limit of

\$9,310,350 in 2024 to be read a first, second and third time, passed, signed and sealed in open Council this 15th day of January 2024.

CARRIED

8.3 Zoning By-law Amendment - Prud'homme (J. Haley)

Resolution No. 2024-007

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 2024-04 be received and that By-law 2024-03, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry, to rezone the property legally described as Part of Lot 18, Concession 2 Indian Lands, being Parts 2 and 4 on Reference Plan 14R425 in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6301 Boundary Rd, Glen Walter from Highway Commercial (CH) to Light Industrial – Exception Three (ML-3) to permit a proposed Transportation Terminal and Warehouse as well as a hotel/motel as the primary use on the subject property, be read a first, second and third time, passed, signed, and sealed in open Council this 15th day of January 2024. The Council of the Township of South Glengarry confirms that no public comments were received on this application that resulted in the need to deny the requested zoning amendment.

CARRIED

8.4 Veilleux & Lajoie (EVB Engineering) By-law Amendment (J. Haley)

Resolution No. 2024-008

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 2024-05 be received and that By-law 2024-04, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry, to rezone the property legally described as Lot 10 and part of Lot 11, Plan 26 in the Geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 2 Elm St, Lancaster from Residential Three (R3) to Residential Three - Exception Six (R3-6), Residential Three - Exception Seven (R3-7), and Residential Three - Exception Eight (R3-8) to permit a triplex structure to be located on each recently approved severed lot and to provide exceptions to certain standards outlined in Zoning By-law 38-09, be read a first, second and third time, passed, signed and sealed in open Council this 15th day of January 2024. The Council of the Township of South Glengarry confirms that no public comments were received on this application that resulted in the need to deny the requested zoning amendment.

CARRIED

9. ITEMS FOR CONSIDERATION

9.1 Planning, Building and Enforcement - 2023 Year End Review

9.2 South Glengarry 2022 Datacall Results

10. CONSENT AGENDA

Resolution No. 2024-009

Moved by Councillor Bougie

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council accepts the items listed on the Consent Agenda.

CARRIED

10.1 Departmental Update - Corporate Services (December 2023)

10.2 Departmental Update - Fire Services (December 2023)

10.3 Departmental Update - Parks, Recreation and Culture (December 2023)

10.4 Planning, Building and Enforcement - 2023 Year End Review

10.5 Departmental Update - Finance (December 2023)

10.6 South Glengarry 2022 Datacall Results

10.7 LETTER - AORS Resolution Request

10.8 LETTER - Business Support for CEBA Loan Businesses (Downtown Stratford Business Improvement Area)

10.9 RESOLUTION - Amendment to the Occupational Health and Safety Act (City of Greater Sudbury)

10.10 RESOLUTION - Provincial Cemetery Management Support Request (Tay Township)

10.11 RESOLUTION - Strong Mayor Powers and Leave to Construct Threshold (Town of Plympton-Wyoming)

10.12 RESOLUTION - Prohibition of Criminals from Municipal Council (Township of Conmee)

11. CLOSED SESSION

Resolution No. 2024-010

Moved by Deputy Mayor Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Council convene to Closed Session at 7:53 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

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

(b) personal information about an identifiable individual;

Specifically: Staffing Matter

(c) a proposed or pending disposition of land

Specifically: Staff Report 2024-06

(e) litigation

Specifically: Staff Report 2024-07

Specifically: Information Report - Litigation

(h) information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them;

Specifically: Staff Report 2024-08

CARRIED

Resolution No. 2024-011

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene at 10:09 pm into open session without reporting.

CARRIED

Resolution No. 2024-012

Moved by Councillor McDonell

Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 2024-06 be received and Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

Resolution No. 2024-013

Moved by Deputy Mayor Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 2024-07 be received and Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

Resolution No. 2024-014

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-08 be received and Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. 015

Moved by Councillor McDonell

Seconded by Councillor Bougie

BE IT RESOLVED THAT By-law 2024-005, 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 15th day of January 2024.

CARRIED

12.1 Confirming By-law 2024-05

13. ADJOURNMENT

Resolution No. 2024-016

Moved by Deputy Mayor 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 10:11 pm.

CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
PUBLIC MEETING MINUTES**

**January 15, 2024, 6:30 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor McDonald
Deputy Mayor Lang
Councillor Jaworski
Councillor McDonell
Councillor Bougie

STAFF PRESENT: GM Planning, Building & Enforcement Haley
GM Corporate Services/Clerk Campeau
CAO Robertson
Deputy Clerk Dixon

1. CALL TO ORDER

Moved by: Councillor Bougie

Seconded by: Councillor McDonell

THAT the meeting be opened at 6:30 pm.

CARRIED

2. APPROVAL OF AGENDA

Moved by: Councillor McDonell

Seconded by: Deputy Mayor Lang

THAT the agenda be adopted as circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 ZBLW-17-2023 - 4 Line Holdings Inc.

Ms. Haley advised that the subject property is legally described as Part of Lot 9, Concession 1, being part 1 of Reference Plan 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

The purpose of Amendment No. 22 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry, being an amendment initiated by an individual pursuant to Section 22 of the Planning Act, is to redesignate approximately 6.28 hectares of land from the Agricultural Resource Lands designation to a Special Land Use District designation, in order to permit Highway Commercial uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands.

The purpose of the zoning amendment is to rezone the subject property from Highway Commercial (CH) to Highway Commercial - Exception Ten (CH-10) to permit the following:

-Part 7.1 - Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.

-Part 3.5 - Permitting a transportation terminal as a use without the erecting of a building on the subject property.

-Part 4.11 (8) - Permitting more than 50% of lot frontage as driveways and parking.

The applicant's Planner, Tim King, provided a presentation providing additional details about the applications.

5. ADJOURNMENT

Moved by: Councilor Bougie

Seconded by: Deputy Mayor Lang

THAT the meeting be adjourned at 6:56pm

CARRIED

Mayor

Clerk



STAFF REPORT

S.R. No. 2024-09

PREPARED BY: Dillen Seguin, Director of Water/Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5th, 2024

SUBJECT: Capacity Allocation - Water & Wastewater

BACKGROUND:

1. Council adopted the Allocation of Water and Wastewater Capacity By-law 24-11 in April of 2011. As per the Water and Wastewater Capacity Allocation By-law, Infrastructure Services is required to present a report to Council annually prior to January 31st of each calendar year. The purpose of this report is to provide recommendations to Council as to the annual allocations to be available for the given year.
2. The by-law states that the municipality shall, at least annually, determine the available units of Water and Wastewater capacities. From the available capacities, Council shall determine the Annual Development Allocation.
3. The Development Allocation has been calculated using the historical flow data per service connection. The tables below show the details of the available capacity calculations. Water is based off the highest flow measured over the past 5 years; Wastewater is calculated off the average flow over the past 5 years.
4. On February 6th, 2023, a staff report was brought to Council which outlined that we have allocated over capacity for water and wastewater for Glen Walter. It was acknowledged that no further water and wastewater allocations could be granted in the year 2023.
5. The below table shows the available water/wastewater connections available for 2024.

Water Allocation			
System	Connections	Development	Infill
Glen Walter	14	0	0
Lancaster	274	219	55
Redwood	13	11	3

Wastewater Allocation			
System	Connections	Development	Infill
Glen Walter	-23	0	0
Lancaster	413	331	83
Green Valley	50	40	10

ANALYSIS:

6. In consideration of the above and the 5-year average of wastewater flows, it has been determined that our available wastewater capacity for Glen Walter is **-23** connections; this means that we have over allocated wastewater capacity and cannot provide new wastewater capacity allocations.
7. As for water, the calculation is based on the maximum flow in the last 5-year period, therefore it has been determined that our available water capacity for Glen Walter is **14** connections; this means that we have gained water capacity. Due to the wastewater capacity for Glen Walter remaining over capacity, we would not recommend allocation for Glen Walter water.
8. As for Lancaster, Redwood and Green Valley plants, allocations can be granted based on the above tables for equivalent service connections.
9. Administration recommends that the capacity available, less the previously approved connections, be approved as the Annual Development Allocation for 2024.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-09 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2024 Allocation Report, being a report, which details available capacity for allocation at the Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants for the year 2024.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-10

PREPARED BY: Dillen Seguin, Director of Water and Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5th, 2024

SUBJECT: 2023 Annual Reports – Water, Wastewater, and Stormwater

BACKGROUND:

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

ANALYSIS:

4. Appended are the eight (8) reports showing 2023 compliance/non-compliance for the
 - a. Glen Walter, Lancaster and Redwood Estates Water Treatment Plants
 - b. Glen Walter, Lancaster and Green Valley Sewage Treatment Plants
 - c. Municipal Collection Systems (wastewater and stormwater)
5. The reports contain detailed information on the plants and are being provided to Council for review at this time.

6. Questions on the reports should be directed to Administration in the next two (2) weeks so that Administration can prepare a Staff Report to approve the reports for the February 20, 2024 Council Meeting.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability.

Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-10 be received and that Council receive the 2023 reports for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants and the South Glengarry stormwater system for information purposes.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



2023
Annual Wastewater Report
Glen Walter Sewage Treatment
Version 1.0

Prepared by: draft _____ Date _____
Dillen Seguin
Director of Water and Wastewater

Approved by: draft _____ Date _____
Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

Table of Contents

1. Description of the Works	3
2. Effluent Objectives	5
3. Effluent Limits	5
4. Monitoring And Recording	6
5. Laboratory	6
6. 2023 Annual Effluent Quality	6
7. Inventory	7
8. Maintenance	7
9. Operational Issues	7
10. Biosolid (Sludge) Summary	7
11. Complaints	7
12. By-Pass Report(s)	8
13. Reports	9

Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

Glen Walter Sewage Treatment Plant

In accordance with the Amended Certificate of Approval, Number 3-0464-84-889, Notice 3 issue date March 23, 2015, the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2023; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

1. Description of the Works

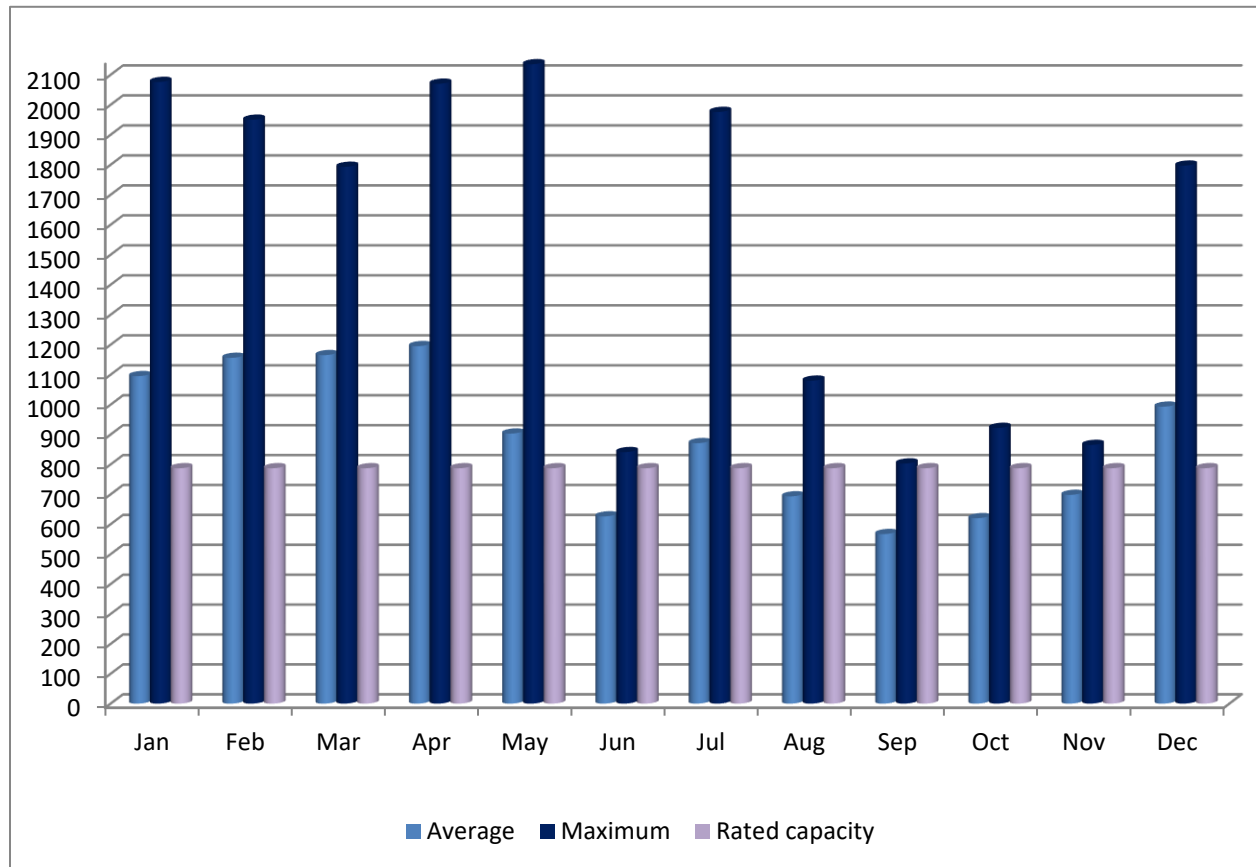
Capacity of Works	787 m ³ /day (average daily flow)
Service Area	Purcell subdivision, South Glengarry
Service Population	Approximately 1,080
Effluent Receiver	St. Lawrence River
Major Process	Secondary aeration treatment facility complete with a phosphorus removal system; ultra violet disinfection

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

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

The rated capacity of the Glen Walter WPCP is 787 cubic meters per day (m³/day); that is raw influent (flow) into the plant for treatment. During the reporting year 2023, the Glen Walter WPCP exceeded the rated capacity of 787 m³/day, One hundred-sixty-six (166) days.

Monthly Average and Maximum Daily Flows for 2023 (Rated capacity 787 m³/day)



2. Effluent Objectives

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

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

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	15	-
Total Suspended Solids	15	-
Total Phosphorus	0.32	-
Total Ammonia Nitrogen:		-
Summer – June 1 to November 30	2.0	
Winter- December 1 to May 31	4.0	
<i>E. Coli – May 1 to September 31</i>	100 organisms per 100 millilitres	-

3. Effluent Limits

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

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

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	25	19.7
Total Suspended Solids	25	19.7
Total Phosphorus	0.64	0.50
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	4.0	3.2
Winter- December 1 to May 31	8.0	6.3
<i>E. Coli – May 1 to September 31</i>	200 organisms per 100 millilitres	-

4. Monitoring And Recording

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

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

Parameters	Sample Type	Frequency
CBOD ₅	24-hr composite	Weekly
Total Suspended Solids	24-hr composite	Weekly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

5. Laboratory

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

6. 2023 Annual Effluent Quality

In the reporting year 2023, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

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

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading kg/d	Loading Criteria kg/d
CBOD ₅	3.2	25	2.80	15.63
Total Suspended Solids	4.9	25	4.58	15.63
Total Phosphorus	0.15	0.86	0.14	0.54
Total Ammonia Nitrogen:				
Summer – June 1 to Nov 30	0.98	4.0	2.1	2.5
Winter- Dec 1 to May 31	0.49	8.0	3.5	5.0
<i>E. Coli</i>	3.3	200 organisms per 100 millilitres	-	-

7. Inventory

Chemical	Annual Status	Units
Alum	10.5	Cubic meters

8. Maintenance

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

Monthly	<ul style="list-style-type: none"> • Checked operations and performance of sewage pumps. • Flushed Alum feed line
Treatment Plant	<ul style="list-style-type: none"> • Changed oil on blower #1 and #2 • Cleaned air diffusers in digester
Quarterly	<ul style="list-style-type: none"> • N/A
Semi-Annually	<ul style="list-style-type: none"> • Changed filters on blower #1 and #2. • Greased comminutor and clarifier drive. • Cleaned alum sensors
Annually	<ul style="list-style-type: none"> • Annual calibration of monitoring equipment • Annual calibration of flow meters
Major Maintenance	<ul style="list-style-type: none"> • Composite Sampler Tube Replacement (Mar) • Clean Grit Channel (Mar) • Sewer Cleaning and CCTV (Apr) • Pump station cleaning x 3 Stations (Jul) • Waste Valve replaced (Aug) • Clean Digester Pit and Replace Steel Cable (Sep) • Empty and Clean Raw Sewage Pit (Sep) • Insulate New Wasting Valve (Nov) • UV bulb replacement x 2 (Dec)

9. Operational Issues

There were no operational issues noted during 2023.

10. Biosolid (Sludge) Summary

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 430 m³ for the fiscal year 2023. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 430 m³ to the Lancaster Lagoons for disposal.

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

11. Complaints

No complaints reported during the 2023 operational year.

12. By-Pass Report(s)

By-passing occurrences: 2

Overflow 1

Date:	April 5th 2023
Location:	18352 County Road 2
Reference Number:	1-34WMTM
Cause:	Wet Weather
Volume:	189m3
Duration:	2.5hours
Disinfection:	None
Adverse Impact:	None
Results:	N/A

Overflow 2

Date:	July 2nd 2023
Location:	18352 County Road 2
Reference Number:	1-3LDFOS
Cause:	Wet Weather
Volume:	51m3
Duration:	2.8hours
Disinfection:	None
Adverse Impact:	None
Results:	Grab Sample

**All by-pass/overflows for the collection system(s) have been moved to the Municipal sewer collection report for 2023 and ongoing. However, bypass/overflows may still occur for the wastewater system facility(s).*

13. Reports

- Appendix A – Lancaster Sewage Annual Performance Report 2023 (Attached)
- Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)
- Lancaster Daily/Monthly Report Summary - (on-file at plant)
- Lancaster Bypass Incident Report – (on-file at plant)

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

Annual Report Data
2023

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

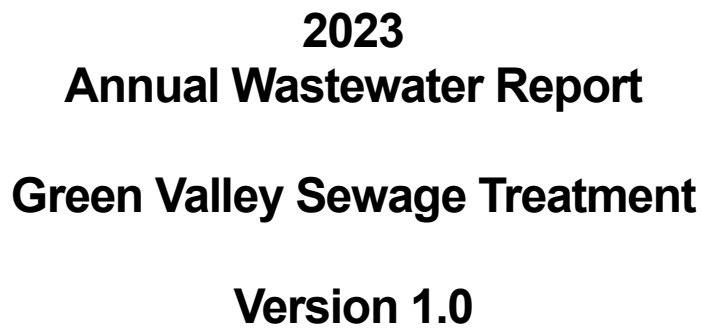
Description: 3 Sewage Pumping Stations - 1 Extended Aeration Plant - UV Effluent Disinfection

	Influent Flow			Effluent Flow	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium	Waste Loadings				Alum	Effluent Flow
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent		BOD Kg/D	TSS Kg/D	TP Kg/D	N-NH3 Kg/D		
January	33.957	1.095	2.076	33.957	46	3.00	93.48	46	5.80	87.39	1.47	0.18	87.76	0.02	3.29	6.35	0.20	0.02	0.892	1.095
February	32.386	1.156	1.950	32.386	91	3.25	96.43	116	8.50	92.67	3.42	0.20	94.15	0.05	3.76	9.83	0.23	0.06	0.806	1.156
March	36.143	1.165	1.793	36.143	36	3.00	91.67	98	7.25	92.60	2.14	0.19	91.12	0.05	3.50	8.45	0.22	0.06	0.892	1.165
April	35.856	1.195	2.070	35.856	17	3.00	82.35	31	4.00	87.10	0.71	0.20	71.83	0.05	3.59	4.78	0.24	0.06	0.864	1.195
May	28.018	0.903	2.135	28.018	50	4.40	91.20	95	7.40	92.21	2.41	0.20	91.70	0.2	3.97	6.68	0.18	0.18	0.892	0.903
June	18.790	0.626	0.841	18.790	73	3.00	95.89	450	3.25	99.28	3.97	0.11	97.23	2	1.88	2.03	0.07	1.25	0.864	0.626
July	27.022	0.871	1.976	27.022	56	3.40	93.93	56	3.40	93.93	1.81	0.11	93.92	0.81	2.96	2.96	0.10	0.71	0.892	0.871
August	21.485	0.693	1.080	21.485	128	3.00	97.66	262	5.25	98.00	3.90	0.12	96.92	2.16	2.08	3.64	0.08	1.50	0.892	0.693
September	17.035	0.567	0.803	17.035	740	3.00	99.59	1180	3.00	99.75	8.52	0.14	98.36	0.19	1.70	1.70	0.08	0.11	0.896	0.567
October	19.244	0.620	0.922	19.244	90	3.00	96.67	94	4.00	95.74	4.52	0.10	97.79	0.64	1.86	2.48	0.06	0.40	0.892	0.620
November	20.969	0.698	0.865	20.969	44	3.00	93.18	130	4.00	96.92	3.08	0.12	96.10	0.13	2.09	2.79	0.08	0.09	0.864	0.698
December	30.790	0.993	1.797	30.790	24	3.00	87.50	38	3.50	90.79	1.70	0.15	91.18	3.32	2.98	3.48	0.15	3.30	0.892	0.993
Total	321.695			321.695										9.62	33.65	55.17	1.69	7.72	10.538	10.58
Average		0.882		26.808	116.3	3.2	93.3	216.3	4.9	93.9	3.14	0.15	92.34	0.80	2.80	4.60	0.14	0.64	0.878	0.88
Criteria		0.787				25			25			0.64		(S) 4 W (8)	19.7	19.7	0.5	S 3.2 W 6.3		
Maximum Compliance		0.882 No				3.2 Yes			4.9 Yes			0.15 Yes		(S) Y (W) Y Yes	Yes	Yes	Yes	Yes	Yes	

	Effluent E-Coli		
	Min	Max	Geo. Mean
January	2	12	4.9
February	2	2	2.0
March	2	2	2.0
April	2	14	5.3
May	2	34	8.2
June	1	2	1.4
July	1	11	3.3
August	2	19	6.2
September	1	1	1.0
October	1	1	1.0
November	1	5	2.2
December	1	5	2.2

Average	1.5	9	3.3
Criteria		200	

Maximum	Yes
Compliance	Yes



Page 25 of 363

Table of Contents

1. Description of the Works	3
2. Effluent Limits	5
3. Monitoring And Recording	5
4. Laboratory	5
5. 2023 Annual Effluent Quality	5
6. Inventory	6
7. Maintenance	6
8. Operational Issues	6
9. Complaints	6
10. By-Pass Report(s)	6
11. Lagoon Performance	7

Revision History

Date	Description	Revision	Author
	Initial Issue for Council Receipt	1.0	D. Seguin

Green Valley Sewage Treatment Plant

In accordance with the Certificate of Approval, Number 3-2012-88-896, Issue date August 1, 1989 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2023; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

1. Description of the Works

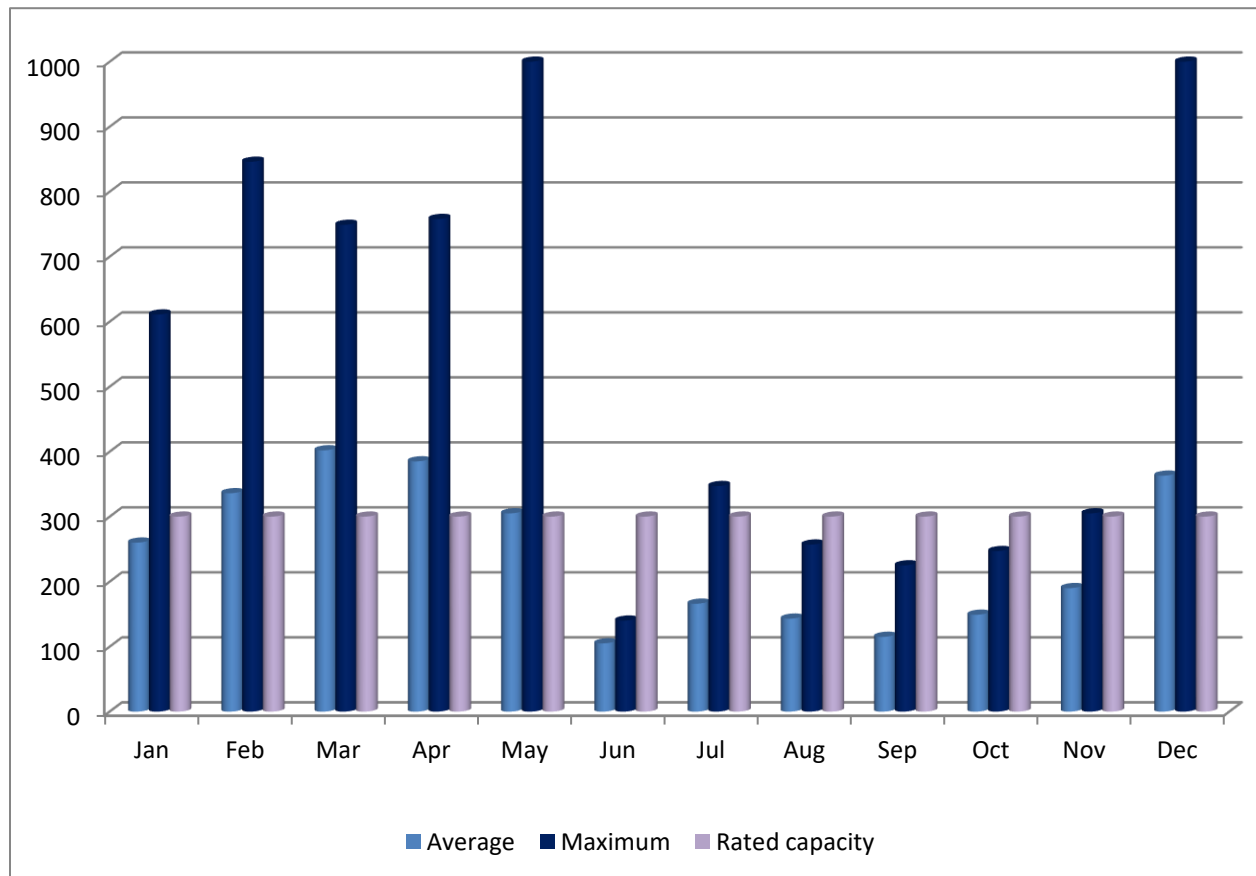
Capacity of Works	300 m ³ /day (average daily flow)
Service Area	Hamlet of Green Valley
Service Population	Approximately 475
Effluent Receiver	Beaudette River
Major Process	Twin cell waste stabilization pond, with annual alum dosing for phosphorus and solids removal.

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

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

The rated capacity of the Green Valley WPCP is 300 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2023, the Green Valley WPCP exceeded the rated average capacity of 300 m³/day, ninety-three (93) days.

Monthly Average and Maximum Daily Flows for 2023 (Rated capacity 300 m³/day)



2. Effluent Limits

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

Table 1. Effluent Limits as per C of A, conditions 1.4

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	30	214.3
Total Suspended Solids	30	214.3
Total Phosphorus	1.0	7.1

3. Monitoring And Recording

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

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

Parameters	Sample Type	Frequency
CBOD ₅	Grab	Every 0.5 metres
Total Suspended Solids	Grab	Every 0.5 metres
Total Phosphorus	Grab	Every 0.5 metres

4. Laboratory

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

5. 2023 Annual Effluent Quality

In the reporting year 2023, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading kg/d	Loading Criteria kg/d
CBOD ₅	8.14	30	33.61	214.3
Total Suspended Solids	11.71	30	48.35	214.3
Total Phosphorus	0.27	1.0	1.10	7.1

6. Inventory

Chemical	Annual Status	Units
Alum	14	Cubic meters

7. Maintenance

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

Monthly	<ul style="list-style-type: none"> Checked operations and performance of sewage pumps (weekly)
Quarterly	<ul style="list-style-type: none"> N/A
Semi-Annually	<ul style="list-style-type: none"> N/A
Annually	<ul style="list-style-type: none"> Annual checks of monitoring equipment Annual checks of flow meters Re-grease grey-line unit probes in sewage pump stations
Major Maintenance	<ul style="list-style-type: none"> Dose Lagoon (Apr) Cleaning and CCTV (May) Clean Pump Stations x 2 (Jul) Mowed Lagoon (Jul) Hauled Dry Sludge (Sep) Clean Bypass Ditch and Install Sign (Oct)

8. Operational Issues

There were no operational issues noted during 2023.

9. Complaints

No complaints reported during the 2023 operational year.

10. By-Pass Report(s)

By-passing occurrences: 0

**All by-pass/overflows for the collection system(s) have been moved to the Municipal sewer collection report for 2023 and ongoing. However, bypass/overflows may still occur for the wastewater system facility(s).*

11. Lagoon Performance

On April 27th, 2023, the Township of South Glengarry Wastewater Department dosed the twin celled lagoon system with 14,000 litres of Alum for phosphorus removal. Each cell is equipped with a level marker which read approximately 1.8 meters (Avg.), that is equal to approximately 115,000 cubic meters of raw sewage.

On April 28th, 2023, at approximately 10:00, the lagoon discharge commenced, and the first set of samples were collected. The flow was set at approximately 5,000 cubic meters per day. On May 23th, 2023, the discharge was terminated as per C of A 3-2012-88-896 which states: the sewage works shall be operated on an annual discharge basis with the effluent discharge commencing not earlier than March 15th or terminating not later than May 25th of each year. A total of 115,569 cubic meters have been recorded on the Manta Ray Level Velocity Logger.

Lab Results

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

Reports

- Appendix A – Green Valley Sewage Annual Performance Report 2023 (Attached)
- Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)
- Green Valley Daily/Monthly Report Summary - (on-file at plant)
- Green Valley Bypass Incident Report – (on-file at plant)

Municipality: Township of South Glengarry Project: Green Valley Lagoons						Annual Report Data 2023				Water Course: Beaudette River Design Capacity: 0.300 x 1000 m3/D						
Description: 2 Sewage Pumping Stations - 2 Faculative Cells - Annual Discharge																
Influent Flow			Effluent	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Waste Loadings			Alum
Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Flow - Total X 1000 m3/D	Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		BOD Kg/D	TSS Kg/D	TP Kg/D	m3 Used
January	8.066	0.260	0.611	0	39	0	62	0		1.53	0		0.00	0.00	0.00	0
February	9.415	0.336	0.846	0	122	0	176	0		4.54	0		0.00	0.00	0.00	0
March	12.483	0.402	0.749	0	95	0	150	0		3.27	0		0.00	0.00	0.00	0
April	11.562	0.385	0.758	14.538	171	8.14	120	11.71		1.98	0.27		33.61	48.35	1.10	14
May	9.457	0.305	1.026	101.031	37	8.14	34	11.71		2.17	0.27					0
June	3.173	0.105	0.140	0	125	0	120	0		5.93	0		0.00	0.00	0.00	0
July	5.151	0.166	0.347	0	201	0	375	0		4.72	0		0.00	0.00	0.00	0
August	4.442	0.143	0.257	0	105	0	158	0		2.65	0		0.00	0.00	0.00	0
September	3.439	0.115	0.225	0	146	0	134	0		8.22	0		0.00	0.00	0.00	0
October	4.632	0.149	0.247	0	295	0	280	0		6.94	0		0.00	0.00	0.00	0
November	5.695	0.190	0.305	0	158	0	200	0		5.82	0		0.00	0.00	0.00	0
December	11.25	0.363	1.012	0	50	0	56	0		2.48	0		0.00	0.00	0.00	0
Total	88.765			115.569									33.61	48.35	1.10	0
Average	7.397	0.243	0.544	4.127	128.7	8.1	155.4	12		4.19	0.27		33.61	48.35	1.10	0
Criteria		0.300				30		30			1.0		214.3	214.3	7.10	
Maximum																
Compliance	Yes	(26) Days	115.569	4.127	Yes		Yes			Yes			Yes	Yes	Yes	
</																

Table of Contents

1. Description of the Works	3
2. Rated Capacity	3
3. Effluent Objectives	5
4. Effluent Limits	5
5. Monitoring And Recording	6
6. Laboratory	6
7. 2023 Annual Effluent Quality	6
8. Inventory	7
9. Maintenance	7
10. Operational Issues	7
11. Biosolid (Sludge) Summary	7
12. Complaints	7
13. By-Pass Report(s)	8
14. Reports	8

Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

Lancaster Sewage Treatment Plant

In accordance with the Certificate of Approval, Number 8124-4L9KB9, Issue date July 17, 2000 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2023; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

1. Description of the Works

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

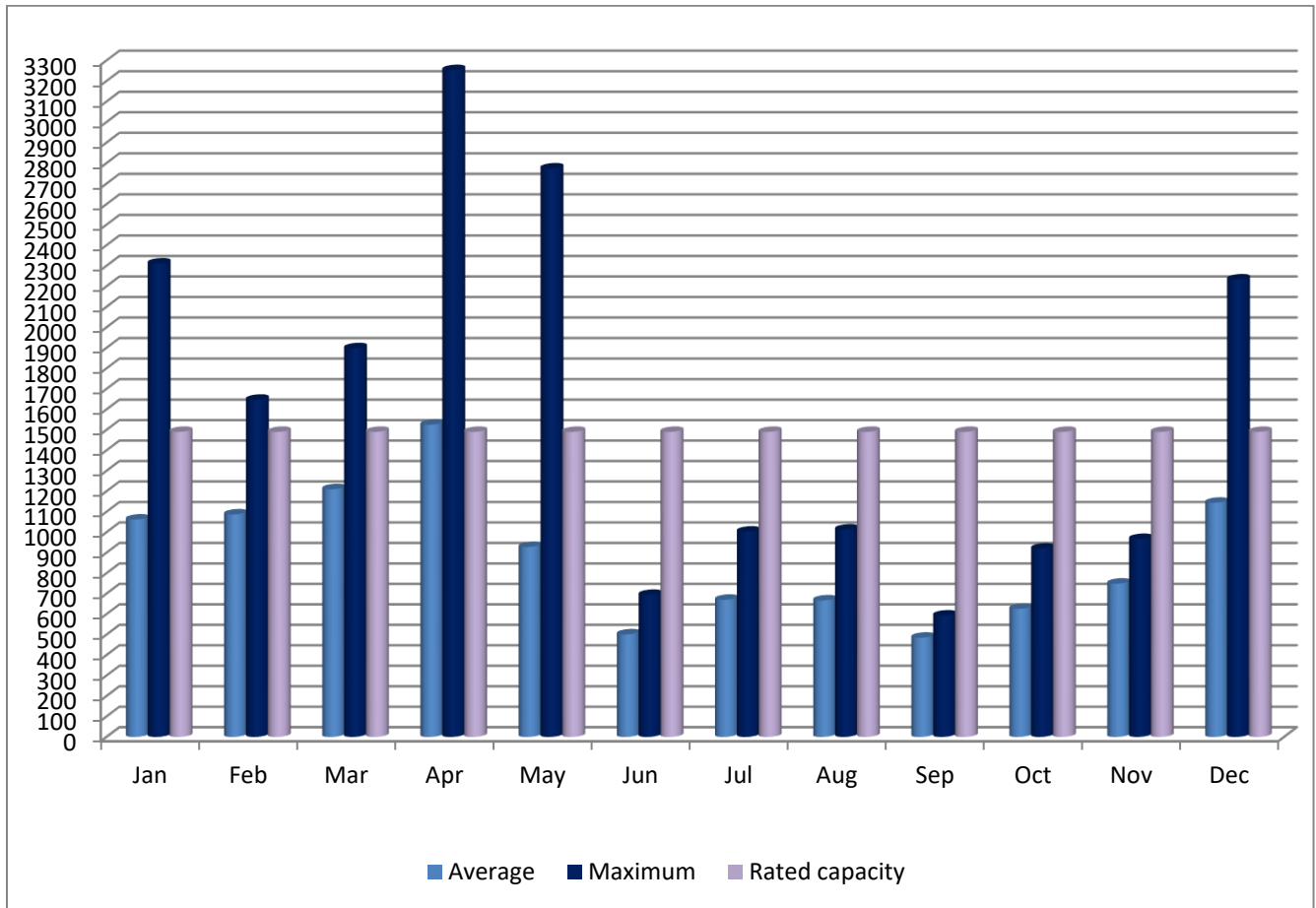
The Lancaster WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 8124-4L9KB9, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and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

2. Rated Capacity

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

The rated capacity of the Lancaster WPCP is 1,490 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2023, the Lancaster WPCP exceeded the rated capacity of 1,490 m³/day, forty-one (41) days.

Monthly Average and Maximum Daily Flows for 2023 (Rated capacity 1,490 m³/day)



3. Effluent Objectives

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

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

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	25	37.3
Total Suspended Solids	30	44.7
Total Phosphorus		
Summer – June 1 to November 30	0.4	0.60
Winter – December 1 to May 31	0.8	1.2
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	11	16.4
Winter- December 1 to May 31	18	26.8
<i>E. Coli – May 1 to September 31</i>		-

4. Effluent Limits

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

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

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD ₅	30	44.7
Total Suspended Solids	40	59.6
Total Phosphorus		
Summer – June 1 to November 30	0.5	0.75
Winter – December 1 to May 31	1.0	1.5
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	13	19.4
Winter- December 1 to May 31	20	30.0
<i>E. Coli – May 1 to September 31</i>		-

5. Monitoring And Recording

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

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

Parameters	Sample Type	Frequency
CBOD ₅	24-hr composite	Bi-monthly
Total Suspended Solids	24-hr composite	Bi-monthly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

6. Laboratory

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

7. 2023 Annual Effluent Quality

In the reporting year 2023, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

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

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading kg/d	Loading Criteria kg/d
CBOD ₅	5.26	30	5.36	44.7
Total Suspended Solids	9.98	40	10.25	59.6
Total Phosphorus:				
Summer – June 1 to Nov 30	0.14	0.5	0.10	0.75
Winter – Dec 1 to May 31	0.20	1.0	0.26	1.5
Total Ammonia Nitrogen:				
Summer – June 1 to Nov 30	11.28	13	7.43	19.4
Winter- Dec 1 to May 31	10.3	20	13.1	30.0
<i>E. Coli</i>			-	-

8. Inventory

Chemical	Annual Status	Units
Alum	40,448	Cubic meters

9. Maintenance

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

Monthly	<ul style="list-style-type: none"> Checked operations and performance of sewage pumps.
Treatment Plant	<ul style="list-style-type: none"> Changed Oil - Blower #1, #2 and #3
Quarterly	<ul style="list-style-type: none"> N/A
Semi-Annually	<ul style="list-style-type: none"> Cleaned Filters on Blower #1, #2 and #3.
Annually	<ul style="list-style-type: none"> Annual calibration of monitoring equipment Annual calibration of flow meters
Major Maintenance	<ul style="list-style-type: none"> Blower #2 electrical components replaced (Jan) Lagoon Sludge Depth (Feb) Sewer Cleaning and CCTV (Apr) Pump station cleaning x 2 Stations (Jul) Dormant Lagoon Grass Cut (May) Lagoon Dredging (Jul) Clean Influent Lagoon Berm (Aug) Steam Clean Alum Tank (Oct) Replace Gaskets on Alum Tank (Oct)

10. Operational Issues

There were no operational issues noted during 2023.

11. Biosolid (Sludge) Summary

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 430 m³ for the fiscal year 2023. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 430 m³ to the Lancaster Lagoons for disposal.

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

12. Complaints

Lancaster Lagoon Odors

Odors from the Lancaster Lagoon were correlated with the cleaning and cctv work from Veolia. The smell dissipated gradually over a 45-day period. (June-July 2023)

13. By-Pass Report(s)

By-passing occurrences: 0

**All by-pass/overflows for the collection system(s) have been moved to the Municipal sewer collection report for 2023 and ongoing. However, bypass/overflows may still occur for the wastewater system facility(s).*

14. Reports

- Appendix A – Lancaster Sewage Annual Performance Report 2023 (Attached)
- Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)
- Lancaster Daily/Monthly Report Summary - (on-file at plant)
- Lancaster Bypass Incident Report – (on-file at plant)

Lagoon pH Samples 2023												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg.	7.12	7.30	7.43	7.77	7.72	7.57	7.81	7.96	7.73	7.68	7.35	7.37
1		7.25	7.48		8.16	7.54		8.11			7.50	
2					8.07	7.43		8.09			7.60	
3	7.82			7.17	8.25			8.18		7.90		
4	7.02			7.28			8.36			7.70		7.96
5				7.11	8.17	8.01	8.24		8.04	7.70		7.44
6	6.85	7.58	7.49			7.47	8.07		8.10		7.80	7.87
7			7.27						7.99		7.70	7.00
8		7.28	7.53		7.96	7.42		7.89			7.61	
9	6.78	7.09			7.74			7.70			7.50	
10	7.17				7.48		7.63	8.18		7.90		
11	7.25			7.56	7.46		7.62	7.75	7.55	7.80		7.10
12	7.29			7.43		7.51	7.36		7.51	7.60		7.10
13		7.15	7.62	7.39		7.43			7.48			7.10
14		7.23	7.48			7.48		8.05	7.55		7.10	7.00
15		7.36	7.53		7.58			7.88			7.10	
16	7.00	7.31	7.40		7.53			8.38		7.80	7.00	
17	7.13			7.89	7.58		7.55			7.80		
18	7.09			8.29	7.54	7.51	7.79		7.54	7.90		7.10
19	7.22						8.16		7.50	7.70		7.57
20			7.44	8.39		7.48	7.59		7.80		7.67	7.51
21		7.23	7.39			7.53		7.48	7.57		7.10	7.10
22		7.21	7.56			7.51		7.9			7.10	
23	7.03	7.40	7.51		7.61			7.94		7.43	7.10	
24	7.09			8.12			7.63	8.10		7.45		
25	7.07			8.20	7.56		7.71		8.00			
26					7.58		7.81		7.80	7.42		
27		7.52	7.18		7.60	7.72			7.67		7.10	7.77
28		7.28	7.27	8.36	7.55	7.76		7.86	7.80		7.10	7.10
29			7.43			7.69		8.24			7.20	
30	7.02		7.29					7.77		7.45	7.69	7.83
31	7.14				7.48		7.76	7.71		7.44		

Municipality: Township of South Glengarry
Project: Lancaster Lagoons

Annual Report Data
2023

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

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

	Influent Flow			Effluent Flow - Total X 1000 m3/D	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium Average Effluent mg/L	Waste Loadings				Alum m3 Used	Effluent Flow Average m3/D
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent		BOD Kg/D	TSS Kg/D	TP Kg/D	N-NH3 Kg/D		
January	32.946	1.062	2.311	32.946	63.60	13.60	78.62	94.20	14.20	84.93	3.06	0.22	92.81	11.4	14.44	15.08	0.23	12.11	3.496	1.062
February	30.449	1.087	1.647	29.402	101.25	7.75	92.35	118.75	16.75	85.89	3.48	0.23	93.39	11.33	8.14	17.59	0.24	11.90	3.196	1.050
March	37.539	1.210	1.898	38.217	139.75	6.00	95.71	227.25	13.75	93.95	4.82	0.23	95.23	12.08	7.39	16.94	0.28	14.88	3.496	1.232
April	45.771	1.525	3.253	58.594	76.75	5.50	92.83	157.50	13.50	91.43	3.68	0.23	93.75	6.96	10.74	26.37	0.45	13.59	3.265	1.953
May	28.788	0.928	2.774	23.392	128.80	4.00	96.89	209.60	6.20	97.04	5.15	0.13	97.48	5.08	3.02	4.67	0.10	3.83	3.496	0.754
June	15.046	0.501	0.694	15.317	195.75	3.25	98.34	240.00	5.50	97.71	7.49	0.16	97.86	10.16	1.66	2.81	0.08	5.18	3.298	0.510
July	20.797	0.670	1.003	20.288	154.20	4.40	97.15	203.60	9.40	95.38	5.38	0.14	97.40	13.76	2.88	6.15	0.09	9.00	3.496	0.654
August	20.697	0.667	1.013	20.507	123.25	3.25	97.36	140.50	7.75	94.48	4.29	0.1	97.67	11.28	2.15	5.12	0.07	7.46	3.280	0.661
September	14.558	0.485	0.593	13.385	173.50	4.00	97.69	223.75	8.00	96.42	6.58	0.14	97.87	10.55	1.78	3.57	0.06	4.71	3.200	0.446
October	19.418	0.626	0.920	28.009	124.40	3.00	97.59	246.80	6.20	97.49	6.1	0.12	98.03	8.91	2.71	5.60	0.11	8.05	3.825	0.903
November	22.481	0.749	0.967	23.417	193.25	4.00	97.93	316.50	11.50	96.37	5.58	0.22	96.06	13.05	3.12	8.97	0.17	10.18	3.300	0.780
December	35.494	1.144	2.233	45.009	98.00	4.75	95.15	155.00	6.75	95.65	2.91	0.19	93.47	15.03	6.89	9.79	0.28	21.81	3.100	1.451
Total	323.984			348.483											64.92	122.65	2.16	122.68	40.448	11.456
Average	26.999	0.888	1.609	29.040	131.04	5.29	94.80	194.45	9.96	93.89	4.88	0.18	95.92	10.80	5.41	10.22	0.18	10.22		
Criteria		1.49				30			40			S 0.5		S 13	44.7	59.6	S 0.75	S 19.4		
												W 1.0		W 20			W 1.5	W 30		
Maximum						5.29			9.96								0.18	10.2		
Compliance		Yes				Yes			Yes			Yes		Yes			Yes	Yes		



2023
Municipal Sewage Collection Report

Authorized Systems
Glen Walter – Lancaster – Green Valley

Version 1.0

Prepared by: draft _____ Date _____
Dillen Seguin
Director of Water and Wastewater

Approved by: draft _____ Date _____
Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

Table of Contents

1. High Level Description of the Works	3
2. Assets	4
3. Maintenance	5
4. Operational Issues	5
5. Complaints	5
6. Alterations	5
7. Wet Weather vs Dry Weather Data	5
8. Laboratory	5
9. Monitoring And Recording	6
10. Overflow Report(s)	7
11. Sample Results	9
12. CSO Overflow Points	9
13. Overflow Reduction	10

Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

**Due March 31st of each year*

Wastewater Collection System Report

In accordance with the ECA Number: 185-W601 Issue: 1 dated January 11th, 2023. The owner shall prepare an annual performance report for the Authorized systems. This document covers the reporting year January 01 to December 31, 2023; the report summarizes important information regarding the maintenance, operations, relevant activities within the collection systems, analytical test results and overflow data. The ECA outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

1. High Level Description of the Works

Glen Walter

System Description

The Glen Walter system consists of works for the collection and transmission of sewage, consisting of 8" gravity fed sewers, 2 sewage pumping stations, and 2 forcemains, with a final discharge point into the Glen Walter Sewage Treatment Plant. (*Pump Station #1*)

Lancaster

System Description

The Lancaster system consists of works for the collection and transmission of sewage, consisting of 2 sewer forcemains, 8" and 10" gravity fed sewers, 2 sewage pumping stations, and 2 pump station forcemains, with a final discharge point into the Lancaster Sewage Treatment Plant. (*Lagoon*)

Green Valley

System Description

The Green Valley system consists of works for the collection and transmission of sewage, consisting of 8" and 10" gravity fed sewers, 2 sewage pumping stations, and 2 forcemains, and 1 36"x 985" holding pipe for excessive flow with a final discharge point into the Green Valley Sewage Treatment Plant. (*Lagoon*)

2. Assets

Glen Walter

Asset ID	Asset Name	Address/Location
GW2	Pumping Station 2	6649 Bray Street
GW3	Pumping Station 3	Yacht Boulevard

Green Valley

Asset ID	Asset Name	Address/Location
GV1	Pumping Station 1	4028 County Road 34
GV2	Pumping Station 2	20386 Concession Road 8

Lancaster

Asset ID	Asset Name	Address/Location
LA1	Pumping Station 1	12 South Beech
LA2	Pumping Station 2	20425 Old Montreal Road

Glen Walter – Lancaster – Green Valley

Collection System	Km of Gravity Pipe	Km of Forcemain
Glen Walter	7,900 meters in total length of gravity sewers	GW2 - 250 meters in length GW3 - 900 meters in length (Total length – 1,150m)
Green Valley	4,500 meters in total length of gravity sewers	GV1 - 860 meters in length GV2 - 1,350 meters in length (Total length – 2,210m)
Lancaster	12,000 meters in total length of gravity sewers	LA1 - 1,300 meters in length LA2 - 2,800 meters in length (Total length – 4,100m)

3. Maintenance

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

Weekly	<ul style="list-style-type: none"> • Checked operations and performance of sewage pumps. • Flow meter checks • Building/site envelop checks. • Wet well checks
Monthly	<ul style="list-style-type: none"> • Generator test(s) • Collection system inspections
Semi-Annually	<ul style="list-style-type: none"> • Generator Maintenance
Annually	<ul style="list-style-type: none"> • Annual calibration of flow meters
Major Maintenance	<ul style="list-style-type: none"> • Sewer Cleaning (Apr) • Sewer Inspection with CCTV (Apr) • Clean Pump Stations x 7 (Jul)

4. Operational Issues

There were no operational issues noted during 2023.

5. Complaints

One “1” report for smell within a residential area was reported during the 2023 operational year. Operators arrived on site to find the issue was confined to one house. Owner was recommended to confirm all p-traps within the household plumbing was being utilized properly.

6. Alterations

No alterations were made within the wastewater systems for the year 2023.

7. Wet Weather vs Dry Weather Data

Definition of “Dry Weather Flows” means Sewage flow resulting from both sanitary Sewage, and infiltration and inflows from foundation drains or other drains occurring during periods with an absence of rainfall or snow melt.

*Currently being developed for June 1, 2024

8. Laboratory

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the raw sewage samples collected from the collection system.

9. Monitoring And Recording

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

Monitoring - (samples to be collected at the outlet of the overflow discharge point or at the outfall as close as possible).

Parameters	Sample Type	Frequency
BOD	Grab	Event
Total Suspended Solids	Grab	Event
Total Phosphorus	Grab	Event
Total Kjeldahl Nitrogen	Grab	Event
<i>E. Coli</i>	Grab	Event

10. Overflow Report(s)

Glen Walter

Overflow occurrences: 2

Overflow 1

Date:	April 5th 2023
Asset:	GW2
Location:	6649 Bray Street
Refernece Number:	1-34WMMO
Cause:	Wet Weather
Volume:	529m3
Duration:	7.0hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

Overflow 2

Date:	July 2nd 2023
Asset:	GW2
Location:	6649 Bray Street
Refernece Number:	1-3LDFOS
Cause:	Wet Weather
Volume:	51m3
Duration:	2.8hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	Yes

Lancaster

Overflow occurrences: 1

Overflow 1

Date:	April 5th 2023
Asset:	LA1
Location:	12 South Beech
Refernece Number:	1-34WNO4
Cause:	Wet Weather
Volume:	180m3
Duration:	2.0hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

Green Valley

Overflow occurrences: 4

Overflow 1

Date:	April 1st 2023
Asset:	GV2
Location:	20386 Concession Rd 8
Refernece Number:	1-3475QN
Cause:	Wet Weather
Volume:	250m3
Duration:	7.3hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

Overflow 2

Date:	April 5th 2023
Asset:	GV1
Location:	4028 County Rd 34
Refernece Number:	1-34WM68
Cause:	Winter/Spring Storm (Power)
Volume:	2,511m3
Duration:	115.5hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

Overflow 3

Date:	April 5th 2023
Asset:	GV2
Location:	20386 Concession Rd 8
Refernece Number:	1-34O67T
Cause:	Winter/Spring Storm (Power)
Volume:	4050m3
Duration:	94.5hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

Overflow 4

Date:	May 1st 2023
Location:	20386 Concession Rd 8
Refernece Number:	1-3FR1GW
Cause:	Wet Weather
Volume:	677m3
Duration:	18.5hours
Disinfection:	None
Adverse Impact:	None
Grab Samples:	N/A

11. Sample Result(s)

CSO structure as of June 1, 2023, require at least one grab sample, for BOD, total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. coli.

GW2 – Overflow 2

Parameters	Average Concentration mg/L	Average Loadings mg/L
CBOD ₅	30	1.53
Total Suspended Solids	37	1.89
Total Phosphorus	0.96	0.05
Total Kjeldahl Nitrogen	8.4	0.43
pH	7.95	-

Definition of “**Collection System Overflow**” means a discharge (SSO or CSO) to the environment at designated locations from the authorized system.

12. CSO Overflow Points

Glen Walter Sanitary Sewer Overflow Points including Pumping Stations (Designed / Authorized Overflow)

Asset ID	Asset Name	Overflow Location (Latitude & Longitude)	Point of Entry to final Receiver (Latitude & Longitude)
GW2	Pumping Station 2	45.021310N 74.383070W	45.020897N 74.383921W
GW3	Pumping Station 3	45.015618N 74.392454W	45.015629N 74.391333W

Green Valley Sanitary Sewer Overflow Points including Pumping Stations (Designed / Authorized Overflow)

Asset ID	Asset Name	Overflow Location (Latitude & Longitude)	Point of Entry to final Receiver (Latitude & Longitude)
GV1	Pumping Station 1	45.155693N 74.361356W	45.155751N 74.361375W
GV2	Pumping Station 2	45.151506N 74.352184W	45.151506N 74.332292W

Lancaster Sanitary Sewer Overflow Points including Pumping Stations (Designed / Authorized Overflow)

Asset ID	Asset Name	Overflow Location (Latitude & Longitude)	Point of Entry to final Receiver (Latitude & Longitude)
LA1	Pumping Station 1	45.082100N 74.300192W	45.081315N 74.301827W
LA2	Pumping Station 2	45.075526N 74.291146W	45.080345N 74.285413W

**Identification signs to be installed 2024*

13. Overflow Reduction

In the year 2023 The Township of South Glengarry both completed cleaning and CCTV work within the entire collection system works. All CCTV are currently being reviewed for infiltration and deformities within the collection system.

**All overflows for the fiscal year 2023 were located within significant snowmelt events, significant storm events, and power outages due to significant storms.*

14. Reports

- CCTV Reports - (on-file at plant)
- Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)
- Monthly Reports - (on-file at plant)
- Bypass/Overflow Incident Report(s) - (on-file at plant)



2023
Annual Drinking Water Report
and
Summary Report for Municipalities

Lancaster Water Treatment

Version 1.0

Prepared by: draft _____ Date _____
Dillen Seguin
Director of Water and Wastewater

Approved by: draft _____ Date _____
Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

Table of Contents

1. Flows	3
2. Compliance	5
3. System Description	5
4. Operation Summary	6
5. Non-Compliance	7
6. Regulatory Sample Results	8

Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

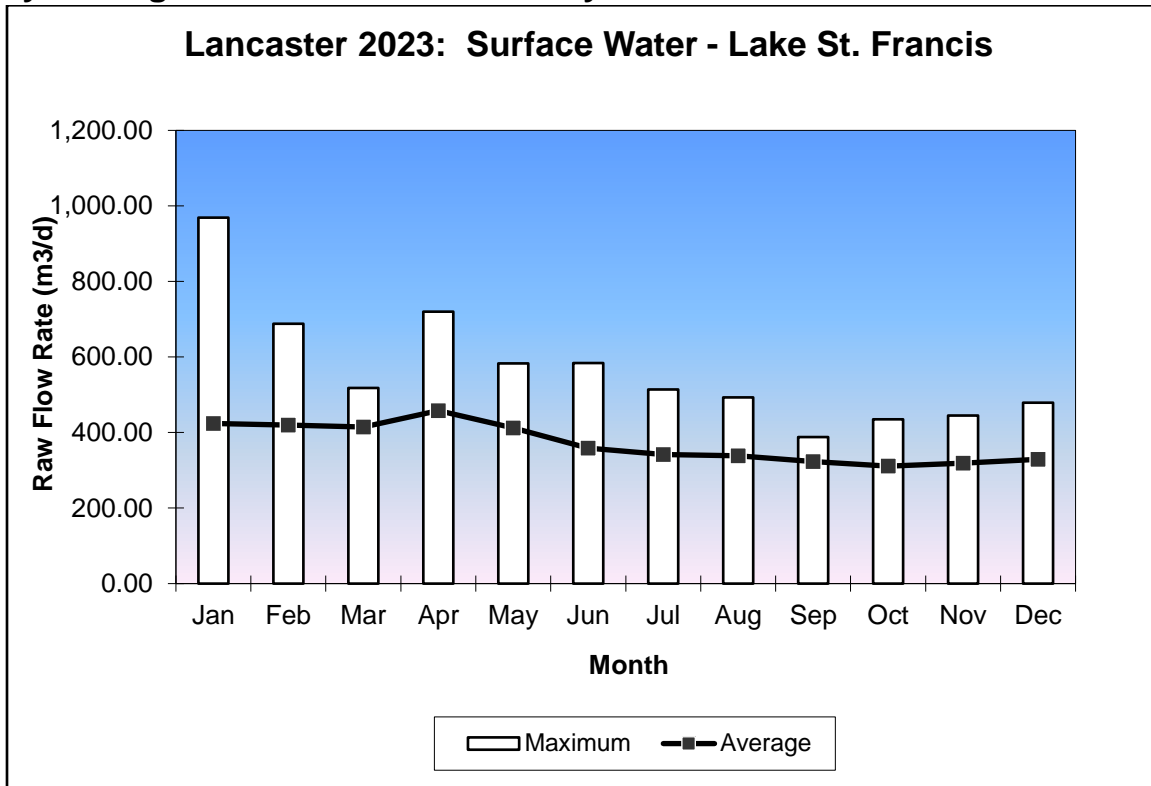
Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

Lancaster Water Treatment Plant – Annual Report

1. Flows

Daily Average and Maximum Raw Daily Flows



Permit To Take Water (6653-AP9H6L)

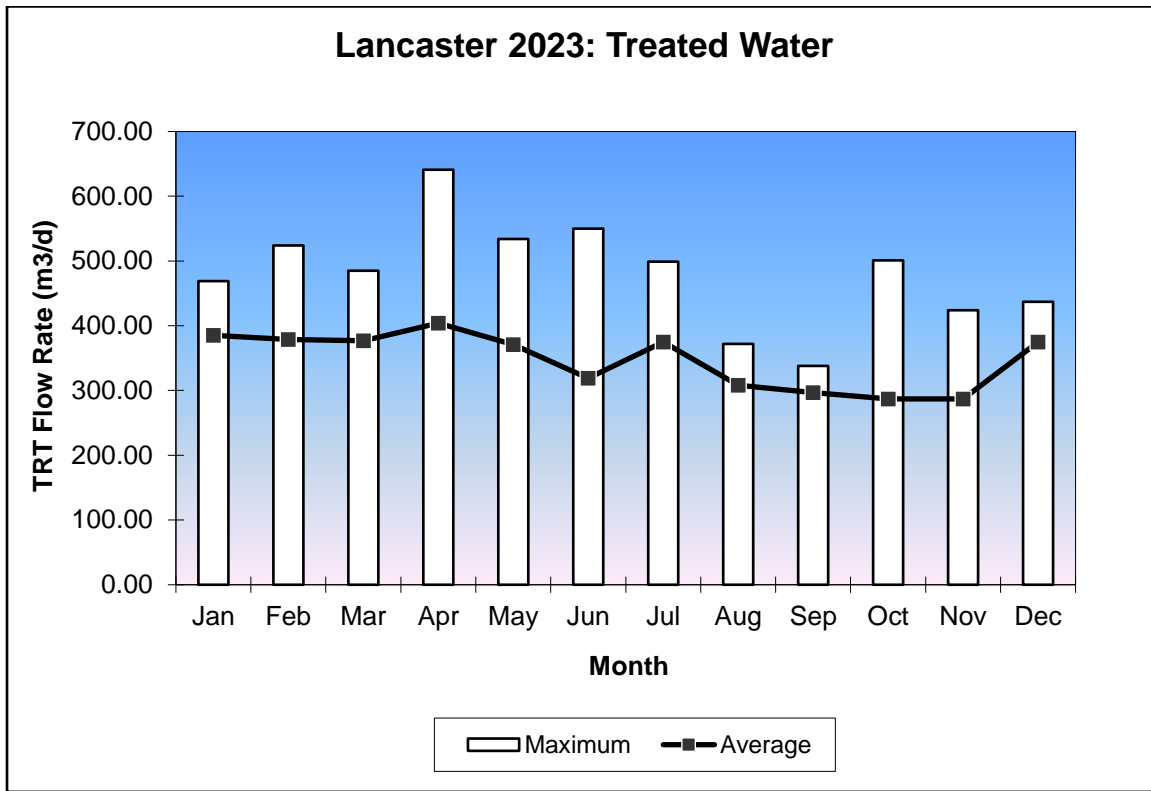
Max Allowable Raw Water Flow:	1,440m ³ /d
Year Max:	969m ³ /day

Note(s):

- Above Normal Usage x 1

January – High Water Flow Caused Due to Fire Hydrant

Daily Average and Maximum Treated Daily Flows



Municipal Drinking Water License Rated Capacity (185-101)

Max Allowable Raw Water Flow:	1,440m ³ /d
Year Max:	641m ³ /day

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships web site. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

Township of South Glengarry
Water/Wastewater Division
Telephone: 613-931-3036
Fax: 613-931-3340
E-mail: infrastructure@southglengarry.com

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

3. System Description

Overview

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

The Township of South Glengarry utilizes the following accredited laboratory to ensure safe and potable water to meet or exceed Ministry standards: Caduceon Laboratory Ottawa.

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

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

Equipment

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

Process

Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in line flash mixer, and then flows to two set of coagulant/flocculators;

clarifiers and filters each rated at 720 cubic meters per day. The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is then pumped to the distribution system and also feeds an elevated storage tank located on North Beech Street.

Distribution

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

4. Operation Summary

There were no upgrades noted in the reporting year.

Operational issue noted for the reporting year: Electrical issues in the PLC that controls the filtration system. Outline of all work completed within the Table 1. Major Maintenance (2023).

The major maintenance undertaken on the Lancaster system is provided in the table below.

Table 1. Major Maintenance (2023)

2023	Details
Jan.	Blown Backwash Fuse, Excel Pro Onsite for Diagnostics, and repair
Jan.	Tower Level Alarms, Due to Damaged Bell Line during High Winds
Jan.	Hydrant Opened Causing Low Clearwell and Tower
Feb.	Low Lift #3 Sent out for repair
Feb.	Cleaned Alum Tanks
Mar.	Filter System PLC Fault, Excel Pro called for Diagnostics (Blown Fuse)
Apr.	Install New Turb. Meter Filter #2
Apr.	Power Supply for PLC Cabinet Failed. Replaced Card. Excel Pro
May.	Low lift 3 Installed/Failed Immediately sent back out for warranty work
May.	LED lights installed outside
May.	Backwash valve failing due to moisture in body.
May.	Install New Turb. Meter Filter #1
Jun.	Analytical calibrations
Jun.	Hydrant flushing
Jun.	Generator maintenance/tests
Aug.	Turbidity SC200 Screen Failure, replaced screen
Oct.	Flow meter calibrations
Oct.	Fall Flushing and Residual Checks
Oct.	A/C Units installed in Filter Room
Nov.	Winterize hydrants
Nov.	PLC blowing fuses and Faulting system offline. Electrician onsite no immediate issues found. Continued Diagnostics of system over multiple days. No Issues could be identified. Continued to blow fuses and lock out plant.
Nov.	PLC cabinet inspected for loose wires/connections. Identified as potential cause of PLC Issue.
Nov.	Backwash valve filter to drain replaced as potential cause of PLC Issue
Dec.	Generator maintenance/load test

Lancaster Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-101

The Township of South Glengarry Water Treatment Department operated the Lancaster Water Treatment Plant for the year 2023.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there were no adverse water quality incidents (AWQI).

Incident #1 (none)

Incident Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance

During the reporting year, there was no non-compliance in regard to a regulatory requirement.

Non-Compliance #1 (none)

Non-Compliance Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance Ministry Inspection

During the year 2023, there were no non-compliance from a ministry inspection within the Lancaster Drinking Water System.

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

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 135,429m³ of raw water had been treated for the year 2023 with a monthly average of 371m³ per day and a maximum flow of 696m³ /day for the year. Maximum flow is equivalent to 67% of plant capacity. It is noted that one (1) high usage day occurred and were not regular flow operations.

The Lancaster Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 669.24kg of sodium hypochlorite has been utilized for the year at an average dosage rate of 4.94mg/litre.

The Lancaster Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 2.704m³ of aluminum sulphate had been used.

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

Municipality: Township of South Glengarry Project: Lancaster W.T.P DWS # 260006867								Annau Report Data 2023				Water Source: Lake St. Francis Design Capacity: 1.440 x 1000 m3/D											
Description: Conventional Treatment - Chemically Assisted Filtration (Alum) - Sodium Hypochlorite Disinfection																							
	Raw Water Flow			Treated Water Flow			Chemical Usage		Treated Water							Distribution Water							
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used	Free Cl2 Residual mg/L Min. Max. Avg.			Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead ug/L	Lead ug/L	
January	13.157	0.424	0.969	11.948	0.385	0.469	67.49	250.800	1.40	1.98	1.75	0.1	0.00	0.010	0.1	0.3	1.37	1.86	1.64	43			
February	11.773	0.420	0.688	10.618	0.379	0.524	47.28	237.960	1.54	2.43	1.79	0.090	0.00	0.030			1.50	1.92	1.70				
March	12.866	0.415	0.518	11.712	0.377	0.485	43.69	290.160	1.31	2.20	1.82	0.11	0.00	0.020			1.10	1.86	2.15				
April	13.757	0.458	0.720	12.135	0.404	0.641	51.58	295.580	0.99	3.24	1.95	0.120	0.00	0.040	0.32	0.05	0.98	1.98	2.29	52	0.00205	0.00002	
May	12.797	0.412	0.583	11.514	0.371	0.534	58.39	273.240	1.67	2.05	1.85	0.110	0.00	0.040			1.58	1.86	1.68				
June	10.783	0.359	0.584	9.570	0.319	0.550	47.61	217.800	1.60	2.18	1.86	0.110	0.00	0.020			1.40	1.88	1.68				
July	10.629	0.342	0.514	9.612	0.375	0.499	45.64	207.480	1.48	2.68	1.81	0.13	0.00	0.040	0.26	0.08	1.38	1.78	1.58	50	0.00002	0.00044	
August	10.504	0.338	0.493	9.549	0.308	0.372	70.47	185.820	1.56	2.12	1.86	0.11	0.00	0.130			1.34	1.84	1.67				
September	9.709	0.323	0.388	8.932	0.297	0.338	66.13	174.420	1.60	2.09	1.86	0.130	0.02	0.120			1.58	1.96	1.70				
October	9.658	0.311	0.435	8.909	0.287	0.501	68.06	171.240	1.67	2.08	1.89	0.100	0.00	0.080	0.14	0.05	1.58	1.90	1.73	42			
November	9.572	0.319	0.445	8.614	0.287	0.424	56.00	174.000	1.50	2.24	1.92	0.11	0.00	0.060			1.36	2.00	1.75				
December	10.224	0.329	0.479	9.287	0.375	0.437	46.90	226.080	1.36	2.44	1.76	0.130	0.00	0.020			1.16	1.84	1.58				
Total	135.429			122.4			669.24	2704.58															
Average	11.28575	0.371	0.568	10.200	0.347	0.481	55.77	225.382	1.47	2.31	1.84	0.11	0.00	0.051	0.2	0.12	1.36	1.89	1.76	46.8	0.001035	0.00023	
Criteria			1.440						0.2				5		10	1	0.05			100	10	10	
Maximum			0.969			0.641			0.99								0.98			46.8			
Compliance	Yes						Yes		Yes							Yes					Yes	Yes	Yes
	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)			
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		
January	5	0	2	0.40	0	0	0.00	5	5	0	5	0	5	0	15	15	0	15	0	15	0		
February	4	0	3	0.75	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
March	4	0	10	2.75	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
April	4	0	8	2.75	0	2	0.50	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
May	5	0	2	0.40	0	0	0.00	5	5	0	5	0	5	0	15	15	0	15	0	15	0		
June	4	0	7	1.75	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
July	5	0	2	0.40	0	0	0.00	5	5	0	5	0	5	0	15	15	0	15	0	15	0		
August	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
September	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
October	5	0	0	0.00	0	0	0.00	5	5	0	5	0	5	0	15	15	0	15	0	15	0		
November	4	0	0	0.00	0	0	0.00	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
December	4	0	8	2.00	0	1	0.25	4	4	0	4	0	4	0	12	12	0	12	0	12	0		
Total	52							52							156								

Inorganic Parameters**LANCASTER WATER TREATMENT PLANT**

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	Jan-03-23	0.000100	0.006	mg/L	No
ARSENIC	Jan-03-23	0.000300	0.025	mg/L	No
BARIUM	Jan-03-23	0.023000	1	mg/L	No
BORON	Jan-03-23	0.018000	5	mg/L	No
CADMIUM	Jan-03-23	0.000010	0.005	mg/L	No
CHROMIUM	Jan-03-23	0.002000	0.050	mg/L	No
LEAD	Year 2023	0.001035	10	ug/L	No
MERCURY	Jan-03-23	0.000020	0.001	mg/L	No
SELENIUM	Jan-03-23	0.001000	0.010	mg/L	No
SODIUM	Aug 22 2022	17.800000	200	mg/L	No
URANIUM	Jan-03-23	0.000200	0.020	mg/L	No
FLUORIDE	Aug 22 2022	0.100000	1.5	mg/L	No
NITRITE	Year 2023	0.120000	1	mg/L	No
NITRATE	Year 2023	0.200000	10	mg/L	No

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

Organic Parameters

LANCASTER WATER TREATMENT PLANT					
ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-03-23	0.30	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-03-23	0.50	5	ug/L	No
AZINPHOS-METHYL	Jan-03-23	1.00	20	ug/L	No
BENZO(A)PYRENE	Jan-03-23	0.01	0.01	ug/L	No
BENZENE	Jan-03-23	0.50	5	ug/L	No
BROMOXYNIL	Jan-03-23	0.50	5	ug/L	No
CARBON TETRACHLORIDE	Jan-03-23	0.20	5	ug/L	No
CARBARYL	Jan-03-23	3.00	90	ug/L	No
CARBOFURAN	Jan-03-23	1.00	90	ug/L	No
CHLORPYRIFOS	Jan-03-23	0.50	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-03-23	0.50	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-03-23	0.50	5	ug/L	No
1,2-DICHLOROETHANE	Jan-03-23	0.50	5	ug/L	No
1,1-DICHLOROETHENE	Jan-03-23	0.50	1.4	ug/L	No
DICHLOROMETHANE	Jan-03-23	5.00	50	ug/L	No
DIAZINON	Jan-03-23	1.00	20	ug/L	No
DICAMBA	Jan-03-23	1.00	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-03-23	0.20	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-03-23	1.00	100	ug/L	No
DICLOFOP-METHYL	Jan-03-23	0.90	9	ug/L	No
DIMETHOATE	Jan-03-23	1.00	20	ug/L	No
DIQUAT	Jan-03-23	5.00	70	ug/L	No
DIURON	Jan-03-23	5.00	150	ug/L	No
GLYPHOSATE	Jan-03-23	25.00	280	ug/L	No
MONOCHLOROBENZENE	Jan-03-23	0.50	80	ug/L	No
MALATHION	Jan-03-23	5.00	190	ug/L	No
METOLACHLOR	Jan-03-23	3.00	50	ug/L	No
METRIBUZIN	Jan-03-23	3.00	80	ug/L	No
PARAQUAT	Jan-03-23	1.00	10	ug/L	No
PENTACHLOROPHENOL	Jan-03-23	0.20	60	ug/L	No
PHORATE	Jan-03-23	0.30	2	ug/L	No
PICLORAM	Jan-03-23	5.00	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-03-23	0.05	3	ug/L	No
PROMETRYNE	Jan-03-23	0.10	1	ug/L	No
SIMAZINE	Jan-03-23	0.50	10	ug/L	No
TETRACHLOROETHYLENE	Jan-03-23	0.50	30	ug/L	No
TRICHLOROETHYLENE	Jan-03-23	0.50	5	ug/L	No
TERBUFOS	Jan-03-23	0.50	1	ug/L	No
2,3,4,6-TRICHLOROPHENOL	Jan-03-23	0.20	5	ug/L	No
TRIALATE	Jan-03-23	10.00	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-03-23	0.20	5	ug/L	No
Vinyl Chloride	Jan-03-23	0.20	2	ug/L	No
TRIFLURALIN	Jan-03-23	0.50	45	ug/L	No
MCPA	Jan-03-23	10.00	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2023	46.8	100	ug/L	No
HAA	Year 2023	19.4	80	ug/L	No



2023
Annual Drinking Water Report
and
Summary Report for Municipalities

Glen Walter Water Treatment

Version 1.0

Prepared by: draft _____ Date _____
Dillen Seguin
Director of Water and Wastewater

Approved by: draft _____ Date _____
Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

Table of Contents

1. Flows	3
2. Compliance	5
3. System Description	5
4. Operation Summary	6
5. Non-Compliance	7
6. Regulatory Sample Results	8

Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

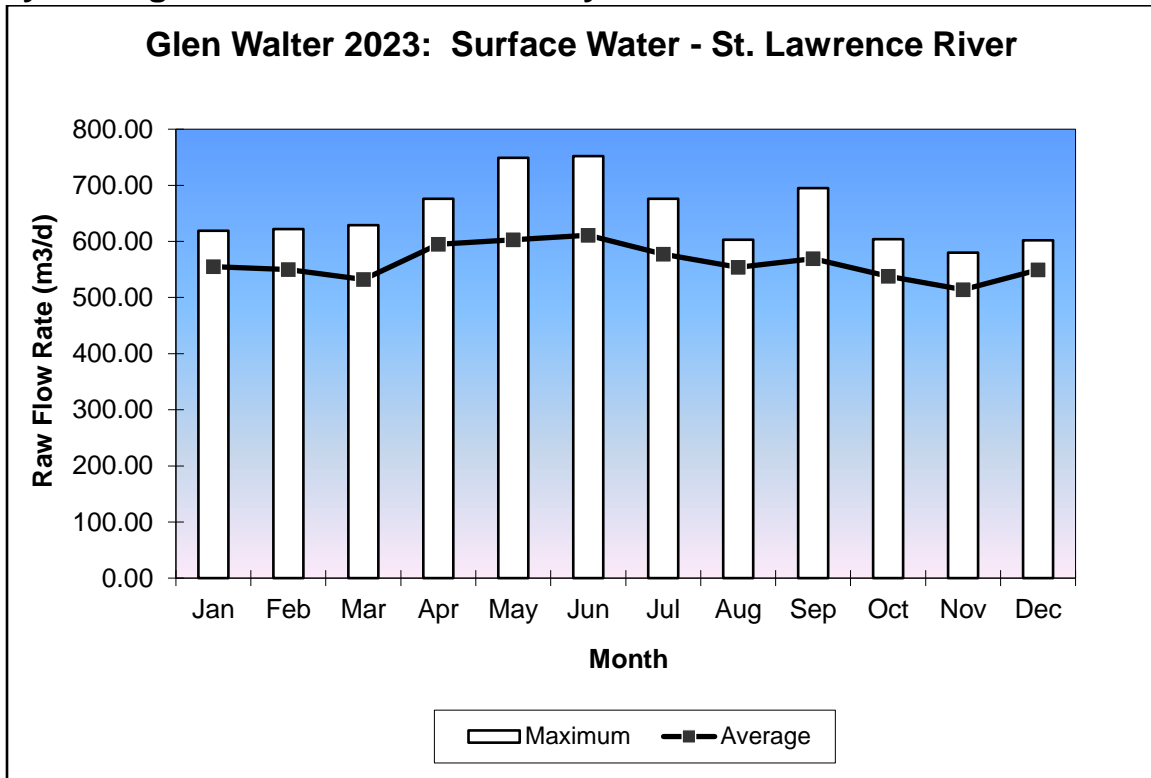
Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

Glen Walter Water Treatment Plant – Annual Report

1. Flows

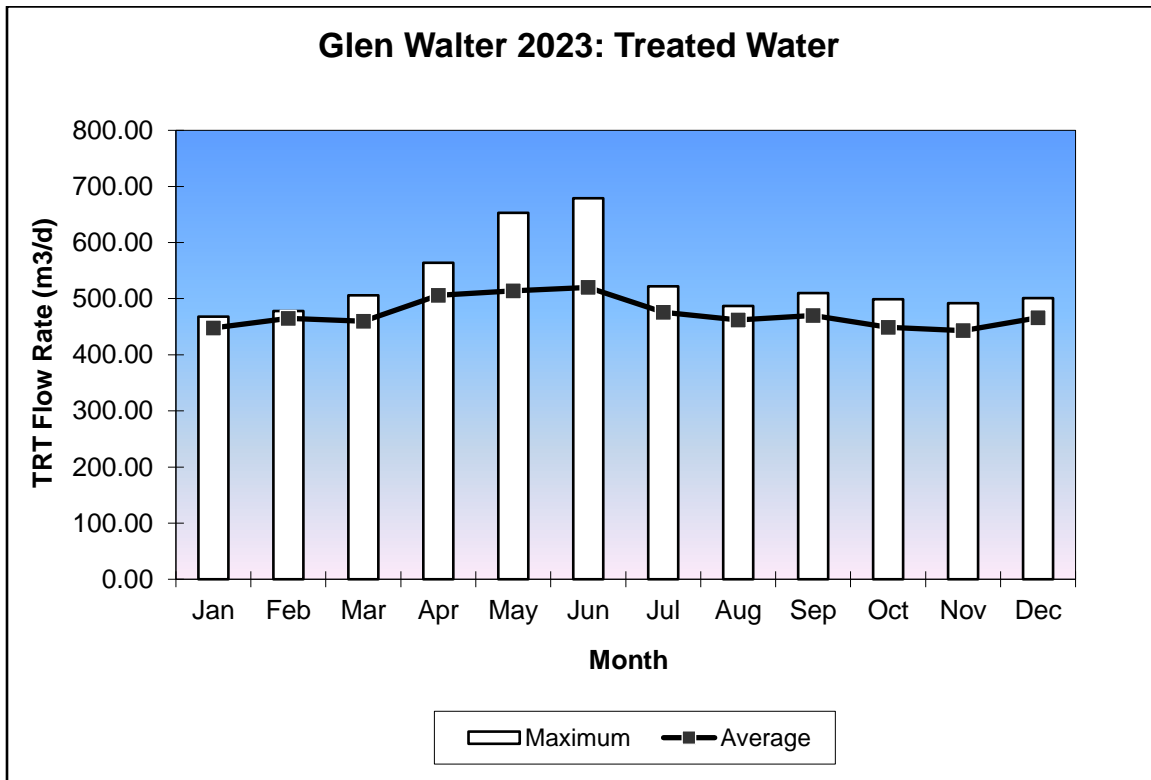
Daily Average and Maximum Raw Daily Flows



Permit To Take Water (3285-9TMQM2)

Max Allowable Raw Water Flow:	995m³/d
Year Max:	752m³/day

Daily Average and Maximum Treated Daily Flows



Municipal Drinking Water License Rated Capacity (185-102)

Max Allowable Raw Water Flow:	995m ³ /d
Year Max:	679m ³ /day

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships website. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

**Township of South Glengarry
Water/Wastewater Division**

Telephone: 613-931-3036

Fax: 613-931-3340

E-mail: infrastructure@southglengarry.com

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

3. System Description

Overview

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

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

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

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

Equipment

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

Process

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

Distribution

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

4. Operation Summary

There were no upgrades or operational issues noted during the reporting year.

The major maintenance undertaken on the Glen Walter system is provided in the table below.

Table 1. Major Maintenance (2023)

2023	Details
Jan.	Rebuild Chlorine Injection Point
Feb.	LED Lights Installed in Plant
Feb.	Replace Glen Walter Electric Heaters x2
Feb.	Sodium Hypochlorite Pump #11 sent out for Repair and Reinstalled
Feb.	Clean Alum Tank
Mar.	Low Lift #2 Faulting Excel Pro On site for Diagnosis and Repair
May.	Low Pressure May 18 th , 2023 (Precautionary Boil Water)
May.	Filter Media Replacement/Addition
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jun.	Automatic Resets Installed for Highlift #3+4, Programming Changed.
Jun.	Hydrant Flushing
Sep.	Hypo Line Replacement
Oct	Fall Flush and Residual Checks
Oct.	Flow meter calibrations
Nov.	Winterize hydrants
Dec.	Generator maintenance/load test
Dec.	UPS Batteries Replaced

Glen Walter Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-102

The Township of South Glengarry Water Treatment Department operated the Glen Walter Water Treatment Plant for the year 2023.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there were no adverse water quality incidents (AWQI).

Incident #1 (none)

Incident Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance

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

Non-Compliance #1

Non-Compliance Date:	May 18th, 2023
Parameter:	Low Pressure
Result:	<20 psi Power Flickers (Brownout) Caused Highlift pumps 3 and 4 to fault during high flow peaks
Corrective Action:	Return pressure back to normal range and issue preventative boil water until water samples could be tested.
Corrective Action Date:	May 18th, 2023
Corrective Compliance:	Precautionary Boil Water Rescinded: May 23rd, 2023.

Non-Compliance Ministry Inspection

During the year 2023, there were no non-compliance from a ministry inspection within the Glen Walter Drinking Water System.

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

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 204,363m³ of raw water had been treated for the year 2023 with a monthly average of 562m³ per day and a maximum flow of 752m³/day for the year. Maximum flow is equivalent to 75% plant capacity.

The Glen Walter Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 603.98kg of sodium hypochlorite had been utilized for the year at an average dosage rate of 2.95mg/litre.

The Glen Walter Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 3.848m³ of aluminum sulphate was used.

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

Municipality: Township of South Glengarry Project: Glen Walter W.T.P DWS # 210001861								Annual Report Data 2023				Water Source: St. Lawrence River Design Capacity: 0.995 x 1000 m3/D												
Description: Pressure Filter System - Carbon Contactors - Alum Coagulation - Sodium Hypochlorite Disinfection																								
	Raw Water Flow			Treated Water Flow			Chemical Usage		Treated Water						Distribution Water									
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total L Used	Free Cl2 Residual mg/L		Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L		THM ug/L	Lead ug/L	Lead ug/L				
	Min.	Max.	Avg.														Min.	Max.	Avg.					
January	17.213	0.555	0.619	13.894	0.448	0.468	48.55	275.220	1.12	1.59	1.42	0.11	0.0	0.017	0.3	0.1	0.80	1.28	1.12	24.0				
February	15.404	0.550	0.622	13.025	0.465	0.478	41.70	899.580	1.05	1.72	1.52	0.10	0.0	0.027			0.88	1.28	1.23					
March	15.521	0.532	0.629	14.275	0.460	0.506	43.93	262.680	1.39	1.63	1.52	0.10	0.0	0.025			1.18	1.38	1.31					
April	17.852	0.595	0.676	15.209	0.506	0.564	48.30	287.760	1.25	1.65	1.56	0.12	0.0	0.009	0.32	0.05	1.20	1.50	1.39	10.1	0.00008	0.00018		
May	18.702	0.603	0.749	15.961	0.514	0.653	51.50	300.000	1.23	1.78	1.46	0.08	0.0	0.145			1.20	1.42	1.28					
June	18.335	0.611	0.752	15.602	0.520	0.679	49.21	295.020	1.02	1.69	1.53	0.08	0.0	0.047			1.10	1.54	1.31					
July	17.895	0.577	0.676	14.794	0.476	0.522	50.15	284.580	0.95	1.24	1.07	0.08	0.0	0.067	0.25	0.05	0.95	1.24	1.07	40.0	0.00005	0.00007		
August	17.198	0.554	0.603	14.343	0.462	0.487	54.23	254.580	0.75	1.64	1.37	0.08	0.0	0.048			0.70	1.23	1.05					
September	17.071	0.569	0.695	14.105	0.470	0.510	57.19	249.000	1.04	2.41	1.29	0.09	0.0	0.135			0.82	1.08	0.99					
October	16.698	0.538	0.604	13.935	0.449	0.499	57.63	240.000	1.24	1.72	1.43	0.08	0.0	0.093	0.14	0.05	1.00	1.30	1.15	29.0				
November	15.439	0.514	0.580	13.317	0.443	0.492	47.30	230.520	1.40	1.75	1.63	0.08	0.0	0.072			1.20	1.48	1.32					
December	17.035	0.549	0.602	14.452	0.466	0.501	54.29	269.700	1.42	2.13	1.55	0.08	0.0	0.051			1.18	1.60	1.31					
Total	204.363			172.912			603.98	3848.64																
Average	17.030	0.562	0.651	14.409	0.473	0.530	50.332	320.720	1.16	1.75	1.45	0.09	0.01	0.061	0.2525	0.063	1.02	1.36	1.21	25.8	0.000065	0.000125		
Criteria			0.995			0.995			0.2				5	0.1	10	1	0.05		100	10				
Maximum			0.752			0.679			0.75								0.70		25.8	10				
Compliance	Yes			Yes			Yes		Yes			Yes				Yes				Yes		Yes	Yes	Yes

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	5	0.0	9.0	1.8	5.0	0.0	2.0	5	5	0	5	0	5	0	15	15	0	15	0	15	0
February	4	0.0	45.0	13.0	0.0	6.0	2.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
March	4	0.0	33.0	18.3	0.0	6.0	3.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
April	4	0.0	42.0	13.8	0.0	2.0	0.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
May	5	2.0	12.0	7.4	0.0	2.0	1.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
June	4	0.0	9.0	5.8	0.0	2.0	0.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
July	5	0.0	25.0	10.8	0.0	1.0	0.2	5	5	0	5	0	5	0	15	15	0	15	0	15	0
August	4	0.0	4.0	1.0	0.0	1.0	0.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
September	4	0.0	1.0	0.3	0.0	1.0	0.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
October	5	0.0	8.0	1.6	0.0	2.0	0.4	5	5	0	5	0	5	0	17	17	0	17	0	15	0
November	4	0.0	21.0	5.3	0.0	1.0	0.3	4	4	0	4	0	4	0	12	12	0	12	0	12	0
December	4	0.0	41.0	20.3	0.0	12.0	5.8	4	4	0	4	0	4	0	12	12	0	12	0	12	0
Total	52							52							158						

Inorganic Parameters**GLEN WALTER WATER TREATMENT PLANT**

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	Jan-03-23	0.000100	0.006	mg/L	No
ARSENIC	Jan-03-23	0.000300	0.025	mg/L	No
BARIUM	Jan-03-23	0.020000	1.0	mg/L	No
BORON	Jan-03-23	0.020000	5.0	mg/L	No
CADMIUM	Jan-03-23	0.000010	0.005	mg/L	No
CHROMIUM	Jan-03-23	0.002000	0.050	mg/L	No
LEAD	Year 2023	0.000065	10.0	ug/L	No
MERCURY	Jan-03-23	0.000020	0.001	mg/L	No
SELENIUM	Jan-03-23	0.001000	0.010	mg/L	No
SODIUM	Aug 22 2022	16.700000	200.0	mg/L	No
URANIUM	Jan-03-23	0.000200	0.020	mg/L	No
FLUORIDE	Aug 22 2022	0.100000	1.5	mg/L	No
NITRITE	Year 2023	0.063000	1.0	mg/L	No
NITRATE	Year 2023	0.250000	10.0	mg/L	No

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

Organic Parameters**GLEN WALTER WATER TREATMENT PLANT**

ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-03-23	0.30	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-03-23	0.50	5	ug/L	No
AZINPHOS-METHYL	Jan-03-23	1.00	20	ug/L	No
BENZO(A)PYRENE	Jan-03-23	0.01	0.01	ug/L	No
BENZENE	Jan-03-23	0.50	5	ug/L	No
BROMOXYNIL	Jan-03-23	0.50	5	ug/L	No
CARBON TETRACHLORIDE	Jan-03-23	0.20	5	ug/L	No
CARBARYL	Jan-03-23	3.00	90	ug/L	No
CARBOFURAN	Jan-03-23	1.00	90	ug/L	No
CHLORPYRIFOS	Jan-03-23	0.50	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-03-23	0.50	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-03-23	0.50	5	ug/L	No
1,2-DICHLOROETHANE	Jan-03-23	0.50	5	ug/L	No
1,1-DICHOETHENE	Jan-03-23	0.50	1.4	ug/L	No
DICHLOROMETHANE	Jan-03-23	5.00	50	ug/L	No
DIAZINON	Jan-03-23	1.00	20	ug/L	No
DICAMBA	Jan-03-23	1.00	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-03-23	0.20	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-03-23	1.00	100	ug/L	No
DICLOFOP-METHYL	Jan-03-23	0.90	9	ug/L	No
DIMETHOATE	Jan-03-23	1.00	20	ug/L	No
DIQUAT	Jan-03-23	5.00	70	ug/L	No
DIURON	Jan-03-23	5.00	150	ug/L	No
GLYPHOSATE	Jan-03-23	25.00	280	ug/L	No
MONOCHLOROBENZENE	Jan-03-23	0.50	80	ug/L	No
MALATHION	Jan-03-23	5.00	190	ug/L	No
METOLACHLOR	Jan-03-23	3.00	50	ug/L	No
METRIBUZIN	Jan-03-23	3.00	80	ug/L	No
PARAQUAT	Jan-03-23	1.00	10	ug/L	No
PENTACHLOROPHENOL	Jan-03-23	0.20	60	ug/L	No
PHORATE	Jan-03-23	0.30	2	ug/L	No
PICLORAM	Jan-03-23	5.00	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-03-23	0.05	3	ug/L	No
PROMETRYNE	Jan-03-23	0.10	1	ug/L	No
SIMAZINE	Jan-03-23	0.50	10	ug/L	No
TETRACHLOROETHYLENE	Jan-03-23	0.50	30	ug/L	No
TRICHLOROETHYLENE	Jan-03-23	0.50	5	ug/L	No
TERBUFOS	Jan-03-23	0.50	1	ug/L	No
2,3,4,6-TETRACHOLOPHENOL	Jan-03-23	0.20	5	ug/L	No
TRIALATE	Jan-03-23	10.00	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-03-23	0.20	5	ug/L	No
TRIFLURALIN	Jan-03-23	0.50	45	ug/L	No
Vinyl Chloride	Jan-03-23	0.20	2	ug/L	No
MCPA	Jan-03-23	10.00	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2023	25.8	100	ug/L	No
HAA	Year 2023	11.8	80	ug/L	No



2023
Annual Drinking Water Report
and
Summary Report for Municipalities

Redwood Estates Water Treatment

Version 1.0

Prepared by: draft _____ Date _____
Dillen Seguin
Director of Water and Wastewater

Approved by: draft _____ Date _____
Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

Table of Contents

1. Flows	3
2. Compliance	5
3. System Description	5
4. Operation Summary	6
5. Non-Compliance	7
6. Regulatory Sample Results	8

Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

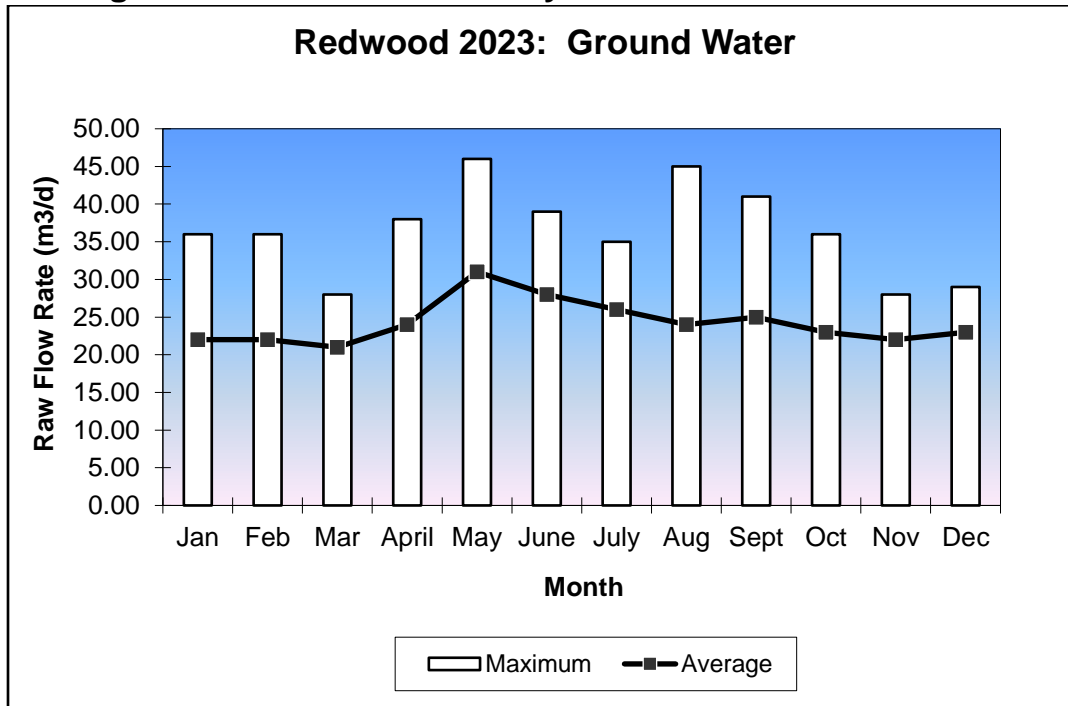
Revision History

Date	Description	Revision	Author
January 26, 2024	Initial Issue for Council Receipt	1.0	D. Seguin

Redwood Water Treatment Plant – Annual Report

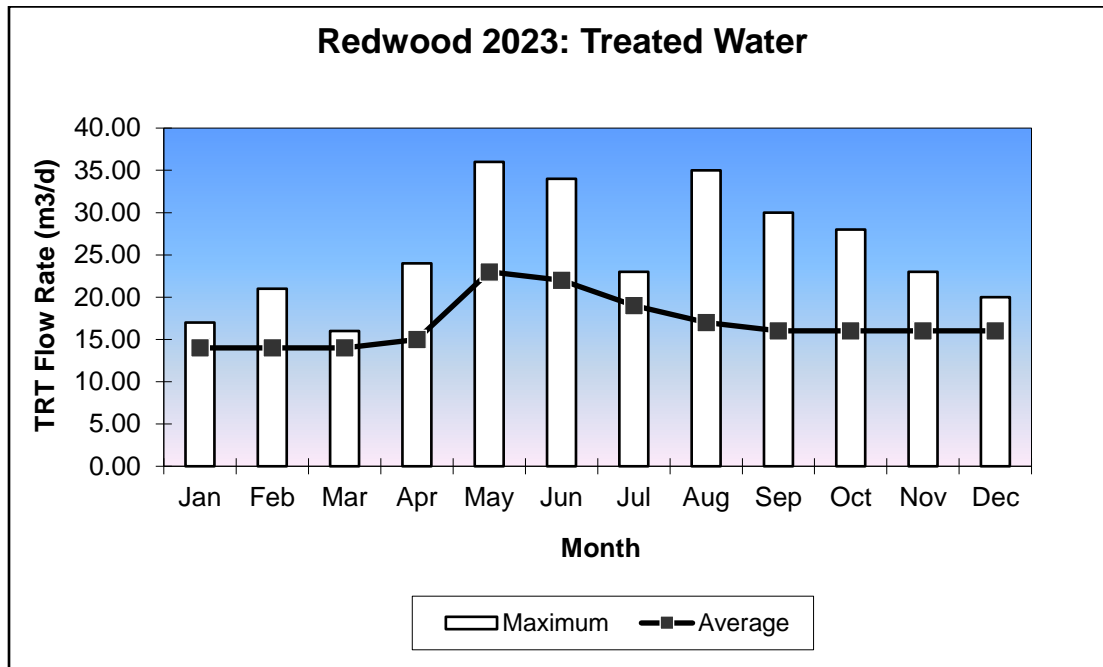
1. Flows

Daily Average and Maximum Raw Daily Flows



Permit To Take Water (8854-9GQQNL)

Max Allowable Raw Water Flow:	151.2m ³ /d
Year Max:	46m ³ /day

Daily Average and Maximum Treated Daily Flows**Municipal Drinking Water License Rated Capacity (185-103)**

Max Allowable Raw Water Flow:	151.2m ³ /d
Year Max:	36m ³ /day

2. Compliance

A written report is prepared annually. This report is available for viewing at the Township of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships website. A copy of the report is available free of charge to any resident requesting a copy. For more information on the Municipal water supply contact:

Township of South Glengarry
Water/Wastewater Division
Telephone: 613-931-3036
Fax: 613-931-3340
E-mail: infrastructure@southglengarry.com

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

3. System Description

Overview

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

The Township of South Glengarry utilizes the following accredited laboratories to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa.

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

The Township of South Glengarry, Redwood water system uses Sodium Hypochlorite for disinfection.

Equipment

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

Process

Raw water is drawn from the single well where Sodium Hypochlorite is introduced, and flash mixed for disinfection. Following the disinfection period water then flows through the Greensand

filters removing all other impurities. Water then flows to a 25 cubic meter underground storage reservoir to be pumped to the distribution system.

Distribution

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

4. Operation Summary

There were no upgrades noted in the reporting year.

The major maintenance undertaken on the Redwood system is provided in the table below.

Table 1. Major Maintenance (2023)

2023	Details
Feb.	Cleaned Sodium Hypo Tank
Mar.	Cleaned Stainless steel raw water pipework
May.	Down a phase (Hydro-One)
Jun.	Generator maintenance/tests
Jun.	Analytical calibrations
Jun.	Hydrant flushing
Oct.	Flow meter calibrations
Dec.	Generator maintenance/load test

Redwood Estates Water Treatment Plant – Summary Report

Ontario Drinking Water License #185-103

The Township of South Glengarry Water Treatment Department operated the Redwood Estates Water Treatment Plant for the year 2023.

5. Non-Compliance

Adverse Water Quality Incidents

During the reporting year, there were no adverse water quality incidents (AWQI).

Incident #1 (none)

Incident Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance

During the reporting year, there was no non-compliance in regard to the Municipal Drinking Water License.

Non-Compliance #1

Non-Compliance Date:	-
Parameter:	-
Result:	-
Corrective Action:	-
Corrective Action Date:	-
Corrective Compliance:	-

Non-Compliance Ministry Inspection

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

6. Regulatory Sample Results

Statistics for Flow and Chemicals

A total of 8,767 cubic meters of water had been treated for the year 2023 with a monthly average of 24m³ per day and a maximum flow of 46m³ /day for the year. Maximum flow is equivalent to 30% of the plant capacity.

The Redwood Estates Water Treatment Plant uses Sodium Hypochlorite for disinfection. A total of 69.86 kg of chlorine had been utilized for the year at an average of 7.9mg/liter.

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

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

Annual Report Data
2023

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

Description: Greensand Pressure Filtration - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical Cl2 Total Kg Used	Treated Water							Distribution Water					Backwash Water Flow				
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Free Cl2 Residual mg/L Min. Max. Avg.	Average Turbidity NTU	Average Colour TCU	Sodium mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Iron mg/L NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.	THM ug/L	Lead ug/L	CBOD5 mg/L	TSS mg/L	Cl2				
January	0.674	0.022	0.036	0.454	0.014	0.017	6.57	1.00	2.64	1.80	0.18	0.0		0.1	0.3	0.027	1.15	1.91	1.63	14		3	0.02	
February	0.620	0.022	0.036	0.403	0.014	0.021	4.79	1.31	2.59	1.81	0.64	1.0					1.49	2.03	1.67			3	0.00	
March	0.668	0.021	0.028	0.438	0.014	0.016	5.17	1.21	2.43	1.86	0.46	0.8					1.47	2.03	1.81			3	0.02	
April	0.677	0.024	0.038	0.453	0.015	0.024	5.70	0.95	2.79	1.90	0.53	0.0		0.5	0.5	0.020	1.37	1.92	1.70	16	0.00086	3	0.03	
May	0.969	0.031	0.046	0.740	0.023	0.036	7.15	0.75	2.43	1.68	0.44	0.2					1.11	1.85	1.57			14	0.02	
June	0.853	0.028	0.039	0.664	0.022	0.034	6.27	1.21	2.69	1.84	0.49	0.5					1.42	2.03	1.66			10	0.00	
July	0.820	0.026	0.035	0.579	0.019	0.023	5.70	0.34	2.79	1.87	0.53	0.2		0.05	0.07	0.013	0.68	1.96	1.61	13	0.00021	10	0.00	
August	0.724	0.024	0.045	0.581	0.017	0.035	5.64	1.05	2.81	1.87	0.62	0.0					0.89	2.14	1.66			6	0.02	
September	0.736	0.025	0.041	0.507	0.016	0.030	6.06	0.80	2.49	1.69	0.46	0.3					1.16	1.89	1.50			3	0.02	
October	0.689	0.023	0.036	0.485	0.016	0.028	5.80	1.10	2.43	1.69	0.56	0.4					0.39	1.64	1.41	12		34	0.00	
November	0.644	0.022	0.028	0.468	0.016	0.023	5.30	1.26	2.43	1.79	0.54	0.5					1.31	1.88	1.55			3	0.01	
December	0.693	0.023	0.029	0.480	0.016	0.020	5.71	1.30	2.53	1.98	0.62	0.0					1.36	1.91	1.72					
Total	8.767			6.252			69.86																	
Average	0.731	0.024	0.036	0.521	0.017	0.026	5.822	1.02	2.59	1.82	0.51	0.32		0.2	0.2	0.020	1.15	1.93	1.62	13.750		8.4	0.01	
Criteria			0.151					0.2				5	20	10	1		0.05			100	10		25	0.02
Maximum			0.046					0.34									0.39			13.750				
Compliance		Yes						Yes			Yes	N/A	Yes	Yes		Yes		Yes	Yes		Yes	Yes		

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

Inorganic Parameters**REDWOOD WATER TREATMENT PLANT**

INORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
<i>Antimony</i>	Jan-04-21	0.000100	0.006	mg/L	No
<i>Arsenic</i>	Jan-04-21	0.000100	0.025	mg/L	No
<i>Barium</i>	Jan-04-21	0.274000	1	mg/L	No
<i>Boron</i>	Jan-04-21	0.182000	5	mg/L	No
<i>Cadmium</i>	Jan-04-21	0.000015	0.005	mg/L	No
<i>Chromium</i>	Jan-04-21	0.002000	0.05	mg/L	No
<i>Lead</i>	Year 2023	0.000860	10	ug/L	No
<i>Mercury</i>	Jan-04-21	0.000020	0.001	mg/L	No
<i>Selenium</i>	Jan-04-21	0.001000	0.01	mg/L	No
<i>Sodium</i>	Jan-04-21	254.000000	200	mg/L	Yes
<i>Uranium</i>	Jan-04-21	0.000060	0.02	mg/L	No
<i>Fluoride</i>	Apr-06-21	0.100000	1.5	mg/L	No
<i>Nitrite</i>	Year 2023	0.20	1	mg/L	No
<i>Nitrate</i>	Year 2023	0.20	10	mg/L	No

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

Organic Parameters

REDWOOD WATER TREATMENT PLANT					
ORGANIC PARAMETERS					
PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	Jan-04-21	0.30	5	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-04-21	0.50	5	ug/L	No
AZINPHOS-METHYL	Jan-04-21	1.00	20	ug/L	No
BENZO(A)PYRENE	Jan-04-21	0.01	0.01	ug/L	No
BENZENE	Jan-04-21	0.50	5	ug/L	No
BROMOXYNIL	Jan-04-21	0.50	5	ug/L	No
CARBON TETRACHLORIDE	Jan-04-21	0.20	5	ug/L	No
CARBARYL	Jan-04-21	3.00	90	ug/L	No
CARBOFURAN	Jan-04-21	1.00	90	ug/L	No
CHLORPYRIFOS	Jan-04-21	0.50	90	ug/L	No
1,2-DICHLOROBENZENE	Jan-04-21	0.50	200	ug/L	No
1,4-DICHLOROBENZENE	Jan-04-21	0.50	5	ug/L	No
1,2-DICHLOROETHANE	Jan-04-21	0.50	5	ug/L	No
1,1-DICHLOROETHENE	Jan-04-21	0.50	1.4	ug/L	No
DICHLOROMETHANE	Jan-04-21	5.00	50	ug/L	No
DIAZINON	Jan-04-21	1.00	20	ug/L	No
DICAMBA	Jan-04-21	10.00	120	ug/L	No
2-4 DICHLOROPHENOL	Jan-04-21	0.20	900	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-04-21	10.00	100	ug/L	No
DICLOFOP-METHYL	Jan-04-21	0.90	9	ug/L	No
DIMETHOATE	Jan-04-21	1.00	20	ug/L	No
DIQUAT	Jan-04-21	5.00	70	ug/L	No
DIURON	Jan-04-21	5.00	150	ug/L	No
GLYPHOSATE	Jan-04-21	25.00	280	ug/L	No
MONOCHLOROBENZENE	Jan-04-21	0.50	80	ug/L	No
MALATHION	Jan-04-21	5.00	190	ug/L	No
METOLACHLOR	Jan-04-21	3.00	50	ug/L	No
METRIBUZIN	Jan-04-21	3.00	80	ug/L	No
PARAQUAT	Jan-04-21	1.00	10	ug/L	No
PENTACHLOROPHENOL	Jan-04-21	0.20	60	ug/L	No
PHORATE	Jan-04-21	0.30	2	ug/L	No
PICLORAM	Jan-04-21	15.00	190	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	Jan-04-21	0.05	3	ug/L	No
PROMETRYNE	Jan-04-21	0.10	1	ug/L	No
SIMAZINE	Jan-04-21	0.50	10	ug/L	No
TETRACHLOROETHYLENE	Jan-04-21	0.50	30	ug/L	No
TRICHLOROETHYLENE	Jan-04-21	0.50	5	ug/L	No
TERBUFOS	Jan-04-21	0.50	1	ug/L	No
2,3,4,6-TETRACHOLOPHENOL	Jan-04-21	0.20	5	ug/L	No
TRIALATE	Jan-04-21	10.00	230	ug/L	No
2,4,6-TRICHLOROPHENOL	Jan-04-21	0.20	5	ug/L	No
TRIFLURALIN	Jan-04-21	0.50	45	ug/L	No
Vinyl Chloride	Jan-04-21	0.20	2	ug/L	No
MCPA	Jan-04-21	10.00	100	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2023	13.8	100	ug/L	No
HAA	Year 2023	5.3	80	ug/L	No



2023
Annual Stormwater Report
Authorized Systems
Version 1.0

Prepared by:	DRAFT	
	<hr/> Sarah McDonald, P. Eng. General Manager, Infrastructure Services	<hr/> Date
Approved by:	DRAFT	
	<hr/> Doug Robertson Chief Administrative Officer	<hr/> Date

Table of Contents

1. Description of the Works	3
2. Monitoring	3
3. Environmental Trends	3
4. Operational Issues	3
5. Inspections, Maintenance and Repairs	3
6. Equipment Calibration and Maintenance	4
7. System Complaints	4
8. Alterations to Authorized System	4
9. Spills or Abnormal Discharge Events	4
10. Corrective Action Summary	4

Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	S. McDonald

Stormwater System Report

This report is prepared in accordance with the Environmental Compliance Approval (ECA) Number 185-S701, Issue 1, Dated January 11, 2023. The ECA stipulated that the Owner shall prepare an annual performance report for the Authorized System. This report covers the period of January 1, 2023 through December 31, 2023 and is the first such Annual Report prepared under the new Consolidated Linear Infrastructure (CLI) ECA.

This report summarizes important information regarding the maintenance, operations, relevant activities within the stormwater system. The ECA outlines the terms and conditions and requirements for this report (Section 5.0 of Schedule 'E').

1. Description of the Works

The Township is in the process of preparing an Infrastructure Map for submission to the Director that describe:

- Identification of Storm Sewers (location and diameters)
- Identification of existing municipally owned Stormwater Sewage Works (ditches, swales, culverts, outlets, stormwater management facilities, etc...)
- Identification of the main tributaries and receiving water bodies that the Sewage Works discharge to.
- Delineation of municipal, watershed, and subwatershed boundaries.
- Identification of the storm sewersheds for each outlet.
- Identification of any source protection Vulnerable Areas.
- Identification of any Sewage Works that receive SSOs or CSOs

2. Monitoring

The Township is in the process of preparing a Monitoring Plan for the Works in the Authorized System (ECA, Schedule 'E', Section 4.0).

The Township did not undertake stormwater monitoring during the reporting period.

3. Environmental Trends

There were no environmental trends to report on during the reporting period.

4. Operational Issues

There were no operational issues noted during the reporting period.

5. Inspections, Maintenance and Repairs

The Township is in the process of preparing an Operations and Maintenance (O&M) Manual for the Works within the Authorize System (ECA, Schedule 'E', Section 3.2).

The operations and maintenance activities undertaken during the reporting period are highlighted in the following table.

Weekly	-
Monthly	-
Semi-Annually	-
Annually	-
Major Maintenance	-

6. Equipment Calibration and Maintenance

The Township does not have stormwater monitoring equipment for calibration or maintenance.

7. System Complaints

There were no system complaints noted during the reporting period.

8. Alterations to Authorized System

The following alterations were made to the authorized system during the reporting period:

1. Reconstruction of Warren, Middle, and Bethune Streets

- a. Conversion of swales to storm sewer
- b. Bethune Street
 - i. n/a
- c. Middle Street
 - i. 250mm x 44m
- d. Bethune Street
 - i. 250mm x 48m
 - ii. 375mm x 85m
 - iii. 525mm x 175m

9. Spills or Abnormal Discharge Events

There were no spills or abnormal discharge events reported during the reporting period.

10. Corrective Action Summary

There were no corrective actions during the reporting period.



STAFF REPORT

S.R. No. 2024-11

PREPARED BY: Dillen Seguin, Director of Water and Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Drinking Water Quality Management System (DWQMS)
2023 Internal and External Audits

BACKGROUND:

1. The Drinking Water Quality Management System (DWQMS) Policy is recognized by the Township of South Glengarry as being a foundational element. The DWQMS Policy is as follows:

The Township of South Glengarry is committed to:

- *Providing a safe and reliable supply of drinking water to all of its customers*
 - *Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water*
 - *Maintaining and continually improving its Quality Management System*
2. The current version (9) of the Township's DWQMS Manual is posted on the Township's website in accordance with QMS-SYS-P9 of the DWQMS Manual which states that the "QMS Operational Plan Manual, including the QMS Policy Statement, will be available on the Township's website".

<https://www.southglengarry.com/en/living-here/water-and-wastewater-reports.aspx>
 3. The DWQMS Audits (Internal and External) summarize the Township's degree of compliance with relevant criteria of the DWQMS Manual (v.9).
 4. Council's last endorsement of the DWQMS was received by staff on February 21st, 2023, for (v.9).
 5. The DWQMS Internal Audit was completed during September 20th, 2023 – October 11, 2023, by Auditor E. MacDonald. The results of the 2023 internal audit are attached.

6. The 12-month Surveillance Audit (DWQMS External Audit) was completed on November 28th, 2023, by Intertek, a third-party. The results of the 2023 external audit are attached.

“The audit report is attached with no-conformities identified and two OFI. I am pleased to recommend continued accreditation.”

*Ryan Bourner, B. Eng, Dip EMA, EP
Senior Environmental Auditor*

ANALYSIS:

7. The results of the External Audit indicated that the management system has been effectively implemented and maintained and meets the requirements of the standard.
8. As both the internal and external audits have identified OFI's (Opportunity for Improvement) Management will continue to review all audit notes to continually improve the Quality Management system.
9. Council, and members of the operating authority may also be signed up for the “Standard of Care Course” being provided in person on February 8th, 2024.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-11 be received and that the Council of the Township of South Glengarry receive the 2023 Internal and External Audit Summaries of the Drinking Water Quality Management System (DWQMS) and acknowledge the documented Audit Findings.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

Audit Report

24 Month Surveillance Audit for

Township of South Glengarry

ACTY-2023-641258

Audited Address: 6 Oak Street, Box 220, Lancaster, ON K0C 1N0

Start Date: November 28, 2023 End Date: November 28, 2023

Type of audit -
Surveillance System Audit

Issue Date: November 30, 2023

Revision Level: Final

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of the Township of South Glengarry on November 28, 2023, to the DWQMS Standard (version 2).

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DWQMS (Version 2)
Applicable codes:	ACTY-2023-641258; CPRJ-2023-140968
Scope of Certification:	DWQMS (Version 2)
Drinking Water System Owner:	Township of South Glengarry
Operating Authority:	Township of South Glengarry
Population Services:	1948
Activities:	Treatment & Distribution
Drinking Water Systems	Glen Walter Drinking Water System Lancaster Drinking Water System Redwood Estates Drinking Water System
Total audit duration:	Person(s): 1 Day(s): 0.625
Audit Team Member(s):	Ryan Bourner

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g., safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g., safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement, however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the MECF. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the company since last audit include: none

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Consider adding suppliers for filter media (sand or greensand filters) and emergency water supply into the Essential Supplies and Services List.
- Consider recording more discussion on the status of Opportunities for Improvement identified during audits in the Management Review minutes.

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Audit Report

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	NA/NC
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	NA/NC
13. Essential Supplies and Services	OFI
14. Review and Provision of Infrastructure	NA/NC
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	NA/NC
17. Measurement & Recording Equipment Calibration and Maintenance	NA/NC
18. Emergency Management	NA/NC
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	OFI
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Operational Plan has been established to describe Quality Management System.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	<i>Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)</i>
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. QMS Policy contains the three required commitments.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	<i>Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)</i>
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Commitment statement signed by Mayor, Clerk, General Manager – Infrastructure Services and Director of Water and Wastewater Operations from February 2023	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	<i>Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)</i>
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. QMS Representative role assigned to the Director of Water/Wastewater Operations.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	<i>Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)</i>
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. System descriptions provided for <ul style="list-style-type: none">• Glen Walter DWS (Water from St. Lawrence River treated by coagulation, sand filters, carbon contact and chlorine disinfection)• Lancaster DWS (Water from St. Lawrence River treated by coagulation, clarification, sand filters, and chlorine disinfection)• Redwood Estates DWS ((Ground Water treated by chlorine disinfection and greensand filtration)	

Audit Report

DWQMS Reference:	7 Risk Assessment
Client Reference:	Risk assessment completed with by four staff members (including QMS Representative) for each sub-system on October 3, 2023.
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Risk assessment completed with four staff members (including QMS Representative) for each sub-system on October 3, 2023.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Appendix M (4-Oct-2023) Glen Walter DWS Appendix N (4-Oct-2023) Lancaster DWS Appendix O(4-Oct-2023) Redwood Estates DWS
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Risk Assessment outcomes provided in Rank Hazards Tables for each sub-system (8.1.1, 8.2.1 and 8.3.1) identifying: a) hazards b) control measures c)assessed risk and rankings. d)CCP Two critical control points in place above threshold of 7. 1)Chlorination (references QMS-OP-P1) 2)Secondary Disinfection (references QMS-OP-P3) No timely control possible for other assessed hazards above 7,	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	<i>Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)</i>
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Roles and Responsibilities described for: • Top Management • QMS Representative (Director) • Operators.	

Audit Report

DWQMS Reference:	10 Competencies
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Minimum competencies defined for Director of Water and Wastewater Operations (Class 2 WT, and Class 2 WDS) and Operators (OIT working towards highest attainable level)</p> <p>Operator's competencies are assessed annually by the director, including an assessment of completed and scheduled training.</p> <p>Staff are trained in the QMS at regularly scheduled meetings.</p>	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Personnel coverage procedure describes:</p> <ul style="list-style-type: none">*Assignment of ORO to the Director of Water/Wastewater Operations*Coverage of emergencies and after hours using the on-call schedule*Per essential services provision in collective agreement for labour disruptions.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Opportunity for Improvement</p> <p>Consider adding suppliers for filter media (sand or greensand filters) and emergency water supply into the Essential Supplies and Services List.</p>	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Planned Maintenance activities are summarized in Sections 15.1, 15.2, and 15.3.</p> <p>Condition and capacity evaluated during infrastructure reviews. Capital Planning Study is used to guide annual budget development.</p>	

Audit Report

DWQMS Reference:	19 Internal Audits
Client Reference:	QMS SYS-P11 (Rev. 3, 12-Sep-2019)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Internal Audit held between October 4 and 21, 2022 by Ewen MacDonald for the 2022 Calendar Year. Internal Audit held between September 20 and October 11, 2023, for the 2023 Calendar Year.</p> <p>Internal Auditor certificate provided for Ewen McDonald from Walkerton Clean Water Centre (from October 2010).</p> <p>The audit schedule and checklist were submitted as part of the Internal Audit Report.</p>	

DWQMS Reference:	20 Management Review
Client Reference:	QMS 12 (ver. 4, 12-Sep-2019)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Management Review held 13-Sep-2023 and 11-Oct-2022 by the Director of Water/Wastewater Operations and General Manager of Infrastructure Services</p> <p>No action items listed from the 2022 or 2023 Management Review</p>	

DWQMS Reference:	21 Continual Improvement
Client Reference:	Multisystem Operational Plan QMS-SYS-OP (Ver. 9, 10-Feb-2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Opportunity for Improvement.</p> <p>Consider recording more discussion on the status of Opportunities for Improvement identified during audits in the Management Review minutes.</p>	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

This report was prepared by:



Ryan Bournier
Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - Intertek - SAI Global
- Operating Authority

Audit Report

- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

Drinking Water Quality Management Standard

Internal Audit Report

For the period of:

October 21, 2022 to October 11 2023

For:

The Township of South Glengarry

Glen Walter Drinking Water System

(Licence #210001861)

Lancaster Drinking Water System

(Licence #260006867)

Redwood Estates Drinking Water System

(Licence #250002311)

Conducted by: Ewen MacDonald

Audit dates: September 20 – October 11, 2023

1.0 Overview & Objectives

An internal audit of the Township of South Glengarry quality management system (QMS) was conducted on October 03 & 11th, 2023 to determine whether it conforms to the requirements of the Standard and version; and to assess whether the QMS is effectively implemented.

The internal audit was conducted by Auditor Ewen MacDonald

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

1.1 Scope

The internal audit was performed at the Township of South Glengarry Glen Walter Water/Wastewater Treatment Facility located at 18352 County Road 2 in Glen Walter Ontario, and at the Township of South Glengarry Office located at 6 Oak Street in Lancaster Ontario.

Operational Plans, Records, and Documents for the Township of South Glengarry were reviewed entirely for conformity to the Standard and version. This audit also reviewed the Township of South Glengarry's planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

As the last internal audit was conducted on October 19, 2022, this audit focused on the period between October 19, 2022 and October 11, 2023

1.2 Methodology

The audit was conducted in accordance with CAN/CSA-ISO 19011:03, Guidelines for Quality and /or Environmental Management Systems Auditing, and the Walkerton Clean Water Centre Course "Internal Auditing for the DWQMS".

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Documents and Records reviewed. Appendix "C" – Document Review Checklist and Auditors Comments

In order to conduct audits within scope, time and budgetary constraints, they are based upon a sampling of processes, systems, operations and documents. Not every single document, operation, system, process, or piece of information relating to management system performance is reviewed. The size of the sample selected by the auditors is appropriate to the size and scale of the operation and information available. Objective evidence collected by the auditors is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

1.3 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- the ability to implement the audit plan,
- conformity with the audit program, schedules and audit objectives, and
- feedback from top management, auditees, auditors and other interested parties.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of staff involved,
- d) audit program records,
- e) alternative or new auditing practices,
- f) effectiveness of the measures to address the risks associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

1.4 Auditors

The Auditor was Ewen MacDonald, who has received Internal Auditing for the DWQMS training through the Walkerton Clean Water Centre. Auditor qualifications are included in Appendix "D" – Auditor Training Certificates.

1.5 Confidentiality

The information gathered by the Auditor is the property of the Township of South Glengarry only and will not be transmitted to any third party without the prior written consent of an authorized representative.

All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report preparation.

2.0 Audit Findings

2.1 Positive Findings

The following positive audit findings were noted during the audit:

Competency

- The QMS Representative, Dillen Seguin continues to demonstrate a commitment to the DWQMS. Along with Top Management, Sarah McDonald they understand their respective responsibilities for the Operational Plan and communicate effectively with Council. They actively promote awareness of the Quality Management System throughout the Operating Authority.

Commitment

- Top Management and Council have taken the Responsibilities under the Standard of Care Course from the Walkerton Clean Water Agency so that they can become more knowledgeable about the DWQMS.

Culture of Continuous Improvement

- The Township's Operators have all been hired in the past 2 years and the General Manager of Infrastructure (Top Management) and the Director of Water/Wastewater Operations (QMS Rep) see this as a challenge, but also as an opportunity to incorporate training on the DWQMS as part of the new hires orientation in parallel with their day to day operational training. This approach not only satisfies the requirement for meeting specific competencies for the operators, but also presents an opportunity through the engagement of the staff to receive their insights and feedback on the DWQMS that could potentially identify improvements to the Plan.

2.2 Non-Conformities

The following non-conformities were noted during the audit:

Element 5 QMS-SYS-T1 Master Document List does not have the correct Version of the DWQMS Operations Plan

Element 7 The Hazard Identification and Risk Assessment Form QMS-SYS-F4 V3, does not include an Assessment of Cyber Security Threats as is required from the Ministry of Environment, Conservation & Parks April 2022 Bulletin

Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment

Element 18 QMS-SYS-P10 Emergency Management Procedures 5.6 General List of Emergency Contacts is not complete

2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
Procedures	Remove the word draft from the Procedures
Element 2	Staff has been provided the DWQMS V9 for their review as per QMS-SYS-P9 5.2.6. Training should be completed on the DWQMS for all staff in the next few months.
Element 3	Remove the Date Line for the Commitment and Endorsement of the Owner and the Operating Authority as the date is shown with the electronic signature
Element 5	Ensure that previous copies of the DWQMS at all Water Treatment Plants are destroyed as per 5.7.1
Element 6	Change the reference to the St. Lawrence River to Lake St. Francis as the raw water source in 6.2.3.
Element 10	Include specific courses for each operator in their annual Performance Review
Element 15	Replace the word “old” with “experienced” on Infrastructure Maintenance & Renewal Form, QMS-SYS-F11 (f)
Element 15	Provide more details on how GIS has been implemented and used on QMS-SYS-F11 (f)
Element 16	Update 5.8.1 to be consistent with the Township’s Adverse Water Notification By-Law

3.0 Conclusions

The results of the internal audit performed at the Township of South Glengarry for the drinking water system name confirm that the quality management system established is effective in conforming with the requirements of Standard and version.

While non-conformities and/or opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among the South Glengarry staff.

Ewen MacDonald

Ewen MacDonald

Appendix “A” – Audit Plan

Internal Audit Start Date:			September 20, 2023								Internal Audit End Date:				October 11, 2023									
Date	Time	Participants	Process / Program	DWQMS Element																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Sept 20 – Oct 11		EM	Desk Top Review	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sept 20	12:00-1:00	EM/DS	Initial Meeting Review Previous Audit Review Management Review	X																	X		X	
Oct 03	9:00 - 10:30	EM/DS	Internal Audit	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Oct 03	10:30-12:30	EM/DS	QMS Representative Responsibilities		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Oct 11	8:30 – 9:30	EM/DS/BM	Staff Interview Plant Tour	X	X	X		X	X	X	X								X		X		X	
Oct 11	9:30-10:30	EM/DS/SM	Top Management Responsibilities		X	X		X		X	X	X	X	X	X			X	X		X		X	
Oct 11	10:30 – 11:00	EM/DS/SM	Closing Meeting	X																	X	X		

Initials EM-Ewen MacDonald Auditor, DW-Dillen Seguin QMS Rep, SM-Sarah McDonald Top Management, BM – Brendan MacMaster Operator

Appendix “B” – Documents and Records

The list of documents and records were reviewed and observations made during the audit include:

- Certificate of Accreditation December 10, 2021
- Internal Audit Report October 4 – 21. 2022
- Corrective Action Forms 2022 Internal Audit
- Surveillance System Audit SAI Global October 24, 2022
- DWQMS Operation Plan Manual V9, February 10, 2023
- QMS-SYS-P9 Communications Procedure
- Staff Report 26-2023 Drinking Water Quality Management Standard (DWQMS) Endorsement
- QMS-SYS-P1 Document Control Procedure
- QMS-SYS-T1 Master Document List
- QMS-SYS-P8 Risk Assessment Procedure
- QMS-SYS-F4 Hazard Identification and Risk Assessment Form
- QMS-SYS-F5 Risk Assessment Annual Review Form
- Ministry of Environment, Conservation & Parks April 2022 Bulletin; Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment
- QMS SYS-P7 Essential Supplies and Services Procedure
- QMS-SYS-P4 Infrastructure Maintenance Rehabilitation and Renewal Procedure
- QMS-SYS-F11 Infrastructure Maintenance, Rehabilitation & Renewal Form
- QMS-SYS-P3 Review and Provision of Infrastructure Procedure
- QMS-SYS-F3 Infrastructure Review Report Form
- Sampling Binder for Redwood Estates
- QMS-SYS-P2 Records Control Procedure
- Electronic File for Calibration Certificates
- QMS-SYS-P10 Emergency Management Procedure
- Staff Report 178-2022 DWQMS Internal and External Audits
- QMS-SYS-F12 Management Review Checklist

Appendix “C”

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>1. Quality Management System (QMS) PLAN – The OP shall <i>document a QMS</i> that <i>meets the requirements</i> of this Standard. DO – The OA shall <i>establish and maintain the QMS</i> in accordance with the requirements of this Standard and the <i>policies and procedures</i> documented in the OP.</p>	<p>The DWQMS Operations Plan meets the requirements of the Standard.</p> <p>The Operations Plan covers the three drinking water systems as subsystems with the Township as the owner with common management and operations staff.</p>
<p>2. QMS Policy PLAN – The OP shall <i>document a QMS Policy</i> that provides the foundation for the QMS, and: a) includes a <i>commitment</i> to the <i>maintenance and continual improvement of the QMS</i>, b) includes a commitment to the <i>Consumer to provide safe drinking water</i>, c) includes a commitment to <i>comply with applicable legislation and regulations</i>, and d) is in a form that <i>can be communicated</i> to all OA <i>personnel</i>, the <i>Owner</i> and the <i>Public</i>. DO – The OA shall <i>establish and maintain a QMS</i> that is consistent with the QMS Policy.</p>	<p>The Policy is posted in the office at the Lancaster Treatment Plant and is posted on the Township’s website as per 5.4.1 of QMS SYS-P9 Communications Procedure.</p> <p>OFI – Staff have been provided the DWQMS V9 for their review. Training should be completed on the DWQMS for all staff in the next few months.</p>
<p>3. Commitment and Endorsement PLAN – The OP shall contain a <i>written endorsement</i> of its contents by <i>Top Management</i> and the <i>Owner</i>. DO – Top Management shall provide <i>evidence</i> of its <i>commitment</i> to an effective QMS by: a) ensuring that a <i>QMS is in place that meets</i> the requirements of this Standard, b) <i>ensuring</i> that the OA is aware of all applicable <i>legislative and regulatory requirements</i>, c) <i>communicating</i> the <i>QMS</i> according to the procedure for communications, d) <i>determining, obtaining or providing</i> the <i>resources needed</i> to maintain and continually improve the QMS.</p>	<p>OFI – Remove the Date Line for the Commitment and Endorsement of the Owner and the Operating Authority as the date is shown with the electronic signature</p> <p>Viewed Staff Report 26-2023 for the Endorsement of V9 of the DWQMS Operational Plan Manual</p>
<p>4. QMS Representative PLAN – The OP shall <i>identify a QMS representative</i>. DO – Top Management shall <i>appoint and authorize</i> a QMS representative who, irrespective of other responsibilities, shall: a) <i>administer</i> the QMS by <i>ensuring that processes and procedures needed</i> for the QMS are <i>established and maintained</i>, b) <i>report to Top Management</i> on the <i>performance</i> of the QMS and any need for <i>improvement</i>, c) ensure that <i>current versions of documents</i> required by the QMS are being <i>used at all times</i>, d) ensure that <i>personnel</i> are <i>aware</i> of all applicable <i>legislative and regulatory requirements</i> that pertain to their duties for the operation of the Subject System, and e) promote <i>awareness of the QMS</i> throughout the OA.</p>	<p>Top Management has appointed the Director of Water & Wastewater Operations as the QMS Representative</p> <p>The QMS Representative has demonstrated a high level of understanding and commitment to their Responsibilities as listed in the Operations Plan and plans to prioritize the training of the staff on the QMS over the next year.</p>

<p>5. Document and Records Control PLAN – The OP shall document a procedure for Document and Records control that describes how: a) Documents required by QMS are: i. kept current, legible and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of, and b) Records required by the QMS are: i. kept legible, and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of. DO – The OA shall implement and conform to the procedure for Document and Records control and shall ensure that QMS documentation for the Subject System includes: a) the OP and its associated policies and procedures, b) Documents and Records determined by the OA as being needed to ensure the effective planning, operation and control of its operations, and c) the results of internal and external Audits and management reviews.</p>	<p>Viewed QMS-SYS P1 Documents Control Procedure</p> <p>Non Conformance – QMS-SYS-T1 Master Document List does not have the correct Version of the DWQMS Operations Plan</p> <p>OFI – Ensure that previous copies of the DWQMS at all Water Treatment Plants are destroyed as per 5.7.1</p>
<p>6. Drinking Water System (DWS) PLAN – The OP shall document, as applicable: a) for the Subject System: i. the name of the Owner and OA, ii. if the system includes equipment that provides Primary Disinfection and/or Secondary Disinfection: A. a description of the system including all applicable Treatment System processes and Distribution System components, B. a Treatment System process flow chart, C. a description of the water source, including: I. general characteristics of the raw water supply, II. common event-driven fluctuations, and</p>	<p>The description and flow charts have not changed since the last revision and meet the Standard for the Operations Plan.</p> <p>Toured the Lancaster Water Treatment Facility with Operator Brendan MacMaster, who explained the treatment process that was consistent with the Process Flow Chart as per 6.1.6 of Element 6.</p>
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>III. any resulting operational challenges and threats. iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection: A. a description of the system including all Distribution System components, and B. a description of any procedures that are in place to maintain disinfection residuals. b) if the Subject System is an Operational Subsystem, a summary description of the Municipal Residential Drinking Water System it is a part of including the name of the OA(OA's) for the other Operational Subsystems. c) if the Subject System is connected to one or more other Drinking Water Systems owned by different Owners, a summary description of those systems which: i. indicates whether the Subject System obtains water from or supplies water to those systems, ii. names the Owner and OA(OA's) of those systems, and iii. identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water. DO – The OA shall ensure that the description of the Drinking Water System is kept current.</p>	<p>OFI – Change the reference to the St. Lawrence River to Lake St. Francis as the raw water source in 6.2.3.</p>

<p>7. Risk Assessment PLAN – The OP shall document a risk assessment process that: a) Considers potential hazardous events and associated hazards, as identified in MOECC document titled <i>Potential Hazardous Events for Municipal Residential Drinking Water Systems</i>, dated February 2017 as it may be amended. A copy of this document is available at www.ontario.ca/drinkingwater. b) ID's <i>additional potential</i> hazardous events & associated hazards, c) <i>assesses</i> the <i>risks</i> assoc. w/ the <i>occurrence</i> of hazardous events, d) <i>ranks</i> the hazardous events according to the <i>associated risk</i>, e) <i>identifies control measures</i> to address the potential hazards and hazardous events, f) identifies <i>Critical Control Points</i>, g) identifies a method to <i>verify, at least once every calendar year</i>, the <i>currency</i> of the information and the <i>validity of the assumptions</i> used in the risk assessment, h) ensures that the risks are <i>assessed at least once every thirty-six months</i>, and i) considers the <i>reliability and redundancy of equipment</i>. DO – The OA shall <i>perform</i> a risk assessment <i>consistent with the documented</i> process.</p>	<p>Reviewed QMS SYS-P8</p> <p>Non Conformance – The Risk Assessment Annual Review form QMS-SYS-F5 does not include an Assessment of Cyber Security Threats as is required from the Ministry of Environment, Conservation & Parks April 2022 Bulletin</p> <p><i>Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment</i></p>
<p>8. Risk Assessment Outcomes PLAN – The OP shall document: a) the <i>identified potential hazardous events and associated hazards</i>, b) the <i>assessed risks associated with the occurrence</i> of hazardous events, c) the <i>ranked</i> hazardous events, d) the <i>identified control measures</i> to address the potential hazards and hazardous events, e) the identified <i>Critical Control Points</i> and their respective <i>Critical Control Limits</i>, f) procedures and/or processes to <i>monitor the Critical Control Limits</i>, g) procedures to <i>respond to deviations from the Critical Control Limits</i>, and h) procedures for <i>reporting and recording deviations</i> from the Critical Control Limits. DO – The OA shall <i>implement and conform</i> to the procedures.</p>	<p>The outcomes of the Risk Assessment are identified on Tables 8.1.1, 8.2.1, and 8.3.1</p> <p>The QMS-SYS-F4 Hazard Identification and Risk Assessment Form, and Tables 8.2, 8.2, and 8.3 will be updated for the next Comprehensive review in 2025</p> <p>.</p>
<p>9. Org. Structure, Roles, Responsibilities and Authorities PLAN – The OP shall: a) describe the <i>organizational the structure</i> of the OA including <i>respective roles, responsibilities and authorities</i>, b) delineate <i>corporate oversight</i> roles, responsibilities, authorities in the case where the OA operates multiple Subject Systems, c) identify the <i>person, persons or group of people</i> within the management structure of the org. responsible for undertaking the <i>Management Review</i> described in Element 20, d) identify the person, persons or group of people, having <i>Top Management responsibilities</i> required by this Standard, along with their responsibilities, & e) identify the <i>Owner</i> of the Subject System. DO – The OA shall <i>keep current</i> the description of the organizational structure including respective roles, responsibilities and authorities, and shall <i>communicate</i> this information to OA <i>personnel</i> and the <i>Owner</i>.</p>	<p>There are no Changes to the Organizational Structure</p> <p>Top Management and the QMS Representative understand their roles, responsibilities, and authorities and are committed to promoting the DWQMS to Council and the Operators.</p>
<p>DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)</p>	<p>DOCUMENT REVIEW – Auditor Comments (Condition Found)</p>

<p>10. Competencies PLAN – The OP shall <i>document</i>: a) <i>competencies</i> required for personnel performing duties directly <i>affecting drinking water quality</i>, b) activities to <i>develop and/or maintain competencies</i> for personnel performing duties directly affecting drinking water quality, and c) activities to ensure that personnel are <i>aware of the relevance of their duties</i> and <i>how they affect</i> safe drinking water. DO – The OA shall undertake <i>activities</i> to: a) <i>meet and maintain competencies</i> for personnel directly affecting drinking water quality and shall <i>maintain records</i> of these activities, and b) <i>ensure that personnel are aware</i> of the relevance of their duties and how they affect safe drinking water and shall <i>maintain records</i> of these activities.</p>	<p>Viewed the Electronic Training Log for Josh Villeneuve. The training log identifies training required to maintain licenses with both Director Approved Training and on the Job Training.</p> <p>Josh Villeneuve has completed his Level 2 Water Treatment Certification and is awaiting the paperwork for confirmation</p> <p>OFI – Include specific courses for each operator in their annual Performance Review.</p>
<p>11. Personnel Coverage PLAN – The OP shall document a procedure to ensure that <i>sufficient personnel meeting identified competencies</i> are available for duties that <i>directly affect</i> drinking water quality. DO – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>The hours of work in 11.1 have been aligned with the wording in the Collective Agreement</p>
<p>12. Communications PLAN – The OP shall document a <i>procedure</i> for communications that describes <i>how</i> the <i>relevant aspects of the QMS</i> are <i>communicated</i> between Top Management and: a) the <i>Owner</i>, b) OA <i>personnel</i>, c) <i>Suppliers</i> that have been identified as essential under Plan (a) of Element 13 of this Standard, and d) the <i>Public</i>. DO – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>Top Management and the QMS Representative provided Version 9 of the Operations Plan to Council in February 2023.</p>
<p>13. Essential Supplies and Services PLAN – The OP shall: a) identify all <i>supplies and services essential</i> for the delivery of <i>safe drinking water</i> and shall state, for each supply or service, the <i>means to ensure its procurement</i>, and b) include a procedure by which the OA <i>ensures the quality</i> of essential supplies and services, in as much as they may affect drinking water quality. DO – The OA shall implement and conform to the procedure.</p>	<p>Reviewed List of Essential Supplies and Services.</p> <p>Viewed QMS-SYS-P7 Essential Supplies and Services Procedure</p> <p>Secondary Suppliers were added to the listing as per the OFI from the 2022 Internal Audit Report</p>
<p>14. Review and Provision of Infrastructure PLAN – The OP shall document a procedure for <i>reviewing the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System that: a) <i>Considers the outcomes of the risk assessment</i> documented under Element 8, and b) <i>Ensures that the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System is reviewed <i>at least once every Calendar Year</i>. DO – The OA shall <i>implement and conform</i> to the procedure and <i>communicate the findings</i> of the review to the <i>Owner</i>.</p>	<p>Viewed QMS-SYS-P3 Review and Provision of Infrastructure Procedure</p> <p>Viewed QMS SYS-F3 Infrastructure Review Report Form.</p> <p>The Report is to be forwarded to Council in advance of the annual Budget Meetings.</p> <p>The Review and Provision of Infrastructure notes that the Township has completed an update to their Asset Management Plan that will</p>

	be reviewed for planning and budgetary purposes.
<p>15. Infrastructure Maintenance, Rehabilitation and Renewal PLAN – The OP shall document:</p> <p>a) a <i>summary</i> of the OA's <i>infrastructure maintenance, rehabilitation and renewal programs</i> for the Subject System, and</p> <p>b) a <i>long term forecast of major infrastructure maintenance, rehabilitation and renewal activities</i>.</p> <p>DO – The OA shall:</p> <p>a) <i>keep the summary</i> of the infrastructure maintenance, rehabilitation and renewal programs <i>current</i>,</p> <p>b) ensure that the <i>long term forecast</i> is <i>reviewed at least once every Calendar Year</i>,</p> <p>c) <i>communicate</i> the programs <i>to the Owner</i>, and</p> <p>d) <i>monitor the effectiveness</i> of the maintenance program.</p>	<p>Viewed QMS-SYS-F11 Infrastructure Maintenance, Rehabilitation & Renewal Form</p> <p>OFI – Replace the word “old’ with ‘experienced” on Infrastructure Maintenance & Renewal Form, QMS-SYS-F11 (f)</p> <p>The Report will be provided to Council in advance of the annual Budget Meetings.</p> <p>OFI –Provide more details on how GIS has been implemented and used on QMS-SYS-F11 (f)</p>
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>16. Sampling, Testing and Monitoring PLAN – The OP shall document:</p> <p>a) a <i>sampling, testing and monitoring procedure</i> for <i>process control and finished drinking water quality</i> including requirements for sampling, testing and monitoring at the <i>conditions most challenging</i> to the Subject System,</p> <p>b) a description of <i>relevant sampling, testing or monitoring</i> activities, if <i>any</i>, that take place <i>upstream</i> of the Subject System, and</p> <p>c) a procedure that describes how sampling, testing and monitoring results are <i>recorded and shared</i> between the <i>OA</i> and the <i>Owner</i>, where applicable.</p> <p>DO – The OA shall implement and conform to the procedures.</p>	<p>Viewed Annual Sampling Binder for the Redwood Water Treatment Plant.</p> <p>Chain of Custody documents are preprinted for the entire year</p> <p>OFI – Update 5,8.1 to be consistent with the Township’s Adverse Water Notification By-Law</p>
<p>17. Measurement and Recording Equipment Calibration and Maintenance PLAN – The OP shall document a <i>procedure</i> for the <i>calibration and maintenance</i> of <i>measurement and recording</i> equipment.</p> <p>DO – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>There are no issues with the scheduled calibration and maintenance of measurement and recording equipment.</p> <p>The calibration and maintenance procedure meet and conform to Operation Plan</p> <p>Viewed the Electronic File for Calibration Certificates as per QMS-SYS-P7 5.6.3</p>

<p>18. Emergency Management PLAN – The OP shall document a <i>procedure to maintain a state of emergency preparedness</i> that includes:</p> <ul style="list-style-type: none"> a) a <i>list of potential emergency situations</i> or service interruptions, b) <i>processes</i> for emergency <i>response and recovery</i>, c) emergency response <i>training and testing</i> requirements, d) <i>Owner and OA responsibilities</i> during emergency situations, e) <i>references to municipal</i> emergency planning measures as appropriate, and f) an <i>emergency communication protocol</i> and an <i>up-to-date list</i> of emergency <i>contacts</i>. <p>DO – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>Viewed QMS-SYS-P10 Emergency Management Procedure</p> <p>Non Conformance – QMS-SYS-P10 Emergency Management Procedures 5.6 General List of Emergency Contacts is not complete</p>
<p>19. Internal Audits PLAN – The OP shall document a <i>procedure for internal Audits</i> that:</p> <ul style="list-style-type: none"> a) <i>evaluates conformity of the QMS</i> with the requirements of this Standard, b) identifies internal Audit <i>criteria, frequency, scope, methodology and record-keeping</i> requirements, c) considers <i>previous internal and external Audit results</i>, and d) describes <i>how QMS Corrective Actions are identified and initiated</i>. <p>DO – The OA shall <i>implement and conform</i> to the procedure and shall ensure that internal Audits are conducted at <i>least once every Calendar Year</i>.</p>	<p>Reviewed the Internal Audit Report Dated October 4-21, 2022</p> <p>Reviewed actions from the OFI's noted in the 2022 Internal Audit</p> <p>The 2022 Internal Audit was provided to Council in November 2021 Staff Report 178-2022</p> <p>The 2023 Internal Audit was conducted on October 3rd and 11th to ensure that the Operations Plan meets the Standard and that the Operating Authority is functioning <i>in</i> conformance with the Operations Plan.</p>
<p>20. Management Review PLAN – The OP shall document a <i>procedure for management review</i> that <i>evaluates</i> the continuing <i>suitability, adequacy and effectiveness</i> of the QMS and that includes consideration of:</p> <ul style="list-style-type: none"> a) incidents of <i>regulatory non-compliance</i>, b) incidents of <i>adverse drinking water tests</i>, c) <i>deviations from Critical Control Point limits</i> and <i>response actions</i>, d) the <i>effectiveness of the risk assessment</i> process, e) <i>internal and third-party Audit</i> results, f) <i>results of emergency response testing</i>, g) <i>operational performance</i>, h) <i>raw water supply and drinking water quality trends</i>, i) follow-up on <i>action items</i> from <i>previous management reviews</i>, j) the <i>status</i> of management <i>action items</i> identified between reviews, k) <i>changes that could affect</i> the QMS, l) <i>Consumer feedback</i>, m) the <i>resources needed</i> to maintain the QMS, n) the <i>results of the infrastructure review</i>, o) <i>OP currency, content and updates</i>, and p) <i>staff suggestions</i>. 	<p>Viewed QMS-SYS-F12 Management Review Checklist completed by Top Management and the QMS Representative on September 13, 2023.</p> <p>The Management Review will be provided to Council with the Internal and External Audit Reports once they have been completed.</p>
<p>DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)</p>	<p>DOCUMENT REVIEW – Auditor Comments (Condition Found)</p>

<p>DO – Top Management shall <i>implement and conform</i> to the procedure and shall:</p> <ul style="list-style-type: none"> a) ensure that a management review is conducted <i>at least once every Calendar Year</i>, b) consider the <i>results of the management review</i> and identify <i>deficiencies and actions</i> items to address the <i>deficiencies</i>, c) provide a <i>record of any decisions and action items</i> related to the management review including the <i>personnel responsible</i> for delivering the action items and the <i>proposed timelines</i> for their implementation, and d) <i>report the results of the management review, the identified deficiencies, decisions and action items to the Owner.</i> 	
<p>21. Continual Improvement PLAN – The OA shall develop a <i>procedure</i> for <i>tracking and measuring continual improvement</i> of its QMS by:</p> <ul style="list-style-type: none"> a) <i>reviewing and considering</i> applicable <i>best management practices</i>, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months; b) documenting a process for <i>identification and management</i> of QMS <i>Corrective Actions</i> that includes: <ul style="list-style-type: none"> i. <i>investigating the cause(s)</i> of an identified non-conformity, ii. <i>documenting the action(s) that will be taken</i> to correct the non-conformity and prevent the non-conformity from re-occurring, and iii. <i>reviewing the action(s) taken</i> to correct the non-conformity, <i>verifying that they are implemented and are effective in correcting and preventing</i> the re-occurrence of the non-conformity. c) documenting a process for identifying and implementing <i>Preventive Actions</i> to eliminate the occurrence of potential non-conformities in the QMS that includes: <ul style="list-style-type: none"> i. <i>reviewing potential non-conformities</i> that are identified to determine if preventive actions may be necessary, ii. <i>documenting the outcome of the review</i>, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and iii. <i>reviewing the action(s) taken to prevent</i> a non-conformity, <i>verifying that they are implemented and are effective</i> in preventing the occurrence of the non-conformity. <p>DO – The OA shall <i>strive to continually improve the effectiveness of its QMS</i> by implementing and conforming to the procedure.</p>	<p>The Internal Auditor Signed off on the closure of the corrective action from the 2021 Internal Audit Corrective Action Request Form (QMS-SYS-F-10)</p> <p>The Operators have all been hired in the past 2 years and the General Manager of Infrastructure (Top Management) and the Director of Water/Wastewater Operations (QMS Rep) see this as a challenge but also as an opportunity to incorporate training on the DWQMS as part of the new hires orientation in parallel with their day to day operational training. This approach not only satisfies the requirement for meeting specific competencies for the operators, but also presents an opportunity through the engagement of the staff to receive their insights and feedback on the DWQMS to identify and potentially implement improvements to the Plan.</p>

Appendix "D" – Auditor Training Certificates



STAFF REPORT

S.R. No. 2024-12

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Tyotown Road Retaining Wall

BACKGROUND:

1. The Tyotown Road Retaining Wall is installed in front of 18205 Tyotown Road, along the north side of the road.
2. It was constructed as part of a the Tyotown Road reconstruction project in 2006. At that time, the previous centerline profile was lowered by approximately 3.5 metres to meet the geometric design standard for the posted speed limit, which dictated the requirement of the retaining wall to allow for the vertical grade change while not impacting the existing house structure located on 18205 Tyotown Road.
3. Administration has been monitoring the performance of the wall and has had it inspected by EVB Engineering twice in 2019 and 2022. The 2022 inspection noted that:
 - a. That quantity of failed blocks has increased dramatically since the last inspection.
 - b. The number of compromised blocks has increased significantly since the last inspection.
 - c. **The wall appears to be structurally failing and action is required by the Township to prevent further failure of the wall.**



Tyotown Retaining Wall, August 2023

4. The Class 'D' estimate to **replace** the retaining wall was \$630,000 in 2022 dollars.
5. Removal of the retaining wall is cost effective and removes the asset from the Township's asset register. However, there could be negative impacts to property and existing building on 18205 Tyotown Road.
6. Administration investigated the option of purchasing the property at 18205 Tyotown Road. The purchase was not feasible given constraints at the time. Subsequently, the property sold to a third-party.
7. Administration has an agreement in principle with the new property owner (re – potential impacts to the property) and has been making the necessary preparations to remove the retaining wall.
8. A topographic survey of the impacted areas was completed in late January 2024 and engineered concepts for the retaining wall's removal are being prepared by the Consultant on file (EVb Engineering).

ANALYSIS:

9. The Tyotown Retaining Wall appears to be structurally failing and action is required by the Township. Removing the retaining wall, with cooperation from the abutting landowner at 18205 Tyotown Road, is the preferred option.
10. Removing the wall is a one-time activity that requires no future capital or maintenance wall work.

IMPACT ON 2024 BUDGET:

11. Administration is requesting that Council commit \$250,000 from the 2024 Capital Budget to the removal of the Tyotown Retaining Wall.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-12 be received and that the Council of the Township of South Glengarry direct Administration to remove the Tyotown Retaining Wall and, furthermore, that Council commit \$250,000 from the 2024 Capital Budget to undertake the removal project.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-13

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Direction for Road and Bridge Asset Rationalization

BACKGROUND:

1. The Township maintains 385km of open road allowances and owns an additional (estimated) 240km of unopened / unmaintained road allowances.
2. The Township maintains 61 structures (bridges and culverts with a 3m or greater span) on open roads, one structure on an unopened road allowance, and six structures on the Peanut Line.
3. The Township maintains an unknown number of culverts (CSP and box) with a span less than 3m on roads, unopened road allowances, and the Peanut Line.
4. During 2023, Administration initiated a Road Rationalization Study with a 2023 budget of \$75,000. The project included assistance in preparing for two Committee of the Whole meetings focused on Roads:
 - a. [February 1, 2023](#)
 - b. [November 27, 2023](#)
5. The 2023 project was time and materials through the 2021 Municipal Engineer Contract and the budget was not fully expended. The unused budget is not proposed to be carried forward to 2024.
6. The Township undertakes bridge inspections every two years and a road needs study every four years to determine the condition of these core infrastructure assets.
7. The condition assessments do not typically provide commentary on the continued need for the asset. This type of assessment is an asset rationalization process, which is the process of reorganizing a company's assets to improve operating efficiencies and boost its bottom line. This may be achieved by divesting certain assets, closing some assets, and expanding others, and streamlining operations.

8. Being proposed through Infrastructure Services is an asset rationalization process with the focus being on reviewing and assessing the continued need for the ongoing and year-round maintenance of road segments and structures (bridges, culverts, and walls).
9. An excellent example is the Tyotown Road Retaining Wall. The Condition Assessments indicated that the retaining wall was in poor condition and recommended replacement. However, there was an opportunity to reframe the conversation and it was determined that the wall can be removed entirely, thereby removing the ongoing risk to the Township and reducing future maintenance and capital costs. A detailed report on the Tyotown Retaining Wall is included on this Council agenda.

ANALYSIS:

10. An asset rationalization for roads and structures aligns with the intent of [O. Reg. 588/17](#) and with the Township of South Glengarry's [Strategic Asset Management Policy](#) which is championed by the General Manager of Infrastructure Services and has the following policy purpose:

“It is intended to guide the **consistent use of asset management** across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to **support the delivery of sustainable community services now and in the future.**”

11. Increasing costs, decreasing funding, aging infrastructure, and [increasing public expectations](#) are some of the challenges facing municipalities – especially rural municipalities where local governments are expected to [do more, with less](#).
12. South Glengarry is [not unique](#) in facing these challenges. In fact, most municipalities are grappling with the big question of whether to fix / replace bridges or whether it's time to cut some loose, freeing up funds for other projects and reducing the overall tax levy.
13. Being positioned to make these decisions in advance, instead of “as they arise” would be a positive step forward for the Township. It would provide stability, a consistent message, time to adjust, time to prepare, and the ability to support the delivery of sustainable services in the future.
14. This proposed asset rationalization process is a significant undertaking and Council, Municipal Staff, and the public should be aware that, while important, this project does not supersede regular day-to-day operational tasks or capital project advancement. Furthermore,
 - a. The completion date is unknown and could span multiple years.

- b. Administration will occasionally engage the assistance of consultants through the appropriate operational consultant budget.
- c. Ongoing consultation with the public is not anticipated through this process – a Public Information Centre (PIC) at the completion of the project would be proposed.

IMPACT ON 2024 BUDGET:

15. The proposed 2024 Road Operations Budget includes an allowance for the occasional consultant to provide specialized assistance.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-13 be received and that the Council of the Township of South Glengarry direct Administration to undertake an asset rationalization for the municipal road and bridge assets.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-14

PREPARED BY: Sarah McDonald, P. Eng. - GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Award RFP 17-2023 - Road Needs Study

BACKGROUND:

1. The Township last completed a Road Needs Study in 2020.
2. A refreshed Road Needs Study will assist with operational and capital planning; and in assisting Administration in preparing for the annual review of the municipal asset management process as required by [Ontario Regulation 588/17](#) (Asset Management Planning for Municipal Infrastructure).
3. Completing this study early during the year allows the successful consultant to observe the gravel roads during the freeze / thaw cycle. To that end, The RFP notes that the “physical condition assessment of gravel roads must be completed prior to the commencement of spring grading”.
4. A Request for Proposal (RFP) was issued on December 6, 2023, with a closing date of January 17, 2024. Six submissions were received from qualified consulting firms:
 - a. Acadia Engineering
 - b. Ainley Group
 - c. EXP
 - d. ConceptDash
 - e. Thurber Engineering Ltd.
 - f. TotalPave
5. All submissions were checked for accuracy and all six were found to be in compliance with procurement requirements.
6. The proposal review team included the General Manager - Infrastructure Services and the Coordinator - Infrastructure.

ANALYSIS:

7. The submissions were reviewed by the proposal review team and scored on the criteria set out in the RFP and presented in the table below.

Non-Price Evaluation Criteria	
Corporate Experience and Project Team	20%
Project Understanding and Methodology	40%
Project Schedule	20%
Price Evaluation Criteria	
Fee Estimate	20%

8. Proposals received fee estimates that ranged from \$26,350 to \$56,820.
9. Considering all aspects of the scoring matrix, Ainley Group had the highest scoring proposal, with a submission of \$28,505 excluding HST.

IMPACT ON 2024 BUDGET:

10. The RFP was issued in December prior to setting budget dates and with an aim of having a consultant retained prior to the commencement of spring grading.
11. The Road Needs Study is included in the draft budget under Roads Administration – Consulting. Administration had estimated \$40,000 for this study. This Award will not increase the proposed / draft Roads Operating Budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-14 be received and that the Council of the Township of South Glengarry award RFP 17-2023 for Professional Services – Road Needs Study to Ainley Group per their submission of \$28,505.00 plus HST, and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-15

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Award RFP 16-2023 - Active Transportation and Trails Plan

BACKGROUND:

1. The Active Transportation and Trails Plan [received funding February 21, 2023](#).
2. A Request for Proposal (RFP) was issued on December 6, 2023 with a closing date of January 17, 2024. Eight submissions were received from qualified consulting firms:
 - a. Alta Planning + Design - Canada Inc.
 - b. EXP
 - c. GHD
 - d. Morrison Hershfield
 - e. Parsons
 - f. Robinson Consultants
 - g. R.V. Anderson Associates Limited
 - h. WSP
3. All submissions were checked for accuracy and all eight were in compliance with procurement requirements.
4. The proposal review team included the General Manager - Infrastructure Services, the General Manager - Parks, Recreation & Culture, and the Coordinator - Infrastructure.

ANALYSIS:

5. The submissions were reviewed by the proposal review team and scored on the criteria set out in the RFP and presented in the table below.

Non-Price Evaluation Criteria	
Corporate Experience and Project Team	25%
Project Understanding and Methodology	40%

Project Schedule	15%
Price Evaluation Criteria	
Fee Estimate	20%

6. Proposals received fee estimates that ranged from \$62,680 to \$74,987.
7. Considering all aspects of the scoring matrix, Robinson Consultants had the highest scoring proposal with a fee proposal of \$62,970.00.

IMPACT ON 2024 BUDGET:

8. This project is being carried forward from the 2023 budget and includes \$50,000 grant funding (Active Transportation Fund) and \$30,000 contribution from the Township of South Glengarry.
9. Administration allocated the \$80,000 in funding for \$75,000 consultants and \$5,000 for traffic count processing to support the study.
10. All submissions were less than the amount budgeted.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-15 be received and that the Council of the Township of South Glengarry award RFP 16-2023 for Professional Services – Active Transportation and Trails Plan to Robinson Consultants per their submission of \$62,970.00 plus HST, and furthermore than the Mayor and Clerk be authorized to sign all relevant documents.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-16

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: 2024 Grants and Donation Requests

BACKGROUND:

1. South Glengarry recognizes the importance and benefits volunteer groups provide to the community and is committed to supporting volunteer groups with financial assistance when possible. Grants and donations are awarded based on our strategic plan goals, community interests, financial capacity, and doing the greatest amount of good, for the most amount of people for the longest duration.
2. In 2023, the Township of South Glengarry received requests in excess of \$95,000. Over \$57,000 was allocated to our local community groups that provided important funds for initiatives benefiting our residents in addition to fee waivers for our recreation facilities as approved by Council. An additional \$5,000 reserved for the Glengarry Memorial Hospital physician recruitment project was not expended.
3. Applications for 2024 Grants and Donations requests closed on November 24, 2023. Appended to this report are a list of donation requests for Council consideration.

ANALYSIS:

4. Administration has prepared this report in advance of the 2024 budget in order to receive direction regarding the allocation of funds and to provide responses to our community groups to assist them with their fundraising goals. The proposed budget for 2024 has been held at \$62,500.
5. The Township received a request which is also appended to this report for an increased grant of \$10,000 for the Glengarry Highland Games 75th anniversary. Requests made by community groups in excess of our policy limits have been recommended at the policy limit.
6. The current recommendations made allow for 15% of the budgeted funds to be allocated towards requests received throughout 2024.

IMPACT ON 2024 BUDGET:

7. None, as the requests recommended do not exceed the Grants and Donation funds budgeted in 2024.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in South Glengarry.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-16 be received and that the Council of the Township of South Glengarry:

Option A: ____ approves the 2024 Grants and Donation requests attached to the report and as recommended by Administration in the amount of \$53,121.55 and that \$9,378.45 be allocated for discretionary funds for a total budget of \$62,500 for 2024 Grants and Donations.

Option B: ____ approves the 2024 Grants and Donation requests attached to the report, as amended and noted in the minutes, in the amount of \$ _____ and that \$ _____ be allocated for discretionary funds for a total budget of \$ _____ for 2024 Grants and Donations..

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



GLEN GARRY HIGHLAND GAMES

November 10, 2023

Lachlan McDonald, Mayor
Township of South Glengarry
6 Oak Street, PO Box 220
Lancaster, Ont.
K0C 1N0

Dear Lachlan,

The 75th edition of the Glengarry Highland Games will be held August 2-3, 2024, and planning has already begun to celebrate this milestone with many new and exciting activities, including a Guinness World Records largest drum fanfare, Heavyweights World Championships, GHG music piece competition, cycling race, private lawn signs, greetings from around the world video, commemorative coin, headliner entertainment, and more.

We greatly appreciate the Township of South Glengarry's support of \$4,000 to the 2023 Glengarry Highland Games and your generous support assisted us with welcoming 27,000 people to Maxville. As reported in the 2023 economic impact study, non-local attendees and event operations resulted in \$3.0 M of new spending; the equivalent of 21 full-year jobs were supported; and \$800K in tax revenue was generated by event-related spending. The study also reports many other details that quantify the Glengarry Highland Games' significant economic impact to Glengarry. The report is attached for your information.

To assist with our enhanced celebrations for the 75th edition of the Glengarry Highland Games, we are hoping that financial support from the Township of South Glengarry could be increased. A contribution of \$10,000 would enable Glengarry's world-renowned event to be bigger and better than ever.

We hope to receive the Township of South Glengarry's favorable response to this respectful request and if you have any questions, please do not hesitate to contact me or Vanessa Metcalfe at treasurer@glengarryhighlandgames.com.

Yours truly,
Don Gamble
President

35 FAIR ST, PO BOX 106, MAXVILLE ON K0C 1T0

2024 Grants & Donations Requests						
2024 Budget	\$ 62,500.00					
Group	Requested Amount	Request		Recommended	Rationale	In-Kind
Char-Lan Skating Club	\$ 4,000.00	Support 50th-anniversary ice show expenses. Surplus funds to be used to subsidize registrations in September.	Within	\$ 4,000.00		No
Salem United Church Community Drop In	\$ 2,000.00	Support community social activities	Within	\$ 2,000.00		no
Friends of the Summerstown Trails	\$ 4,000.00	Develop and maintain trails and purchase new equipment	Within	\$ 4,000.00		yes
Glengarry Celtic Music Hall of Fame	\$ 3,000.00	Offset some of the salary of curator during summer	Within	\$ 3,000.00		no
Glengarry Fencibles Trust	\$ 4,000.00	Creating and installing an accessible entrance	Within	\$ 4,000.00		no
Glengarry Mental Health Initiative	\$ 2,500.00	For annual charity event	Within	\$ 2,500.00		no
Glengarry Sports Hall of Fame	\$ 4,000.00	To fund building operating costs	Within	\$ 4,000.00		no
Glengarry Highland Games	\$ 10,000.00	Funding for our non-profit organization to provide a VIP luncheon to recognise key dignitaries and assist with enhanced celebrations planned for 75th anniversary	Greater Than	\$ 4,000.00		no
Lancaster & District Curling Club	\$ 4,000.00	Purchasing new equipment	Within	\$ 4,000.00		no
Martintown and District Horticultural Society	\$ 1,621.55	Replace 6 full size barrels and 12 half size barrels. Present ones are disintegrating.	Within	\$ 1,621.55		no
Martintown Fire Works	\$ 3,000.00	Canada day celebrations	Within	\$ 3,000.00		Yes, picnic tables and extra garbage cans at the MCC
Martintown and District Goodtimers	\$ 3,100.00	New tables and chairs	Within		Ineligible, request for equipment for MCC, noted to recreation GM	no
Martintown Market	\$ 4,000.00	Fridge repairs and/or purchase certified kitchen, store upgrades. Giving back to volunteers	Within		Not eligible...Info provided to EcDev	no
Optimist Club of Lancaster	\$ 4,000.00	Canada day celebrations	Within	\$ 4,000.00		Yes, set-up, garbage, facilities, etc.
Sir John Johnson Manor House	\$ 800.00	Improved signage	Within	\$ 800.00		no
Stormont, Dundas, and Glengarry Historical Society	\$ 4,000.00	240th anniversary of New Johnstown and the Royal Townships event	Within		Request made for an event outside of South Glengarry and has been left for Council discretion.	no
South Glengarry Pipes and Drums	\$ 4,000.00	upgrade and maintain equipment	Within	\$ 4,000.00		no

Royal Canadian Legion Poppy Campaign	\$ 200.00	Annual poppy campaign	Within	\$ 200.00		
St .Lawrence Valley Agricultural Society	\$ 4,000.00	Construct a main entrance arch	Within	\$ 4,000.00		
Beyond 21	\$ 4,000.00	Raisin River Foot race	Within	\$ 4,000.00		
			Within			
			Within			
			Within			
			Within			
			Within			
			Within			
			Within			
			Within			
			Within			
Total	\$ 70,221.55			\$ 53,121.55		
(Over)/Under 2024 Budget	-\$ 7,721.55			\$ 9,378.45	Council Discretionary Funds	



STAFF REPORT

S.R. No. 2024-17

PREPARED BY: Kimberley Goyette, GM of Finance/Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: 2023 Reserve Transfers

BACKGROUND:

1. Council approved the transfers to and from Reserve Funds during the 2023 budget approval process. Any changes to these transfer amounts must be brought to Council for approval by resolution.
2. The transfers to reserves will be done as approved during the budget process; however, some of the transfers from reserves need to be revised, as the work was not completed and thus the funds are not needed to be transferred.

ANALYSIS:

3. Some projects scheduled for 2023 were not done or were not completed but the funds will be needed in 2024. Please see the attached table of items that were budgeted, and the adjustment needed to the transfer from reserves.

IMPACT ON 2024 BUDGET:

4. The reserve funds will be required as a funding source for the 2024 capital budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED that the Council of the Township of South Glengarry approve the following amendment to transfers from reserves for the 2023 budget year:

Transfer from General Reserves - \$236,000
Transfer from Planning Department Reserves - \$5,500
Transfer from Fire Department Reserves - \$20,000
Transfer from Recreation Building Reserves - \$200,000

Transfer from Cairnview Park Reserves - \$20,000
Transfer from Parkland Reserves - \$60,000
Transfer from Landfill Site Reserves - \$0
Transfer from Street Lights Cornwall Electric Surplus - \$58,812.35

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

TRANSFER TO AND FROM RESERVES

TRANSFER TO AND FROM RESERVES				Changed amounts				
Year End	Budgeted transfer			2023 actuals transfers out			Comments	
2022	2023	2023	2023	2023	2023	2023		
Reserve Name	Closing Balance	Transfers In	Transfers Out	Closing Balance	Transfers In	Transfers Out	Closing Balance	
Operating Reserves								
General Reserve	(2,980,503.93)	(60,000.00)	325,000.00	(2,715,503.93)	(60,000.00)	236,000.00	- 2,804,503.93	Long term financial plan not done \$75K, Peanut line \$14K holdback to be paid in 2024
Risk Management Reserve	(70,000.00)			(70,000.00)			-	70,000.00
Election Reserve	0.00	(10,000.00)		(10,000.00)	(10,000.00)		-	10,000.00
Sport Programs Reserve	(72,481.40)			(72,481.40)			-	72,481.40
Planning Department Reserve	(113,664.00)	(25,000.00)	80,000.00	(58,664.00)	(25,000.00)	5,500.00	- 133,164.00	Industrial park spent only \$5500 (after tax rebate)
				0.00			-	
Capital Reserves				0.00			-	
Administration Building Reserve	(125,500.00)			(125,500.00)			-	125,500.00
Scanning Project & Tablets Reserve	(30,000.00)			(30,000.00)			-	30,000.00
Fire Department Reserve	(345,427.28)	(468,000.00)	370,000.00	(443,427.28)	(468,000.00)	20,000.00	- 793,427.28	Williamstown roof \$250K and Williamstown Water Storage \$100K, not done in 2023
Roads Buildings Reserve	0.00			0.00			-	
Roads Equipment Reserve	(796,401.88)		275,000.00	(521,401.88)		275,000.00	- 521,401.88	Complete - all funds to be moved
Roads Bridges & Structures Reserve	(202,987.12)	(330,000.00)		(532,987.12)	(330,000.00)		- 532,987.12	
Railway Crossing Improvement Reserve	(20,000.00)			(20,000.00)			-	20,000.00
Roads Construction Reserve - Cairnview Est	(24,542.50)			(24,542.50)			-	24,542.50
Airport Capital Reserve	(51,691.37)			(51,691.37)			-	51,691.37
Landfill Site Reserve	(1,096,877.50)		25,000.00	(1,071,877.50)			- 1,096,877.50	
Lan-Char Medical Centre Reserve	(71,400.00)			(71,400.00)			-	71,400.00
Charlottenburg Park Reserve	0.00			0.00			-	
Recreation Buildings Reserve	(501,362.38)	(150,000.00)	250,000.00	(401,362.38)	(150,000.00)	200,000.00	- 451,362.38	CLRC drainage not done \$50K
Zamboni Reserve	(16,000.00)	(8,000.00)		(24,000.00)	(8,000.00)		- 24,000.00	
Martintown Community Centre Reserve	(33,671.63)			(33,671.63)			- 33,671.63	
Museum Reserve	(95,682.09)	(10,000.00)	50,000.00	(55,682.09)	(10,000.00)	50,000.00	- 55,682.09	Work complete
Glengarry Sports Palace Reserve	(3,630.13)			(3,630.13)			- 3,630.13	
Peanut Line Reserve	(204,202.02)	(45,000.00)	238,000.00	(11,202.02)	(45,000.00)	238,000.00	- 11,202.02	
Summerstown Trail Reserve	(8,015.61)			(8,015.61)			- 8,015.61	
General Park Reserve	(45,000.00)	(20,000.00)		(65,000.00)	(20,000.00)		- 65,000.00	
South Lancaster Wharf Reserve	(19,600.00)	(25,000.00)		(44,600.00)	(25,000.00)		- 44,600.00	

TRANSFER TO AND FROM RESERVES

TRANSFER TO AND FROM RESERVES				Changed amounts				
Year End	Budgeted transfer			2023 actuals transfers out			Comments	
2022	2023	2023	2023	2023	2023	2023		
Reserve Name	Closing Balance	Transfers In	Transfers Out	Closing Balance	Transfers In	Transfers Out	Closing Balance	
Operating Reserves								
Cairnview Park Reserve	(65,000.00)	(10,000.00)	50,000.00	(25,000.00)	(10,000.00)	20,000.00	- 55,000.00	Development not done, awaits council decision in the future some time. Only \$20K spent in 2023 for concept plan
Unexpended Capital Projects - W.I.P.	(55,068.12)			(55,068.12)			- 55,068.12	
Street Lights Cornwall Electric Surplus	(58,812.35)			(58,812.35)		58,812.35	-	Council resolution Sept 5/23
Street Lights Hydro Area Surplus	(139,583.46)			(139,583.46)			- 139,583.46	
							-	
							-	
Restricted Reserves (Municipally Funded)								
Glen Walter Sewer/Water System Reserve	(432,448.07)			(432,448.07)			- 432,448.07	
Lancaster Area Sewer/Water System Reserv	(2,294,711.75)			(2,294,711.75)			- 2,294,711.75	
Green Valley Sewer System Reserve	(276,824.19)			(276,824.19)			- 276,824.19	
Kennedy Redwood System Reserve	53,008.08			53,008.08			- 53,008.08	
Building Stabilization Reserve	(520.81)	(10,000.00)		(10,520.81)	(10,000.00)		- 10,520.81	
				0.00			-	
				0.00			-	
				0.00			-	
Restricted Reserves (Externally Funded)								
Modernization Reserve	(128,733.21)			(128,733.21)			- 128,733.21	
COVID Funding Reserve	(47,614.80)		45,000.00	(2,614.80)		45,000.00	- 2,614.80	
CCBF (formerly Gas Tax) Fund Reserve	(103,250.65)			(103,250.65)			- 103,250.65	
Development Reserve Act Reserve Funds	(336,308.33)			(336,308.33)			- 336,308.33	
							-	
Parkland Reserve Fund	(131,295.78)		80,000.00	(51,295.78)		60,000.00	- 71,295.78	Summerstown landscaping not done \$20K
							-	
							-	
TOTAL RESERVES & RESERVE FUNDS	(10,945,804.28)	(1,171,000.00)	1,788,000.00	(10,328,804.28)	(1,171,000.00)	1,208,312.35	(10,908,491.93)	



STAFF REPORT

S.R. No. 2024-18

PREPARED BY: Sherry-Lynn Harbers – GM of Parks, Recreation and Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Cairnview Park Concept Plan

BACKGROUND:

1. Following the recommendation of the recently completed Parks and Recreation Master Plan, the Cairnview Park Concept Plan project was part of the 2023 municipal budget.
2. Cairnview Park is an undeveloped green space in the Cairnview Estates subdivision that the Township accepted as municipal parkland in 2006. It is 4.57 acres and is located at the end of Monument Way along the Raisin River in South Lancaster.
3. The entire site is within a floodplain; therefore, permits may be required with the Raisin Region Conservation Authority if and when there is development on the parkland.
4. Thinc Design completed the concept plan for Cairnview Park which included research, consultation with the public and conservation agencies, as well as Township administration and Council.
5. A public consultation session took place as part of this project on November 8, 2023 and an online survey was available from November 9 to November 22, 2023.
6. Two consultants from Thinc Design, Township staff, and a representative from the Raisin Region Conservation Authority were present at the public consultation.
7. Further consultation took place with Thinc Design, the Township and the Raisin Region Conservation Authority to discuss potential opportunities for the space and permits that may be required.
8. Attached to this report is a summary of comments from the Raisin Region Conservation Authority based on the final concept plan.

9. Thinc Design provided a draft concept plan at the December 4, 2023 Council Meeting. Consultation information and survey results can be found as part of their presentation.

ANALYSIS:

10. The attached final concept plan for Cairnview Park includes passive waterfront park amenities such as parking, picnic areas, trails, fishing areas and a shade structure. Additionally, it includes active park items such as a playground and small craft launch.
11. A preliminary cost estimate has also been provided as part of this project which includes a price per unit measurement, and options for low, medium and high pricing.
12. The costs provided are subject to change if and when these items are implemented; however, it provides a high-level overview of the cost opportunities as part of the development.
13. Items within the concept plan may also be eligible for future funding opportunities. Concept plans can strengthen grant applications by providing a vision and plan for such park development.
14. Any large projects as part of the concept plan will be subject to Council's approval.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-18 be received and that the Council of the Township of South Glengarry receive and accept the Cairnview Park Concept Plan and supporting documents prepared by Thinc Design for future consideration.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

Abstract: Cairnview Park is a 1.85ha (4.57 acres) municipally owned peninsula along the Raisin River at the end of Monument Way. The property falls within the regulatory flood plain elevation (47.44m) and is subject to the approval of the Raisin Region Conservation Authority (RRCA).

Following consultation with the RRCA and the general public, the park is designed as a 'passive park' with trails, seating, picnicking, fishing outcropping, a non-motorized small watercraft boat launch, and a playground. The riparian edge is to be repaired/restored with small openings for access to the water. Tree intensification is also proposed to enhance terrestrial biodiversity as well as canopy for shade opportunities.

A parking lot is proposed near the entrance of the park, and all trails and playground are to be made accessible to AODA standards.

Note: Playground (Approximately 400sqm) to be raised above elevation of floodplain (47.44). Soil cut from excavation of parking lot and pathways to be used as fill for regrading playground.

Accurate surveying and grading is required to determine if this is feasible, and is subject to RRCA approval.

Note: Parking lines are illustrative only. Parking lot to be granular surface. Size allows for 20-30 parking spaces

Note: Non-motorized small craft launch. Small dock and sandy area for wading in.

Note: Shade structure on concrete footings and granular surface. Subject to approval of RRCA

Cairnview Park Concept Plan



- ① Parking Lot
- ② Picnic Area
- ③ Fishing Outcropping
- ④ Small Watercraft Boat Launch
- ⑤ Trails
- ⑥ Bench
- ⑦ Restored Riparian Edge
- ⑧ Tree Intensification
- ⑨ Shade Structure
- ⑩ Playground

Flood Elevation: 47.44
 Playground Subgrade: 47.20
 Top of Playground Edge: 47.50

Updated Park Concept

Abstract: Cairnview Park is a 1.85ha (4.57 acres) municipally owned peninsula along the Raisin River at the end of Monument Way. The property falls within the regulatory flood plain elevation (47.44m) and is subject to the approval of the Raisin Region Conservation Authority (RRCA).

Following consultation with the RRCA and the general public, the park is designed as a 'passive park' with trails, seating, picnicking, fishing outcropping, a non-motorized small watercraft boat launch, and a playground. The riparian edge is to be repaired/restored with small openings for access to the water. Tree intensification is also proposed to enhance terrestrial biodiversity as well as canopy for shade opportunities.

A parking lot is proposed near the entrance of the park, and all trails and playground are to be made accessible to AODA standards.

Note: Playground (Approximately 400sqm) to be raised above elevation of floodplain (47.44). Soil cut from excavation of parking lot and pathways to be used as fill for regrading playground.

Accurate surveying and grading is required to determine if this is feasible, and is subject to RRCA approval.

Note: Parking lines are illustrative only. Parking lot to be granular surface. Size allows for 20-30 parking spaces

Note: Non-motorized small craft launch. Small dock and sandy area for wading in.

Note: Shade structure on concrete footings and granular surface. Subject to approval of RRCA

Cairnview Park Concept Plan



- ① Parking Lot
- ② Picnic Area
- ③ Fishing Outcropping
- ④ Small Watercraft Boat Launch
- ⑤ Trails
- ⑥ Bench
- ⑦ Restored Riparian Edge
- ⑧ Tree Intensification
- ⑨ Shade Structure
- ⑩ Playground

Flood Elevation: 47.44

Playground Subgrade: 47.20

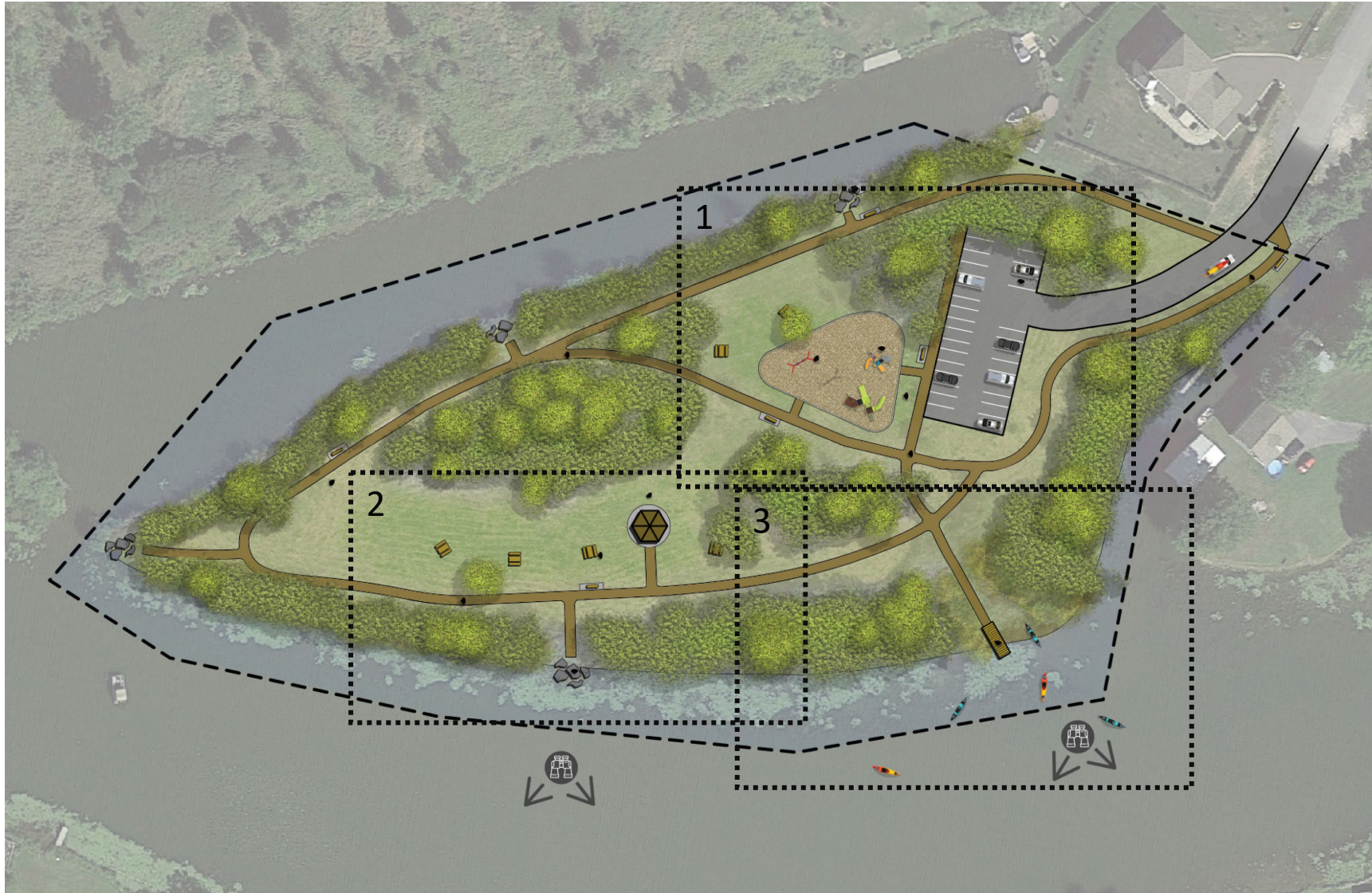
Top of Playground Edge: 47.50



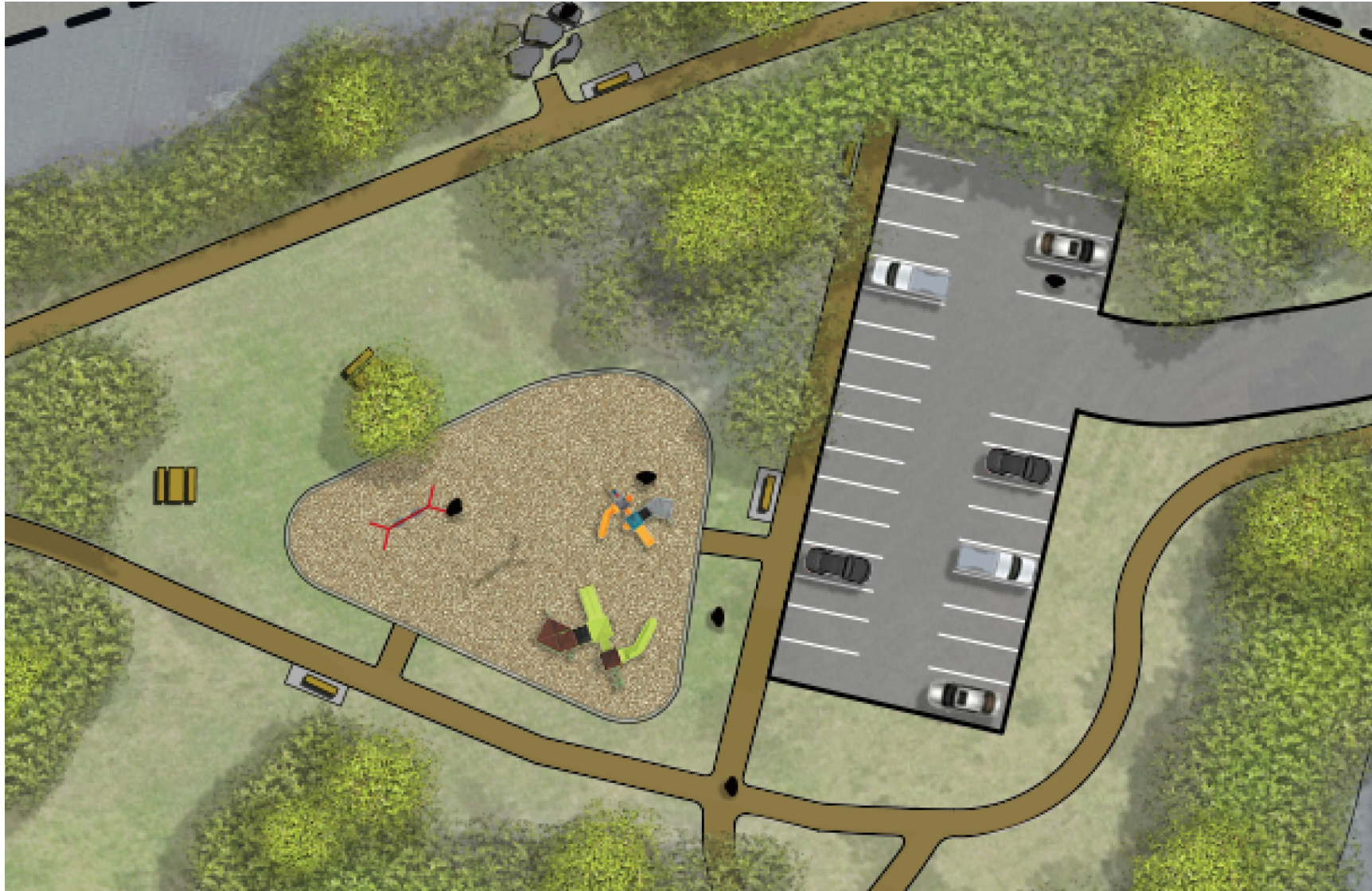
Park Concept Zoomed-in



Key Map



1. Parking Lot & Playground



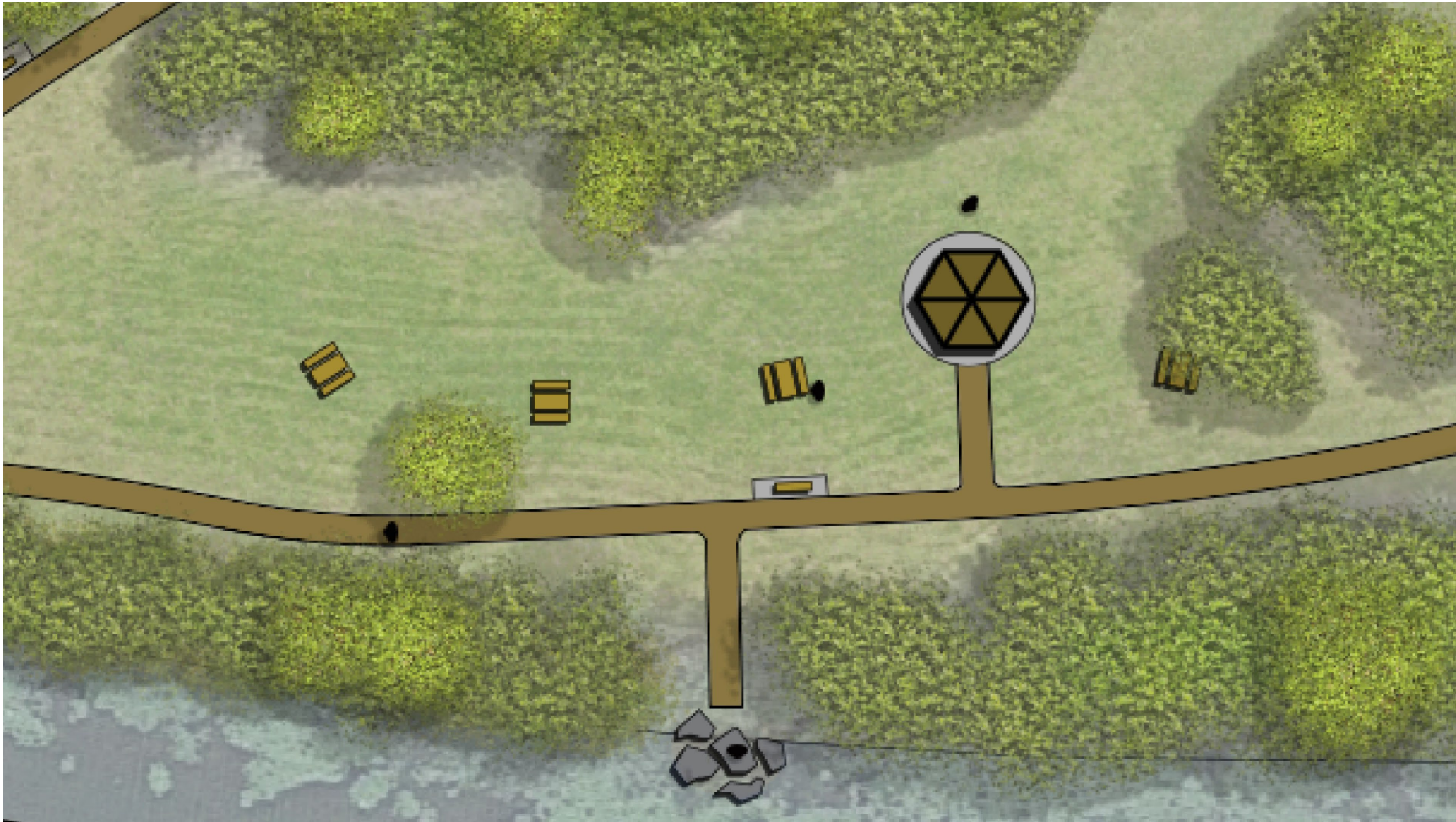
Precedents – Parking Lot & Trails



Precedents – Playground



2. Shade Structure, Site Furnishings & Fishing



Precedents – Shade Structure



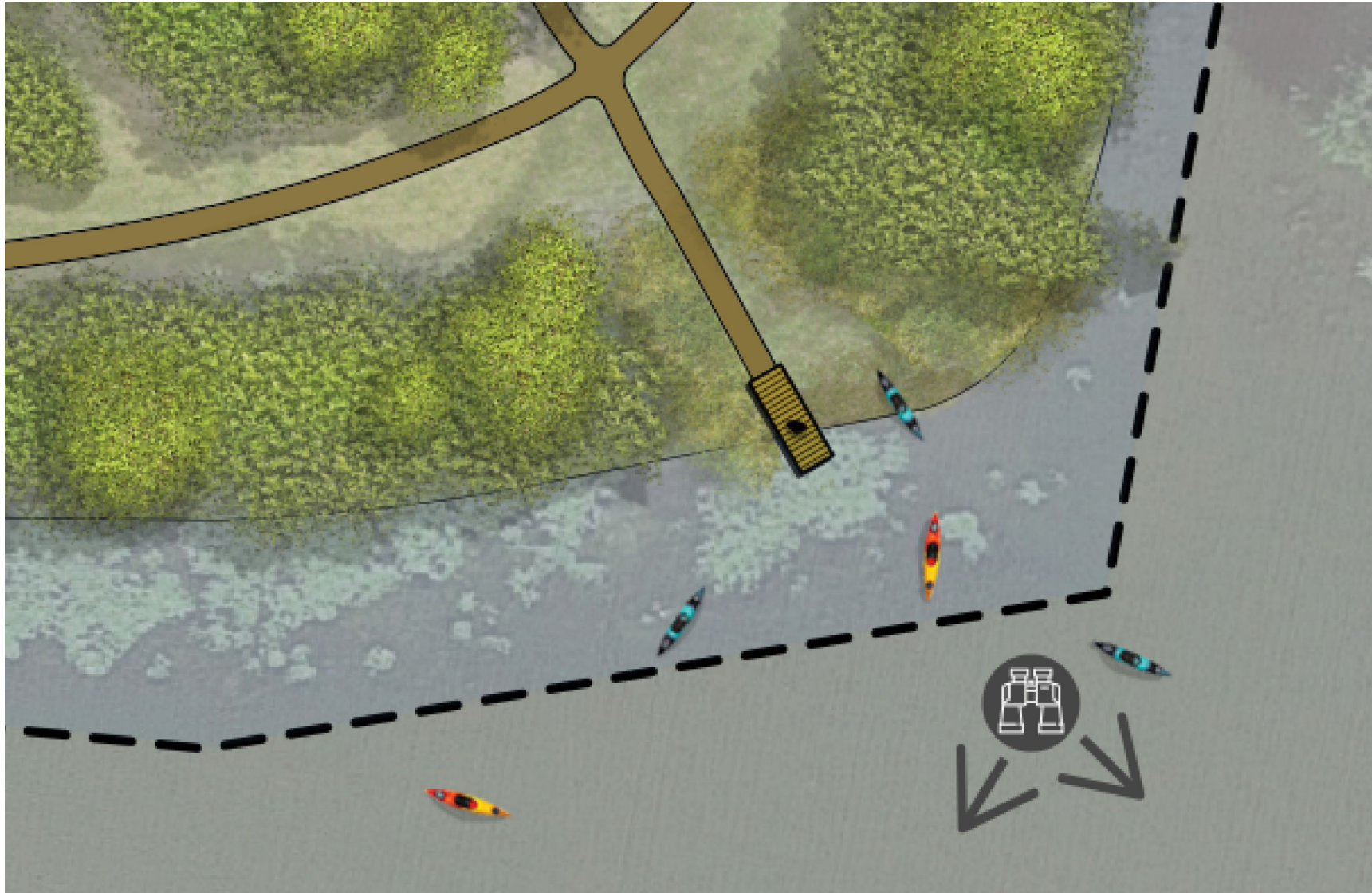
Precedents – Site Furnishing



Precedents – Fishing



3. Small Craft Launch



Precedents – Small Craft Launch



Cost Estimate

#	Item	Description	Quantity	Unit	Unit Price			Cost		
					Low	Medium	High	Low	Medium	High
1.0 Site Preparation										
1.1	Mobilization		1	LS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
1.2	Grading		1	LS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
1.3	Clearing and Grubbing	Including removal of existing vegetation, roots and any surfacing	1	LS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Sub Total								\$ 40,000	\$ 40,000	\$ 40,000
2.0 Infrastructure										
2.1	Parking Lot	Includes, signage, surfacing, drainage	792	M2	\$ 20.00	\$ 100.00	\$ 150.00	\$ 15,840	\$ 79,200	\$ 118,800
2.2	Access Road	Includes, signage, surfacing, drainage	350	M2	\$ 20.00	\$ 100.00	\$ 150.00	\$ 7,000	\$ 35,000	\$ 52,500
2.3	Trails	Granular/ashpalt/concrete	700	LM	\$ 10.00	\$ 80.00	\$ 120.00	\$ 7,000	\$ 56,000	\$ 84,000
Sub Total								\$ 29,840	\$ 170,200	\$ 255,300
3.0 Park Elements										
3.1	Shade Structure	Including concrete footing	1	each	\$ 30,000	\$ 60,000	\$ 100,000	\$ 30,000	\$ 60,000	\$ 100,000
3.2	Picnic Tables		6	each	\$ 1,500	\$ 2,500	\$ 3,500	\$ 9,000	\$ 15,000	\$ 21,000
3.3	Benches	on concrete pad	6	each	\$ 2,000	\$ 3,000	\$ 4,000	\$ 12,000	\$ 18,000	\$ 24,000
3.4	Signage	Update or replace signage	1	LS	\$ 1,000	\$ 2,000	\$ 3,000	\$ 1,000	\$ 2,000	\$ 3,000
3.5	Playground	400sqm Including curbing, surfacing, and play equipment	1	LS	\$ 150,000	\$ 300,000	\$ 450,000	\$ 150,000	\$ 300,000	\$ 450,000
3.6	Fishing Outcroppings	Boulders, armourstone (10sqm for 4 proposed locations)	4	each	\$ 2,000	\$ 5,000	\$ 8,000	\$ 8,000	\$ 20,000	\$ 32,000
Sub Total								\$ 210,000	\$ 415,000	\$ 630,000
4.0 Ecology & Vegetation										
4.1	Tree Planting		1	LS	\$ 10,000	\$ 30,000	\$ 60,000	\$ 10,000	\$ 30,000	\$ 60,000
4.2	Restoration/Naturalization Planting		1	LS	\$ 10,000	\$ 30,000	\$ 60,000	\$ 10,000	\$ 30,000	\$ 60,000
Sub Total								\$ 20,000	\$ 60,000	\$ 120,000
Sub Total Hard Costs								\$ 299,840	\$ 685,200	\$ 1,045,300
10% Contingency								\$ 29,984	\$ 68,520	\$ 104,530
10% Design Fees								\$ 29,984	\$ 68,520	\$ 104,530
GRAND TOTAL								\$ 359,808	\$ 822,240	\$ 1,254,360



Raisin Region Conservation Authority

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

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

January 26, 2024

Sherry-Lynn Harbers, CRFP
General Manager of Parks, Recreation and Culture
19740 John Street, Williamstown, Ontario K0C 2J0

Via email: slharbers@southglengarry.com
Cc: jhaley@southglengarry.com, mtocher@thincdesign.ca

Dear Sherry-Lynn,

Re: Cairnview Park, Concept Plan
RRCA File #2023-GC-126-SGL

Thank you for the opportunity to meet with you to review the Cairnview Plan, Concept Plan, prepared by Thinc Design and presented to South Glengarry council.

The site is in an area subject to Raisin Region Conservation Authority (RRCA) regulation as it is adjacent to a watercourse, and within a floodplain. The regulatory flood elevation at this site is 47.44m (using the CGVD2013 vertical height reference system). Our permit review process would consider the impacts of flooding, erosion, pollution, and the conservation of land caused by the development.

The following comments are in response to some specific points of discussion today:

1. The RRCA would not be opposed to the concrete pads underneath the picnic tables.
2. The RRCA would not be opposed to the shade structure, as it is an open, non-livable space which would not impede flood flows. Our policies would require that the structure be securely anchored so as not to run the risk of breaking free.
3. The RRCA would not have a strong opinion on materials used for a playground surface. Our primary concern with this matter is the prevention of pollution (e.g., if the materials were to be washed away under high flood flows). Our understanding is that there would be minor site grading to place this material above the flood elevation.
4. The RRCA would not be opposed to a walk-out boat launch area. Our primary concern with this matter is the prevention of pollution (e.g., if the materials deposited adjacent to the watercourse were sandy, and likely to be washed away).

5. The RRCA would not have a strong opinion on materials used for the parking surface. Our primary concern would be the prevention of pollution (e.g., possible contaminated runoff which could reach the watercourse). There could be an opportunity to investigate permeable pavements which could limit runoff and trap pollutants.

Further, our staff was able to provide some comments on a few points outside of the RRCA's regulations, but may prove useful moving forward:

1. The RRCA Stewardship Team may aid in selecting suitable plantings for the park, providing planting services or assisting with a subsidized acquisition of trees.
2. The RRCA noted that any in-water work, (e.g., placement of large stones near identified fishing outcrops) may be subject to Department of Fisheries and Oceans approvals.
3. The RRCA Stewardship Team and Field Operations may be able to provide advice on potential habitat enhancement features (e.g., Osprey nesting platform).

Please feel free to reach out at any time if you require clarification on these matters or if we can provide any additional support to this project.

Sincerely,



Phil Barnes, P, Eng.
Team Lead, Watershed Management

STAFF REPORT

S.R. No. 2024-19

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Official Plan Amendment - 6055 4th Line Road, Bainsville

BACKGROUND:

Site Location:

1. Part of Lot 9, Concession 1, being part 1 of RP 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6055 4th Line Road (PIN: 671370262).



Owner/Applicant:

2. 4Line Holdings Inc./SGL Planning & Design Inc.

Description of Site and Surroundings:

3. The subject property is located on the east side of 4th Line Rd approximately 500 meters north of Highway 401 and it is approximately 15.51 acres in area. The northern portion of the subject land contains a single detached dwelling and accessory structures, and the southern portion was previously farmed prior to being filled with gravel prior to applying for the required approvals.
4. The lands surrounding the affected portion of the property are characterized as farmland to the east, farmland and residential to the north, residential and highway commercial to the west, and Highway 401 to the south, with a vacant Highway Commercial Lot and residential beyond the highway.

Summary of Requested Official Plan Amendment:

5. The purpose of Amendment No. 22 to the Official Plan for the United Counties of Stormont, Dundas, and Glengarry, being an amendment initiated by an individual pursuant to Section 22 of the Planning Act, is to redesignate approximately 6.28 hectares of land in the Township of South Glengarry from the “Agricultural Resource Lands” designation to “Special Land Use District” designation, in order to permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands.
6. The applicant wishes to establish a parking lot on the subject property to service the trucking industry by acting as a staging area for their business to store and access trucks and trailers which requires an Official Plan Amendment (OPA) as The United Counties of SDG Official Plan does not permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre as a use in the Agricultural Resource Lands designation.
7. The United Counties of Stormont, Dundas and Glengarry (SDG) accepted an Official Plan Amendment application where, if approved, the subject property will be designated as a Special Land Use District and will permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands.
8. On December 19th, 2023, SDG forwarded the OPA application to the Township and requested that we hold the public meeting. A Zoning By-law Amendment was also filed with the Township on December 10th, 2023. This application will be dealt with in a separate report at a later date if the Official Plan Amendment is approved.
9. Although the applicant wishes to establish a parking lot for the above-described uses, the parking lot was constructed in 2023 without approvals and permits. The OPA application and the Zoning By-law Amendment, if approved, will permit the parking lot to remain. The parking lot will also be subject to Site Plan Control (SPC)

approval. If approved, this may result in additional site works required to be completed to satisfy the SPC design and agency requirements.



ANALYSIS:

Policy and Regulatory Review

Provincial Policy Statement

10. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed OPA are as follows:

- a. 1.1: Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns
 - i. Subsections 1.1.1, 1.1.3.1, 1.1.4.1, 1.1.4.2
- b. 1.2: Coordination
 - i. Subsection 1.2.6.1
- c. 1.3: Employment
 - i. Subsection 1.3.2
- d. 1.7 Long-Term Economic Prosperity
 - i. Subsection 1.7.1
- e. 1.8 Energy Conservation, Air Quality and Climate Change
 - i. Subsection 1.8.1

- f. 2.1 Natural Heritage
 - i. Subsections 2.1.1, 2.1.2, 2.1.8,
- g. 2.2 Water
 - i. Subsections 2.2.1, 2.2.2
- h. 2.3 Agriculture
 - i. Subsections 2.3.1, 2.3.3.1, 2.3.6.1, 2.3.6.2,
- i. 3.1 Natural Hazards
 - i. Subsections 3.1.1, 3.1.2, 3.1.4, 3.1.5

Official Plan Designation

11. The United Counties of Stormont, Dundas and Glengarry (SDG) accepted an Official Plan Amendment application where, if approved, the subject property will be re-designated from Agricultural Resource Lands to a Special Land Use District and will permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands. Should the OPA be approved, a Zoning By-law Amendment will be brought to Council for a decision.

Zoning By-law:

12. The subject property is currently zoned Highway Commercial in the Township's Zoning By-Law 38-09. A site-specific zoning amendment is required to be approved to permit a Transportation Terminal and Warehouse/Distribution Centre as uses on the subject lands and to reduce the watercourse setback from 30 meters to 10 meters. On January 30th, 2024, a scoped EIS was submitted to the Township to support the requested watercourse setback. This EIS will be peer reviewed.
13. The Township's Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

Public Consultation:

14. The proposed Official Plan Amendment and Zoning By-law Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Standard Freeholder.
15. A public meeting was held on January 15, 2024. There were no verbal comments from members of the public in attendance at the public meeting and one written comment was received from the public requesting clarification on the proposed development and provided local knowledge in regard to traffic and access.
16. The proposed Amendment was also circulated to the Ministry of Transportation (MTO) and they have provided the following comments:

“Thank you for circulating the Zoning By-law Amendment 38-09 for the above referenced location to the Ministry of Transportation (MTO) for review and we have no objection to the proposed amendment.

The MTO has reviewed the application in accordance with the Public Transportation and Highway Improvement Act (PTHIA) and the Highway Corridor Management Manual to provide the following comments:

Under the authority of the PTHIA, the Ministry, through the issuance of permits, controls all land use within 45 metres of the highway right-of-way and the area within 395 metres of the centre-point of the highway intersection and any intersecting road. Please note that the subject land is within the Ministry’s permit control area as defined by PTHIA. Therefore, Ministry approvals and permits are required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8. (2) (a) of the Building Code Act.

The permit application can be submitted online using the Highway Corridor Management Online Services at: <https://hcms.mto.gov.on.ca/>. The application to MTO should include at a minimum, a Site Plan, Traffic Impact Study, and a Stormwater Management Plan. Building and Land Use: A Building and Land Use permit is required for any development within the MTO’s jurisdiction prior to construction. The application will require the following:

MTO will require a complete site plan which must include engineered, scalable, and stamped drawings that depict all existing and proposed structures or features with all applicable setbacks. MTO requires a 14m setback for all structures, internal roads, stormwater management, ponds, fire routes, required parking, parking for events etc.

Stormwater Management Report:

The Ministry will require a Stormwater Management (SWM) Report for this development. As a general principle, stormwater management plans must conform to the Ministry’s requirement that post-development flows to the highway drainage system do not exceed pre-development flows. Stormwater control and drainage treatments must be constructed to Ministry standards. The Ministry generally does not accept rooftop or parking lot storage of storm water, in conjunction with orifice plates. The proponent should be advised that MTO will require that the owner will be liable for any maintenance costs that are incurred as a result of damages caused to the highway right-of-way, where the damage can be attributed to the drainage works associated with the proposed land development. The owner will bear any costs associated with the clean out of sediment within the highway drainage system resulting from the construction of the proposed land development. These conditions should

be addressed in the Stormwater Management Report and will be conditions on the MTO permit. MTO has an extensive drainage website located at:

<https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Portal/tp/tdViews.aspx?lang=en-US>

We would urge your drainage engineer to consult this MTO website prior to proceeding as it will provide detailed information on the MTO requirements for the Stormwater Management Report submission to the Ministry. MTO, as an agent of the Crown, will not issue an approval that will contravene another regulatory agency's statutory mandate. Therefore, prior to issuing any approvals, MTO requires confirmation that the necessary approvals from the municipality and other regulatory agencies have been granted, approvals in principle have been provided or no approvals are required."

17. The proposed Amendment was also circulated to the Raisin Region Conservation Authority (RRCA) and they have provided the following comments:

Thank you for the opportunity to review and comment on the above-mentioned zoning by-law and Official Plan amendment applications. Raisin Region Conservation Authority (RRCA) staff have reviewed these applications as per our delegated responsibility from the province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 175/06, and as a Source Protection Authority under the Clean Water Act.

The proposed amendment to the Official Plan is to redesignate the land from Agricultural Resource Lands designation to a Special Land Use designation, in order to permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands.

The proposed amendment to the Zoning Bylaw is to rezone the subject property from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) with the following site-specific amendments and provisions:

- Part 7.1 - Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
- Part 3.39(7)(c) - Reduce the required 30-meter watercourse setback for development and site alteration to 10 meters.
- Part 3.37 - Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
- Part 3.5 - Permitting a transportation terminal as a use without the erecting of a building on the subject property.
- Part 4.11(8) - Permitting more than 50% of lot frontage as driveways and parking.

- All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

Our understanding is that the Official Plan and Zoning By-law Amendments are being proposed to bring the property into compliance with the County Official Plan and the local Zoning By-law. The subject property is proposed to be used as a transportation terminal and a staging area as outlined in the Planning Justification Report submitted with the application.

Natural Hazards (Flood Hazard, Hazardous Soils)

Gunn Creek runs along the eastern property line as shown on Map 1. The regulatory flood hazard has not been mapped on this property and was not available at the time of application submission.

As per the Provincial Policy Statement (PPS) 2020, Section 3.1.2, Development and Site Alteration shall not be permitted within d) a floodway. The floodway is the entire contiguous flood plain.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act.

Site alteration: means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

The RRCA has reviewed available soil mapping near the site location and is not aware of potentially hazardous conditions at this location (e.g. organic muck, karst formations).

The Conservation Authorities Act (O.Reg. 175/06)

Despite any zoning provisions, development and/or interference inside or adjacent to watercourses, inside or within 15m of floodplains, and inside or adjacent to Provincially Significant Wetlands (PSW) is regulated by the RRCA.

There are no evaluated PSWs on or adjacent to the subject property. The regulatory flood hazard has not been mapped on this property and was not available at the time of application submission. Development and/or site alterations adjacent to or within the regulated features along Gunn Creek shall require permits from the RRCA pursuant to board-approved permitting policies.

RRCA Permit Applications, Policies and Fee Schedule can be downloaded from our website: <https://rrca.on.ca/page.php?id=24>.

Clean Water Act

The site is not located close to a municipal drinking water supply. As such, there are no policies within the Source Protection Plan for the Raisin-South Nation Source Protection Region that would prohibit or limit development on this property.

The subject property is located over a groundwater aquifer, which has been evaluated through the Source Water Protection Plan Assessment Report. The vulnerability rating is assessed as and “medium” and “high”. It is important to note that this is not uncommon, as the majority of the Raisin Region is considered to be located over a groundwater aquifer due to the underlying soils and geology of the area.

- There are no policies in the Source Protection Plan to prohibit development within this area.

Recommendation

At this time, The RRCA does not object to the Official Plan and Zoning Bylaw Amendments, provided that the applicant applies for a RRCA Permit since a portion of the property is within the RRCA's Regulated Area.

18. The proposed Amendment was also circulated to CN and they have provided the following comments regarding the proposed OPA:

“Thank you for consulting CN on the application mentioned in subject. It is noted that the subject site is adjacent to CN's Main Line. CN encourages the municipality to pursue the implementation of the following criteria as conditions of an eventual project approval:

1. Safety setback of principal buildings from the railway rights-of-way to be a minimum of 15 metres.
2. The Owner shall install and maintain a chain link fence of minimum 1.83 meter height along the mutual property line.
3. A minimum 30 metre setback is required for vehicular property access points from at-grade railway crossings.
4. The storm water management facility must be designed to control storm water runoff to pre-development conditions including the duration and volume of the flow and accordingly have no impacts on CN right of way, including

ditches, culverts and tracks. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from CNR and be substantiated by a drainage report to the satisfaction of the Railway.

CN anticipates the opportunity to review a detailed site plan and a storm water management report taking into consideration CN development guidelines”

And regarding the proposed ZBLA:

“CN has no objection regarding the rezoning of the subject p[roperty to Highway Commercial . However, it is noted that the subject site is adjacent to CN's Main Line. CN recommends the following protective measures for non-residential uses adjacent to Main Lines:

A minimum 30 metres building setback, from the railway right-of-way, in conjunction with a 2.5 metres high earthen berm or 2.0 metres for a secondary main line, is recommended for institutional, commercial (ie. office, retail, hotel, restaurants, shopping centres, warehouse retail outlets, and other places of public assembly) and recreational facilities (i.e. parks, outdoor assembly, sports area).

A minimum 15 metre building setback, from the railway right-of-way, is recommended for heavy industrial, warehouse, manufacturing and repair use (i.e. factories, workshops, automobile repair and service shops).

A minimum 30 metre setback is required for vehicular property access points from at-grade railway crossings.

A chain link fence of minimum 1.83 metre height is required to be installed and maintained along the mutual property line.

The storm water management facility must be designed to control storm water runoff to pre-development conditions including the duration and volume of the flow and accordingly have no impacts on CN right of way, including ditches, culverts and tracks. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from CNR and be substantiated by a drainage report to the satisfaction of the Railway.

While CN has no noise and vibration guidelines that are applicable to non-residential uses, it is recommended the proponent assess whether railway noise and vibration could adversely impact the future use being contemplated (hotel, laboratory, precision manufacturing). It may be desirable to retain a qualified acoustic consultant to undertake an analysis of noise and vibration, and make recommendations for mitigation to reduce the potential for any adverse impact on future use of the property.

CN anticipates the opportunity to review a detailed site plan, and a storm water management report taking into consideration CN development guidelines”

19. The proposed Amendment was also circulated to the United Counties of SDG Transportation Department and SDG staff will include and consider their comments in their recommendation to County Council.

Recommendation:

20. This proposed Official Plan Amendment is being recommended to be approved by the United Counties of Stormont, Dundas and Glengarry as development will be required to be consistent with the PPS, 2020.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-19 be received and that the Council of the Township of South Glengarry recommend to the United Counties of Stormont, Dundas and Glengarry to approve the proposed Official Plan Amendment for the property legally described as Part of Lot 9, Concession 1, being part 1 of Reference Plan 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry to redesignate the subject property from the “Agricultural Resource Lands” designation to the “Special Land Use District” designation, in order to permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

STAFF REPORT

S.R. No. 2024-20

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

PREPARED FOR: Council of the Township of South Glengarry

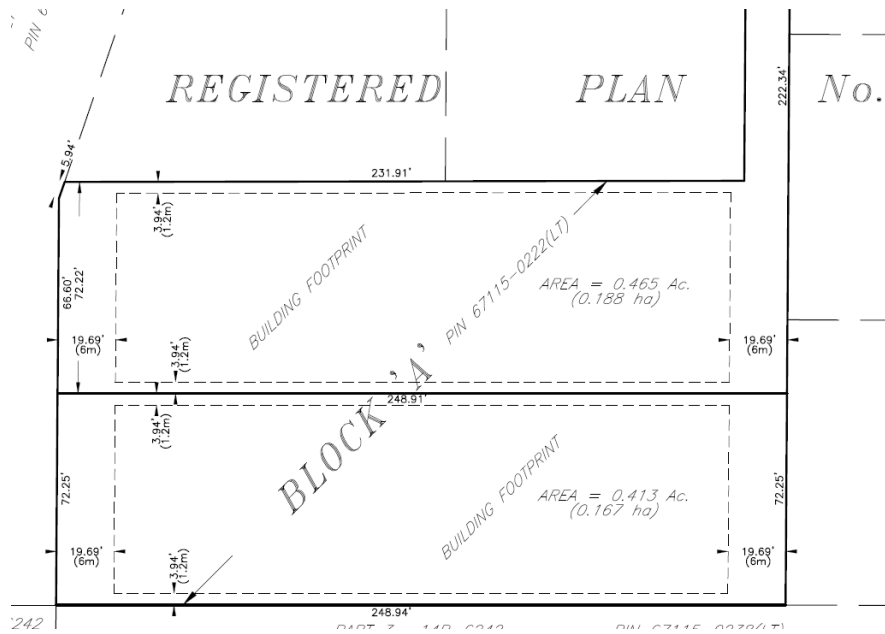
COUNCIL DATE: February 5, 2024

SUBJECT: Land Disposition Update and to Declaration of Surplus Lands

BACKGROUND:

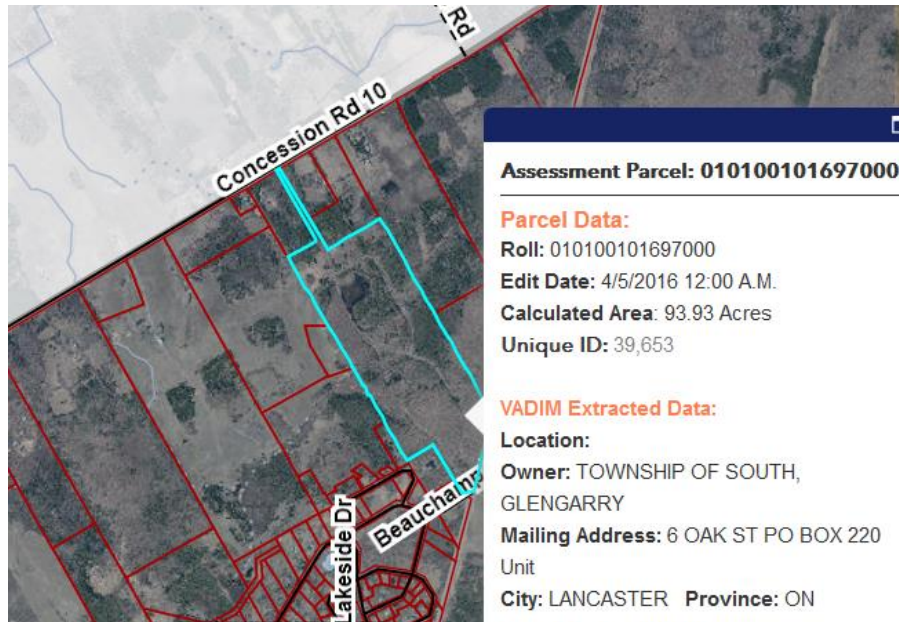
1. Between 2021-2023, the Township of South Glengarry sold several parcels of Township-owned land under the direction of Council and pursuant to the provisions of By-law 21-2021, being the Sale and Purchase of Property By-law (see attached). The Township further donated surplus lands to the RRCA and Habitat for Humanity.
2. On June 20, 2022, Council donated the property legally described as Lot A, Registered Plan #114 (Current PIN being 67115022) in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, to Habitat for Humanity - Cornwall and the Counties. The property is comprised of 2 building lots that will permit the construction of a semi-detached dwelling on each lot, which will equal 4 units.





3. The Mayor and Clerk were directed to sign all applicable documents to permit the transfer. During the preparation of the documents, it was determined by the Solicitor for Habitat for Humanity that the land was not legally owned by the Township and therefore the land could not be transferred. It was learned that this land was intended to be owned by the former Township of Charlottenburgh as the land was dedicated to the Township in 1963 as Parkland as part of Plan of Subdivision No. 114, but it was never legally transferred.
4. The Township became aware on November 16, 2023 that the Solicitor for Habitat for Humanity had not rectified the ownership, this is now being completed by our Solicitor, Paul Syrduk. Once the land is able to be transferred, the Mayor and Clerk will be tasked with signing the applicable documents. It is hoped to complete this as soon as possible which will permit Habitat for Humanity - Cornwall and the Counties to plan for a new build in the near future.
5. On March 20, 2023, Council awarded procurement 04-2023 to retain realtor services to real estate agent Lyle Warden, Re/Max Affiliates Marquis.
6. In 2023, South Glengarry sold 6 building lots - 5 in Lancaster Heights and 1 in Birchwood Estates subdivision, Green Valley.
7. Attached are up to date maps that demonstrate which lands were sold and donated as per Council's direction and approved by-laws and which lands the Township still owns that Council expressed an interest in selling.
8. There is a parcel of property that is owned by the Township of South Glengarry that is abutting the Lancaster Heights Subdivision. This parcel is known as the former Lancaster Estates Subdivision and is legally described as Part of Lot 3,

Concession 9, in the geographic Township of Lancaster, now in the Township of South Glengarry and is comprised of PIN No's: 671530516 and 671530291. It is coloured green on the attached map and an image of the subject property can be found below:



9. There have been several discussions with Council in recent years regarding the former Lancaster Estates Subdivision lands and what the possible land uses or development options could be. This land was deemed to be no longer a subdivision due to the developer not complying with the Subdivision Agreement and due to unpaid taxes resulting in the Township owning the land. In order to prepare this property to be ready for sale and transfer a variety of transactions occurred such as; Council passed a Deeming By-law, Council passed a by-law to close the roads within the subdivision and our Solicitor, Mr. Paul Syrduk made applications to merge PIN numbers.

ANALYSIS:

10. On January 7, 2024, Administration received an expression of interest from a member of the public to purchase the land known as the former Lancaster Estates Subdivision. It was explained to the member of the public that this property would need to be declared surplus by Council and By-law 21-2021 must be followed.
11. Because this property is approximately 94 acres in size and being that it is abutting the Lancaster Estates Subdivision it is important to ensure that the proposed land use is compatible with the abutting subdivision and the adjacent houses. Also, the size of the property could be conducive to a plan of subdivision, a residential development or a recreational development that is compatible with existing residents.

12. Section 6.1.1.3 of By-law 21-2021 permits the Township to seek offers through a public notice. The Township could request proposals to be submitted by potential buyers that demonstrate how they intend to develop the land and for what type of land use. A proposal could be selected, and an agreement could be entered into that ensures the land is developed as proposed.
13. Administration recommends to Council to declare the property legally described as Part of Lot 3, Concession 9, in the geographic Township of Lancaster, now in the Township of South Glengarry being comprised of PIN No's: 671530516 and 671530291 as surplus and directs administration to prepare a report to Council to provide options on how to sell the land which will include a request for proposal option.
14. If Council declares the land surplus, the next step as per By-law 21-2021 will be to obtain an appraisal of the land.

IMPACT ON 2024 BUDGET:

15. If Council declares the land surplus, the estimated appraised value will be included in the 2024 budget as revenue.

ALIGNMENT WITH STRATEGIC PLAN:

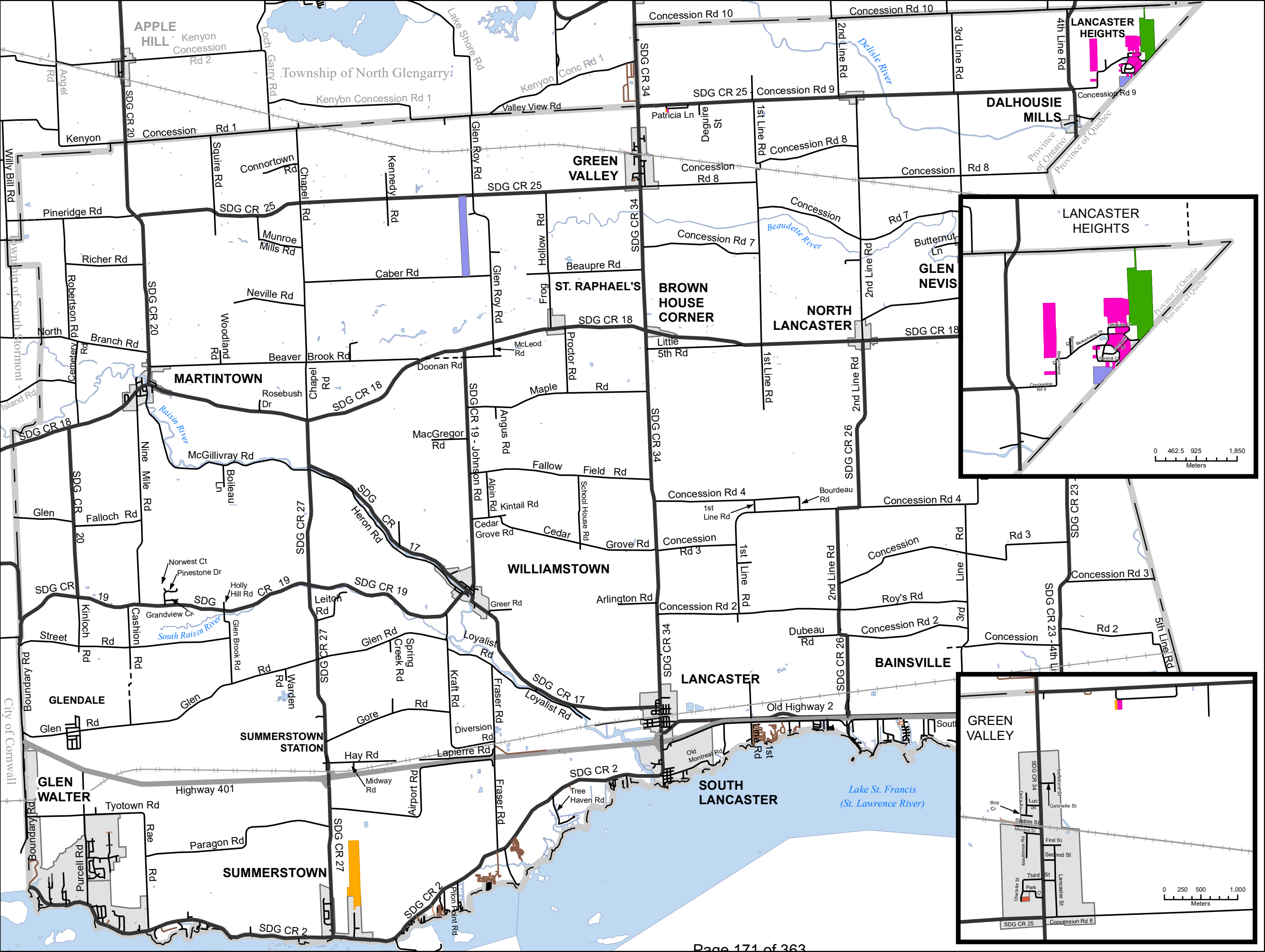
Goal 1: Enhance Economic Growth and Prosperity

Goal 3: Strengthen the Effectiveness and Efficiency of our Organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-20 be received and that the property legally described as Part of Lot 3, Concession 9, in the geographic Township of Lancaster, now in the Township of South Glengarry, being comprised of PINs: 671530516 and 671530291 be declared as surplus to the needs of the Township and furthermore, that Administration be directed to obtain an appraisal of the subject property followed by the preparation of a report to Council to provide options on how to sell the land which, will include a request for proposal option.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



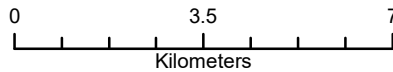
**Township Owned &
Formerly Owned Land**

Surplus Lands

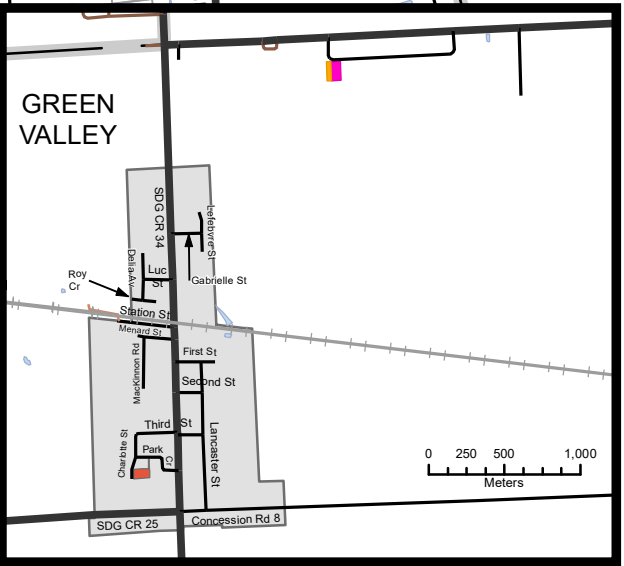
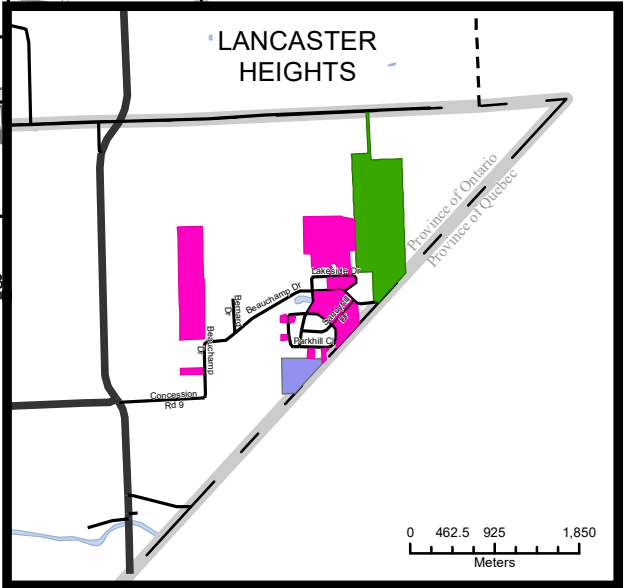
- To Be Sold
- Not To Be Declared Surplus
- Sold
- RRCA
- Habitat for Humanity- (Dedicated)
- South Glengarry Boundary
- Settlement Boundary

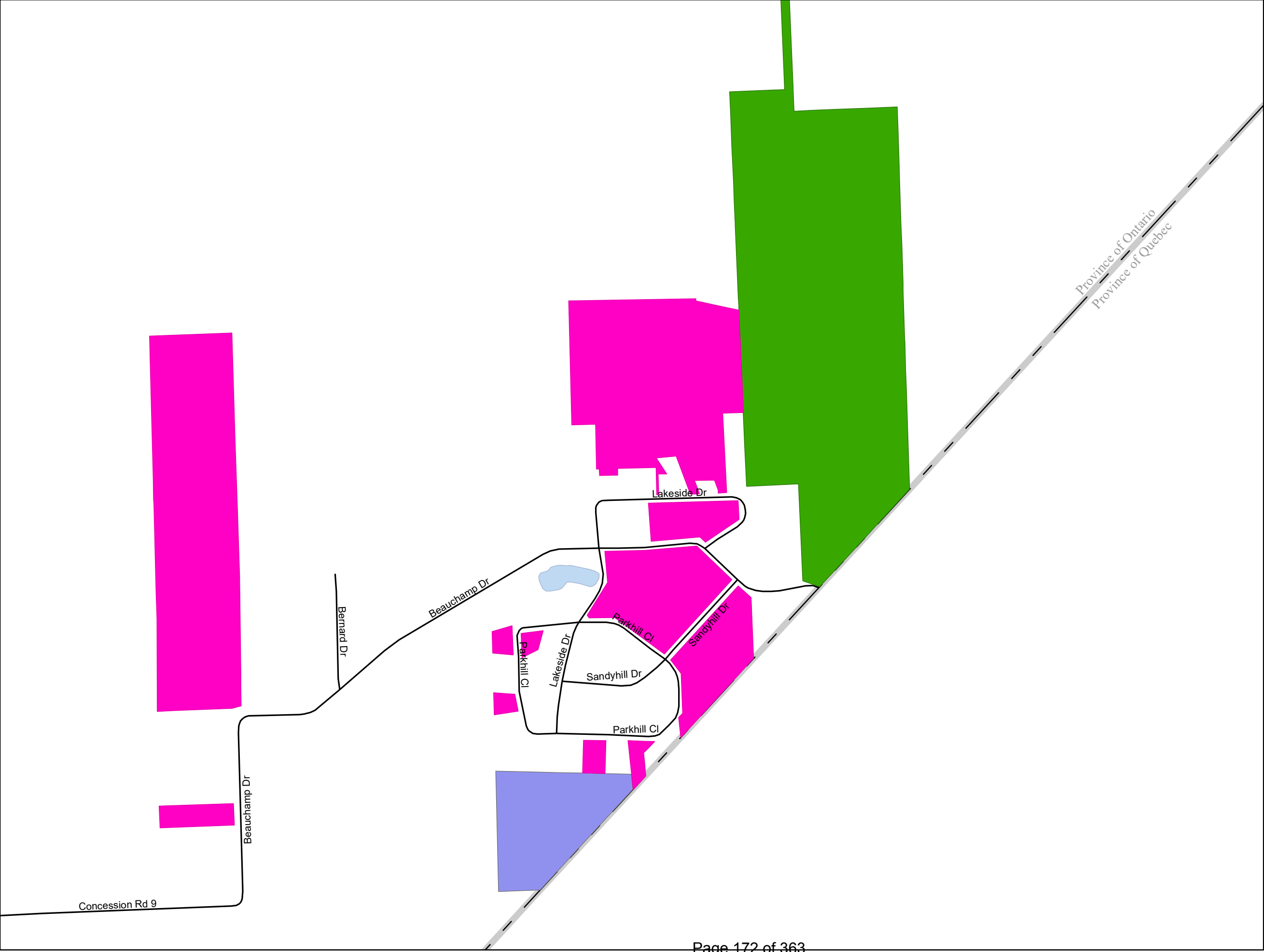


1:140,000



Produced by The Township of South Glengarry,
Planning and Enforcement Department with data
supplied under Licence by Members of the Ontario
Geospatial Data Exchange.
Copyright January 30 2024
Surplus Full w insets.mxd





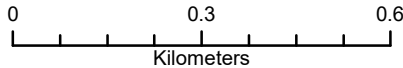
**LANCASTER
HEIGHTS
TOWNSHIP OWNED &
FORMERLY OWNED LAND**

Surplus Lands

-  To Be Sold
-  Not To Be Declared Surplus
-  Sold
-  RRCA
-  South Glengarry Boundary
-  Settlement Boundary



1:12,000



**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. 2024-21

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

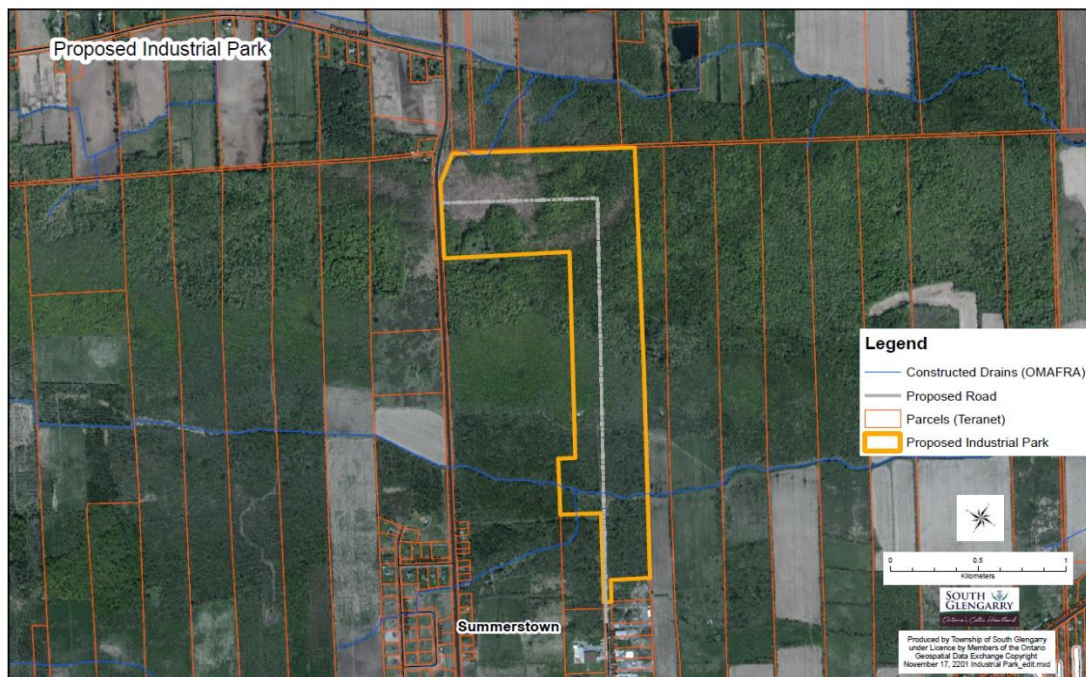
PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: Proposed Township Industrial Park

BACKGROUND:

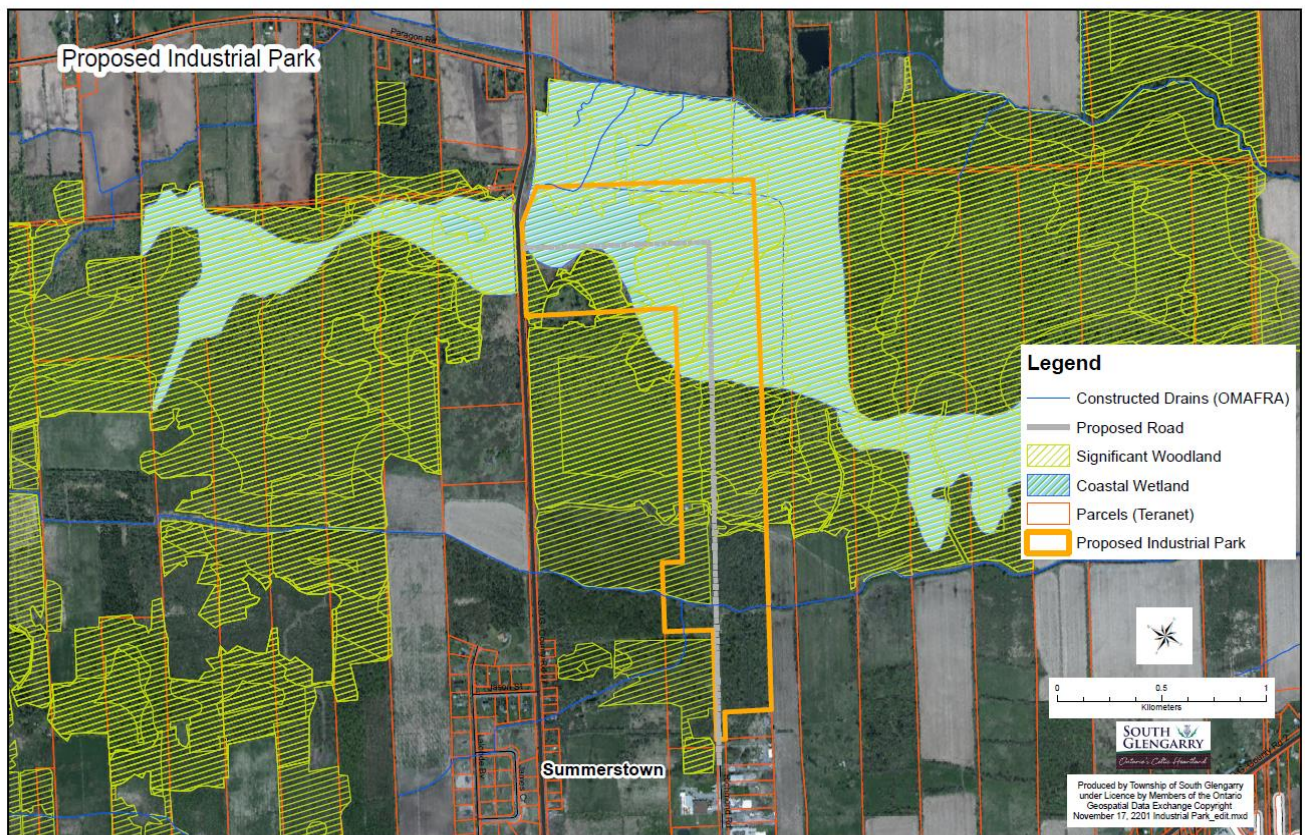
1. During a budget meeting on November 19, 2022, a presentation was made to Council to explore the possibility of creating a Township Industrial Park on approximately 174 acres of Township owned land by extending Richmond Road in Summerstown to the north and west connecting to County Road 27 (see proposed location within the image below).



2. When considering development options, it is required to review the Provincial Policy Statement 2020 (PPS 2020), the United Counties of SDG Official Plan and other applicable Ministry Guidelines.

3. Council was informed that there were several natural heritage features and constraints on the subject property that needed to be studied to determine if development was possible. The natural heritage features and constraints were as follows:

- Significant Woodlands
- Coastal Wetlands
- Fish habitat
- Municipal Drain
- Former land fill site



4. It was explained to Council that this would be a multi year project to complete the required tasks to develop an industrial subdivision. A high-level summary of the required tasks included:

Phase 1-2022

- Commence/complete the Environmental Impact Study (EIS).
- Survey the Township owned land to define the boundary and to obtain topographical information.

Phase 2- 2023

- Complete EIS if it was not completed in 2022.
- Review the EIS to determine if development is possible (include RRCA).
- If development is possible - retain an engineering firm to commence the creation of an Industrial Park Subdivision, including review of former landfill.

Required Studies

- Geotechnical
- Hydrogeological and Terrain Analysis
- Traffic Study (determined by SDG)
- Market research study - lot size based on private services and size
- OPA & ZBLWA
- Appraisals

It was committed to Council that we would only proceed to the next step if we received positive results from the EIS which would support development.

5. Council supported the request to commence the Industrial Park development project and allocated \$35,000 in the 2022 budget. Bowfin Environmental, now CIMA+, was retained to commence the EIS in 2022. Most of the field work was completed; however, CIMA+ informed us that their field work needed to continue into the spring and summer of 2023 to investigate fish habitat and to complete a butternut tree survey. In 2022, we spent \$12,882.00 on the EIS; money was transferred from the Planning Reserve to cover this cost.
6. In 2022, surveyors were very busy and survey prices were increasing so we chose not to proceed in retaining a surveyor to commence the boundary and topographical survey due to costs and the unknown results of the EIS.
7. In 2023, Council budgeted \$75,000 for the proposed Industrial Park, which was to be transferred from the Planning Reserve. This budget would cover the costs to complete the EIS, obtain a boundary and topographical survey and to retain an engineering firm if we could proceed to the next step.
8. On March 1, 2023, CIMA+ submitted the EIS but needed to complete 2 addendums to complete the EIS, being a Fish Habitat Survey and a Butternut Survey. The Fish Habitat Survey report was submitted to the Township on October 25, 2023 and the Butternut Survey report was submitted on November 17, 2023 (all three reports are attached to this staff report).
9. Because of the delay in the completion of the EIS and because of the anticipated results, a surveyor was not retained to complete the boundary and topographical survey nor was an engineering firm retained. Only \$6,112.17 was spent in 2023 on this project, therefore the remaining money will stay in the Planning Reserve.

ANALYSIS:

10. The purpose of the EIS was to collect and evaluate all appropriate information to develop an understanding of the boundaries, attributes and connectivity and functions of relevant environmental features and to make an informed decision as to whether the proposed use will have negative impacts on the natural features and the ecologic functions which are present on the subject property or the adjacent lands. The EIS was also to fulfil the requirement of the Official Plan.
11. In order to fulfil the requirements of the Official Plan the following needed to be studied:
 - Significant habitat of endangered and threatened species
 - Significant wetlands
 - Coastal wetlands
 - Significant woodlands
 - Significant valley lands
 - Significant wildlife habitat
 - Significant Areas of Natural Scientific Interest (ANSI) and;
 - Fish habitat
12. Provincial Legislation that is required to be reviewed is as follows:
 - Endangered Species Act
 - Conservation Authority Act
 - Fish and Wildlife Conservation Act
13. Federal Legislation that is required to be reviewed is as follows:
 - Fisheries Act
 - Species at Risk Act (SARA)
 - Migratory Birds Convention Act
14. On March 1, 2023, the Township of South Glengarry received the EIS. The EIS recommended additional field work to be completed to further investigate the Fish Habitat and Butternut Trees. Below is a summary of the findings of the March 1, EIS.

Natural Heritage System	Present within Site	Present within Adjacent Lands (120m)	Comments
Provincially Significant/locally Significant Wetlands	Locally Significant Wetland identified	None	3 Wetlands found, wetlands 2 and 3 should be evaluated to determine if they share characteristics of a PSW.
Areas of Natural & Scientific Interest (ANSIs)	None	None	None
Significant Habitat of Endangered and Threatened Species (SAR)	Potential for endangered or threatened species- more assessment needed	Potential for endangered or threatened species- more assessment needed	See pages 16-18 of EIS, pages 37-39 of EIS and Section 6 of EIS, further investigation recommended for Butternut trees.
Significant Woodlands	Yes	Yes	See section 6.1.4 of the EIS
Significant Valley lands	None	None	None
Significant Wildlife Habitat	Yes	Yes	See Section 6 of EIS
Fish Habitat	Yes, unnamed tributary to the St. Lawrence River as well as wetlands connected to Fraser Creek	Yes, unnamed tributary to the St. Lawrence River as well as wetlands connected to Fraser Creek	See Section 6 of EIS, further investigation recommended

15. Following a meeting with CIMA+ and a review of the EIS, CIMA+ was directed to complete further investigations on the fish habitat found in the subject area as well as a butternut survey. CIMA+ was not directed to further evaluate the wetlands at that time. The reason for this is, it would have been premature to further evaluate wetlands if the results of the fish habitat survey and the butternut survey would limit developability.

16. On October 25, 2023, the Township of South Glengarry received an addendum to the EIS that surveyed the fish habitat located in the subject area. The addendum provided more detail of the fish habitat found and how it could constrain future development.

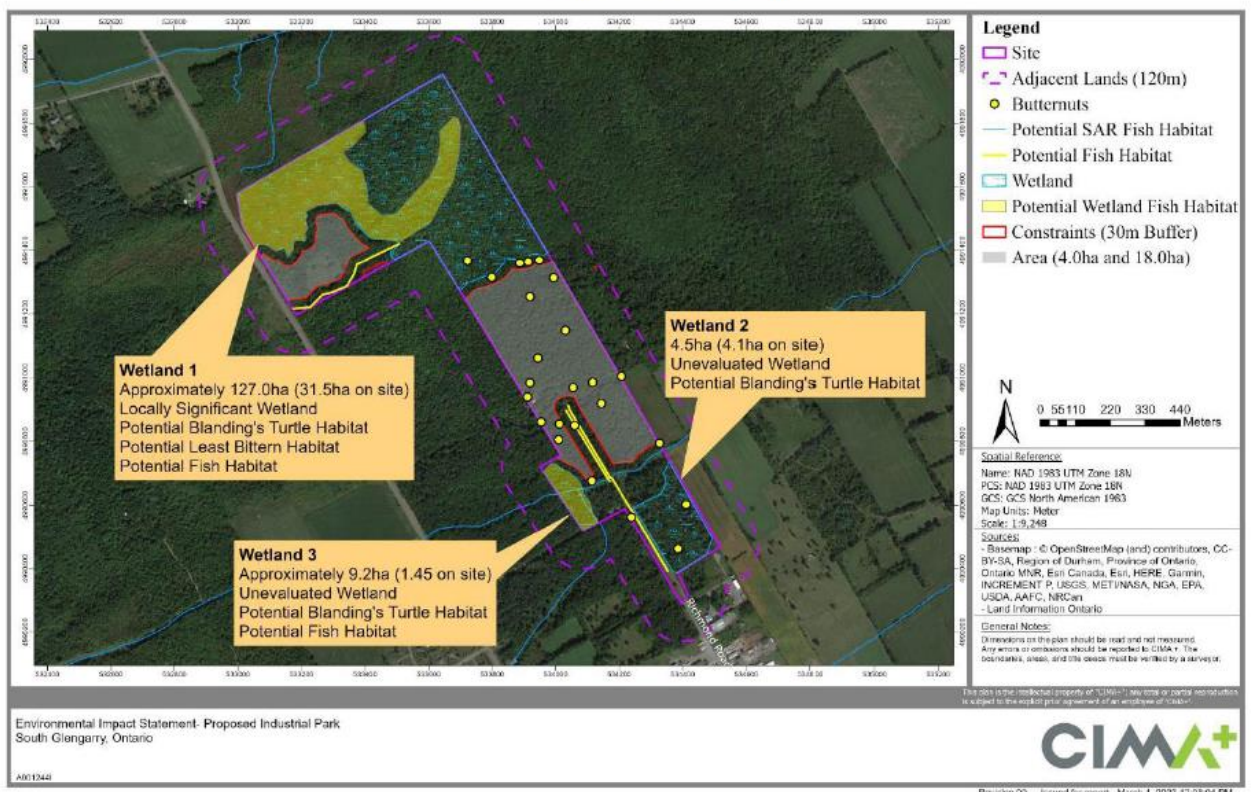
17. On November 17, 2023, the Township of South Glengarry received an addendum to the EIS that assessed the butternut trees located in the subject area. Please note that this assessment is only valid for 2 years as per the Ministry of Environment, Culture and Parks (MECP). Also, if the Township wishes to complete any vegetation removal or clearing of the butternuts a Butternut Health Expert (BHE) report must be submitted to the MECP. Following the submission, MECP has 30 days to attend to the site to assess the butternuts. We have not instructed the BHE report to be completed.
18. Below is a series of images that demonstrate the results of the present Natural Heritage Features found within and adjacent to the site:

Location of Locally Significant Wetlands

Environmental Impact Study
Township of South Glengarry

CIMA+ file number: A0012441
March 1, 2023 – Review 000

Figure 11: Natural Heritage Constraints



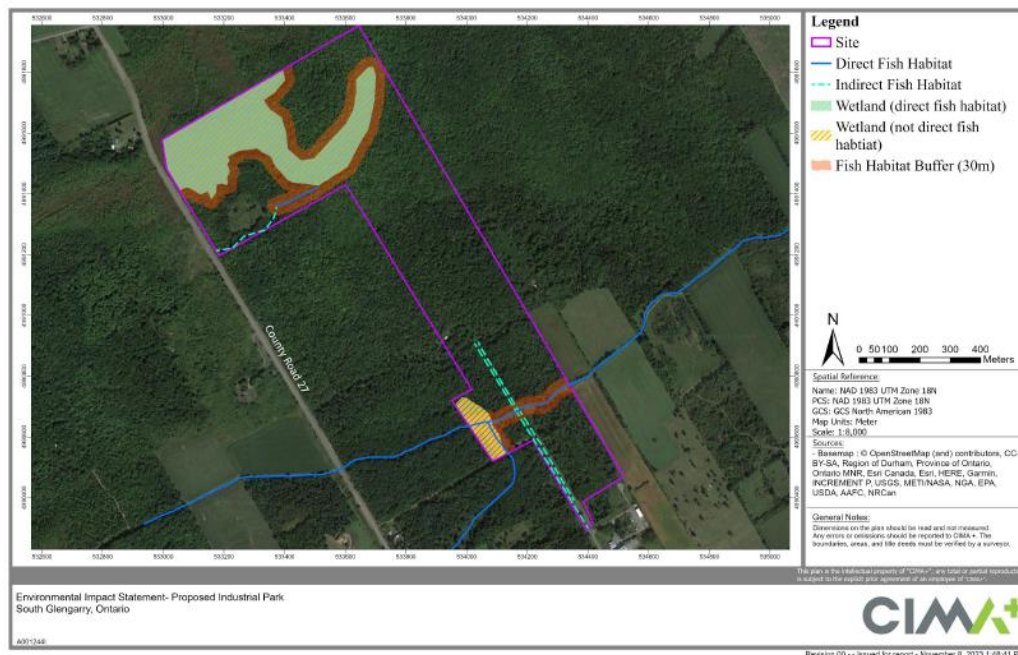
Butternut Survey Results

Figure 1 - Butternut Locations, Classification, and Habitat



Fish Habitat and Buffer Locations

Figure 3: Fish Habitat and Buffers within the Site



Next Steps:

19. With the results of the EIS and the Butternut and Fish Habitat surveys presenting several constraints and limitations for developability, it is recommended that we do not proceed in planning for a Township Industrial Park in this location.
20. It is also recommended that we continue to explore options for this land which could include creating one or two lots off of County Road 27 if possible, in the future, keeping the land for forest cover, partnering with the RRCA to enhance the wetland and/or increase forest cover etc. while keeping in mind that we are still monitoring the former landfill site in this location. We have not received confirmation from MECP as to when our monitoring obligations will end; this will continued to be managed by the Infrastructure Services Department.

IMPACT ON 2024 BUDGET:

21. There is no proposed impact to the 2024 budget unless otherwise directed by Council. In 2022, \$12,882.00 was spent, funded by the Planning Reserve and \$6,112.17 was spent in 2023, funded by the Planning Reserve.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-21 be received and that the Council of the Township of South Glengarry directs Administration to determine land use options for the Township owned land legally described as Part of Lots 12, 13 and 14, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry also known as PIN 671310415.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

Proposed Industrial Park – North of Richmond Road

Environmental Impact Study

Township of South Glengarry

CIMA+ file number: A001244I

CIMA+ file number: A001244I
March 1, 2023 – Review 000




Proposed Industrial Park – North of Richmond Road

Environmental Impact Study

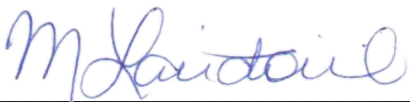
Township of South Glengarry

CIMA+ file number: A001244I

Prepared by:


Al Quinsey, Biologist

Prepared and verified by:


Michelle Lavictoire, Biologist
Senior Project Manager



Suite 600, 1400 Blair Road Towers, Ottawa, ON
Canada K1J 9B8

CIMA+ file number: A001244I

March 1, 2023 – Review 000

Confidentiality and ownership

Unless CIMA+ s.e.n.c. and its client have agreed otherwise, the intellectual property rights and all documents delivered by CIMA+, whether in hard or electronic copy, are the property of CIMA+, which reserves copyright therein. It is strictly prohibited to use or reproduce such proprietary rights on any support, even in part, without the authorisation of CIMA+.

Table of involved resources

In addition to the signatories of this report, the following individuals have also been involved in the study and writing of the report as technical experts within the project team:

Name	Discipline
Michelle Lavictoire	Senior Biologist/ Senior Project Manager
Silvia García Torres	Administrative Assistant
Al Quinsey	Junior Environmental Professional
Sophie Lafrance	Environmental Professional

Review and submission register			
Review No.	Reviewed by	Date	Description of the change or submission

Table of contents

1.	INTRODUCTION	1
1.1	Site Location and History.....	1
1.2	Purpose.....	1
2.	Legislative Context.....	4
2.1.1	Planning Act/Official Plan	4
2.2	Provincial - Other.....	6
2.1	Federal	7
3.	METHODOLOGY	9
3.1	Study Area	9
3.2	Background Review.....	9
3.3	Field Studies.....	9
3.3.1	Habitat Descriptions and Flora Observations.....	9
3.3.2	Bird Surveys.....	10
3.3.3	Butternut Inventory	11
3.3.4	Aquatic Habitat Descriptions.....	12
3.3.5	Incidental Fauna Observations	12
4.	BACKGROUND	14
4.1	Summary of Known Natural Heritage Features.....	14
4.2	Endangered and Threatened Species and their Habitat	14
4.3	Available Information on Fish Habitat and Communities Details	20
5.	Site Investigation	24
5.1	Site Visit Dates and Purpose	24
5.2	Vegetation Description and Butternut Survey Results.....	26
5.3	Bird Survey Results	37
5.3.1	Daytime Breeding Bird Survey Results	37
5.3.1	Eastern Whip-poor-Will Survey Results	39
5.4	Fish Habitat cursory Findings	39
5.5	Incidentals	39
6.	Analysis of potential to impact the natural features.....	41
6.1	Discussion of Known or Candidate Natural Heritage Features	41
6.1.1	Endangered and Threatened Species	41
6.1.2	Fish and Fish Habitat.....	46
6.1.3	Unevaluated Wetlands	46
6.1.4	Significant Woodland.....	49
6.2	Identification of Constraints, Data Gaps and Next Steps	55
7.	REFERENCES	60

List of Tables

Table 1: Summary of Natural Heritage Features	4
Table 2: Background Fish Community Information for the unnamed tributary and Fraser Creek	22
Table 3: Summary of Dates, Times, Conditions and Purpose of Site Investigations	24
Table 4: Probable or Confirmed Breeding Evidence.....	38
Table 5: Summary of Ecological Functions Sub-Criteria (as per City of Ottawa’s Significant Woodland Guidelines, no date)	50
Table 6: Summary of Findings, Data Gaps and Next Steps.....	56

List of Figures

Figure 1: General Location of Site.....	2
Figure 2: Property, and the Adjacent Lands	3
Figure 3: Daytime and Nighttime Breeding Bird Survey Points and Butternut Search Area	13
Figure 4: Summary of Background Fish Community Information.....	21
Figure 5: Vegetation Communities	27
Figure 6: Known and Potential Fish Habitat	40
Figure 7: Wetland Distance from St. Lawrence	48
Figure 8: Significant Woodland	52
Figure 9: Significant Woodland Post Clearing	53
Figure 10: Eastern Wood-pewee Habitat.....	54
Figure 11: Natural Heritage Constraints	59

List of Appendices

Appendix A: Background information
Appendix B: Bird survey results and observed plant list
Appendix C: SAR Hand-Out

List of Acronyms and Definitions

ABBO	Atlas of Breeding Birds of Ontario
ANSI	Area of Natural and Scientific Interest
BHA	Butternut Health Assessment
BHE	Butternut Health Expert
CC	Co-Efficient of Conservation
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
DBH	Diameter at breast height
EIS	Environmental Impact Study
ELC	Ecological Land Classification
ESA	Endangered Species Act (Provincial)
GPS	Global Positioning System
NAD 83	North American Datum 1983
UTM	Universal Transverse Mercator
LIO	Land Information Ontario
NHIC	Natural Heritage Information Centre
NHRM	Natural Heritage Reference Manual
MBCA	Migratory Bird Convention Act (Federal)
MECP	Ministry of Environment, Conservation and Parks
NHIC	Natural Heritage Information Centre
NHRM	Natural Heritage Reference Manual
OMNR/MNRF/MNDMNRF	Ontario Ministry of Natural Resources (old name) Ministry of Natural Resources and Forestry (old name) Ministry of Northern Development, Mines, Natural Resources and Forestry
OP	Official Plan
OWES	Ontario Wetland Evaluation System
PSW	Provincially Significant Wetlands
RRCA	Raisin Region Conservation Authority
SAR	Species at Risk (in this report they refer to species that are provincially or federally listed as endangered or threatened and receive protection under ESA or SARA)
SARA	Species at Risk Act (Federal)
SARO	Species at Risk in Ontario
SD&G	United Counties of Stormont, Dundas and Glengarry
SWHTG	Significant Wildlife Habitat Technical Guide

SRANK DEFINITIONS

S1	Critically Imperiled in the nation or state/province because of extreme rarity (often 5 or fewer occurrences) or because of some factor(s) such as very steep declines making it especially vulnerable to extirpation from the state/province.
----	--

S2	Imperiled in the nation or state/province because of rarity due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors making it very vulnerable to extirpation from the nation or state/province.
S3	Vulnerable in the nation or state/province due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.
S4	Apparently Secure; uncommon but not rare; some cause for long-term concern due to declines or other factors.
S5	Secure; Common, widespread, and abundant in the nation or state/province.
?	Inexact Numeric Rank—Denotes inexact numeric rank
SNA	Not Applicable, A conservation status rank is not applicable because the species is not a suitable target for conservation activities.
S#B	Breeding
S#N	Non-Breeding

SARA STATUS DEFINITIONS

END	Endangered: a wildlife species facing imminent extirpation or extinction.
THR	Threatened: a wildlife species that is likely to become endangered if nothing is done to reverse the factors leading to its extirpation or extinction.
SC	Special Concern, a wildlife species that may become threatened or endangered because of a combination of biological characteristics and identified threats.

SARO STATUS DEFINITIONS

END	Endangered: A species facing imminent extinction or extirpation in Ontario which is a candidate for regulation under Ontario's ESA.
THR	Threatened: A species that is at risk of becoming endangered in Ontario if limiting factors are not reversed.
SC	Special concern: A species with characteristics that make it sensitive to human activities or natural events.

COEFFICIENT OF CONSERVATISM RANKING CRITERIA

0	Obligate to ruderal areas.
1	Occurs more frequently in ruderal areas than natural areas.
2	Facultative to ruderal and natural areas.
3	Occurs less frequent in ruderal areas than natural areas.
4	Occurs much more frequently in natural areas than ruderal areas.
5	Obligate to natural areas (quality of area is low).
6	Weak affinities to high-quality natural areas.
7	Moderate affinity to high-quality natural areas.
8	High affinity to high-quality natural areas.
9	Very high affinity to high-quality natural areas.
10	Obligate to high-quality natural areas.

1. INTRODUCTION

CIMA+ was retained by the Township of South Glengarry, hereafter referred to as the proponent, to begin the preparation of an Environmental Impact Study (EIS) for the extension of the road and the creation of an industrial park within their lands (the “Site”) situated north of Richmond Road.

1.1 Site Location and History

The Site consists of 71 ha and is situated east of County Road 27 at the north end of Richmond Road. It is part of part of Lot 12-13, Concession 1, in the Geographic Township of Charlottenburgh (UTM 18T 4991020 m E; 534023 m N, and Latitude 45.07181 Longitude -74.56791) (Figure 1 and Figure 2). The lands are bordered by undeveloped lands to the north, east, and west, as well as agricultural lands and an industrial park to the south. These lands are currently zoned as Rural and Employment Districts.

1.2 Purpose

The purpose of the EIS is to collect and evaluate all appropriate information to develop an understanding of the boundaries, attributes, connectivity, and functions of relevant environmental features; and to make an informed decision as to whether the proposed use will have a negative impact on natural features and ecological functions which are present on the Site or adjacent lands. Specifically, this EIS has been prepared to fulfil the requirements of the Official Plan (OP) of the United Counties of Stormont, Dundas and Glengarry (SD&G). However, this is a phased approach. The data collected in 2022 and presented herein consists of an existing conditions report for the natural heritage features. It provides a summary of the findings and an assessment of the functions and values of the natural features on Site and in the adjacent lands. It assesses the features to determine their significance following the applicable guidelines as referred to in the OP. The report concludes with recommendations on next steps and data gaps.

Legend

- Site
- Adjacent Lands (120m)

Spatial Reference:
 Name: NAD 1983 CSRS UTM Zone 18N
 PCS: NAD 1983 CSRS UTM Zone 18N
 GCS: GCS North American 1983 CSRS
 Map Units: Meter
 Scale: 1:89,208

Sources:
 - Basemap : Esri, H OpenStreetMap contributors, EPA, NPS, AAFIC, N, USGS, EPA, NPS, AAFIC, Canada, Esri, © Optiwall, Esri Canada, Esri, HERE, Garmin, USGS, NGI, Glogies, Inc., USGS, METI/NASA, NRCan, AAFIC, NRCan

General Notes:
 Dimensions on the plan should be read and not measured. Any errors or omissions should be reported to CIMA +. The boundaries, areas, and title deeds must be verified by a surveyor.

Figure 1 - General Site Location



Revision 00 - - Issued for report - March 31, 2022 2:12:05 PM

Figure 2: Property, and the Adjacent Lands

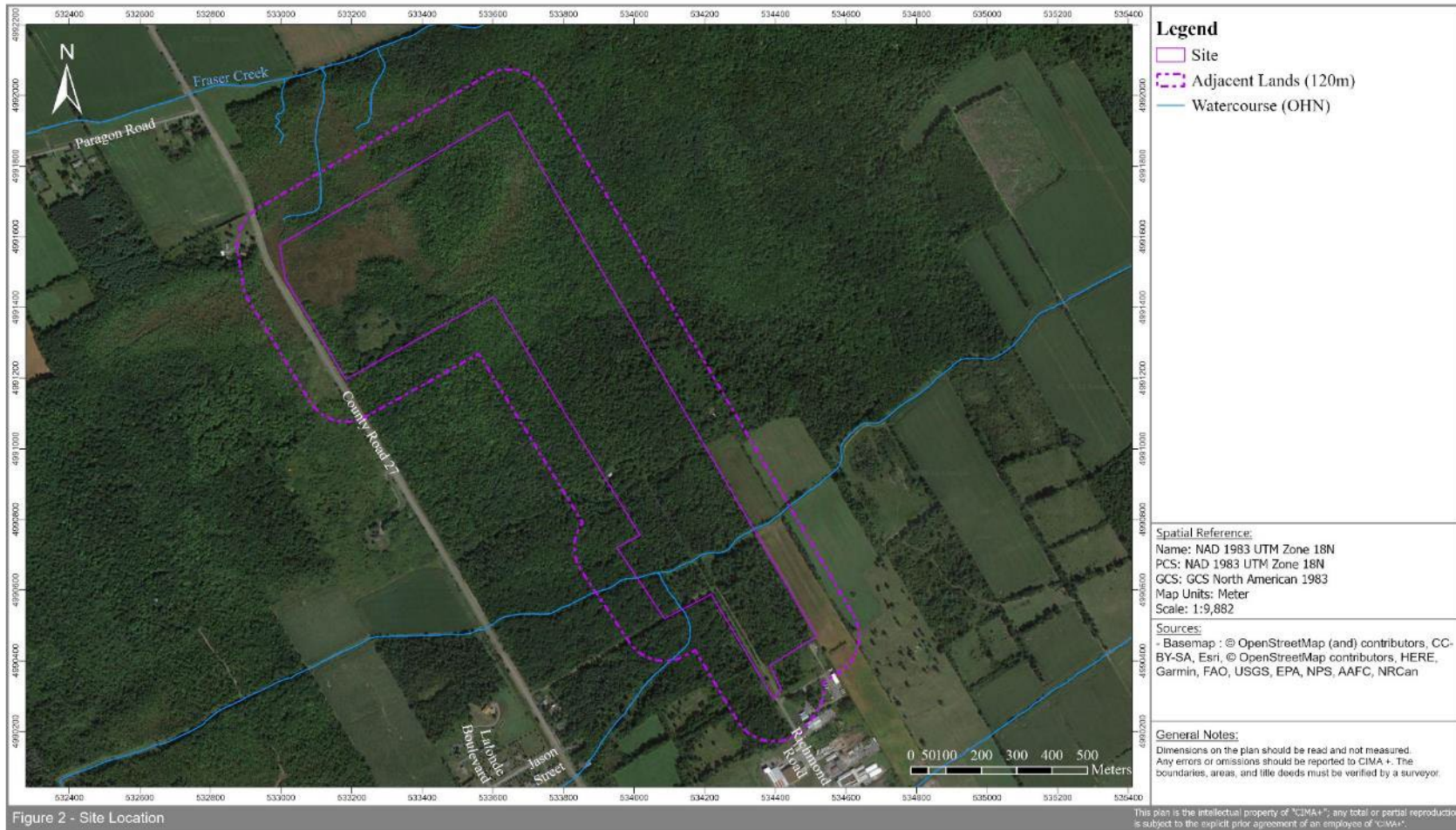


Figure 2 - Site Location

Environmental Impact Statement
Summerstown, ON

Figure by : A. Quinsey
Verified by : M. Lavictoire



Ref # : Project#-Phase#-Folder#

Revision 00 - - Issued for report - March 30, 2022 3:36:37 PM

2. Legislative Context

This section includes a summary of the relevant regional, provincial, and federal acts, regulations and policies that apply to the proposed development in respects to the natural heritage features. It provides a brief description of the implications these features may have for planning development of this Site.

2.1.1 Planning Act/Official Plan

The entire Site and its surrounding lands (adjacent lands 120 m) are situated within the Township of South Glengarry. As per the Township of South Glengarry's website, planning and development are subject to the Official Plan of the United Counties of Stormont, Dundas and Glengarry (OP). The OP follows the guidelines set out in the Provincial Policy Statement (PPS) (MMAH, 2014) in which there are several natural features and areas identified as needing protection. These are:

- + Significant habitat of Endangered and Threatened Species;
- + Significant wetlands;
- + Coastal wetlands;
- + Significant woodlands;
- + Significant valleylands;
- + Significant wildlife habitat;
- + Significant Areas of Natural and Scientific Interest; and
- + Fish habitat.

These natural heritage features are depicted on Schedules A and B of the OP, and are summarized in Table 1. Designated Provincially Significant Wetlands (PSWs) are given a land use designation on Schedule A. Constraints Overlays are used to depict identified natural features [Locally Significant Wetlands (LSWs), Areas of Natural and Scientific Interest (ANSIs), wildlife habitats, woodlands and valleylands] on Schedule B. For this project area, the applicable schedules are South Glengarry Schedules A6 and B6. Note that habitat for Endangered or Threatened Species is not depicted on the OP schedules. Their presence/absence must be determined based on the appropriate provincial methodologies and guidelines.

Table 1: Summary of Natural Heritage Features

Natural Heritage Feature	Reference for Township of South Stormont
Significant habitat of Endangered and Threatened Species (SAR)	OP Section 5.5.5 notes that the habitat of endangered or threatened species are not depicted on the schedules and that development <i>"will not be permitted in the habitat of endangered or threatened species except in accordance with provincial and federal requirements"</i> .

Natural Heritage Feature	Reference for Township of South Stormont
	If endangered species are found on the property, the proponent is required to comply with the <i>Endangered Species Act</i> as part of an EIS.
Significant wetlands	<p>The OP Section 5.5.6 notes that no development is permitted in PSWs. While PSWs are depicted on the schedules, their boundaries are to be confirmed using the most recent MNRF database. Evaluation and/or changes to boundaries must be completed by a certified OWES evaluator. Planning applications can trigger the need to evaluate unevaluated wetlands or coastal wetlands. Local Municipality and Conservation Authorities may request determination of whether they display characteristics of a PSW.</p> <p>Locally significant wetlands are identified as constraints on Schedule B; their underlying land use designation will apply.</p> <p>Development or alteration in adjacent lands (120 m) of PSWs or any coastal wetlands will be subject to an EIS. Development in adjacent lands (120 m) to locally significant wetlands may also be subject to an EIS if required by the municipality.</p> <p>Note that permits may be required from the Raisin Region Conservation Authority (RRCA) for alterations to any wetland regulated by the conservation authority.</p>
Significant valleylands	The OP Section 5.5.5 indicates that the significant valleylands are depicted on the land use schedules and that development or alterations to these or their adjacent lands (120 m) would trigger an EIS.
Significant woodlands	<p>The OP Section 5.5.4 indicates significant woodlands are depicted as a Constraints Overlay in Schedule B. Municipalities may request assessment of additional woodlands. An EIS is triggered for any “non-residential use to be located in or on adjacent lands to woodlands.”</p> <p>Adjacent lands are 120 m from the natural heritage feature. The significance is to be assessed using the <i>Natural Heritage Reference Manual</i> (OMNR, 2005)</p>
Significant wildlife habitat	The OP Section 5.5.5 indicates that significant wildlife habitat are those depicted on the land use schedules and that development or alterations to these or their adjacent lands (120 m) would trigger an EIS.
Significant Areas of Natural and Scientific Interest	The OP Section 5.5.5 identifies that development or alterations in or within the adjacent lands (50 m from earth science ANSIs or 120m from life science ANSIs) to significant areas of natural and scientific interest (ANSIs) shall require an EIS.

Natural Heritage Feature	Reference for Township of South Stormont
Fish Habitat	<p>The OP Section 5.5.3 indicates that all waterbodies have the potential to be fish habitat. Development or alterations in or within the adjacent lands (120 m) may be permitted if an EIS demonstrates no negative impacts on the fish habitat and appropriate permitting is obtained.</p> <p>The <i>Fisheries Act</i>, managed by Fisheries and Oceans Canada (DFO), is referred to in the OP as the authority for decision-making with respect to fish and fish habitat.</p> <p>Note that permits may be required from the Raisin Region Conservation Authority (RRCA).</p>

2.2 Provincial - Other

Endangered Species Act

The *Endangered Species Act, 2007* (ESA) prohibits killing or damaging the habitat of species that are listed on the SAR in Ontario list. Endangered (END) indicates that the species lives in the wild in Ontario but is facing imminent extinction or extirpation. Threatened (THR) indicates the species lives in the wild in Ontario, is not endangered, but is likely to become endangered if steps are not taken to address the factors threatening it. Note that species listed as special concern are not afforded protection under the Act.

The ESA is applicable on private and provincial lands. It can also sometimes be applicable to federal lands. The relevant sections to the project are:

- + Prohibition on killing or harming of END or THR individuals (Section 9)
- + Prohibition on damage to END or THR habitat (Section 10)

Conservation Act

This site is under the jurisdiction of the Raisin Region Conservation Authority (RRCA) currently through O. Reg. 175/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses under the *Conservation Authorities Act* – Raisin Region Conservation Authority (RRCA).

Fish and Wildlife Conservation Act

In addition to the protections offered by the statutes and policies noted above, the *Fish and Wildlife Conservation Act, 1997*, administered by the Ministry of Natural Resources and Forestry (MNRF), needs to be considered. This Act imposes restrictions on the hunting, trapping, and fishing of wildlife, as well as the possession of animals (live or dead). These restrictions include the capturing or harassing of specially protected wildlife or any wild bird species (not a game bird and

not listed as an exception) regardless of its live stage (egg, adult) (Part II 5 (1)). It also protects nests or eggs of wild bird species (other than American crow, brown-headed cowbird, common grackle, house sparrow, red-winged blackbird or starling) (Part II 7(1)). In case of conflicting provisions with the *Endangered Species Act*, the Act providing greater protection for the animal, invertebrate, or fish in question will prevail.

2.1 Federal

Fisheries Act

The *Fisheries Act*, which came into force on August 28, 2019, is administered by the Department of Fisheries and Oceans Canada (DFO) and is intended to provide a framework for the management of threats to fish and fish habitat, including the prevention of pollution, regardless of their attachment to a fishery. The most relevant sections to works, undertakings and activities are:

- + Prohibition of the Death of Fish (Section 34.4 (1));
- + Prohibition of the Harmful alteration, disruption, or destruction of Fish Habitat (Section 35 (1)); and
- + The provisional Ministerial powers to ensure the free passage of fish or the protection of fish or fish habitat with respect to existing obstructions (Section 34.3).

Species at Risk Act

Federally protected species are listed in 'Schedule 1' of the *Species at Risk Act* (SARA). The application of SARA varies depending on the species and the level of government with jurisdiction over the land. In general, the relevant sections are:

- + Prohibition of killing, harming, harassment, capturing or taking of an individual listed as extirpated, endangered, or threatened (Section 32(1))
- + Prohibition of possessing, collecting, buying, selling, or trading an individual listed as extirpated, endangered, or threatened (Section 32(2))
- + Prohibition against the damaging or destruction of residences of species listed as endangered or threatened. For extirpated species, the recovery strategy must also recommend the reintroduction of the species into the wild in Canada (Section 33)

However, on lands that are not federal, Sections 32 and 33 do not apply except for aquatic species (those listed as "fish" under the *Fisheries Act* or a migratory bird as per the *Migratory Birds Convention Act, 1994* (MBCA), unless a federal order has been created.

Migratory Birds Convention Act

The *Migratory Birds Convention Act, 1994* (MBCA) regulates the protection and conservation of migratory birds as populations and individuals. The Act also offers protection for migratory bird nests. The Act applies to any areas that provide potential for nesting habitat of migratory birds.

Section 6 of the Migratory Bird Regulations (2020) prohibits the disturbance or destruction of migratory bird nests or eggs (Government of Canada, 1994).

3. METHODOLOGY

3.1 Study Area

For the most part, the OP calls for an evaluation of the areas to be impacted directly and in the adjacent lands (120 m). This is widened when analyzing the potential for species at risk (SAR) as their protected habitats vary with the species being considered.

3.2 Background Review

Where the OP indicated that the features to be considered were those identified on their schedules, these took precedence along with consultation comments from reviewing agencies. Other information collected from outside sources was used to help inform the functions of these features and to identify those not found on the schedules (i.e., endangered and threatened species habitat). Information from government websites, other consultants' reports, and personal knowledge has also been included as appropriate. The desktop review included a larger area (~5 km), and the data was reviewed and analyzed for applicable site-specific information. Data sources included:

- + Official Plan of the United Counties of Stormont, Dundas and Glengarry (2021)
- + Geographic information from Land Information Ontario (LIO)
- + The Ministry of Natural Resources and Forestry's (MNRF) Natural Heritage Information Center (NHIC) Make A Map for 5 km surrounding squares #18WQ3391, #18WQ3491, #18WQ3490 and #18WQ3390 – search was completed January 2023 (NHIC, 2023).
- + Ontario Breeding Bird Atlas (Atlas 2- 2001 - 2005)
- + Atlas of the Mammals of Ontario (Dobbyn, 1994)
- + iNaturalist (2022)
- + The Raison Region Conservation Authority (RRCA, 2023)
- + Fisheries and Oceans (DFO) Aquatic Species at Risk Mapping (DFO, 2022)
- + Satellite Imagery (ESRI, 2021)

3.3 Field Studies

3.3.1 Habitat Descriptions and Flora Observations

Vegetation communities were mapped using satellite imagery and were verified during the field visits. The field studies were completed by systematically walking the site. Field investigations included a botanical inventory, and vegetation was characterized based on the appropriate methodologies: Ontario Wetland Evaluation System, Southern Manual (OWES) (MNRF, 2014) for wetland habitats and the Ecological Land Classification for Southern Ontario (ELC) (Lee et al. 1998) for upland habitats. The MNRF's ELC and OWES definition of wetlands do not match one another. Since wetlands are to be evaluated following OWES, the determination of the presence/absence of wetland habitat was solely based on the OWES definition of wetland habitat:

“Lands that are seasonally or permanently flooded by shallow water as well as lands where the water table is close to the surface; in either case the presence of abundant water has caused the formation of hydric soils and has favored the dominance of either hydrophytic or water tolerant plants”. (MNR, 2014)

Furthermore, OWES protocol notes that the presence of large numbers of obligate upland species requires an upland classification. Additionally, the minimum community size to be delineated is 0.5 ha and the minimum wetland size to be assessed is 2ha unless special functions or ecological importance is identified. In that case smaller wetland communities or wetlands may be delineated.

The upland vegetation communities were characterized using ELC to classify and map ecological communities to the community class or lower. The ecological community boundaries were generally defined through the review of aerial photography and further refined during field investigations. Like OWES, the ELC protocol recommends that a vegetation community be at least 0.5 hectares (ha) in size before it is defined. Based on the composition of vegetation communities within the Site, patches of vegetation less than 0.5ha were described as inclusions (if required). The information was documented and classified according to species and locational data was gathered using a hand-held GPS.

Plants that could not be identified in the field were collected for a more detailed examination in the laboratory. Nomenclature used in this report follows the Southern Ontario Plant List (Bradley, 2010) for both common and scientific names which are based on Newmaster et al. (1998). Authorities for scientific names are given in Newmaster et al. (1998).

3.3.2 Bird Surveys

Information on bird use of the area was collected through a raptor nest survey, and daytime and nighttime breeding bird surveys. The raptor nest survey consisted of looking for evidence of nesting (such as stick nests, food caches, whitewashing of branches and foliage, accumulation of feathers/fur or prey remains on the ground or in shrubs as per the Significant Wildlife Habitat Technical Guide (SWHTG) Appendix O) as well as the raptors themselves. The general breeding bird methods follow the point count instructions from the Ontario Breeding Bird Atlas which are provided below.

- + Minimum of two visits were completed for the forest.
- + Surveys began no earlier than 30 minutes after sunrise and were completed by 5 hours after sunrise.
- + Visits were conducted on days no rain, little to no wind (3 or less on the Beaufort Wind Scale) and good visibility.
- + The survey type was point counts.
 - Consisted of 5-min point count stations. They were generally spaced 300 m apart (or as near as 100 m if needed to obtain information from all habitat types)
 - Point counts consisted of listening and observing over the specified time period and recording the number of birds heard/seen, their sex, location, behavior and interactions with others; and

- While walking between points, any additional observations were recorded.
- + Birds were identified by sound and/or sight.

Eastern whip-poor-will surveys were planned based on the guidance provided by the province for 2022 and the current survey protocol for this species (Draft Survey Protocol for Eastern Whip-poor-will (*Caprimulgus vociferus*) in Ontario (OMNRF, 2014)). The protocol consists of:

- + Three surveys between May 18 and June 30 (late May and first week of June are preferred if conditions permit).
- + Two of the three visits may be completed on consecutive nights.
- + Weather must meet the following conditions: no precipitation, low noise levels, calm winds (up to 3 on the Beaufort scale).
- + Weather should target the following conditions: over 10°C calm winds, 50% or more visible moon face illuminated & moon over the horizon, with little to no cloud cover.
- + Surveys to target two moon phases.
- + Surveys to be at night and should begin no earlier than 30 minutes after sunset and end at least 15 minutes before sunrise (but are to end earlier if the moon descends below the horizon).
- + Survey points to be established no further than 500 m apart within appropriate habitats.
- + The surveys to consist of a 5-min listening period at each point. If whip-poor-wills were heard, the surveyor was to record: number of whip-poor-wills, their behavior (i.e. calling, perched, flushed), movement, note whether the same bird has been heard at another point and approximate direction and distance.
- + If a whip-poor-will was heard calling, then the surveyors were to walk apart until a distance of 50-60 m was established between the two surveyors and the call(s) noted from these new locations. The purpose of this step is to help triangulate nests and/or defended area.
- + Additional notes on any whip-poor-wills were to be recorded in-between points.
- + Breeding evidence ranking of probable is attributed to results where birds are heard calling from the same general location on at least two nights (in appropriate habitat). When the birds only call during one visit, then this is an indication of presence but not of use of the habitat.

Survey point locations are depicted on Figure 3.

3.3.3 Butternut Inventory

The Ministry of Environment, Conservation and Parks (MECP) has published Butternut Health Assessment Guidelines (MECP, 2021). When Butternuts are present, their health must be assessed by a Butternut Health Expert. The search included the entire original site and the adjacent 50 m around the site (where access was possible). Any individuals noted would be marked with white spray paint and flagging tape and numbered sequentially. Their UTM's, using a GPS unit set at NAD83, would be recorded. As this was a preliminary survey, the locations of larger individuals were noted but their health was not assessed. Note that for this project, the

wetland swamps were not assessed for Butternuts. It is anticipated that these lands will be avoided.

3.3.4 Aquatic Habitat Descriptions

For this phase of the project, the presence/absence of potential watercourses was identified but not described.

3.3.5 Incidental Fauna Observations

During all visits, any wildlife observations were recorded. Incidental observations included observations of an individual, its tracks, burrows, feces and/or kill sights.

Figure 3: Daytime and Nighttime Breeding Bird Survey Points and Butternut Search Area



4. BACKGROUND

4.1 Summary of Known Natural Heritage Features

The site lands and adjacent 120 m are situated entirely within the OP of the United Counties of Stormont, Dundas and Glengarry (SD&G). The land use designation is Rural and Employment District. The schedules associated with SD&G's official plan identify Locally Significant Wetland and woodlands on site.

Table 1: Summary of Available Background Information on the Identified Natural Features

Natural Heritage Systems	Present within Site	Present within Adjacent Lands (120m) of Site	Comments
Provincially Significant / Locally Significant Wetlands	Locally Significant Wetland identified on Schedule B6	None	Discussed in Section 5
Areas of Natural and Scientific Interest (ANSIs)	None	None	None
Significant habitat of Endangered and Threatened Species (SAR)	Potential for endangered or threatened species needs to be determined following assessment of the suitable habitats in or near the site.		Endangered species habitat is discussed in Sections 4.2 and 5.3.1
Significant Woodlands	None identified on Schedules but present based on cursory review of satellite images.		Discussed in Section 5
Significant Valleyland	None identified on OP		None
Significant Wildlife Habitat	None identified on Schedules		None
Fish Habitat	Unnamed tributary to the St. Lawrence River as well as wetlands connected to Fraser Creek		None

4.2 Endangered and Threatened Species and their Habitat

Endangered and threatened Species at Risk (SAR) are protected under the provincial Endangered Species Act. The federal Species at Risk Act (SARA) applies only to fish species on private lands. Most birds, including SAR, also receive protection from *Migratory Bird Convention Act* and/or *Fish and Wildlife Conservation Act*. Together, provincially and federally protected species are referred to as SAR herein. This site is situated on private lands and as such, the evaluation of presence was complete following the province's guidelines.

A list of potential Endangered and Threatened species was compiled using various sources. The NHIC database provides information available to the public on those SAR documented as occurring within the general area. It should be noted that not all information for all species is

available to the public. Furthermore, the absence of a record does not necessarily indicate that the species is absent from the area. The purpose of the NHIC database is to help determine what species may occur within the project area. The background review included looking at the list of birds observed as part of the Ontario Breeding Bird Atlas (OBBA) and any SAR species listed on these lists were considered as potentially occurring within the subject lands. Added to this list were species that often occur within the general area based on personal experience or observations. The resulting list includes fourteen endangered or threatened species that could occur within the general area. These are: lake sturgeon, American eel, channel darter, least bittern, eastern whip-poor-will, chimney swift, bank swallow, bobolink, eastern meadowlark, little brown myotis (bat), northern myotis (bat), eastern small-footed myotis (bat), tri-colored bat, and butternut (Table). Note that following site investigations, this list of species was reviewed and adjusted based on potential occurrences of either the species or its habitat.

Table : List of Potential Endangered or Threatened Species and Identification of those Brought Forward

Common Name	Scientific Name	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Preferred Habitat	Guidelines/Triggers for Review	Brought Forward (Yes/No)
FISH							
Lake Sturgeon	<i>Acipenser fulvescens</i>		THR	No Status	Bottoms of lakes and large rivers. Adults are typically found in highly productive shoal areas of large rivers and large lakes (COSEWIC 2017).	No suitable habitat on site, records in background review came from St. Lawrence ~4 km downstream.	No
American Eel	<i>Anguilla rostrata</i>	S1?	END	No Status	Near cover over muddy bottoms in lakes, ponds, rivers and creeks at depths <15 m; (COSEWIC 2012).	Unlikely to be present on site, as the species is not usually collected from small drains. Records in background review came from St. Lawrence ~4 km downstream.	Yes
Cutlip Minnow	<i>Exoglossum maxillingua</i>	S1S2	THR	SC	Requires areas with rocky substrate, free of silt and with clear water. Found in clear waters with gravel substrate (COSEWIC 2013).	Unlikely to be suitable habitat on site, but surveys not completed. Records in background review came from St. Lawrence ~4 km downstream.	Yes
REPTILES							
Blanding's Turtle	<i>Emydoidea blandingii</i>	SNR	THR	THR	Shallow water, large marshes, shallow lakes or similar such water bodies. (COSEWIC 2016)	The Category 3 habitat for this species extends 250m from the nearest sighting. No occurrences within 4 km but suitable habitat present.	Yes
BIRDS							
Least Bittern	<i>Ixobrychus exilis</i>	S4B	THR	THR	Freshwater marshes, ditches, creeks, rivers and lakes with tall emergent vegetation (COSEWIC 2009).	The daytime breeding bird surveys did not identify its presence, and there appeared to be insufficient open water within the wetland to support this species. However, Least Bittern surveys protocols were not completed to confirm.	Yes
Eastern Whip-poor-will	<i>Antrostomus vociferus</i>	S4B	THR	THR	Rock or sand barrens with scattered trees, savannahs, old burns or other disturbed sites in a	Suitable habitat present, appropriate surveys were conducted for this species, and were none found.	No

Common Name	Scientific Name	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Preferred Habitat	Guidelines/Triggers for Review	Brought Forward (Yes/No)
					state of early to mid-forest succession, or open conifer plantations (COSEWIC 2009).		
Chimney Swift	<i>Chaetura pelagica</i>	SAR	S4B, S4N	THR	Cities, towns, villages, rural, and wooded areas. When selecting trees, they prefer those that are >50 cm in diameter and that are within 1 km of waterbodies (COSEWIC 2007).	No suitable chimneys on site, large trees >1 km from waterbodies. None observed during bird surveys.	No
Bank Swallow	<i>Riparia riparia</i>	S4B	THR	THR	This species nests within vertical banks, with a preference for sand-silt substrate. Nesting sites may be near open upland habitats (COSEWIC 2013).	No suitable banks present, daytime breeding bird surveys conducted, and none were observed.	No
Bobolink	<i>Dolichonyx oryzivorus</i>	S4B	THR	THR	Primarily in forage crops, and grassland habitat (COSEWIC 2010).	No suitable grasslands on site, adjacent fields were agricultural, general bird surveys conducted, and none were observed on site. Active farmlands are exempt from the ESA. General mitigation measures have been added to avoid impacts should the land use change.	Yes
Eastern Meadowlark	<i>Sturnella magna</i>	S4B	THR	THR	Fields, meadows and prairies (COSEWIC 2011) (Peterson 1980)	No suitable grasslands on site, adjacent fields were agricultural, general bird surveys conducted, and none were observed on site. Active farmlands are exempt from the ESA. General mitigation measures have been added to avoid impacts should the land use change.	Yes
MAMMALS							
Little Brown Myotis	<i>Myotis lucifugus</i>	S4	END	END	Buildings, attics, roof crevices and loose bark on trees or under bridges. Always roost near waterbodies (Eder 2002).	MECP recommends the use of avoidance timing window for clearing of trees (>10 cm in diameter) if this can be accomplished then no	Yes

Common Name	Scientific Name	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Preferred Habitat	Guidelines/Triggers for Review	Brought Forward (Yes/No)
Northern Myotis	<i>Myotis septentrionalis</i>	S3	END	END	Older (late successional or primary forests) with large interior habitat. (COSEWIC, 2013)(Menzel et al., 2002)(Broders et al., 2006)(OMNRF, 2015)	impacts. General mitigation measures are brought forward for these species	
Eastern Small-footed Myotis	<i>Myotis leibii</i>	S2S3	END		Found within deciduous or coniferous forests in rocky areas (Eder 2002).		
Tri-colored Bat	<i>Perimyotis subflavus</i>	S3?	END	END	Prefers shrub habitat or open woodland near water (Eder 2002).		
VASCULAR PLANTS							
Butternut	<i>Juglans cinerea</i>	S2?	END	END	Variety of sites, grows best on well-drained fertile soils in shallow valleys and on gradual slopes (COSEWIC 2017)	Suitable habitat and site are well within the range for this species. Survey conducted for larger specimens found 24 individuals.	Yes

Table Updated: March 25, 2021

SRANK DEFINITIONS

- S1 Critically Imperiled, Critically imperiled in the nation or state/province because of extreme rarity (often 5 or fewer occurrences) or because of some factor(s) such as very steep declines making it especially vulnerable to extirpation from the state/province.
- S2 Imperiled, Imperiled in the nation or state/province because of rarity due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors making it very vulnerable to extirpation from the nation or state/province.
- S3 Vulnerable, Vulnerable in the nation or state/province due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.
- S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.
- S#S# Range Rank, A numeric range rank (e.g., S2S3) is used to indicate any range of uncertainty about the status of the species or community. Ranges cannot skip more than one rank (e.g., SU is used rather than S1S4).
- ? Inexact Numeric Rank—Denotes inexact numeric rank
- S#B Breeding



SARO STATUS DEFINITIONS

- END Endangered: A species facing imminent extinction or extirpation in Ontario which is a candidate for regulation under Ontario's ESA.
- THR Threatened: A species that is at risk of becoming endangered in Ontario if limiting factors are not reversed.
- SC Special Concern: A species with characteristics that make it sensitive to human activities or natural events.

SARA STATUS DEFINITIONS

- END Endangered, a wildlife species facing imminent extirpation or extinction.
- THR Threatened, a wildlife species that is likely to become endangered if nothing is done to reverse the factors leading to its extirpation or extinction.
- SC Special Concern, a wildlife species that may become threatened or endangered because of a combination of biological characteristics and identified threats

4.3 Available Information on Fish Habitat and Communities Details

Fish and fish habitat can include any water body. A review of the background information identified an unnamed tributary present on site as well as Fraser Creek within the adjacent lands to the north as well as several wetlands on site with surface water and which could be connected to these known fish habitat. Information for the unnamed tributary and Fraser Creek, which is 260 m north of the site, was acquired from the following LIO database: Aquatic resource area line segment. The database did not identify a thermal regime for either watercourse but did provide a list of 8 and 27 common warm to cool water fish species for the unnamed tributary and Fraser Creek respectively (Figure 4). Of these, two sport fish (northern pike and largemouth bass) and four pan fish (rock bass, pumpkinseed, bluegill, and yellow perch) were listed (Table 2).

The DFO National Aquatic Species at Risk Mapping (NASAR) also indicated that there are no recordings of federal endangered, threatened, or special concern in this area or on Fraser Creek (Appendix D).

Figure 4: Summary of Background Fish Community Information

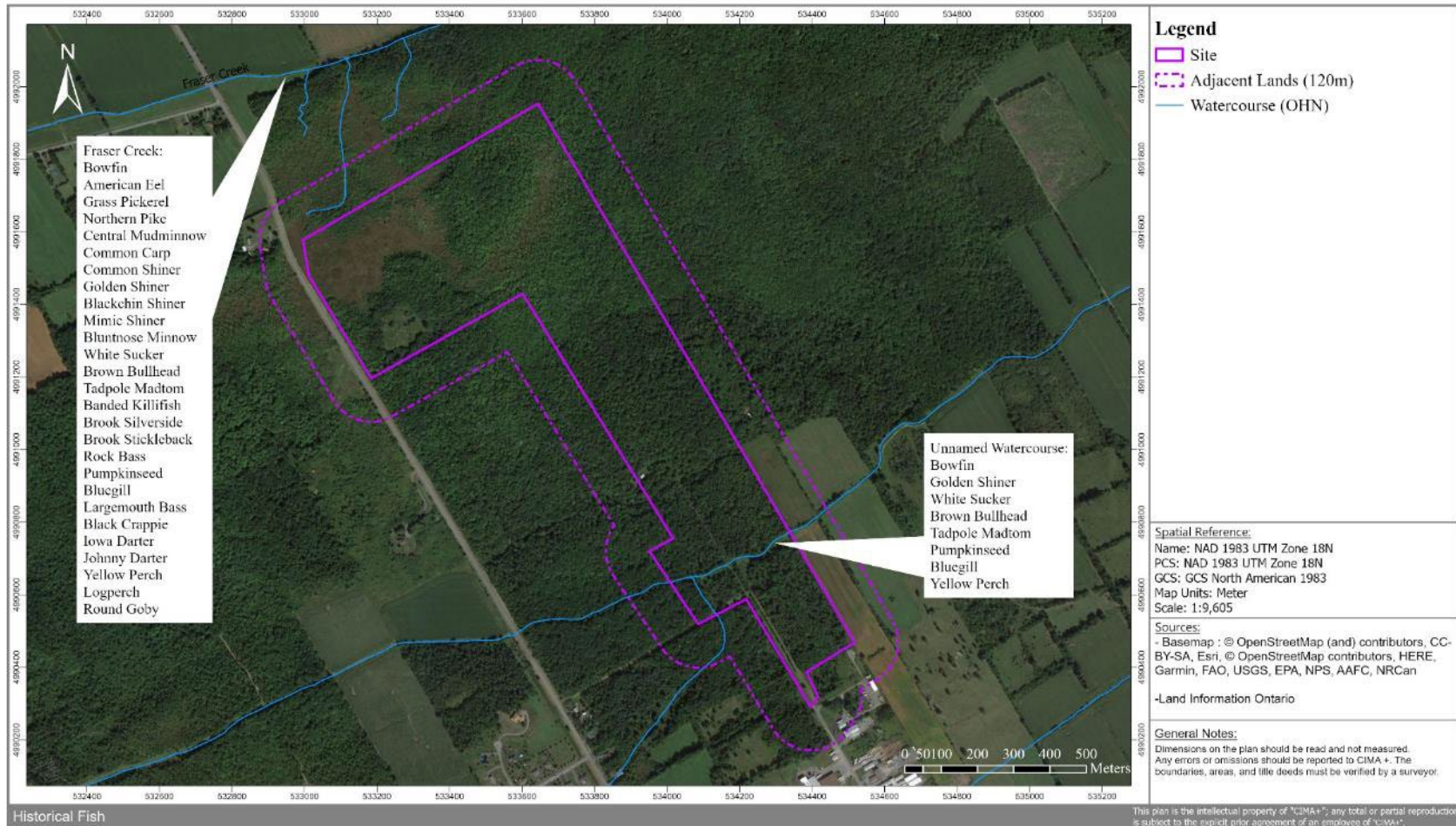


Table 2: Background Fish Community Information for the unnamed tributary and Fraser Creek

Common Name	Scientific Name	Trophic Class*	Thermal Regime	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Present (Y/N)	
							Unnamed Watercourse	Fraser Creek
Bowfin	<i>Amia calva</i>	carnivore	warm	S4	no status	no status	Y	Y
American Eel	<i>Anguilla rostrata</i>	invertivore/carnivore	cool	S1?	END	None	N	Y
Grass Pickerel	<i>Esox americanus vermiculatus</i>	invertivore/carnivore	warm	S3	SC	SC	N	Y
Northern Pike	<i>Esox lucius</i>	carnivore	cool	S5	no status	no status	N	Y
Central Mudminnow	<i>Umbra limi</i>	invertivore	cool	S5	no status	no status	N	Y
Common Carp	<i>Cyprinus carpio</i>	invertivore/detritivore	warm	SNA	no status	no status	N	Y
Common Shiner	<i>Luxilus cornutus</i>	invertivore	cool	S5	no status	no status	N	Y
Golden Shiner	<i>Notemigonus crysoleucas</i>	invertivore/herbivore	cool	S5	no status	no status	Y	Y
Blackchin Shiner	<i>Notropis heterodon</i>	invertivore	cool	S4	no status	no status	N	Y
Mimic Shiner	<i>Notropis volucellus</i>	invertivore/herbivore	warm	S5	no status	no status	N	Y
Bluntnose Minnow	<i>Pimephales notatus</i>	detritivore	warm	S5	no status	no status	N	Y
White Sucker	<i>Catostomus commersonii</i>	invertivore/detritivore	cool	S5	no status	no status	Y	Y
Brown Bullhead	<i>Ameiurus nebulosus</i>	invertivore/herbivore/carnivore	warm	S5	no status	no status	Y	Y
Tadpole Madtom	<i>Noturus gyrinus</i>	invertivore/planktivore	warm	S4	no status	no status	Y	Y
Banded Killifish	<i>Fundulus diaphanus</i>	invertivore/planktivore	cool	S5	no status	no status	N	Y

Common Name	Scientific Name	Trophic Class*	Thermal Regime	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Present (Y/N)	
							Unnamed Watercourse	Fraser Creek
Brook Silverside	<i>Labidesthes sicculus</i>	planktivore/invertivore	warm	S4	no status	no status	N	Y
Brook Stickleback	<i>Culaea inconstans</i>	planktivore/invertivore	cool	S5	no status	no status	N	Y
Rock Bass	<i>Ambloplites rupestris</i>	invertivore/carnivore	cool	S5	no status	no status	N	Y
Pumpkinseed	<i>Lepomis gibbosus</i>	invertivore/carnivore	warm	S5	no status	no status	Y	Y
Bluegill	<i>Lepomis macrochirus</i>	invertivore	warm	S5	no status	no status	Y	Y
Largemouth Bass	<i>Micropterus salmoides</i>	invertivore/carnivore	warm	S5	no status	no status	N	Y
Black Crappie	<i>Pomoxis nigromaculatus</i>	invertivore/carnivore	cool	S4	no status	no status	N	Y
Iowa Darter	<i>Etheostoma exile</i>	invertivore	cool	S5	no status	no status	N	Y
Johnny Darter	<i>Etheostoma nigrum</i>	invertivore	cool	S5	no status	no status	N	Y
Yellow Perch	<i>Perca flavescens</i>	invertivore/carnivore	cool	S5	no status	no status	Y	Y
Logperch	<i>Percina caprodes</i>	invertivore	warm	S5	no status	no status	N	Y
Round Goby	<i>Neogobius melanostomus</i>	invertivore	cool	SNA	no status	no status	N	Y
						Number of Species	8	27

(DFO, 2019; Eakins, 2018; OMNRF, 2014; MNRF, 2017; MTO, 2006)

Table Updated: November 2021

SRANK DEFINITIONS

S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.

S5 Secure, Common, widespread, and abundant in the nation or state/province.

SNA Not Applicable, A conservation status rank is not applicable because the species is not a suitable target for conservation activities

5. Site Investigation

5.1 Site Visit Dates and Purpose

As mentioned above, several site visits were undertaken. A summary of the dates, times, ambient conditions, and purpose for the visits are provided in Table 3. Rainfall and water level conditions are included alongside the aquatic field work to capture the general watershed conditions at the time of the work, similarly the moon illumination is included with the eastern whip-poor-will surveys to indicate whether the optimal protocol conditions were met. The vegetation communities are described in the section below, followed by the results from the species-specific surveys.

Table 3: Summary of Dates, Times, Conditions and Purpose of Site Investigations

Date	Time (h)	Staff	Air Temperature (Min-Max) °C*	Cloud Cover (%) Beaufort Wind Scale [Descriptor (scale)]	Total Rainfall (mm) 7 days prior to visit*	Water Level Conditions ***	Moon Illumination %	Purpose
April 20, 2022	0915-1300	S. Lafrance	10.0 (2.5-16.1)	Cloudy Wind: Gentle Breeze (3)	25.8	Normal	n/a	Initial Visit
May 18, 2022	2015-2245	S. Lafrance A. Quinsey	16.0 (4.7-21.2)	Clear Sky Wind: Light Air (1)	n/a	n/a	93.5%	EWPW 1
May 22, 2022	0300-0515	M. Lavictoire	17.0 (12.0-19.1)	Partially Cloudy Wind: Light Air (1)	n/a	n/a	53.7%	EWPW 1 (repeat)
May 29, 2022	0545-0850	M. Lavictoire	12.0 (14.2-24.0)	Clear Wind: Light Air (1)	n/a	n/a	N/A	Breeding Birds 1
June 8, 2022	2255-0020	G. Alba C. Little	14.0 (14.2-24.0)	Clear Wind: Calm (0)	n/a	n/a	64.4%	EWPW 2
June 10	2100-2300	G. Alba A. Quinsey	17.0 ()	Mainly Clear Wind Light Air (1)	n/a	n/a	84.0%	EWPW 3
June 22, 2022	0700-1100	A. Quinsey	22.0 (11.3-21.7)	Mainly Clear Wind: Light Air (1)	n/a	n/a	n/a	Breeding Bird 2

Date	Time (h)	Staff	Air Temperature (Min-Max) °C*	Cloud Cover (%) Beaufort Wind Scale [Descriptor (scale)]	Total Rainfall (mm) 7 days prior to visit*	Water Level Conditions ***	Moon Illumination %	Purpose
June 28, 2022	1100-1345	S. Lafrance A. Quinsey	24.0 (11.2-22.6)	Clear Wind: Light Breeze (2)	n/a	n/a	n/a	Butternut Survey
August 22, 2022	1200-1445	M. Lavictoire A. Quinsey	17.0 (11.6-27.5)	Clear Sky Wind: Light Air (1)	n/a	n/a	96.4%	Vegetation
August 29, 2022	0915-1630	A. Quinsey	25.0 (15.3-26.9)	Clear Sky Wind: Light Breeze (2)	n/a	n/a	n/a	Vegetation

M. Lavictoire – Michelle (Nunas) Lavictoire – B. Sc. Wildlife Resources and M.Sc. Natural Resources

S. Lafrance – Sophie Lafrance – B.Sc. Biology and graduate diploma in Ecosystem Restoration

C. Little – Casey Little - Ecosystems Management Diploma

A. Quinsey – Al Quinsey - B.Sc. Environmental Biology

G. Alba - Guillermo Alba – M.Sc. Ecology

*Min-Max Temp Taken From: Environment Canada. National Climate Data and Information Archive. Ottawa International Airport. Available:

<http://climate.weatheroffice.gc.ca/> [October 13, 2022].

**Water Level Conditions taken from South Nation Conservation Authority: <https://www.nation.on.ca/>

*** Moon Illumination Taken From: <https://www.timeanddate.com/>

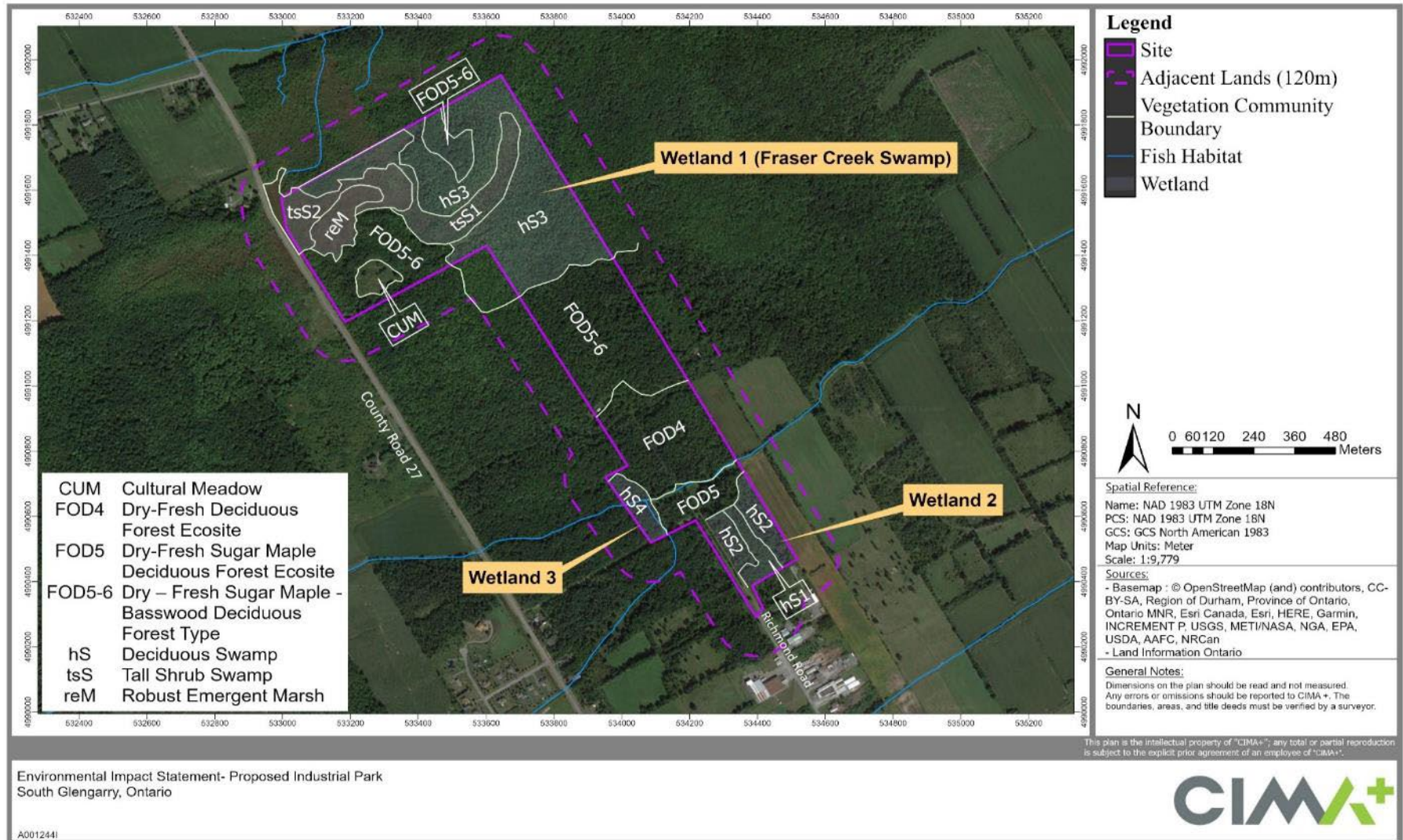
5.2 Vegetation Description and Butternut Survey Results

The site was visited many times between April and August 2022 to document the various natural heritage features. Overall, both the site and much of the adjacent lands consist of natural vegetative communities. Disturbances included a trail road, a cabin, smaller ATV trails and a power line. There was also thinning around the hunting stands. The adjacent lands to the north, northeast and west are undeveloped. Those to the east are agricultural (crops), those to the southeast are commercial.

The vegetation communities (minimum size 0.5ha as per both ELC and OWES, unless significant smaller community is identified) are described below along with the dominant plant species and a representative photograph. There were no smaller communities on this site that warranted delineation. The vegetation descriptions were completed by a certified OWES evaluator. Note that the edge of the wetlands were not delineated as part of this scope.

During the investigations, a list of flora was created, and specific visits were undertaken for a butternut inventory and assessment. All species had coefficients of conservation ranging from 0 and 7 (Appendix B). A butternut survey was conducted, with 24 butternuts found; mitigation is discussed below in Section 5. No other special concern, threatened, or endangered flora were located.

Figure 5: Vegetation Communities



Cultural Meadow (CUM)

This community consisted of a 1.1 ha clearing in the northwestern Dry – Fresh Sugar Maple - Basswood Deciduous Forest Type community (described below). The ground cover layer, the dominant layer, was densely vegetated (100% cover) consisting mostly of broadleaf species. It was dominated by tall goldenrod, reed canary grass, thicket creeper, and white madder. Woody vegetation was present but only in low densities. The scattered trees, represent a canopy layer (7-11 m tall, 15% cover) was composed of Manitoba maple (10-44 cm diameter) and hybrid crack willow (23-60 cm diameter). There was no subcanopy. The sparse understory (0.5-6 m tall, 8% cover) was composed of staghorn sumac and interior sandbar willow.



Photo 1: Looking south in the cultural meadow community (August 29, 2022)

Dry-Fresh Deciduous Forest Ecosite (FOD4)

This 9.1 ha community was found in the center of the site, there were several hunting stands present and the area around these was thinned. The canopy (14-20 m tall, 60% cover) was primarily composed of white ash (dbh 15-27 cm) and bitternut hickory (dbh 17-35 cm). The sub canopy (10-15 m tall, 25% cover) was composed of white ash, black cherry, and ironwood. The understory (0.5-5 m tall, 10% cover) was primarily common buckthorn, black cherry, and bitternut hickory. The ground cover layer (75% cover) was composed of sensitive fern, marginal wood fern, hog peanut, and grasses.



Dry-Fresh Sugar Maple Deciduous Forest Type (FOD5)

This narrow (105 m) 2.8 ha community was found in the center of the site. The community was young with an overall average diameter-at-breast height (dbh) of 13 cm. The canopy was variable (10-40% cover, 8-10 m tall), primarily composed of sugar maple (dbh 3-20 cm) and bitternut hickory (dbh 1-16 cm). The sub canopy (2-6 m tall, 70% cover) was composed of common buckthorn, green ash, and staghorn sumac. The understory (0.5-1.5 m tall, 30% cover) was primarily common buckthorn. The ground cover layer (75% cover) was composed of grasses, Canada goldenrod, and jump seed.



Photo 2: Looking east in western side of FOD5 (August 28, 2022)

Dry – Fresh Sugar Maple - Basswood Deciduous Forest Type (FOD5-6)

This was the most commonly encountered community within the site and there were three polygons of this forest type. The largest community was 12.5 ha deciduous forest, located in the center of the site. It occupied the top of a hill and the slope towards the wetland to the northwest. There were several standing and fallen dead trees throughout, as well as an accumulation of leaf litter. Scattered boulders were present in the portion on top of the slope. Several well-maintained trails were present. The canopy (12-20 m tall; 80% cover) was composed of sugar maple (dbh 14-39 cm), basswood (dbh 16-42 cm), black maple (dbh 30-70 cm), and ironwood (dbh 15-22 cm). The sub canopy (3-12 m tall, 40% cover) was similar in composition with the two most common species being sugar maple (dbh 8-11 cm) and black maple (dbh 1-16 cm). The understory (0.5-1 m tall, 10% cover) was primarily sugar maple, white ash, basswood, chokecherry, and pink flowering raspberry. Ground cover (5% cover) was sparse and consisted of blue cohosh, sharp lobed hepatica, and bloodroot.

The second FOD5-6 community occupied 1.7 ha and was surrounded by shrub swamp on the northeastern corner of site. A large amount of leaf litter was present, with an open understory and evidence of vernal pools. Soil was augured to a depth of 30 cm at which rocks were encountered. The first 5 cm were sandy loam, and 5-30 cm was sand. The water table was not encountered during auguring. The canopy was well-developed (16-24 m tall, 90% cover) and was composed of sugar maple (20-108 cm diameter), basswood (14-52 cm diameter) and bitternut hickory (12-37 cm diameter). The sub canopy (8-14 m tall, 40% cover) was composed of basswood (6-13 cm diameter) and sugar maple (5-19 cm diameter). The understory was mostly sugar maple, with some ironwood and green ash. Ground cover (40% cover) was mostly sarsaparilla, snakeroot, and sensitive fern.

The third FOD5-6 community was 5.6 ha and located around the cultural meadow community. It had a gentle slope northward towards the wetland. The canopy (18-26 m tall, 45 % cover) was primarily composed of basswood (dbh 22-60 m), bitternut hickory (dbh 19-43 cm), and sugar maple (dbh 22-60 cm). The sub-canopy (12-18 m tall, 60 % cover) was dominated by sugar maple (dbh 8-21 cm) with some bitternut hickory (dbh 9-18 cm). The understory (0.5-2m tall; 5% cover) was composed of scattered ironwood, sugar maple, and black currant. The ground cover (20% cover) was patchy and consisted primarily of grasses, Christmas fern, and blue cohosh.



Photo 3: Looking east inside of the southern FOD5-6 community (August 22, 2022)



Photo 4: Looking south in the second FOD5-6 community (August 28, 2022)



Photo 5: Looking south in the third FOD5-6 community (August 29, 2022)

Wetland 1

Wetland 1 was located on the north side of the site, covering 31.3 ha of the property and appearing to continue offsite to the north towards Fraser Creek. Within the Site, it consisted of four community types (deciduous treed swamp, tall shrub swamp and marsh). It contained surface water during all visits, but by late summer surface water was only present within the marsh community. The communities are described below.

Deciduous Swamp (hS3)

This 15.3 ha deciduous swamp community occupied the outside edge of the northern wetland community and gently sloped towards the center. There were several areas where vernal pools appeared to form. Soil was augured to a depth of 35 cm: 0-15 cm was mesic, below 15-25 cm was clay with mottling. The water table was not encountered during auguring. The vegetation was composed of two forms: deciduous trees (Freeman's maple, black ash, and American elm) (30-75% cover) and ground cover (sensitive fern) (80% cover). The canopy opened more towards the center of the wetland and American elm became less prominent.



Photo 6: Looking north within hS3 (August 29, 2022)

Tall Shrub Swamp (tsS1)

This 8.8 ha community ran along the center of the northern wetland community. There were many standing dead trees in the eastern portion. The vegetation was composed of two forms: tall shrubs (Freeman's maple and pussy willow) (25% cover) and robust emergents (cattails and common reed) (80% cover).

Tall Shrub Swamp (tsS2)

This 3.5 ha community occupied the area around the robust emergent marsh and transitioned into tsS1. The vegetation was composed of three forms: tall shrubs (Bebb's willow, slender willow, and Freeman's maple) (40% cover), robust emergents (narrow and broadleaf cattail) (50% cover), and ground cover (spotted joe-pyeweed, purple loosestrife, and sensitive fern) (30% cover).



Photo 7: Looking south in tsS1 community (August 29, 2022)



Photo 8: Looking west in tsS2 community (August 29, 2022)

Robust Emergent Marsh (reM)

This 2.3 ha robust emergent marsh was found on the northeastern end of site in the lowest section of the wetland. It was dominated by robust emergents (narrow, hybrid, and broadleaf cattail) (90% cover). Some ground cover and tall shrubs were present but in insufficient amounts to form a layer.



Photo 9: Looking north in reM community (August 29, 2022)

Wetland 2

Wetland 2 was located on the south side of the site, covering 4.4 ha of the property and appearing to continue offsite to the southwest. Within the Site, it consisted of one community type (deciduous treed swamp). It contained surface water during the spring, and was dry by late June. The communities are described below.

Deciduous Swamp (hS1)

This 3.2 ha deciduous swamp community occupied the southeastern side of the site. This community was relatively flat with some depressions that form vernal pools. The pools were present in late April (20 cm) and dry by late June. A berm was present along both the far eastern and western sides. Soil was augured to a depth of 105 cm: 0-20 cm was a silty clay loam, below 20 cm was silty clay with mottling. No water was observed when auguring. The vegetation was composed of two forms: the dominant form was deciduous trees (green ash) (80% cover) followed by ground cover (sensitive fern, smooth bedstraw, and aster) (75% cover).

Deciduous Swamp (hS2)

This 1.2 ha deciduous swamp community occupied the southern side of the site. It was relatively flat with some depressions that form vernal pools. The pools were present in late April (20 cm) and dry by late June. A berm was present along the western side, just east of the access road.

Soil was augured to a depth of 110 cm: 0-28 cm was a silty clay loam, below 28 cm was silty clay with mottling. No water was observed. The vegetation was composed of three forms: the dominant form was deciduous trees (green ash and Freeman's maple) (60% cover), followed by tall shrubs (speckled alder and green ash) (75% cover), and ground cover (sensitive fern, spotted jewelweed, and spotted joe-pyeweed) (90% cover).



Photo 10: Looking east from center of hS1 (August 22, 2022)



Photo 11: Looking west in the hS2 community (August 22, 2022)

Wetland 3

Wetland 3 was located on the south side of the site, covering 1.5 ha of the property and appearing to continue offsite to the southwest. Within the Site, it consisted of one community types (deciduous treed swamp). No surface water was observed. The community is described below.

Deciduous Swamp (hS4)

This 1.5 ha deciduous swamp community was in western side of the site. Soil was augured to a depth of 1 m: the top 5 cm was loam after which it was clay with mottling starting at 5 cm. No water table was encountered. The community had two layers, deciduous trees (silver maple, American elm, and white ash) (90% cover) and ground cover (sensitive fern, wood nettle, spotted jewelweed, and wood sorrel) (75% cover).

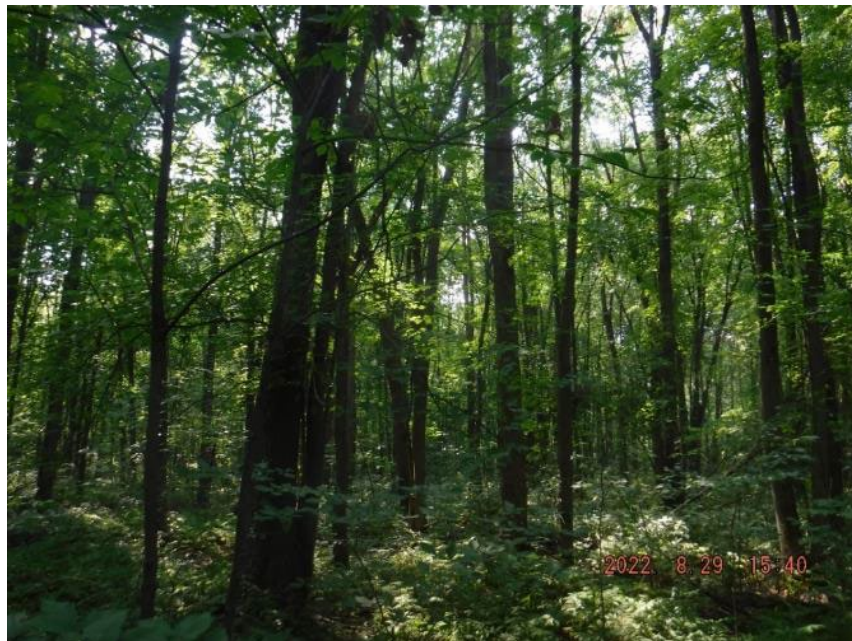


Photo 12: Looking west in the deciduous swamp community (August 28, 2022)

5.3 Bird Survey Results

5.3.1 Daytime Breeding Bird Survey Results

The breeding bird surveys included two visits in the general habitats completed on May 25 and June 13, 2022. These visits took place in the early morning as per the methods listed in Section 2, and on days with appropriate weather conditions.

The site provided habitat for many common breeding birds. In total, 47 species of birds were observed on site and within the adjacent lands (Appendix B). Of these, 18 species were found to likely be nesting on site or within the adjacent lands are those identified as having probable or confirmed breeding evidence (Table 4). Most of the observations consisted of calling males, though some foraging individuals and females were noted. Two species of conservation value were observed, the eastern wood-pewee and wood thrush. The eastern wood-pewee was likely

to be breeding on site as an individual was observed calling twice from the same general area. Wood thrush were observed on both surveys but did not appear to be defending the same territory across visits. As such, they are only considered possible breeders on site. No species at risk were observed.

Table 4: Probable or Confirmed Breeding Evidence

Common Name	Scientific Name	SRank	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status	Probable and Confirmed Breeding Evidence
Eastern Wood-Pewee	<i>Contopus virens</i>	S4B	SC	SC	T
Least Flycatcher	<i>Empidonax minimus</i>	S4B	no status	no status	T
Red-eyed Vireo	<i>Vireo olivaceus</i>	S5B	no status	no status	M, T
American Crow	<i>Corvus brachyrhynchos</i>	S5B	no status	no status	T
Black-capped Chickadee	<i>Poecile atricapilla</i>	S5	no status	no status	T
Veery	<i>Catharus fuscescens</i>	S4B	no status	no status	T
American Robin	<i>Turdus migratorius</i>	S5B	no status	no status	M, T
Yellow Warbler	<i>Dendroica petechia</i>	S5B	no status	no status	T
Chestnut-sided Warbler	<i>Dendroica pensylvanica</i>	S5B	no status	no status	T
American Redstart	<i>Setophaga ruticilla</i>	S5B	no status	no status	T
Ovenbird	<i>Seiurus aurocapillus</i>	S4B	no status	no status	T
Northern Waterthrush	<i>Seiurus noveboracensis</i>	S5B	no status	no status	T
Common Yellowthroat	<i>Geothlypis trichas</i>	S5B	no status	no status	P, T
Song Sparrow	<i>Melospiza melodia</i>	S5B	no status	no status	T
Swamp Sparrow	<i>Melospiza georgiana</i>	S5B	no status	no status	T
Red-winged Blackbird	<i>Agelaius phoeniceus</i>	S4	no status	no status	T
Common Grackle	<i>Quiscalus quiscula</i>	S5B	no status	no status	P
American Goldfinch	<i>Carduelis tristis</i>	S5B	no status	no status	T

SRANK DEFINITIONS

- S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.
- S5 Secure, Common, widespread, and abundant in the nation or state/province.
- S#B Breeding

SARO STATUS DEFINITIONS

- SC Special Concern: A species with characteristics that make it sensitive to human activities or natural events.

SARA STATUS DEFINITIONS

- SC Special Concern, a wildlife species that may become threatened or endangered because of a combination of biological characteristics and identified threats.

Breeding Evidence Codes

- M At least 7 individuals singing or producing other sounds associated with breeding (e.g., calls or drumming), heard during the same visit and in suitable nesting habitat during the species' breeding season.
- P Pair observed in suitable nesting habitat in nesting season
- T Permanent territory presumed through registration of territorial song, or the occurrence of an adult bird, at the same place, in breeding habitat, on at least two days a week or more apart, during its breeding season.

5.3.1 Eastern Whip-poor-Will Survey Results

The site visits were completed under appropriate weather conditions and as per direction from MECP with respect to moon phase and weather conditions of 2022. In May 2022, the moon phase did not fit well with the provincial guidelines as the moon was only >50% illuminated between May 18-22 and nighttime temperatures were often below the minimum. One survey had to be repeated due to the temperature dropping towards the end of the visit. The province's guidelines require a minimum of three visits, and of those visits, the individual needs to be in the same general area for two. No individuals were noted on any of the visits.

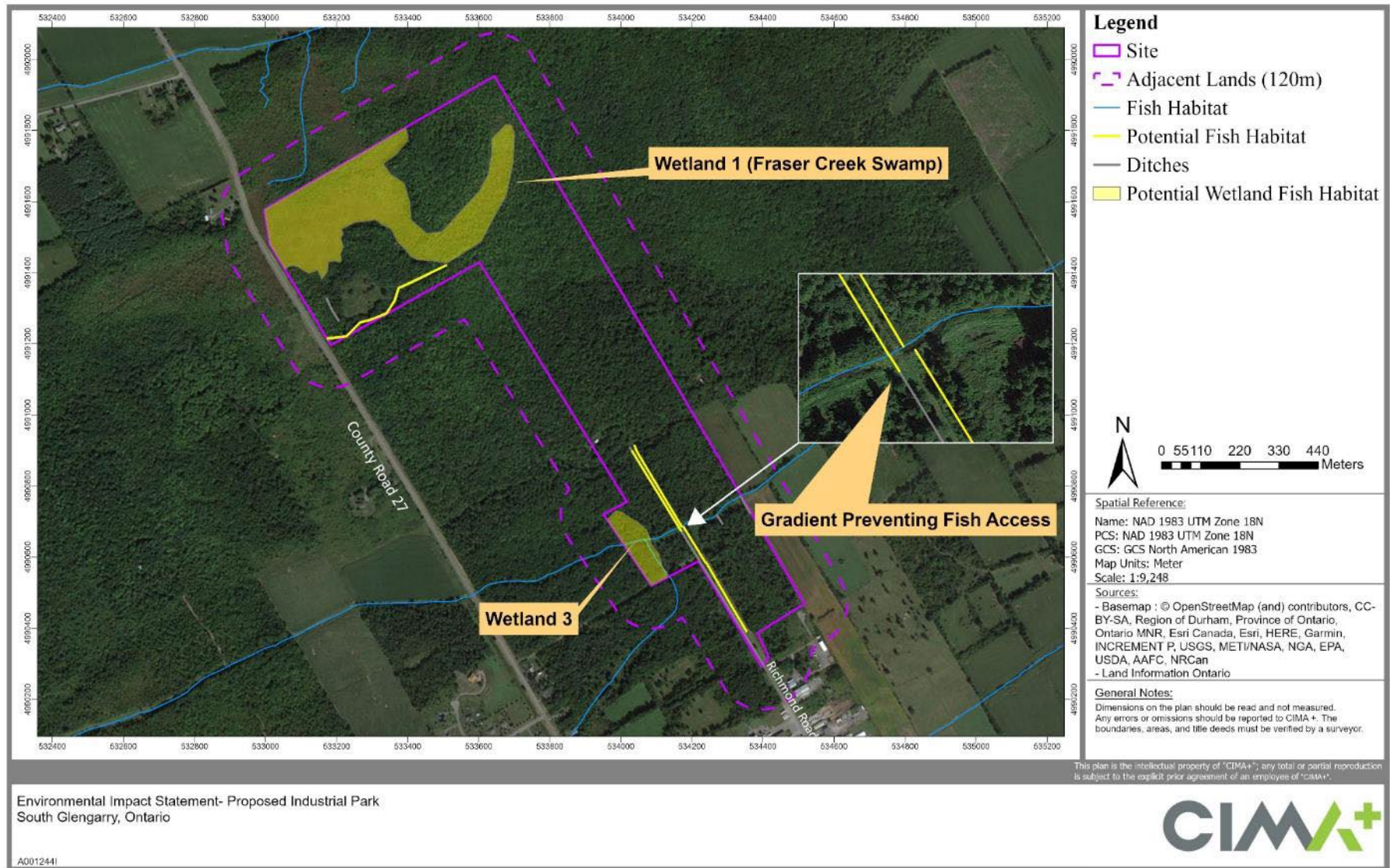
5.4 Fish Habitat Cursory Findings

There was one unnamed watercourse and wetlands identified on site during the background review and these were confirmed to be present during the initial site investigations. In addition, following the investigations on April 20, 2022, other potential fish habitat was noted. This included: portions of Wetland 1, small unnamed watercourses, road ditches and Wetland 3. Much of Wetland 1 is considered potential fish habitat, as it could be connected to the unnamed tributaries to Fraser Creek depicted on background mapping. These features were far offsite and not evaluated. On site was a short segment of another unnamed watercourse that ran eastwards from the ATV trail into Wetland 1. This has potential to provide fish habitat in spring. In the middle portion of the site is the unnamed watercourse which has background information identifying it as direct fish habitat. Connected to that watercourse are the ditches running parallel to trail road and possibly portions of Wetland 3. There was water within the road ditches in the spring and the only potential barrier to fish found was in the southwestern road ditch where changes in the ditch's gradient could affect fish access past the first 10 m of that feature. As such the first 10 m of that feature and the other three and the Wetland 3 may provide seasonal fish habitat.

5.5 Incidentals

During the site investigations, observations of individuals or evidence of their presence were noted. Incidental observations included 1 insect (mourning cloak), 2 birds (American woodcock), 4 amphibians (green frog, grey treefrog, American toad, and spring peeper), and 3 mammals (raccoon, white tailed deer, and red squirrel).

Figure 6: Known and Potential Fish Habitat



6. Analysis of potential to impact the natural features

The following section looks at the identified or potential natural features and the results from the field investigations to assess whether the feature is present and if present, whether it is significant based on the OP, or the *Natural Heritage Reference Manual* (OMNR, 2010), as applicable.

As mentioned above, the OP indicated that four types of natural heritage features were not present in or within 120 m of the site:

- + No PSWs
- + No significant valleyland
- + Significant Wildlife Habitat
- + No ANSIs

Features identified as confirmed, potentially or assumed present were:

- + Endangered and Threatened species/habitats
 - American Eel
 - Cutlip Minnow
 - Blanding's Turtle
 - Least Bittern
 - Bobolink
 - Eastern Meadowlark
 - Bats
 - Butternuts
- + Unevaluated wetlands (including coastal)
- + Fish habitat
- + Woodlands
- + Other natural heritage considerations

The following summarises these items based on the appropriate criteria and the field investigations results. Significance was assessed for features deemed present.

6.1 Discussion of Known or Candidate Natural Heritage Features

6.1.1 Endangered and Threatened Species

American Eel

The American eel is listed as endangered provincially, but is not listed federally. The American eel breeds in the Sargasso Sea and matures in freshwater rivers in North America (including the Ottawa River) (Becker, 1983; MacGregor *et al.*, 2013; Scott and Crossman, 1998). The freshwater eel population within Ontario has been declining since the 1980s (MacGregor *et al.*, 2013). The eels migrate to the St. Lawrence during the spring and migrate downstream during

the fall, spending 5 to 20 years in freshwater (Becker, 1983; MacGregor *et al.*, 2013; Scott and Crossman, 1998). Eels inhabiting the Ottawa River are generalists requiring structure (i.e., rocks, logs, undercut banks, vegetation) for cover. In the winter, they are known to hibernate in mud.

Recommendations

The species should be assumed to be present. Surveys to describe the fish habitat would be required if work is to occur in or within 30 m of fish habitat.

Cutlip Minnow

The cutlip minnow is ranked as S1S2, signifying that it is extremely rare to very rare in Ontario. It is also classified as threatened by OMNR. Cutlip minnows require areas with rocky substrate, free of silt and with clear water (Scott and Crossman 1979).

Recommendations

Based on the observations, it is unlikely that the appropriate habitat is present on site. Surveys to describe the fish habitat would be required if work is to occur in or within 30 m of fish habitat. If suitable habitat is found, and impacts predicted, then complete inventories for the species.

Blanding's Turtle

Blanding's turtles are associated with a variety of shallow slow aquatic habitats with submergent and emergent plants and soft substrate (COSEWIC, 2016). Their preferred aquatic habitat is less than 2 m deep (ECCA, 2018). To err on the side of caution, depths of up to 4.5 m are considered habitat for this species (ECCA, 2018). Blanding's turtles require basking sites located near the water, such as exposed rocks or partially submerged logs. Nesting sites are typically located in areas with loose substrates varying from sand to cobblestone and may occur along roadways as far as 400 m away. Marsh habitat is important for juveniles for protection from predators. The species overwinters within permanent water bodies (COSEWIC, 2016). This species can migrate far distances of up to 6 km (OMNR, 2013b). Migration routes can include overland movement. However, some habitats such as active agricultural croplands, sand pits, large waterbodies, fast-flowing systems, and high-use highways are not considered suitable habitat (ECCA, 2018). They also note that heavily developed urban areas without aquatic or wetland habitats are considered unsuitable (ECCA, 2018).

The habitat guidelines for Blanding's turtle provide protection to the areas surrounding a nest, or perceived nest area. The level of protection varies with the distance from the nest and has been categorized by MNR into three categories. These, along with their protection level are:

- | | |
|------------|--|
| Category 1 | Nest and the area within 30 m or Overwintering sites and the area within 30 m |
| Category 2 | The wetland complex (i.e., all suitable wetlands or waterbodies within 500 m of each other) that extends up to 2 km from an occurrence, and the area within 30 m around those suitable wetlands or waterbodies |
| Category 3 | Area between 30 m and 250 m around suitable wetlands/waterbodies identified in Category 2, within 2 km of an occurrence |

There were no occurrences within 4 km of the site. However, the habitat is suitable.

Recommendations

Surveys are recommended if work is to occur within 30 m of any wetland. Further, MECP should be consulted if work is to occur within 250 m of any wetland as this could be considered Category 2 or 3 habitat.

Least Bittern

The least bittern is a threatened species protected both provincially and federally. It is a secretive species that requires marsh habitats with dense vegetation (Sandilands, 2005; COSEWIC, 2009a). This species prefers to nest within cattail marshes usually along the edge or near openings (Woodliffe, 2007). However, they have also been found to nest in bulrushes, grasses, horsetails and willow (Woodliffe, 2007). The COSEWIC report for this species indicates that they require emergent marsh communities with open water areas and stable water levels (COSEWIC, 2009a). Due to the lack of open water within the wetland, this species is unlikely to be present within the wetlands. However, no surveys were conducted to demonstrate an absence.

Recommendations

Of the wetlands investigated, only Wetland 1 has potential habitat. As such, least bittern surveys are recommended if any work is proposed within 500 m of Wetland 1 and MECP should be contacted.

Bobolink

This species is grassland-breeding-bird typically requires a minimum of 4 ha of uncut meadow or field (McCracken, 2013). It is described as being area-sensitive in the general habitat guidelines (OMNRF, 2018c). That same publication also notes that its defended territory tends to be between 1.2-6.1 ha, but it prefers larger tracks of grassland. The Bobolink General Habitat Description (OMNRF, 2018c) indicates that the protected habitat for this species includes three categories:

Category 1	known nests and 10 m of the nest
Category 2	the area between 10 m and 60 m from the nest or the approximate centre of the defended territory
Category 3	the area of continuous suitable habitat between 60 m and 300 m of the nest or approximate centre of the defended territory

There were no suitable grasslands on site and no individuals were observed during the general breeding bird surveys. However, there were agricultural fields to the east within the adjacent lands. MECP has advised that for as long as a field is under active agricultural use, there is no protected habitat for this species. However, should the field be left fallow, and used for nesting, then it will become protected.

Recommendations

At this time, the adjacent fields are not protected habitat and as such there is no Category 1-3 habitat. Should the land use change, then considerations the potential of development to this species or its habitat would need to be reviewed.

Eastern Meadowlark

Like the bobolink, this species is grassland-breeding-bird that typically requires a minimum of 4 ha of uncut meadow or field (McCracken, 2013). The general Habitat Description for the Eastern Meadowlark (OMNRF, 2018d) indicates that the protected habitat for this species includes three categories:

Category 1	known nests and 10 m of the nest
Category 2	the area between 10 m and 100 m from the nest or the approximate centre of the defended territory
Category 3	the area of continuous suitable habitat between 100 m and 300 m of the nest or approximate centre of the defended territory

There were no suitable grasslands on site and no individuals were observed during the general breeding bird surveys. However, there were agricultural fields to the east within the adjacent lands. MECP has advised that for as long as a field is under active agricultural use, there is no protected habitat for this species. However, should the field be left fallow, and used for nesting, then it will become protected.

Recommendations

At this time, the adjacent fields are not protected habitat and as such there is no Category 1-3 habitat. Should the land use change, then considerations the potential of development to this species or its habitat would need to be reviewed.

Bats

The potential SAR bats within the general area are little brown myotis, northern myotis, eastern small-footed myotis and tri-colored. There are three types of habitats required by bats: hibernation, maternity sites, and day-roost sites. The latter is not considered critical habitat.

These four species prefer to hibernate in caves or mines. Though rare, they can also hibernate in buildings (COSEWIC, 2013a). No caves or mines were present.

The recovery strategy for the eastern small-footed myotis indicates that the preferred maternity habitat of this species consists of open rock habitats and that it rarely uses old buildings as roosting/maternity sites (Humphrey, 2017). There have only been two reports of maternity colonies in Ontario, one historical report in Renfrew County in 1953 and another in Hamilton in 2016 (MNR 2017). There was no rocky habitat present and no old buildings within the site. Based on this information, this species' maternity sites are considered absent.

The Atlas of Mammals of Ontario (Dobbyn, 1994) suggests that the tri-colored bat is present in low numbers within this part of Ontario; however, the NatureServe mapping in the COSSARO (2015) includes all southeastern Ontario. The Recovery Strategy notes that this species tends to prefer older forests with snags, and to forage in closed canopies (ECCC, 2018). Some studies have shown a preference for roosting in dead leaves, tree lichens, and occasionally barns (ECCC, 2018). Based on this information and the open young nature of the forest on-site, this species has a very low potential of occurring.

The northern myotis tends to prefer larger expanses of older forests (late successional or primary forests) and maternity sites in snags in the mid-stage of decay. They prefer intact interior habitat and are negatively correlated with edge habitat (Menzel et al., 2002; Broders et al., 2006; Yates et al., 2006; OMNRF, 2015a). The preferred habitat is not present in the study area, so this species is considered unlikely to have maternity sites on site.

The little brown myotis is one of the few bat species that can use anthropogenic structures as maternity sites. Potential suitable structures can include buildings, bridges, barns, and bat boxes. It can also use tall, large cavity trees that are in the early to mid-stages of decay as maternity roosts, as well as loose/raised tree bark, or crevices in cliffs (ECCC, 2018). This bat species occurs in higher densities in mature deciduous and/or mixed forests due to increased opportunities for large snags. However, unlike the northern myotis, the little brown myotis does not exclusively require mature forest stands to find appropriate maternity roosts (COSEWIC, 2013a). This commonly observed species could establish maternity roosts in this area; however, MECP guidelines provide advice on avoiding impacts to this species.

There is also potential for bats to use the cavity tree in the adjacent lands for day-roosting. Day-roosts are not considered critical habitat.

Recommendations

Impacts to the bats can be minimized by removing the trees outside of the active season (no clearing of trees 10cm or larger in diameter at breast height between April 1 and September 30, inclusive).

Butternut

Butternut is listed as an endangered species, federally signifying that it is at risk of becoming Extinct or Extirpated in Ontario and in Canada. Butternut is a shade intolerant species often found along edge habitats on rich, moist, well-drained loams or well-drained gravels (COESWIC, 2003). The butternut is threatened by a canker for which there is no known control (COESWIC, 2003).

Butternuts are assessed based on the amount of canker, their size and health, as per the province's protocols. This method classes the individual trees as one of three categories:

- | | |
|------------|---|
| Category 1 | are those that are heavily infected to the point that they are not expected to survive. |
| Category 2 | may have some canker but are still considered healthy. |

Category 3 are the same as Category 2, but with a dbh of 20 cm and situated near heavily cankered trees.

A butternut inventory was completed within the site, during which 24 individuals were identified. Many were in poor health, but some were likely Category 2 trees.

Recommendations

Prior to disturbing the habitat, a Butternut Inventory and Assessment would be required. These are valid for only 2-years.

6.1.2 Fish and Fish Habitat

There are both confirmed and candidate fish habitats on and within 120 m of the Site. These included Wetland 1 (north) and the little feature onsite along the ATV trail that may be connected to Fraser Creek, the Unnamed Drain and the adjacent trail ditches, and Wetland 3. All habitat is anticipated to be warm-water habitat.

Recommendations

Unless further review is completed, all potential fish habitat should be assumed to be direct habitat. Any physical impacts or activities which could directly impact these habitats or alter the water quality or quantity reaching each system would need to be reviewed in terms of the *Fisheries Act*. At this time, it is recommended that a 30m buffer be established along all candidate habitats.

6.1.3 Unevaluated Wetlands

The OP protects Provincially Significant Wetlands (PSWs) and coastal wetlands within the site and adjacent lands. It also allows for a request to evaluate unevaluated wetlands and the protection of Locally significant wetlands. Three wetlands were present, all within the Lake St. Francis- St. Lawrence River watershed.

Most of Wetland 1 (Fraser Creek Swamp) has been evaluated as Other (OMNRF, 2019). In addition, the OP Schedule B6, identifies Wetland 1 as Locally Significant Wetland. The delineation of the boundary of each wetland, within the site, was estimated with some data points collected in the field and desktop review of satellite imagery. Based on this review, the Locally Significant Wetland could be expanded to include all of Wetland 1.

Wetland 2 and 3 and wetlands 2 and 3 are Unevaluated Wetlands (OMNRF, 2019). To be considered for evaluation, the minimum size of the wetland is to be 2 ha, unless unusual functions are present. In this case both wetlands 2 and 3 meet this minimum recommendation and should be considered for significance pending guidance from the Township and/or Conservation Authority.

With respect to Coast Wetlands in the SDG area, a coast wetland is one that is along the St. Lawrence River, or its tributary if it is partially or wholly within 2km from the 1:100 year flood line

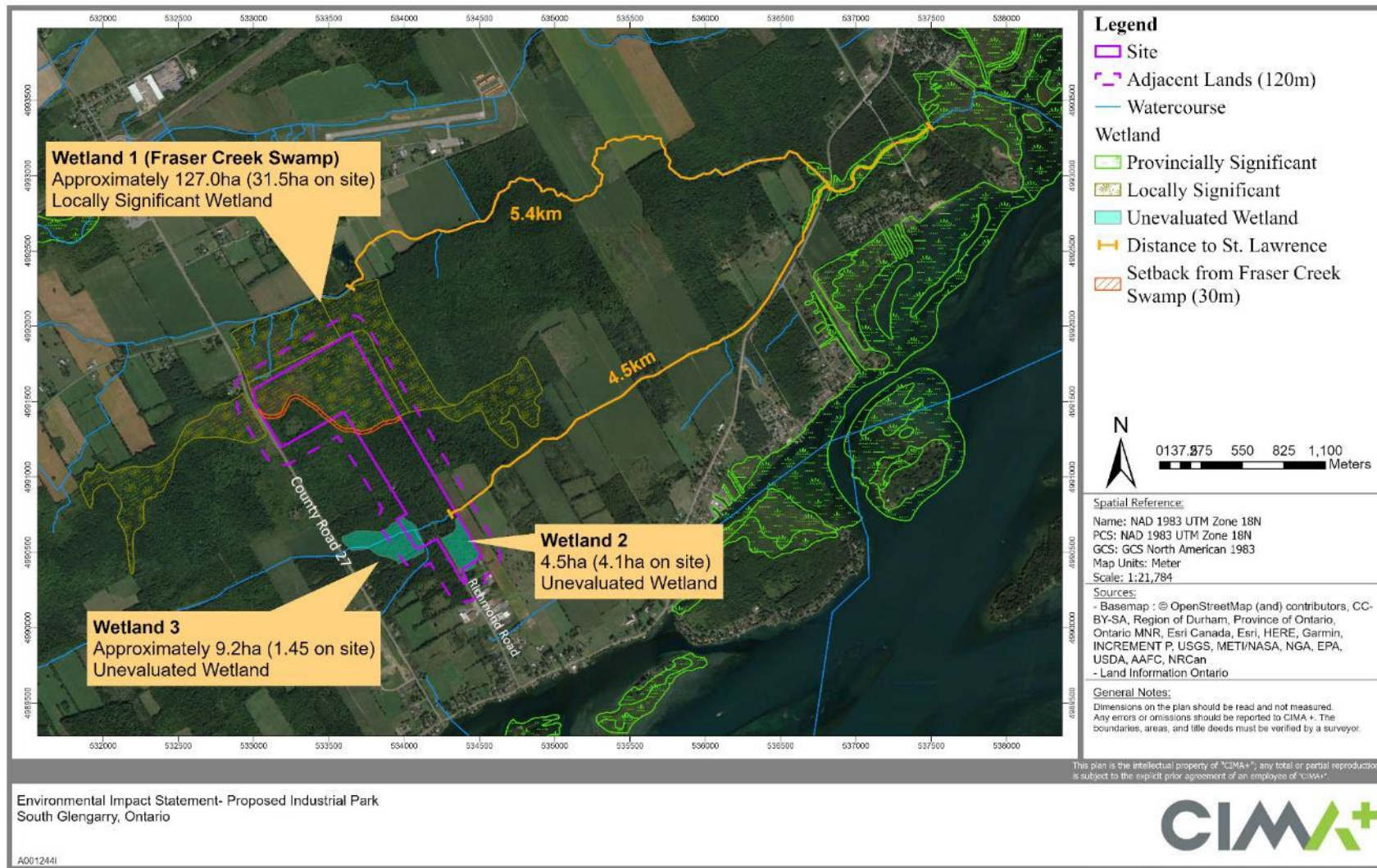
of the St. Lawrence River. The downstream connection to the St. Lawrence River for these wetlands St. Lawrence River is over 4 km and far exceeds the 2 km maximum distance from the flood line¹.

Recommendations

Wetland 1 is Locally significant and direction from the Township and/or the Conservation Authority is warranted to determine whether Wetland 2 or 3 should be evaluated to determine if they share characteristics of a PSW. All wetlands and their adjacent 30m should be protected until additional information is available. Note that this protection would also require that the same water quantity and quality continues to reach these systems.

¹ Note the mapping for the normal high water mark of the floodline was not readily accessible but in this area is usually near the St. Lawrence River and given the distance, these wetlands would not be near the 2km mark.

Figure 7: Wetland Distance from St. Lawrence



6.1.4 Significant Woodland

The PPS does not permit development in significant woodlands south and east of the Canadian Shield unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The OP has identified the significant woodlands as only being those to the south of the east-west transmission line. The figure below identifies the extent of the potentially significant woodlands following the NHRM (OMNR, 2010), which is what is referred to in the OP.

The NHRM defines a woodland as a treed area, woodlot or forested area. For the purposes of this report, a woodland included any community that was described as a treed swamp (deciduous, coniferous or mixed), tall shrub or low shrub swamp composed of tree species, woodland or forest (regardless of tree size).

The determination of significance is based on the criteria presented in the NHRM (OMNR, 2010): size, ecological function, uncommon characteristics and economical and social functional values. Note that the study area is located within the Raisin River watershed which has an approximate forest cover of 43% (RRCA, 2017). If the woodland meets any one of these criteria, then it is deemed to be significant, and the functions identified should be maintained.

Woodland Size

The stand that is partially within the site is 119.8 ha in size. Based on the forest cover of approximately of 43% (RRCA, 2017) for this area, any forest stand that is ≥ 50 ha should be considered significant. The stand is considered significant in terms of size.

Ecological Functions Criteria

This criterion is based on five factors. The stand is considered significant in terms of ecological functions as it meets the 10 ha minimum size required for proximity, linkages, water protection, and woodland diversity while possessing the necessary features (Table 5). It also meets the minimum size threshold 8 ha to be significant for woodland interior. It also contained a probable eastern Wood-pewee nesting site. The approximate area of defended territory is shown on Figure 10.

Uncommon Characteristics

The woodland meets the 0.8 ha minimum size criteria but does not possess any rare or unique species compositions.

Economic and Social Functional Values

This site is not known to have a significant economic or social function. It did meet the 10 ha² minimum size threshold and is accessible to ATV and other users. The Township would decide if this were considered significant for social or economic functions.

Recommendations

To evaluate the proposed project's impacts on the woodland, it was assumed that the Proposal would be to remove all of the woodland stand except for the portions in the wetlands. Using these criteria, the stand would continue to provide the same size and ecological functions. However, if social or economic functions are deemed significant, this should be considered during the planning on development. For instance, permitted trails through this property that connect to a larger trail system could be reviewed.

Table 5: Summary of Ecological Functions Sub-Criteria (as per City of Ottawa's Significant Woodland Guidelines, no date)

Factor	Comments/Rational	Meets Minimum Requirements Current	Meets Minimum Requirements After
Woodland interior (includes all forest located at least 100 m from the woodland's perimeter) Minimum size – 8 ha	There was one large interior habitat consisting of 214.3ha, after clearing the upland vegetation on site 202.9ha will remain	Yes	Yes
Proximity to other woodlands or other significant natural heritage features Minimum size – 10 ha* Minimum distance: 30m	There are several channels that pass through the woodland, which do provide seasonal fish habitat.	Yes	Yes
Linkages	The stand does not provide a link to two or more habitats.	No	No

² Note that the NHRM does not provide these minimum values, it provides a range to be established by each municipality. The minimum values used here are those from: City of Ottawa *Significant woodlands: Guidelines for Identification, Evaluation, and Impact Assessment* (2021) and *natural Heritage Assessment Guide for renewable Energy Projects* (December 2010)

Factor	Comments/Rational	Meets Minimum Requirements Current	Meets Minimum Requirements After
Minimum size – 10 ha* No minimum distances.			
Water protection Minimum size – 10 ha* Minimum distance: 30m	There are several channels that pass through the woodlands, which provide seasonal fish habitat.	Yes	Yes
Woodland diversity Minimum size – 10 ha*	These stands did not contain any declining natural communities or a high variety of native diversity through composition or terrain.	No	No

*Note that the NHRM does not provide these minimum values, it provides a range to be established by each municipality. The minimum values used here are those from: City of Ottawa *Significant woodlands: Guidelines for Identification, Evaluation, and Impact Assessment* (2021) and *natural Heritage Assessment Guide for renewable Energy Projects* (December, 2010)

Figure 8: Significant Woodland

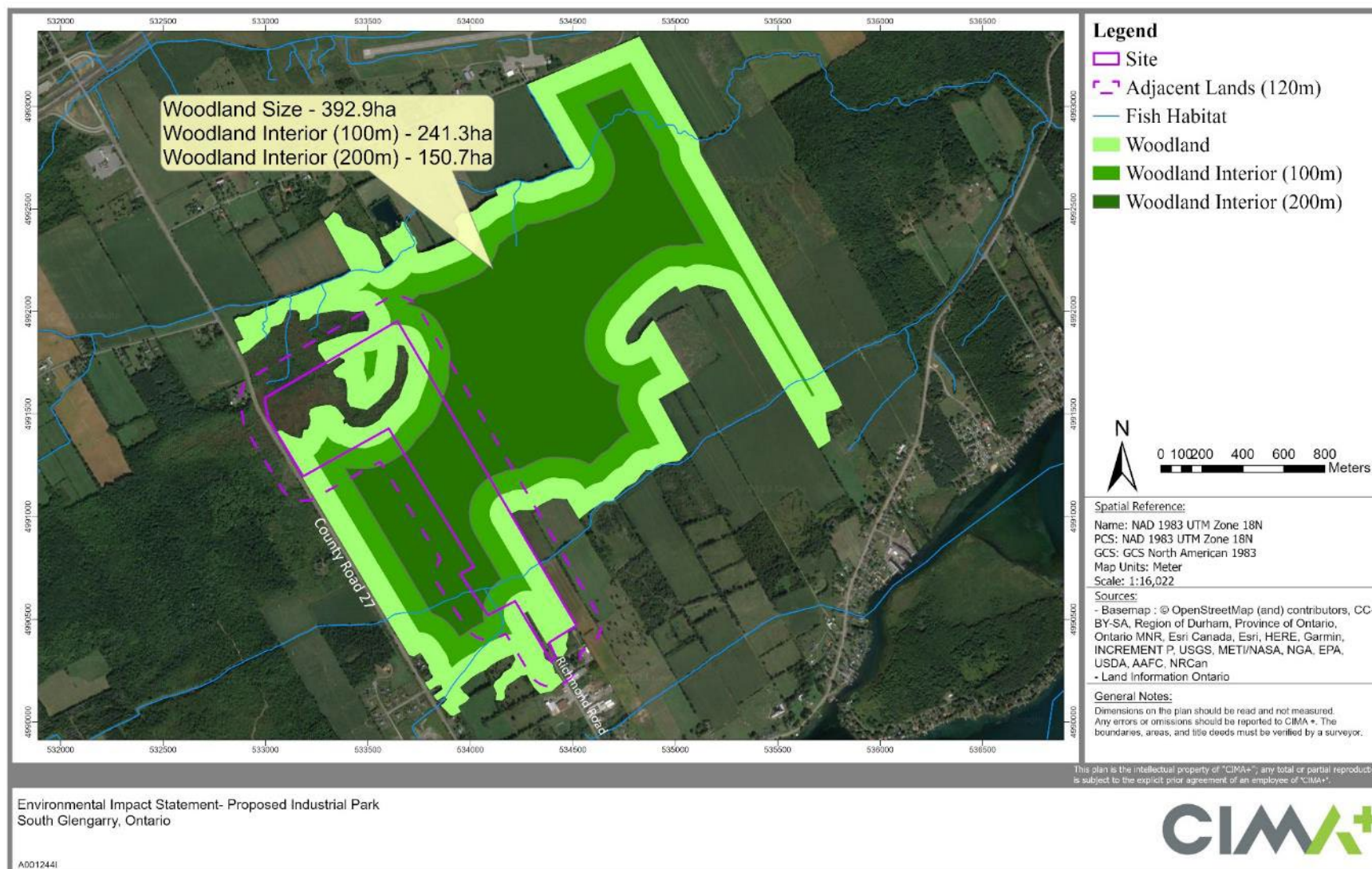


Figure 9: Significant Woodland Post Clearing

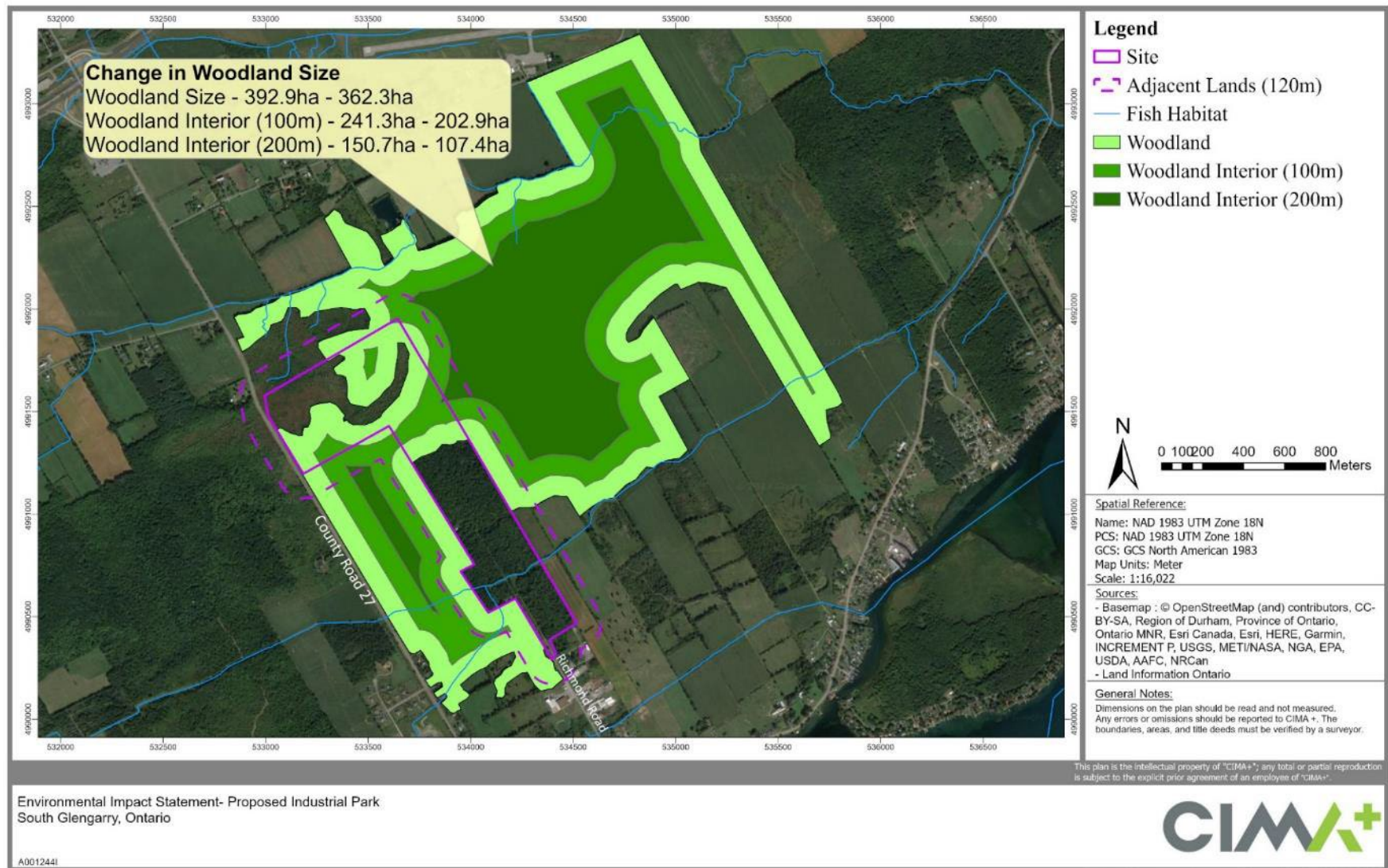
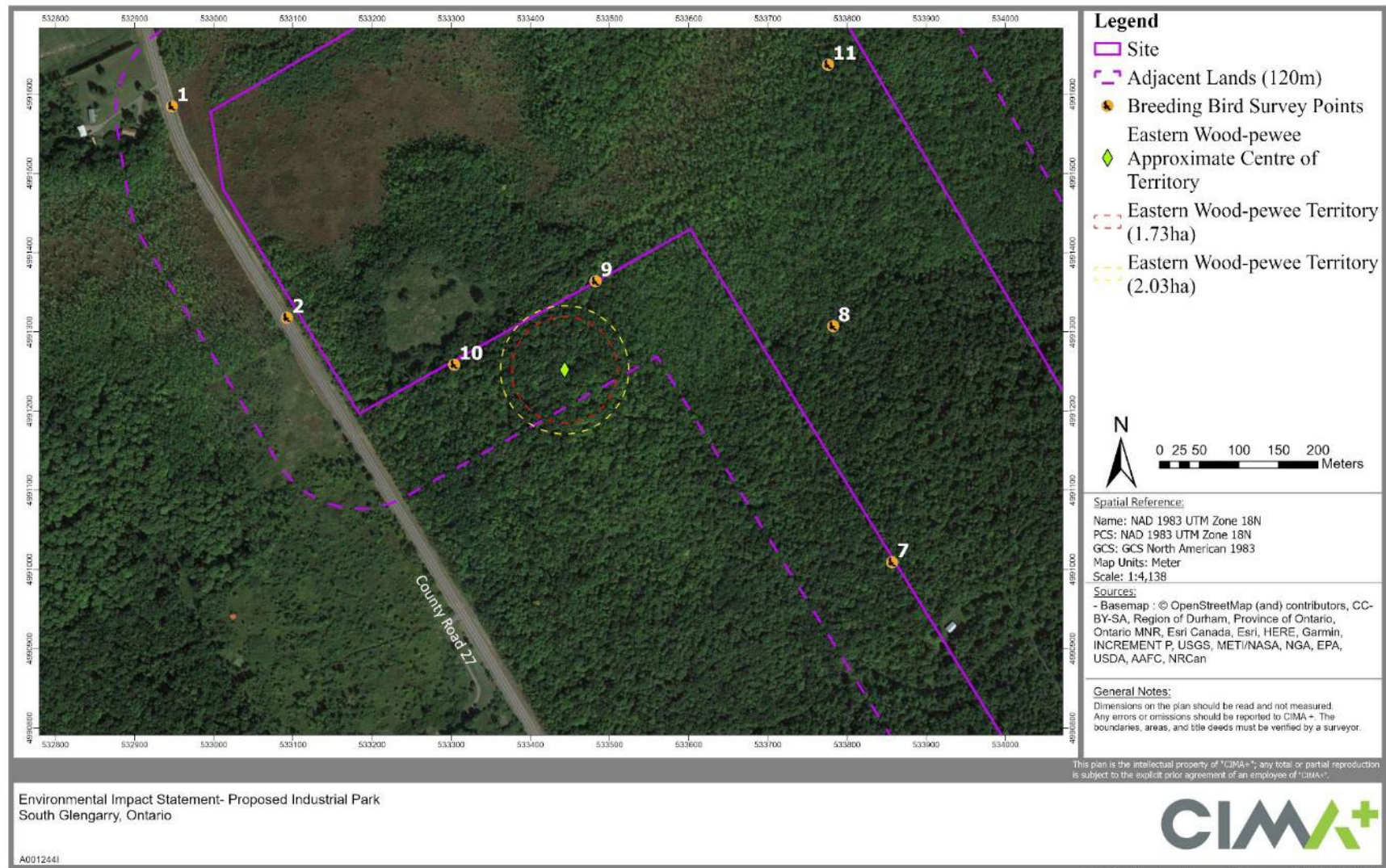


Figure 10: Eastern Wood-pewee Habitat



6.2 Identification of Constraints, Data Gaps and Next Steps

The purpose of this report was to evaluate the known and candidate natural heritage features present within the site as the first step to planning development. The results of this process, data gaps, triggers and next steps are provided in the table below for discussion.

I trust that this report will meet your requirements. Should you have any questions or comments, please contact Michelle Lavictoire.

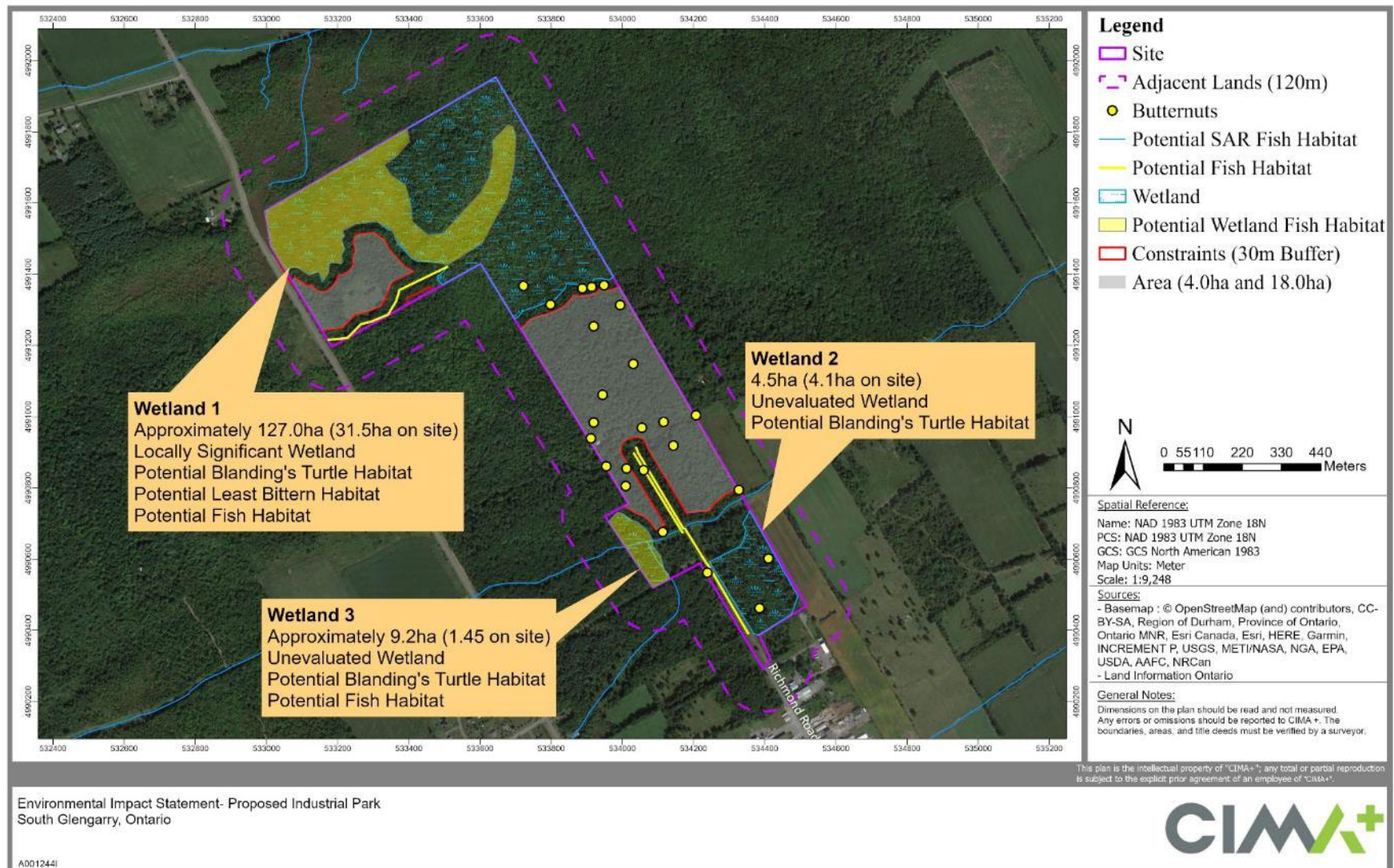
Table 6: Summary of Findings, Data Gaps and Next Steps

Natural Heritage Systems	Present within Site	Present within Adjacent Lands (120m) of Site	Avoidance Measure/ Impacts	Additional Surveys	Timing
Provincially Significant Wetlands		None	n/a	n/a	n/a
Locally Significant Wetlands		Wetland 1 (north side)	No changes in or within 30m of wetland	Delineate the edge of the wetlands as per OWES to allow for setback to be created.	June-September
Unevaluated Wetlands	Wetlands 2 & 3 (swamps on the southwestern side) are over 2ha and unevaluated.		No changes in or within 30m of wetland	Delineate the edge of the wetlands as per OWES to allow for setback to be created.	
			Impacts to wetlands	Completed OWES assessment to determine if either should be considered a PSW. Assessment includes the delineation of the wetland on-site.	
Areas of Natural and Scientific Interest (ANSIs)		None	n/a	n/a	n/a
Significant habitat of Endangered and Threatened Species (SAR)	American Eel, Cutlip Minnow		No work below high-water mark of identified unnamed channel and no alterations to water quality or quantity reaching fish habitat	None	n/a
			Potential water crossing (i.e., culvert) or indirect impacts to unnamed channel	Fish habitat survey of unnamed drain if crossing needed; Known fish habitat so sampling only if suitable Cutlip Minnow habitat is found. Avoidance measures for American Eel could be applied if culvert needs to be installed.	April to October

Natural Heritage Systems	Present within Site	Present within Adjacent Lands (120m) of Site	Avoidance Measure/ Impacts	Additional Surveys	Timing
	Blanding's Turtle	No changes in or within 30m of wetland or watercourses		Delineate the edge of all wetlands as per OWES, Delineate edge of suitable watercourses.	June - September
				Establish the edge of Category 2 habitat (which includes the lands within 30m of wetland/aquatic habitats)	
		Changes in or within 30m of wetland or watercourses		Assume species presence and contact MECP with potential impacts to Category 3 habitats	June - September
				Delineate the edge of wetlands as per OWES, Delineate edge of suitable watercourses	
	Least Bittern	Changes in or within 500m of Wetland 1		Conduct Blanding's Turtle Assessments	5 visits between ice off and June 15
				None	n/a
	Butternuts	Changes in or within 500m of Wetland 1		Three call back surveys for species	3 visits Early May to mid-July
				Butternut inventory and health assessment.	End of May to August 31. Note survey only valid for 2 years.
	Bats	No removal of trees 10cm or larger in diameter between April 1 and September 30 (inclusive)		None	n/a
		Removal of trees 10cm or larger in diameter during active period		Bat Exit surveys	Within 2 days of clearing vegetation

Natural Heritage Systems	Present within Site	Present within Adjacent Lands (120m) of Site	Avoidance Measure/ Impacts	Additional Surveys	Timing
Significant Valleyland		None	n/a	n/a	n/a
Fish Habitat (all species)	Present or potentially present		Avoid work in and within 30m of all known and candidate fish habitat, including trail ditches, and ensure no changes to water quantity or flow.	None	n/a
			Impacts to trail ditches	Confirm absence of fish habitat from this candidate area, fish community sampling and habitat description	Early spring
			Impacts to Wetland 3		
			Impacts to Wetland 1 and associated channels		

Figure 11: Natural Heritage Constraints



7. REFERENCES

Bradley, David. (2007). Southern Ontario Vascular Plant Species List. Prepared by Southern Science and Information Section, Ontario Ministry of Natural Resources, Peterborough, Ontario. 57pp.

Broders, H., Forbes, G., Woodley, S. & Thompson, I. (2006). Range extent and stand selection for roosting and foraging in forest-dwelling northern long eared bats and little brown myotis in the greater Fundy ecosystem, New Brunswick. *Journal of Wildlife Management* 70: 5.

COSEWIC. (2003). COSEWIC assessment and status report on the Butternut *Juglans cinerea* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vii + 32 pp.

COSEWIC. (2006). COSEWIC assessment and status report on the American Eel *Anguilla rostrata* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. x + 71 pp.

COSEWIC. (2007). COSEWIC assessment and update status report on the Chimney Swift *Chaetura pelagica* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vii + 49 pp.

COSEWIC. (2009). COSEWIC assessment and update status report on the Least Bittern *Ixobrychus exilis* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 36 pp.

COSEWIC. (2009). COSEWIC assessment and status report on the Whip-poor-will *Caprimulgus vociferus* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 28 pp.

COSEWIC. (2010). COSEWIC assessment and status report on the Bobolink *Dolichonyx oryzivorus* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 42 pp.

COSEWIC. (2011b). COSEWIC assessment and status report on the Eastern Meadowlark *Sturnella magna* on the Status of Endangered Wildlife in Canada. Ottawa. x + 40 pp.

COSEWIC. (2013). COSEWIC assessment and status report on the Bank Swallow *Riparia riparia* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. ix + 48 pp.

COSEWIC. 2013. COSEWIC assessment and status report on the Cutlip Minnow *Exoglossum maxillingua* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. x + 35 pp.

COSEWIC. 2016. COSEWIC assessment and status report on the Blanding's Turtle *Emydoidea blandingii*, Nova Scotia population and Great Lakes/St. Lawrence population, in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. xix + 110 pp.

COSEWIC. (2017). COSEWIC assessment and status report on the Lake Sturgeon *Acipenser fulvescens*, Western Hudson Bay populations, Saskatchewan-Nelson River populations, Southern Hudson Bay James Bay populations and Great Lakes-Upper St. Lawrence populations in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. xxx + 153 pp.

Eder, T. (2002). Mammals of Ontario. Lone Pine. Alberta, Canada.

Environment Canada. (2021). National Climate Data and Information Archive – OTTAWA INTL A. Accessed Online November 1, 2021. from: <http://climate.weatheroffice.gc.ca>.

Humphrey, C. (2017). Recovery Strategy for the Eastern Small-footed Myotis *Myotis leibii* in Ontario. Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources and Forestry, Peterborough, Ontario. vii + 76 pp.

Lee, H.T., Bakowsky, W.D., Riley, J., Bowles, J., Puddister, M., Uhlig, P., and McMurray, S. (1998). Ecological Land Classification for Southern Ontario: First Approximation and Its Application. Ontario Ministry of Natural Resources, Southcentral Section, Science Development and Transfer Branch. SCSS Field Guide FG-02.

McCracken, J.D., R.A. Reid, R.B. Renfrew, B. Frei, J.V. Jalava, A. Cowie, & A.R. Couturier. (2013). Recovery Strategy for the Bobolink (*Dolichonyx oryzivorus*) Fourth Biennial Conference on the Conservation of America's Grasslands: Conference Proceedings and Eastern Meadowlark (*Sturnella magna*) in Ontario. Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources, Peterborough, Ontario. viii + 88 pp.

Menzel, M, S. Owen, W. Edwards, P. Wood, B. Chapman & Miller, K. (2002). Roost tree selection by northern long-eared bat (*Myotis septentrionalis*) maternity colonies in an industrial forest of the central Appalachian Mountains. *Forest Ecology and Management* 155:107-114.

Newmaster, S.G., A. Lehela, P.W.C Uhlig, S. McMurray and M.J. Oldham. (1998). Ontario plant list. Ontario Ministry of Natural Resources, Ontario Forest Research Institute, Sault Ste. Marie, ON, Forest Research Information Paper No. 123. 550 pp. + appendices.

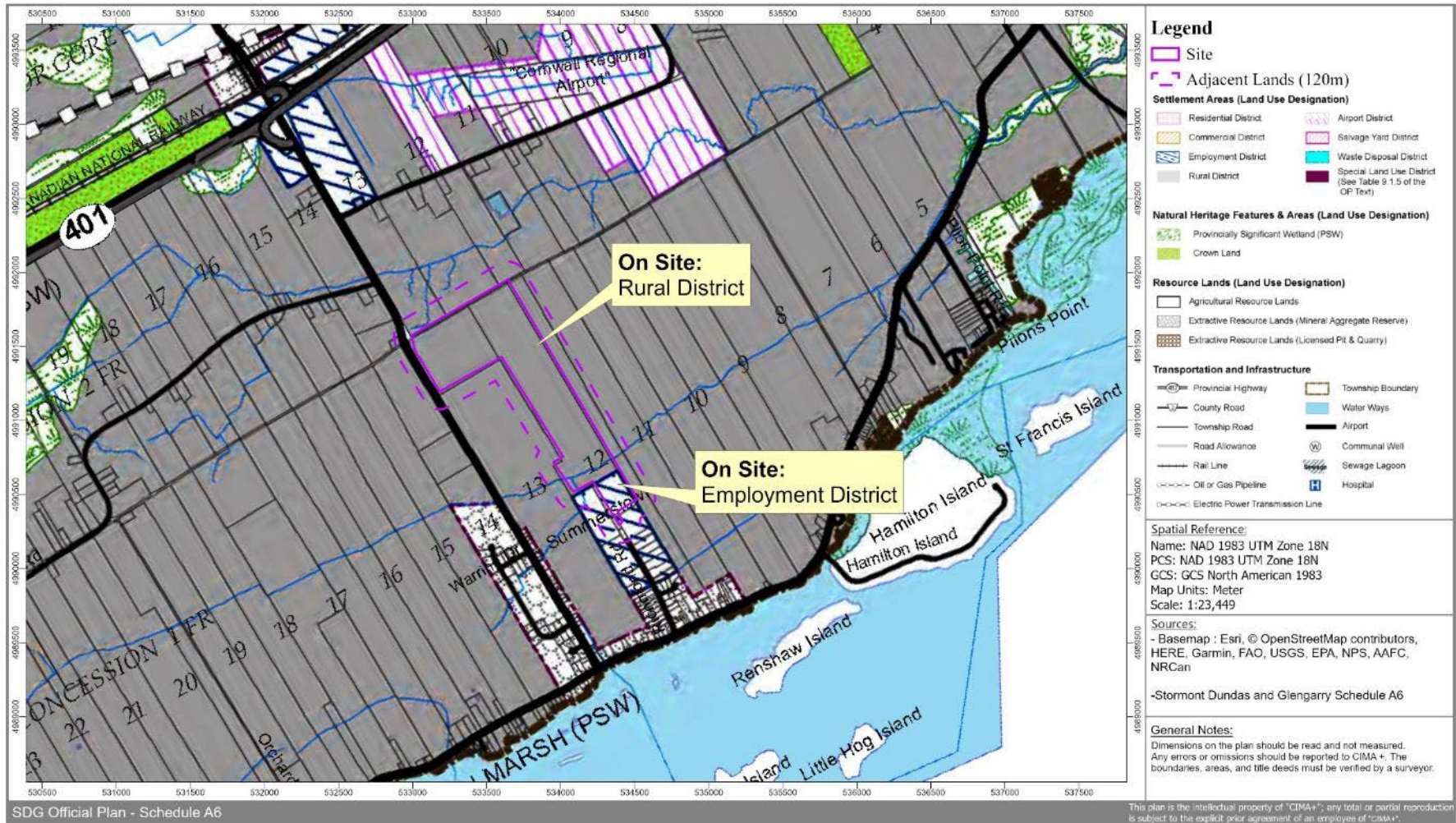
OMNR (2000). Significant Wildlife Habitat Technical Guide. Fish and Wildlife Branch Wildlife Section. Science Development and Transfer Branch. Southcentral Sciences Section. viii + 384 pp.

- OMNR. (2010). Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2005. Ontario Ministry of Natural Resources. Second Edition: xi + 233 pp
- OMNR. (2011). Bats and Bat Habitat: Guidelines for Wind Power Projects. Second Edition. 24 pp
- OMNR. (2013). Ontario Wetland Evaluation System 3rd. Edition Version 3.3. viii + 284pp.
- OMNRF. (2014). Land Information Ontario.
- OMNRF (2014). Draft Survey Protocol for Eastern Meadowlark (*Sturnella magna*) in Ontario. Ontario Ministry of Natural Resources and Forestry, Peterborough, Ontario. ii + 20pp.
- OMNRF. (2015). Significant Wildlife Habitat Criteria Schedules for Ecoregions 6E. Ontario Ministry of Natural Resources and Forestry, Regional Operations Division, Peterborough. i + 38 pp.
- OMNRF. (2018). Bobolink General Habitat Description. Accessed Online January 23, 2019 from: <https://www.ontario.ca/page/bobolink-general-habitat-description>
- OMNRF. (2018). General Habitat Description for the Eastern Meadowlark (*Sturnella magna*). Accessed Online January 23, 2019 from: http://files.ontario.ca/environment-and-energy/species-at-risk/mnr_sar_ghd_est_mdwlrk_en.pdf
- OMNRF (2019). Evaluated Wetlands. https://ws.lioservices.lrc.gov.on.ca/arcgis1071a/rest/services/LIO_OPEN_DATA/LIO_Open01/MapServer/16
- Ontario Provincial Policy Statement. (2020).
- OMNR. (2011). Bats and Bat Habitats: Guidelines for Wind Power Projects. pp. 24.
- Peterson, R.T. (1980). A field guide to the birds: A completely new guide to all the birds of eastern and central North America. Houghton Mifflin Company, Boston.
- United Counties of Stormont, Dundas, and Glengarry. (2017). Official Plan –156 pp + schedules
- Yates, M.D. & Muzika, R.M. (2006). Effect of forest structure and fragmentation on site occupancy of bat species in Missouri Ozark Forests. *Journal of Wildlife Management* 70: 1238-1248.

A

Appendix A Background Information

Schedule A6



SDG Official Plan - Schedule A6

Environmental Impact Statement
Summerstown, ON

A001244I

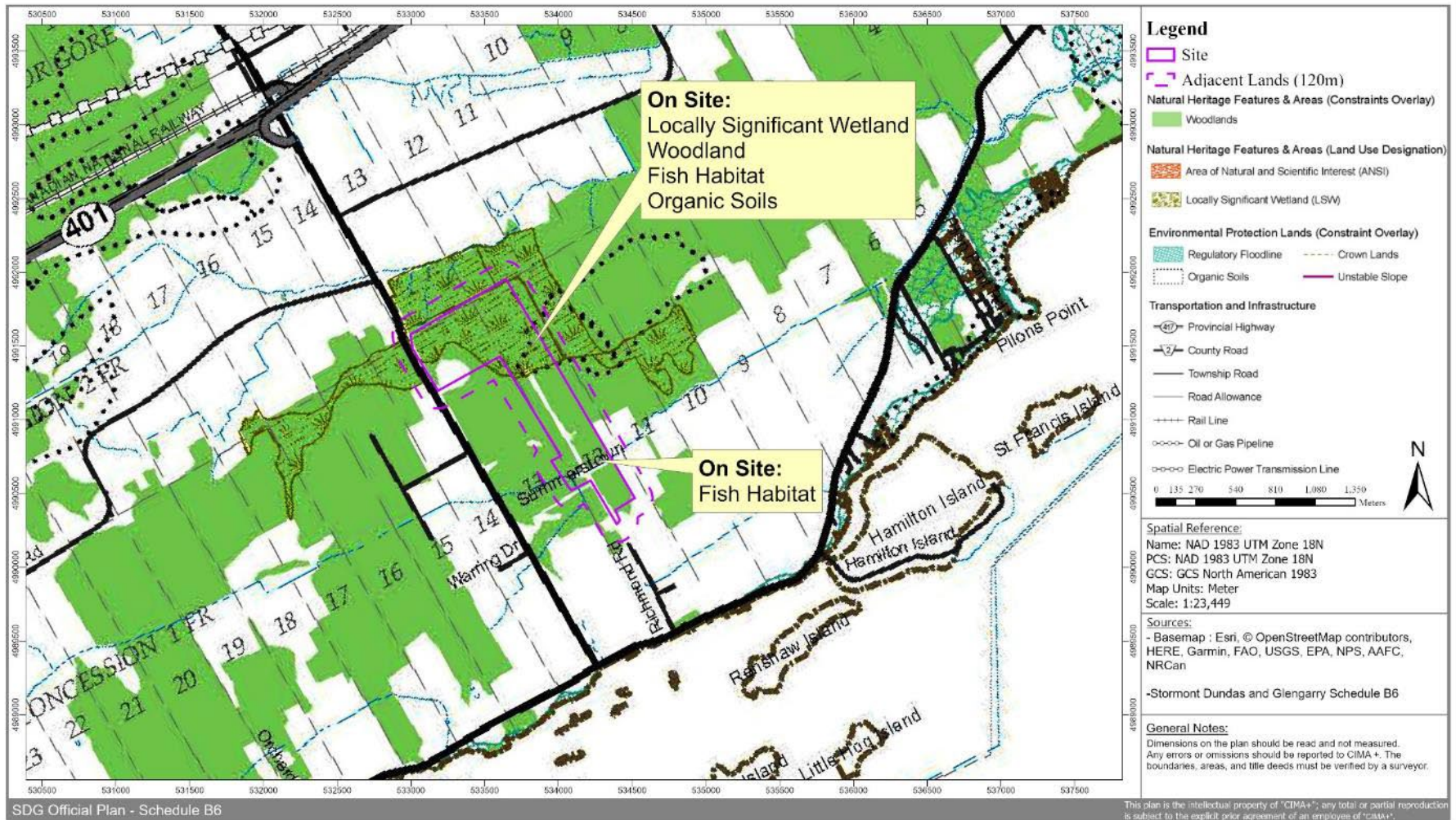


Figure by : A. Quinsey
Verified by : M. Laviolette

CIMA+

Revision 00 - Issued for report - February 27, 2023 11:28:13 AM

Schedule B6



Environmental Impact Statement
Summerstown, ON

A0012441



Figure by: A. Quinsey
Verified by: M. Lavictoire

Revision 00 - Issued for report - February 27, 2023 11:23:55 AM

Provincial Background Mapping



Environmental Impact Statement
Summerstown, ON

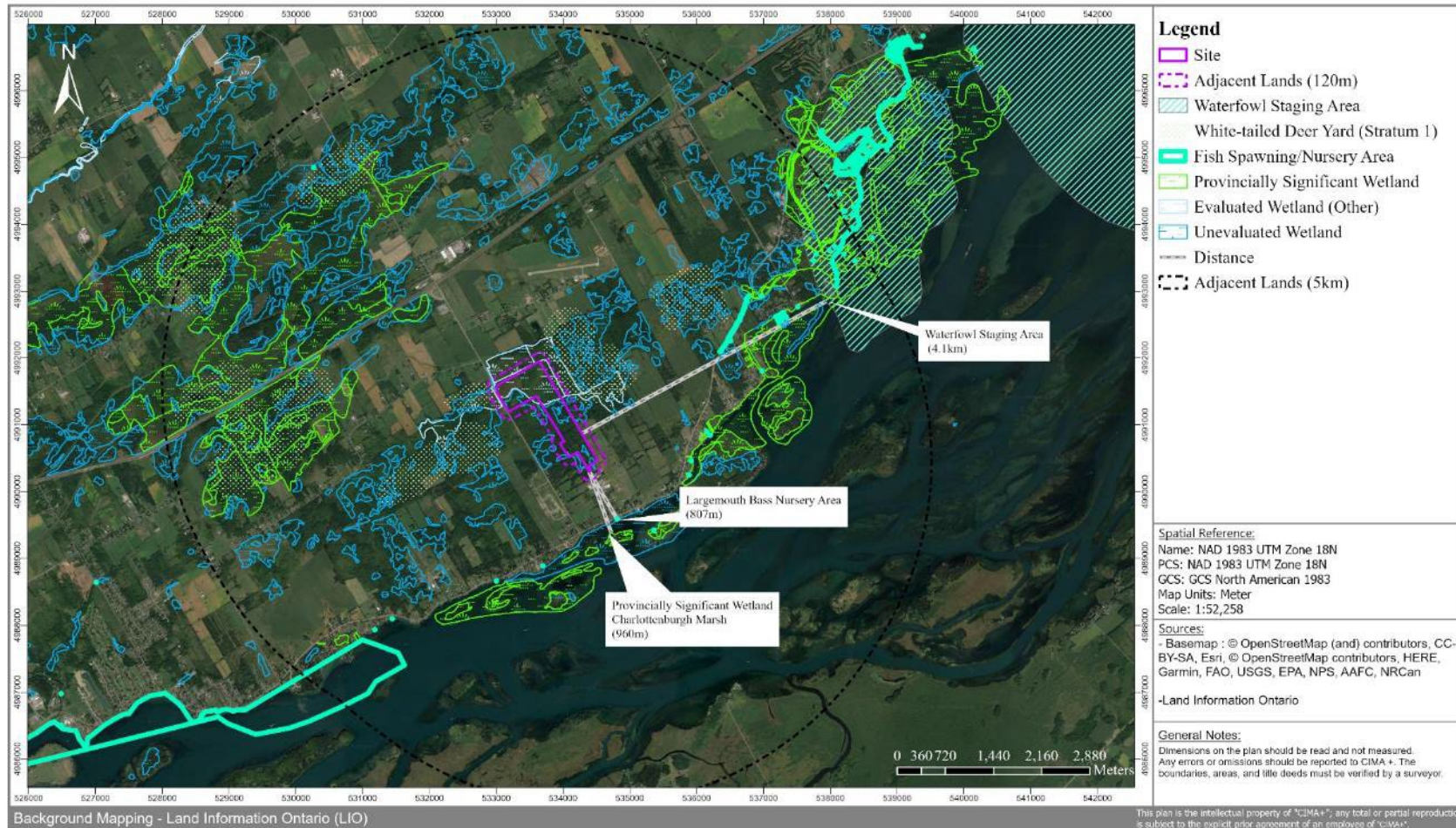
Figure by : A. Quinsey
Verified by : M. Lavioire



Ref # : Project#-Phase#-Foldout#

Revision 00 - - Issued for report - March 31, 2022 11:29:39 AM

Background Mapping (5km)



Environmental Impact Statement
Summerstown, ON

Figure by : A. Quinsey
Verified by : M. Lavictoire



Ref # : Project#-Phase#-Folder#

Revision 00 - - Issued for report - March 31, 2022 11:52:51 AM

ATLAS of Breeding Birds in Ontario
Squares 18WQ28, 18WQ29, 18WQ39, 18WQ38 (applicable for the Proposed Industrial Park Project)

Common Name	Scientific Name	ABBO Category	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Canada Goose	<i>Branta canadensis</i>	Confirmed	S5	no status	no status
Wood Duck	<i>Aix sponsa</i>	Confirmed	S5	no status	no status
Gadwall	<i>Anas strepera</i>	Confirmed	S4	no status	no status
American Black Duck	<i>Anas rubripes</i>	Confirmed	S4	no status	no status
Mallard	<i>Anas platyrhynchos</i>	Confirmed	S5	no status	no status
Northern Shoveler	<i>Anas clypeata</i>	Confirmed	S4	no status	no status
Northern Pintail	<i>Anas acuta</i>	Probable	S5	no status	no status
Green-winged Teal	<i>Anas crecca</i>	Confirmed	S4	no status	no status
Blue-winged Teal	<i>Anas discors</i>	Confirmed	S4	no status	no status
Redhead	<i>Aythya americana</i>	Probable	S2B,S4N	no status	no status
Common Goldeneye	<i>Bucephala clangula</i>	Confirmed	S5	no status	no status
Common Merganser	<i>Mergus merganser</i>	Confirmed	S5B,S5N	no status	no status
Ruffed Grouse	<i>Bonasa umbellus</i>	Confirmed	S4	no status	no status
Wild Turkey	<i>Meleagris gallopava</i>	Confirmed	S5	no status	no status
Pied-billed Grebe	<i>Podilymbus podiceps</i>	Confirmed	S4B, S4N	no status	no status
Double-crested Cormorant	<i>Phalacrocorax auritus</i>	Confirmed	S5B	no status	no status
American Bittern	<i>Botaurus lentiginosus</i>	Confirmed	S4B	no status	no status
Least Bittern	<i>Ixobrychus exilis</i>	Confirmed	S4B	THR	THR
Great Blue Heron	<i>Ardea herodias</i>	Possible	S4	no status	no status
Green Heron	<i>Butorides virescens</i>	Confirmed	S4B	no status	no status
Turkey Vulture	<i>Cathartes aura</i>	Probable	S5B	no status	no status
Osprey	<i>Pandion haliaetus</i>	Confirmed	S5B	no status	no status
Northern Harrier	<i>Circus cyaneus</i>	Confirmed	S4B	no status	no status
Sharp-shinned Hawk	<i>Accipiter striatus</i>	Confirmed	S5	no status	no status
Cooper's Hawk	<i>Accipiter cooperii</i>	Possible	S4	no status	no status
Red-tailed Hawk	<i>Buteo jamaicensis</i>	Confirmed	S5	no status	no status
American Kestrel	<i>Falco sparverius</i>	Confirmed	S4	no status	no status
Virginia Rail	<i>Rallus limicola</i>	Confirmed	S5B	no status	no status
Sora	<i>Porzana carolina</i>	Probable	S4B	no status	no status
Common Gallinule	<i>Gallinula galeata</i>	Confirmed	S4B	no status	no status
American Coot	<i>Fulica americana</i>	Probable	S4B	no status	no status
Killdeer	<i>Charadrius vociferus</i>	Confirmed	S5B, S5N	no status	no status
Spotted Sandpiper	<i>Actitis macularia</i>	Confirmed	S5	no status	no status
Upland Sandpiper	<i>Bartramia longicauda</i>	Confirmed	S4B	no status	no status
Common Snipe	<i>Gallinago delicata</i>	Confirmed	S5B	no status	no status

Common Name	Scientific Name	ABBO Category	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
American Woodcock	<i>Scolopax minor</i>	Probable	S4B	no status	no status
Ring-billed Gull	<i>Larus delawarensis</i>	Confirmed	S5B, S4N	no status	no status
Herring Gull	<i>Larus argentatus</i>	Possible	S5B, S5N	no status	no status
Black Tern	<i>Chlidonias niger</i>	Confirmed	S3B	SC	no status
Common Tern	<i>Sterna hirundo</i>	Confirmed	S4B	no status	no status
Rock Pigeon	<i>Columba livia</i>	Confirmed	SNA	no status	no status
Mourning Dove	<i>Zenaida macroura</i>	Confirmed	S5	no status	no status
Black/Yellow-billed Cuckoo	<i>Coccyzus erythrophthalmus/americanus</i>	Possible	S5B, S4B	no status	no status
Black-billed Cuckoo	<i>Coccyzus erythrophthalmus</i>	Possible	S5B	no status	no status
Eastern Screech-Owl	<i>Megascops asio</i>	Probable	S4	no status	no status
Great Horned Owl	<i>Bubo virginianus</i>	Possible	S4	no status	no status
Common Nighthawk	<i>Chordeiles minor</i>	Probable	S4B	SC	THR
Chimney Swift	<i>Chaetura pelagica</i>	Probable	S4B, S4N	THR	THR
Ruby-throated Hummingbird	<i>Archilochus colubris</i>	Confirmed	S5B	no status	no status
Belted Kingfisher	<i>Ceryle alcyon</i>	Confirmed	S4B	no status	no status
Yellow-bellied Sapsucker	<i>Sphyrapicus varius</i>	Confirmed	S5B	no status	no status
Downy Woodpecker	<i>Picoides pubescens</i>	Confirmed	S5	no status	no status
Hairy Woodpecker	<i>Picoides villosus</i>	Confirmed	S5	no status	no status
Northern Flicker	<i>Colaptes auratus</i>	Confirmed	S4B	no status	no status
Pileated Woodpecker	<i>Dryocopus pileatus</i>	Probable	S5	no status	no status
Eastern Wood-Pewee	<i>Contopus virens</i>	Confirmed	S4B	SC	SC
Alder Flycatcher	<i>Empidonax alnorum</i>	Confirmed	S5B	no status	no status
Willow Flycatcher	<i>Empidonax traillii</i>	Probable	S5B	no status	no status
Least Flycatcher	<i>Empidonax minimus</i>	Confirmed	S4B	no status	no status
Eastern Phoebe	<i>Sayornis phoebe</i>	Confirmed	S5B	no status	no status
Great Crested Flycatcher	<i>Myiarchus crinitus</i>	Confirmed	S4B	no status	no status
Eastern Kingbird	<i>Tyrannus tyrannus</i>	Confirmed	S4B	no status	no status
Blue-headed Vireo	<i>Vireo solitarius</i>	Probable	S5B	no status	no status
Warbling Vireo	<i>Vireo gilvus</i>	Confirmed	S5B	no status	no status
Red-eyed Vireo	<i>Vireo olivaceus</i>	Confirmed	S5B	no status	no status
Blue Jay	<i>Cyanocitta cristata</i>	Confirmed	S5	no status	no status
American Crow	<i>Corvus brachyrhynchos</i>	Confirmed	S5B	no status	no status
Horned Lark	<i>Eremophila alpestris</i>	Possible	S5B	no status	no status

Common Name	Scientific Name	ABBO Category	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Purple Martin	<i>Progne subis</i>	Confirmed	S3S4B	no status	no status
Tree Swallow	<i>Tachycineta bicolor</i>	Confirmed	S4B	no status	no status
Northern Rough-winged Swallow	<i>Stelgidopteryx serripennis</i>	Confirmed	S4B	no status	no status
Bank Swallow	<i>Riparia riparia</i>	Confirmed	S4B	THR	THR
Cliff Swallow	<i>Petrochelidon pyrrhonota</i>	Confirmed	S4B	no status	no status
Barn Swallow	<i>Hirundo rustica</i>	Confirmed	S4B	SC	THR
Black-capped Chickadee	<i>Poecile atricapilla</i>	Confirmed	S5	no status	no status
Red-breasted Nuthatch	<i>Sitta canadensis</i>	Possible	S5	no status	no status
White-breasted Nuthatch	<i>Sitta carolinensis</i>	Confirmed	S5	no status	no status
House Wren	<i>Troglodytes aedon</i>	Confirmed	S5B	no status	no status
Marsh Wren	<i>Cistothorus palustris</i>	Confirmed	S4B	no status	no status
Golden-crowned Kinglet	<i>Regulus satrapa</i>	Probable	S5B	no status	no status
Eastern Bluebird	<i>Sialia sialis</i>	Confirmed	S5B	no status	no status
Veery	<i>Catharus fuscescens</i>	Confirmed	S4B	no status	no status
Swainson's Thrush	<i>Catharus ustulatus</i>	Probable	S4B	no status	no status
Hermit Thrush	<i>Catharus guttatus</i>	Possible	S5B	no status	no status
Wood Thrush	<i>Hylocichla mustelina</i>	Confirmed	S4B	SC	THR
American Robin	<i>Turdus migratorius</i>	Confirmed	S5B	no status	no status
Gray Catbird	<i>Dumetella carolinensis</i>	Confirmed	S4B	no status	no status
Brown Thrasher	<i>Toxostoma rufum</i>	Confirmed	S4B	no status	no status
European Starling	<i>Sturnus vulgaris</i>	Confirmed	SNA	no status	no status
Cedar Waxwing	<i>Bombycilla cedrorum</i>	Confirmed	S5B	no status	no status
Nashville Warbler	<i>Vermivora ruficapilla</i>	Confirmed	S5B	no status	no status
Yellow Warbler	<i>Dendroica petechia</i>	Confirmed	S5B	no status	no status
Chestnut-sided Warbler	<i>Dendroica pensylvanica</i>	Confirmed	S5B	no status	no status
Magnolia Warbler	<i>Dendroica magnolia</i>	Probable	S5B	no status	no status
Yellow-rumped Warbler	<i>Dendroica coronata</i>	Probable	S5B	no status	no status
Black-throated Green Warbler	<i>Dendroica virens</i>	Probable	S5B	no status	no status
Blackburnian Warbler	<i>Dendroica fusca</i>	Possible	S5B	no status	no status
Pine Warbler	<i>Dendroica pinus</i>	Possible	S5B	no status	no status
Black-and-white Warbler	<i>Mniotilta varia</i>	Confirmed	S5B	no status	no status

Common Name	Scientific Name	ABBO Category	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
American Redstart	<i>Setophaga ruticilla</i>	Confirmed	S5B	no status	no status
Ovenbird	<i>Seiurus aurocapillus</i>	Confirmed	S4B	no status	no status
Northern Waterthrush	<i>Seiurus noveboracensis</i>	Confirmed	S5B	no status	no status
Mourning Warbler	<i>Oporornis philadelphia</i>	Probable	S4B	no status	no status
Common Yellowthroat	<i>Geothlypis trichas</i>	Confirmed	S5B	no status	no status
Canada Warbler	<i>Wilsonia canadensis</i>	Possible	S4B	SC	THR
Chipping Sparrow	<i>Spizella passerina</i>	Confirmed	S5B	no status	no status
Field Sparrow	<i>Spizella pusilla</i>	Confirmed	S4B	no status	no status
Vesper Sparrow	<i>Pooecetes gramineus</i>	Confirmed	S4B	no status	no status
Savannah Sparrow	<i>Passerculus sandwichensis</i>	Confirmed	S4B	no status	no status
Grasshopper Sparrow	<i>Ammodramus savannarum</i>	Confirmed	S4B	SC	no status
Song Sparrow	<i>Melospiza melodia</i>	Confirmed	S5B	no status	no status
Swamp Sparrow	<i>Melospiza georgiana</i>	Confirmed	S5B	no status	no status
White-throated Sparrow	<i>Zonotrichia albicollis</i>	Confirmed	S5B	no status	no status
Dark-eyed Junco	<i>Junco hyemalis</i>	Possible	S5B	no status	no status
Scarlet Tanager	<i>Piranga olivacea</i>	Probable	S4B	no status	no status
Northern Cardinal	<i>Cardinalis cardinalis</i>	Confirmed	S5	no status	no status
Rose-breasted Grosbeak	<i>Pheucticus ludovicianus</i>	Confirmed	S4B	no status	no status
Indigo Bunting	<i>Passerina cyanea</i>	Confirmed	S4B	no status	no status
Bobolink	<i>Dolichonyx oryzivorus</i>	Confirmed	S4B	THR	THR
Red-winged Blackbird	<i>Agelaius phoeniceus</i>	Confirmed	S4	no status	no status
Eastern Meadowlark	<i>Sturnella magna</i>	Confirmed	S4B	THR	THR
Common Grackle	<i>Quiscalus quiscula</i>	Confirmed	S5B	no status	no status
Brown-headed Cowbird	<i>Molothrus ater</i>	Confirmed	S4B	no status	no status
Baltimore Oriole	<i>Icterus galbula</i>	Confirmed	S4B	no status	no status
Purple Finch	<i>Carpodacus purpureus</i>	Confirmed	S4B	no status	no status
House Finch	<i>Carpodacus mexicanus</i>	Confirmed	SNA	no status	no status
American Goldfinch	<i>Carduelis tristis</i>	Confirmed	S5B	no status	no status
House Sparrow	<i>Passer domesticus</i>	Confirmed	SNA	no status	no status

Status Updated March 25, 2021

SRANK DEFINITIONS

S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.

S5 Secure, Common, widespread, and abundant in the nation or state/province.

SNA Not Applicable, A conservation status rank is not applicable because the species is not a suitable target for conservation activities.

S#S# Range Rank, A numeric range rank (e.g., S2S3) is used to indicate any range of uncertainty about the status of the species or community. Ranges cannot skip more than one rank (e.g., SU is used rather than S1S4).

S#B Breeding

S#N Non-Breeding

SARO STATUS DEFINITIONS

THR Threatened: A species that is at risk of becoming endangered in Ontario if limiting factors are not reversed.

SC Special Concern: A species with characteristics that make it sensitive to human activities or natural events.

SARA STATUS DEFINITIONS

THR Threatened, a wildlife species that is likely to become endangered if nothing is done to reverse the factors leading to its extirpation or extinction.

SC Special Concern, a wildlife species that may become threatened or endangered because of a combination of biological characteristics and identified threats.

B

Appendix B Bird Survey Results and Observed Plant List

Common Name	Scientific Name	Survey Point Number																						SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
		1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11			
Canada Goose	<i>Branta canadensis</i>			1																				S5	no status	no status
Wild Turkey	<i>Meleagris gallopava</i>									1			1											S5	no status	no status
Yellow-bellied Sapsucker	<i>Sphyrapicus varius</i>				2													1						S5B	no status	no status
Downy Woodpecker	<i>Picoides pubescens</i>																1							S5	no status	no status
Hairy Woodpecker	<i>Picoides villosus</i>													1				1						S5	no status	no status
Eastern Wood-Pewee	<i>Contopus virens</i>				1	1								1	1	2		1	1	1		1		S4B	SC	SC
Alder Flycatcher	<i>Empidonax alnorum</i>									1														S5B	no status	no status
Least Flycatcher	<i>Empidonax minimus</i>															1					1	1		S4B	no status	no status
Great Crested Flycatcher	<i>Myiarchus crinitus</i>				1												1					1		S4B	no status	no status

Common Name	Scientific Name	Survey Point Number																						SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
		1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11			
Yellow-throated Vireo	<i>Vireo flavifrons</i>																						2	S4B	no status	no status
Warbling Vireo	<i>Vireo gilvus</i>	1					1																	S5B	no status	no status
Philadelphia Vireo	<i>Vireo philadelphicus</i>				1												1							S5B	no status	no status
Red-eyed Vireo	<i>Vireo olivaceus</i>		1			1		3	1			2	2	2	3	2		1	2	2				S5B	no status	no status
Blue Jay	<i>Cyanocitta cristata</i>									1											1			S5	no status	no status
American Crow	<i>Corvus brachyrhynchos</i>					1	3		1		2	1				2		1						S5B	no status	no status
Purple Martin	<i>Progne subis</i>										1												1	S3S4B	no status	no status
Tree Swallow	<i>Tachycineta bicolor</i>																					1		S4B	no status	no status
Black-capped Chickadee	<i>Poecile atricapilla</i>					1	1	1	1			2	1		1					1	1			S5	no status	no status
Red-breasted Nuthatch	<i>Sitta canadensis</i>														1									S5	no status	no status

Common Name	Scientific Name	Survey Point Number																						SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
		1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11			
White-breasted Nuthatch	<i>Sitta carolinensis</i>																1							S5	no status	no status
Veery	<i>Catharus fuscescens</i>						1	1	2				1				2		1			1		S4B	no status	no status
Wood Thrush	<i>Hylocichla mustelina</i>												1	1		1					1		1	S4B	SC	THR
American Robin	<i>Turdus migratorius</i>	2			1	1	1	1	3				2		1	1	2		1		1			S5B	no status	no status
Gray Catbird	<i>Dumetella carolinensis</i>		1			1																		S5B, S3N	no status	no status
Cedar Waxwing	<i>Bombycilla cedrorum</i>	1				6	1	1	1							1		1				1	2	S5B	no status	no status
Blue-winged Warbler	<i>Vermivora pinus</i>							1								1				1				S4B	no status	no status
Yellow Warbler	<i>Dendroica petechia</i>	1				2		1		1	3					1	1	1		1			1	S5B	no status	no status
Chestnut-sided Warbler	<i>Dendroica pensylvanica</i>			1		1	1	2		1												1		S5B	no status	no status
Black-throated Green Warbler	<i>Dendroica virens</i>														1									S5B	no status	no status

Common Name	Scientific Name	Survey Point Number																						SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
		1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11			
American Redstart	<i>Setophaga ruticilla</i>						2	1	1					1			2	1	1		1			S5B	no status	no status
Ovenbird	<i>Seiurus aurocapillus</i>				2	1						1	1	1		1	1	1	1	1	1			S4B	no status	no status
Northern Waterthrush	<i>Seiurus noveboracensis</i>																					1	2	S5B	no status	no status
Mourning Warbler	<i>Oporornis philadelphia</i>							1																S4B	no status	no status
Common Yellowthroat	<i>Geothlypis trichas</i>	1	1		1	1	1		1		2	1												S5B	no status	no status
Eastern Towhee	<i>Pipilo erythrophthalmus</i>			1																				S4B	no status	no status
Song Sparrow	<i>Melospiza melodia</i>		1			2	1			2	1		1							1		1	1	S5B	no status	no status
Swamp Sparrow	<i>Melospiza georgiana</i>	2	1																			1	1	S5B	no status	no status
Dark-eyed Junco	<i>Junco hyemalis</i>																1							S5B	no status	no status
Scarlet Tanager	<i>Piranga olivacea</i>													1			1							S4B	no status	no status

Common Name	Scientific Name	Survey Point Number																						SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
		1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11			
Northern Cardinal	<i>Cardinalis cardinalis</i>					1				1								1			1			S5	no status	no status
Rose-breasted Grosbeak	<i>Pheucticus ludovicianus</i>								1			1												S4B	no status	no status
Red-winged Blackbird	<i>Agelaius phoeniceus</i>	3	2	1																1				S4	no status	no status
Common Grackle	<i>Quiscalus quiscula</i>	3		2													1			1				S5B	no status	no status
Baltimore Oriole	<i>Icterus galbula</i>			1																				S4B	no status	no status
House Finch	<i>Carpodacus mexicanus</i>	1																						SNA	no status	no status
American Goldfinch	<i>Carduelis tristis</i>	1	1	5					1	1													1	S5B	no status	no status

SRANK DEFINITIONS

- S3 Vulnerable, Vulnerable in the nation or state/province due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.
- S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.
- S5 Secure, Common, widespread, and abundant in the nation or state/province.
- SNA Not Applicable, A conservation status rank is not applicable because the species is not a suitable target for conservation activities.

S#S# Range Rank, A numeric range rank (e.g., S2S3) is used to indicate any range of uncertainty about the status of the species or community. Ranges cannot skip more than one rank (e.g., SU is used rather than S1S4).

S#B Breeding

S#N Non-Breeding

SARO STATUS DEFINITIONS

SC Special Concern: A species with characteristics that make it sensitive to human activities or natural events.

SARA STATUS DEFINITIONS

THR Threatened, a wildlife species that is likely to become endangered if nothing is done to reverse the factors leading to its extirpation or extinction.

Common Name	Scientific Name	Coefficient of Conservatism	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Sensitive Fern	<i>Onoclea sensibilis</i>	4	S5	no status	no status
Christmas Fern	<i>Polystichum acrostichoides</i>	5	S5	no status	no status
Field Horsetail	<i>Equisetum arvense</i>	0	S5	no status	no status
Scouring Rush	<i>Equisetum hyemale ssp. affine</i>	2	S5	no status	no status
Interrupted Fern	<i>Osmunda claytoniana</i>	7	S5	no status	no status
Royal Fern	<i>Osmunda regalis var. spectabilis</i>	7	S5	no status	no status
Northern Maidenhair Fern	<i>Adiantum pedatum</i>	7	S5	no status	no status
Eastern Red Cedar	<i>Juniperus virginiana</i>		S5	no status	no status
White Pine	<i>Pinus strobus</i>	4	S5	no status	no status
Eastern Hemlock	<i>Tsuga canadensis</i>	7	S5	no status	no status
Manitoba Maple	<i>Acer negundo</i>	0	S5	no status	no status
Striped Maple	<i>Acer pensylvanicum</i>	7	S5	no status	no status
Red Maple	<i>Acer rubrum</i>	4	S5	no status	no status
Silver Maple	<i>Acer saccharinum</i>	5	S5	no status	no status
Sugar Maple	<i>Acer saccharum</i>	4	S5	no status	no status
Black Maple	<i>Acer nigrum</i>	7	S4?	no status	no status
Freeman's Maple	<i>Acer X freemanii</i>		SNR	no status	no status
Poison-ivy	<i>Rhus radicans ssp. negundo</i>	5	S5	no status	no status
Staghorn Sumac	<i>Rhus typhina</i>	1	S5	no status	no status
Water-hemlock sp.	<i>Cicuta sp.</i>			no status	no status
Wild Carrot	<i>Daucus carota</i>		SNA	no status	no status
Wild Parsnip	<i>Pastinaca sativa</i>		SNA	no status	no status
Winterberry	<i>Ilex verticillata</i>	5	S5	no status	no status
Wild Sarsaparilla	<i>Aralia nudicaulis</i>	4	S5	no status	no status
Wild Ginger	<i>Asarum canadense</i>	6	S5	no status	no status
Common Milkweed	<i>Asclepias syriaca</i>	0	S5	no status	no status
Common Yarrow	<i>Achillea millefolium ssp. millefolium</i>	0	SNA	no status	no status
Annual Ragweed	<i>Ambrosia artemisiifolia var. elatior</i>	0	S5	no status	no status
Common Burdock	<i>Arctium minus ssp. minus</i>	0	SNA	no status	no status
Heath Aster	<i>Aster ericoides ssp. ericoides</i>	4	S5	no status	no status
Large-leaved Aster	<i>Aster macrophyllus</i>	5	S5	no status	no status
New England Aster	<i>Aster novae-angliae</i>	2	S5	no status	no status
Devil's Beggar-ticks	<i>Bidens frondosa</i>	3	S5	no status	no status
Spotted Knapweed	<i>Centaurea maculosa</i>		SE5	no status	no status
Chicory	<i>Cichorium intybus</i>		SNA	no status	no status
Bull Thistle	<i>Cirsium vulgare</i>		SNA	no status	no status
Pilewort	<i>Erechtites hieracifolia</i>	2	S5	no status	no status
Daisy Fleabane	<i>Erigeron annuus</i>	0	S5	no status	no status
Lesser Daisy Fleabane	<i>Erigeron strigosus</i>	0	S5	no status	no status
Common Boneset	<i>Eupatorium perfoliatum</i>	2	S5	no status	no status
White Snakeroot	<i>Eupatorium rugosum</i>	5	S5	no status	no status
Spotted Joe-pye-weed	<i>Eupatorium maculatum ssp. maculatum</i>	3	S5	no status	no status
Hawkweed sp.	<i>Hieracium sp.</i>			no status	no status
Tall Blue Lettuce	<i>Lactuca biennis</i>	6	S5	no status	no status
White Lettuce	<i>Prenanthes alba</i>	6	S5	no status	no status

Common Name	Scientific Name	Coefficient of Conservatism	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Tall White Lettuce	<i>Prenanthes altissima</i>	5	S5	no status	no status
Black-eyed Susan	<i>Rudbeckia hirta</i>	0	S5	no status	no status
Tall Goldenrod	<i>Solidago altissima</i>	1	S5	no status	no status
Canada Goldenrod	<i>Solidago canadensis</i>	1	S5	no status	no status
Giant Goldenrod	<i>Solidago gigantea</i>	4	S5	no status	no status
Rough Goldenrod	<i>Solidago rugosa ssp. rugosa</i>	4	S5	no status	no status
Common Tansy	<i>Tanacetum vulgare</i>		SNA	no status	no status
Doubtful Goat's-beard	<i>Tragopogon dubius</i>		SE5	no status	no status
Spotted Jewel-weed	<i>Impatiens capensis</i>	4	S5	no status	no status
Blue Cohosh	<i>Caulophyllum thalictroides</i>	6	S5	no status	no status
Speckled Alder	<i>Alnus incana ssp. rugosa</i>	6	S5	no status	no status
Yellow Birch	<i>Betula alleghaniensis</i>	6	S5	no status	no status
Blue Beech	<i>Carpinus caroliniana</i>	6	S5	no status	no status
Ironwood	<i>Ostrya virginiana</i>	4	S5	no status	no status
Tartarian Honeysuckle	<i>Lonicera tatarica</i>		SNA	no status	no status
Nannyberry	<i>Viburnum lentago</i>	4	S5	no status	no status
Silky Dogwood		5	S5	no status	no status
Red-osier Dogwood	<i>Cornus stolonifera</i>	2	S5	no status	no status
Wild Cucumber	<i>Echinocystis lobata</i>	3	S5	no status	no status
Hog Peanut	<i>Amphicarpaea bracteata</i>	4	S5	no status	no status
Black Medick	<i>Medicago lupulina</i>		SNA	no status	no status
White Sweet-clover	<i>Mellilotus alba</i>		SNA	no status	no status
White Clover	<i>Trifolium repens</i>		SNA	no status	no status
Cow Vetch	<i>Vicia cracca</i>		SNA	no status	no status
American Beech	<i>Fagus grandifolia</i>	6	S4	no status	no status
White Oak	<i>Quercus alba</i>	6	S5	no status	no status
Bur Oak	<i>Quercus macrocarpa</i>	5	S5	no status	no status
Red Oak	<i>Quercus rubra</i>	6	S5	no status	no status
Herb-robert	<i>Geranium robertianum</i>		SNA	no status	no status
Wild Black Currant	<i>Ribes americanum</i>	4	S5	no status	no status
Prickly Gooseberry	<i>Ribes cynosbati</i>	4	S5	no status	no status
Bitternut Hickory	<i>Carya cordiformis</i>	6	S5	no status	no status
Shagbark Hickory	<i>Carya ovata</i>	6	S5	no status	no status
Butternut	<i>Juglans cinerea</i>	6	S2?	END	END
Hemp-nettle	<i>Galeopsis tetrahit</i>		SNA	no status	no status
Common Motherwort	<i>Leonurus cardiaca ssp. cardiaca</i>		SNA	no status	no status
Selfheal	<i>Prunella vulgaris ssp. vulgaris</i>		S5	no status	no status
Purple Loosestrife	<i>Lythrum salicaria</i>		SNA	no status	no status
White Ash	<i>Fraxinus americana</i>	4	S4	no status	no status
Black Ash	<i>Fraxinus nigra</i>	7	S4	no status	no status
Green Ash	<i>Fraxinus pennsylvanica</i>	3	S4	no status	no status
Canada Enchanter's Nightshade	<i>Circaea lutetiana ssp. canadensis</i>	3	S5	no status	no status
Common Evening-primrose	<i>Oenothera biennis</i>	0	S5	no status	no status
Upright Yellow Wood-sorrel	<i>Oxalis stricta</i>	0	S5	no status	no status
Bloodroot	<i>Sanguinaria canadensis</i>	5	S5	no status	no status
Common Plantain	<i>Plantago major</i>		SNA	no status	no status
Pale Smartweed	<i>Polygonum lapathifolium</i>	2	S5	no status	no status
Lady's-thumb	<i>Polygonum persicaria</i>		SNA	no status	no status
Arrow-leaved Tearthumb	<i>Polygonum sagittatum</i>	5	S4	no status	no status

Common Name	Scientific Name	Coefficient of Conservatism	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Virginia Knotweed	<i>Polygonum virginianum</i>	6	S4	no status	no status
Red Baneberry	<i>Actaea rubra</i>	5	S5	no status	no status
Canada Anemone	<i>Anemone canadensis</i>	3	S5	no status	no status
Sharp-lobed Hepatica	<i>Anemone acutiloba</i>	6	S5	no status	no status
Virgin's Bower	<i>Clematis virginiana</i>	3	S5	no status	no status
Tall Meadow-rue	<i>Thalictrum pubescens</i>	5	S5	no status	no status
Common Buckthorn	<i>Rhamnus cathartica</i>		SNA	no status	no status
Tall Agrimony	<i>Agrimonia gryposepala</i>	2	S5	no status	no status
Wood Avens	<i>Geum urbanum</i>		SE2	no status	no status
Silverweed	<i>Potentilla anserina</i>	5		no status	no status
Pin Cherry	<i>Prunus pensylvanica</i>	3	S5	no status	no status
Black Cherry	<i>Prunus serotina</i>	3	S5	no status	no status
Common Blackberry	<i>Rubus allegheniensis</i>	2	S5	no status	no status
Swamp Dewberry	<i>Rubus hispidus</i>	6	S4S5	no status	no status
Wild Red Raspberry	<i>Rubus idaeus ssp. strigosus</i>	0	S5	no status	no status
Purple Flowering Raspberry	<i>Rubus odoratus</i>	3	S5	no status	no status
Smooth Bedstraw	<i>Galium mollugo</i>		SNA	no status	no status
Fragrant Bedstraw	<i>Galium triflorum</i>	4	S5	no status	no status
Prickly-ash	<i>Zanthoxylum americanum</i>	3	S5	no status	no status
Eastern Cottonwood	<i>Populus deltoides ssp. deltoides</i>	4	S5	no status	no status
Trembling Aspen	<i>Populus tremuloides</i>		S5	no status	no status
Bebb's Willow	<i>Salix bebbiana</i>	4	S5	no status	no status
Pussy Willow	<i>Salix discolor</i>	3	S5	no status	no status
Sandbar Willow	<i>Salix exigua</i>	3	S5	no status	no status
Hybrid Crack Willow	<i>Salix x fragilis</i>		SNA	no status	no status
Slender Willow	<i>Salix petiolaris</i>	3	S5	no status	no status
Turtlehead	<i>Chelone glabra</i>	7	S5	no status	no status
Square-stemmed Monkey-flower	<i>Mimulus ringens</i>	6	S5	no status	no status
American Basswood	<i>Tilia americana</i>	4	S5	no status	no status
American Elm	<i>Ulmus americana</i>	3	S5	no status	no status
Wood Nettle	<i>Laportea canadensis</i>	6	S5	no status	no status
European Stinging Nettle	<i>Urtica dioica ssp. dioica</i>		SNA	no status	no status
White Vervain	<i>Verbena urticifolia</i>	4	S5	no status	no status
Thicket Creeper	<i>Parthenocissus inserta</i>	3	S5	no status	no status
Virginia Creeper	<i>Parthenocissus quinquefolia</i>	6	S4?	no status	no status
Riverbank Grape	<i>Vitis riparia</i>	0	S5	no status	no status
Common Water-plantain	<i>Alisma trivale</i>	3	S5	no status	no status
Jack-in-the-pulpit	<i>Arisaema triphyllum ssp. triphyllum</i>	5	S5	no status	no status
Skunk Cabbage	<i>Symplocarpus foetidus</i>	7	S5	no status	no status
Plantain-leaved Sedge	<i>Carex plantaginea</i>	7	S5	no status	no status
Bluebead Lily	<i>Clintonia borealis</i>	7	S5	no status	no status
Wild Lily-of-the-valley	<i>Maianthemum canadense</i>	5	S5	no status	no status
False Solomon's Seal	<i>Maianthemum racemosum ssp. racemosum</i>	4	S5	no status	no status
Indian Cucumber-root	<i>Medeola virginiana</i>	7	S5	no status	no status
Red Trillium	<i>Trillium erectum</i>	6	S5	no status	no status
White Trillium	<i>Trillium grandiflorum</i>	5	S5	no status	no status
Smooth Brome	<i>Bromus inermis ssp. inermis</i>		SNA	no status	no status
Quack Grass	<i>Elymus repens</i>		SNA	no status	no status

Common Name	Scientific Name	Coefficient of Conservatism	SRANK	ESA Reg. 230/08 SARO List Status	SARA Schedule 1 List of Wildlife SAR Status
Reed Canary Grass	<i>Phalaris arundinacea</i>	0	S5	no status	no status
Timothy	<i>Phleum pratense</i>		SNA	no status	no status
European Common Reed	<i>Phragmites australis</i> ssp. <i>australis</i>		SNA	no status	no status
Narrow-leaved Cattail	<i>Typha angustifolia</i>	3	SNA	no status	no status
Broad-leaved Cattail	<i>Typha latifolia</i>	3	S5	no status	no status

SRANK DEFINITIONS

- S2 Imperiled, Imperiled in the nation or state/province because of rarity due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors making it very vulnerable to extirpation from the nation or state/province.
- S3 Vulnerable, Vulnerable in the nation or state/province due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.
- S4 Apparently Secure, Uncommon but not rare; some cause for long-term concern due to declines or other factors.
- S5 Secure, Common, widespread, and abundant in the nation or state/province.
- SNA Not Applicable, A conservation status rank is not applicable because the species is not a suitable target for conservation activities.
- S#S# Range Rank, A numeric range rank (e.g., S2S3) is used to indicate any range of uncertainty about the status of the species or community. Ranges cannot skip more than one rank (e.g., SU is used rather than S1S4).

SARO STATUS DEFINITIONS

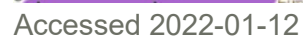
END Endangered: A species facing imminent extinction or extirpation in Ontario which is a candidate for regulation under Ontario's ESA.

SARA STATUS DEFINITIONS

END Endangered, a wildlife species facing imminent extirpation or extinction.

C

Appendix C Aquatic Species at Risk Map



25 October, 2023

Joanne Haley
General Manager- Planning, Building & Enforcement
6 Oak Street, Box 220
Lancaster, Ontario
K0C 1N0

Subject: Fish Habitat Surveys for the Proposed Industrial Park Lands along Richmond Road.

Dear Madame:

In 2022, CIMA+ was retained by the Township of South Glengarry (the Township) to prepare a preliminary existing conditions report for the lands associated with a proposed road extension and industrial park development north of Richmond Road (the "Site"). As part of that assignment, CIMA+ had reviewed the potential for fish habitat, as defined under the *Fisheries Act* (FA), to be impacted by the proposed works, undertakings, and/or activities. The 2022 work identified seven aquatic features of which only one was known to provide direct fish habitat (referred to herein as Watercourse 1). The remaining six features and their wetlands were assumed fish habitat. In 2023, the Township expanded CIMA+'s scope to include an early spring visit with the purpose of confirming presence/absence of direct fish habitat in the remaining six features and/or their associated wetlands. The seven features and those identified for further investigations are listed below:

- + Watercourse 1 which was confirmed as fish habitat during background review. No further investigations required.
- + Features 1-4 consisted of ditches along the dirt trail leading from Richmond Road north into the property. Two flowed from south to north and the other two from north to south. All flowed into Watercourse 1 and all four were identified as needing additional assessment in the early spring.
- + Feature 5 flowed from south to north through a small wetland. The 2022 surveyed confirmed that the drain itself was well connected to Watercourse 1 and should be considered direct fish habitat. However, there was a small wetland community surrounding the drain that was assumed fish habitat. The 2023 work was focused on this wetland area.
- + Feature 6 flowed from west to east into a large, treed swamp that is connected to Fraser Creek on the north side of the property. Fraser Creek is direct fish habitat. In 2022, the wetland and the Feature 6 were assumed to be direct fish habitat. These were identified as needing additional investigations in early spring.



The following memo summarizes the 2023 work and includes a summary of the methods, results, and conclusions. All figures are appended to the end of the letter.

METHODS

Aquatic Habitat Descriptions

To keep the costs low, the level of details collected on the fish habitat was adjusted to that required to confirm connection to existing fish habitat. Where channel data was collected, this was based on the point observation technique used by Ontario Stream Assessment Protocol (Stanfield, 2013) and the Ministry of Transportation of Ontario (MTO)'s Environmental Guide for Fisheries (MTO, 2020). This project included a description of the channel morphology using evenly spaced transects upon which data was recorded from evenly spaced observation points. The data collected included: channel width, wetted width, bankfull depth, water depth, substrate size, morphological units, and in-stream cover. The locations of the stations described is provided in the results section.

Fish Community Sampling

The fish community was sampled using dip netting and backpack electrofishing. The fish were identified, counted, measured [fork length (FL)/total length (TL), as appropriate], and released. The transect length, approximate width, volts, current and effort were also recorded. The location of the sampling station is provided in the results section.

SITE INVESTIGATIONS

Site Visits

Three site visits were completed in spring of 2023. These were completed on April 8, 11, and 19 2023. The first visit was completed by Al Quinsey (B.Sc. Environmental Biology with 4 years of experience). This visit was completed with the goal of confirmation that winter conditions were over (i.e., features were snow and ice free and could be sampled) as well as to investigate the wetland associated with Feature 5. The remaining visits were completed by Sophie Lafrance (B.Sc. Biology, Graduate Diploma Ecosystem Restoration, 7 years experience) and Jake Zietek (Graduate Diploma 2022, Fisheries and Wildlife Technician) during which time the 5 other features were assessed and sampled for fish.

Results

The following paragraphs summarize the 2023 findings, beginning first with a summary of the feature as a whole, followed by any additional information from a sampling station. The locations of the features and any habitat description/sampling stations are depicted on Figure 2.

Feature 1

The total length of the Feature 1 was 450 m, beginning roughly at the south edge of the property. The feature serves as a road ditch that flowed south to north into Watercourse 1. The channel was not continuous. There was no distinct channel at the confluence with Watercourse 1 or on the downstream end (Photos 1 and 2). Fish would not have access to this



feature unless Watercourse 1 overtopped its banks as the flow from Feature 1 has no defined path. It must go overland as sheet flow or through the ground to reach Watercourse 1 (Photo 1). On April 11, 2023 (early spring visit), there was no overland flow indicating that this channel is not well-connected to Watercourse 1, even in the early spring. Approximately 10 m upstream from the confluence, there was a change in the gradient in the channel bottom that created pooling. If Watercourse 1 overtopped its banks, this hump in the channel's gradient would still block fish access further upstream. Station 1 was established at the downstream end of the feature.



Photo 1: Section of subsurface flow at the downstream side (April 11, 2023)



Photo 2: Looking upstream at the station from the downstream side (April 11, 2023)



Station 1

Station 1 was located at the downstream side of the feature and was 10 m in length. The average channel width and bankfull depth were 2.1 m and 6 cm (range: 2-15 cm), respectively. The average wetted width and depths in the spring on April 11, 2023, were 1.8 m and 4 cm (range: 0-12 cm), respectively. The downstream end served as a fish barrier, and the stream morphology was a glide.

The substrate consisted of fines. The in-water cover was provided by overhanging vegetation (reed canary grass), leaf litter, and small woody debris. The station was moderately shaded by herbaceous and woody vegetation. No signs of erosion were noted.

The tops of the banks were fully vegetated with herbaceous vegetation and woody species. The most common herbaceous species was reed canary grass. The most common woody species were speckled alder, riverbank grape, green ash, and ironwood.

During the spring visit (April 11, 2023), the station was electrofished for 317 seconds over an area of approximately 18 m². No fish were captured or observed.



Photo 3: Looking downstream from the centre of the feature (April 11, 2023)



Feature 2

The total length of the Feature 2 was 350 m, beginning roughly at the south side of the property, where it received flow from the adjacent dirt trail. The feature serves as a road ditch and flows south to north following into Watercourse 1. Station 2 was established at the downstream end of the feature.



Photo 4: Confluence of the feature and Watercourse 1 (April 8, 2023)

Station 2

Station 2 was located at the downstream side of the feature and was 40 m in length. The average channel width and bankfull depth were 2.5 m and 17 cm (range: 11-31 cm), respectively. The average wetted width and depths in the spring on April 11, 2023, were 1.8 m and 6 cm (range: 0-20 cm), respectively. The stream morphology was a glide.

The substrate consisted of fines. The in-water cover was provided by leaf litter and overhanging vegetation (common reed and reed canary grass). Additionally, there were green ash present in the centre of the channel. The station was well shaded by herbaceous and woody vegetation. No signs of erosion were noted.

The tops of the banks were fully vegetated with herbaceous vegetation and woody species. The most common herbaceous species were common reed, tall goldenrod, and reed canary grass. The most common woody species were riverbank grape, raspberries, dogwoods, speckled alder, green ash, and aspens.

During the spring visit (April 11, 2023), the station was electrofished for 503 seconds over an area of approximately 72 m². No fish were captured or observed.



Photo 5: Looking upstream at Station 2 from the downstream side (April 11, 2023)



Photo 6: Looking downstream at Station 2 from the upstream side (April 11, 2023)



Feature 3

The total length of the Feature 3 was 300 m, beginning near the centre of the property, where it received flow from the adjacent dirt trail. The feature serves as a road ditch and flows north to south following the road discharging into Watercourse 1. The feature was poorly defined with many areas with subsurface flow and others with small woody debris blocking the channel. Station 3 was established at the downstream end of the feature.



Photo 7: Confluence of the feature and Watercourse 1 (April 11, 2023)

Station 3

Station 3 was located at the downstream side of the feature and was 40 m in length. The average channel width and bankfull depth were 1.3 m and 6 cm (range: 1-11 cm), respectively. The average wetted width and depths in the spring on April 11, 2023, were 1.1 m and 3 cm (range: 0-6 cm), respectively. The stream morphology was a glide.

The substrate consisted of fines. The in-water cover was provided by leaf litter. The station was moderately shaded by herbaceous and woody vegetation. Signs of erosion were noted near the downstream end in the form of minor scouring and deposition.

The tops of the banks were fully vegetated with herbaceous vegetation and woody species. The most common herbaceous species was reed canary grass. The most common woody species were riverbank grape, speckled alder, poplars, green ash, and black ash.

During the spring visit (April 11, 2023), the station was electrofished for 229 seconds over an area of approximately 44 m². No fish were captured or observed.



Photo 8: Looking upstream at Station 3 from the downstream side (April 11, 2023)



Photo 9: Looking downstream at Station 3 from the upstream side (April 11, 2023)



Feature 4

The total length of the Feature 4 was 300 m, beginning near the centre of the property. The feature serves as a road ditch and flows north to south following the road into Watercourse 1. The feature was full of woody debris. The small-woody debris pile is not considered a permanent barrier to fish. Station 4 was established at the downstream end of the feature.



Photo 10: Looking downstream at the confluence of Feature 4 and Watercourse 1 (April 11, 2023)

Station 4

Station 4 was located at the downstream side of the feature and was 40 m in length. The average channel width and bankfull depth were 1.4 m and 8 cm (range: 2-15 cm), respectively. The average wetted width and depths in the spring on April 11, 2023, were 1.3 m and 5 cm (range: 0-10 cm), respectively. The stream morphology was a glide.

The substrate consisted of fines. The in-water cover was provided by leaf litter, small woody debris, large woody debris, and overhanging vegetation (ferns). The station was moderately shaded by herbaceous and woody vegetation. No signs of erosion were noted.

The tops of the banks were fully vegetated with herbaceous and woody vegetation. The most common herbaceous species were wild cucumber, ferns, and mosses. The most common woody species were alders, common buckthorn, dogwood, willow, poplar, freeman maple, and green ash.

During the spring visit (April 11, 2023), the station was electrofished for 282 seconds over an area of approximately 52 m². No fish were captured or observed.



Photo 11: Looking upstream at the station from the downstream side (April 11, 2023)



Photo 12: Looking downstream at the station from the upstream side (April 11, 2023)



Feature 5's Wetland

The wetland associated with Feature 5 was visited on April 8, 2023 and it was confirmed that the wetland was not connected to Feature 5. While some water was present in the wetland, this was pooled water with little depth and no channelling. The wetland associated with Feature 5 was found to be indirect fish habitat.



Photo 13: Wetland associated with Feature 5 (April 8, 2023)

Feature 6

The total length of the Feature 6 was 300 m, beginning near the north end of the site the feature flowed west to east along the base of what appeared to be a constructed berm, then continued through ruts caused by larger vehicle/machinery, until it reached the north wetland. Near its downstream end, the flow is forced to go surface, through the earth berm. This earth berm is considered a permanent fish barrier. The habitat upstream of the berm is not considered direct fish habitat. Apart from the portion that flowed in the ruts, the feature was shallow with no defined banks. Station 5 was established downstream of this berm. Additional fish sampling was completed, outside of the channel, along the edge of the wetland.



Photo 14: Location where the feature meets the wetland (April 19, 2023)

Station 5

Station 5 was located at the downstream side of the feature and was 40 m in length. The average channel width and bankfull depth were 3.2 m and 8 cm (range: 1-24 cm), respectively. The average wetted width and depths in the spring on April 19, 2023, were 3.0 m and 5 cm (range: 0-19 cm), respectively. The stream morphology was a glide.

The substrate consisted of fines. The in-water cover was provided by leaf litter, aquatic vegetation (common reed), and overhanging vegetation (ferns). The station was well shaded by herbaceous and woody vegetation. No signs of erosion were noted.

The tops of the banks were fully vegetated with herbaceous and woody vegetation. The most common herbaceous species were yellow trout lily, grasses, ferns, and mosses. The most common woody species were red osier dogwood, yellow birch, maples, American beech, and white ash.

During the spring visit (April 19, 2023), the station was electrofished for 290 seconds over an area of approximately 120 m². No fish were captured or observed.



Photo 15: Looking upstream at Station 5 from the downstream side (April 19, 2023)



Photo 16: Looking downstream at the station from the upstream side (April 19, 2023)



Edge of Wetland

Approximately 20 m of the edge of the wetland was sampled near its connection with Feature 5. In that location, the average wetland depth on April 19, 2023, was 14 cm (range: 4-24 cm). The area was electrofished for 200 seconds over an area measuring approximately 80 m². Two central mudminnows were captured measuring 60 and 65 cm.



Photo 17: Sampled edge of wetland (April 19, 2023)

ASSESSMENT

Summary of Fisheries Act

The *Fisheries Act*, which came into force on August 28, 2019, is administered by the Department of Fisheries and Oceans Canada (DFO) and is intended to provide a framework for the management of threats to fish and fish habitat, including the prevention of pollution, regardless of their attachment to a fishery. The most relevant sections to works, undertakings and activities are:

- + Prohibition of the Death of Fish (Section 34.4);
- + Prohibition of the Harmful alteration, disruption, or destruction of Fish Habitat (Section 35);
- + Provision for Ministerial powers to ensure the free passage of fish or the protection of fish or fish habitat with respect to existing obstructions (Section 34.3).

Under this Act, projects need to be reviewed if the following does not apply:

- + [approved marine disposal or dumping sites](#)



- + *tailings impoundment areas as listed in Schedule 2 of the Metal and Diamond Mining Effluent Regulations*
- + *artificial waterbodies that aren't connected to a waterbody that contains fish at any time during any given year, such as:*
 - *private ponds*
 - *roadside drainage ditches*
 - *quarries and aggregate pits*
 - *irrigation ponds or channels*
 - *stormwater management ponds*
 - *agricultural features and drainage ditches*
 - *commercial ponds like golf course ponds or stocked fishing ponds*
- + *any other waterbody that:*
 - *doesn't contain fish at any time during any given year*
 - *isn't connected to a waterbody that contains fish at any time during any given year*

(DFO website accessed October 25, 2023)

Summary of Findings

Overall, the features identified as needing an early spring visit were poorly defined road ditches, and wetland channels. No fish were captured apart from the few Central Mudminnows in the north wetland. Summary of the findings is provided below:

- + **Features 1-4: Indirect Fish Habitat** due to their poor connectivity with Watercourse 1 and to the lack of fish captured during the very early spring
- + **Feature 5's Wetland:** Wetland is not connected and does not provide direct fish habitat. But can provide contributing flow to Feature 5 and as such is considered Indirect Fish Habitat.
- + **Feature 6 and North Wetland:** Direct Fish Habitat within the Wetland and up to the berm in Feature 6. The habitat was limited in that fish could access any of the wetland or channel up to the berm, the average bankfull depth outside of the wetland was only 8 cm and water depths on April 19, 2023 were already limited to an average of 5 cm. The fish habitat in Feature 6 would be ephemeral in nature and limited to small-bodied fish such as Central Mudminnows which were present in the north wetland.

Based on the 2023 data, most of the habitat observed did not provide direct fish habitat. Where identified, the 30 m setback for fish habitat (as per the Natural Heritage Reference Manual (OMNR, 2010)) would apply unless an Environmental Impact Statement is completed that confirms that a reduction to 15 m (the minimum warm-water setback) would not result in negative impacts.

Please do not hesitate to contact Michelle Lavictoire at 343-576-3780 or Michelle.Lavictoire@cima.ca should you have any questions.



Sincerely,

Sophie Lafrance
Biologist

Michelle Lavictoire
Senior Biologist/ Project Manager

References:

Coker, G.A., Portt, C.B., & Minns, C.K. (2001). Morphological and Ecological Characteristics of Canadian Freshwater Fishes. *Canadian Manuscript Report of Fisheries and Aquatic Sciences* 2554. 89pp.

MTO (2020). Environmental Guide for Fisheries, April 2020. 264pp.

Ontario Ministry of Natural Resources. March 2010. Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2005. Second Edition. Toronto: Queen's Printer for Ontario. 248 pp

Ontario Ministry of Natural Resources. (2019). Land Information Ontario.

Page, L.M, Espinosa-Pérez, H., Findley, L.T., Gilbert, C.R., Lea, R.N., Mandrak, N.E., Mayden, R.L., & Nelson, J.S. (2013). *Common and Scientific Names of Fishes from the United States, Canada, and Mexico*, 7th edition. American Fisheries Society. Special Publications 34.

Scott W.B. & Crossman E.J. (1973) *Freshwater Fishes of Canada*. Bulletin 184. Fisheries Research Board of Canada, Ottawa.

Stanfield, L. (editor). (2017). *Ontario Stream Assessment Protocol*. Version 10.0. Fisheries Policy Section. Ontario Ministry of Natural Resources. Peterborough, Ontario. 550 pp.



Figure 1: General Site Location

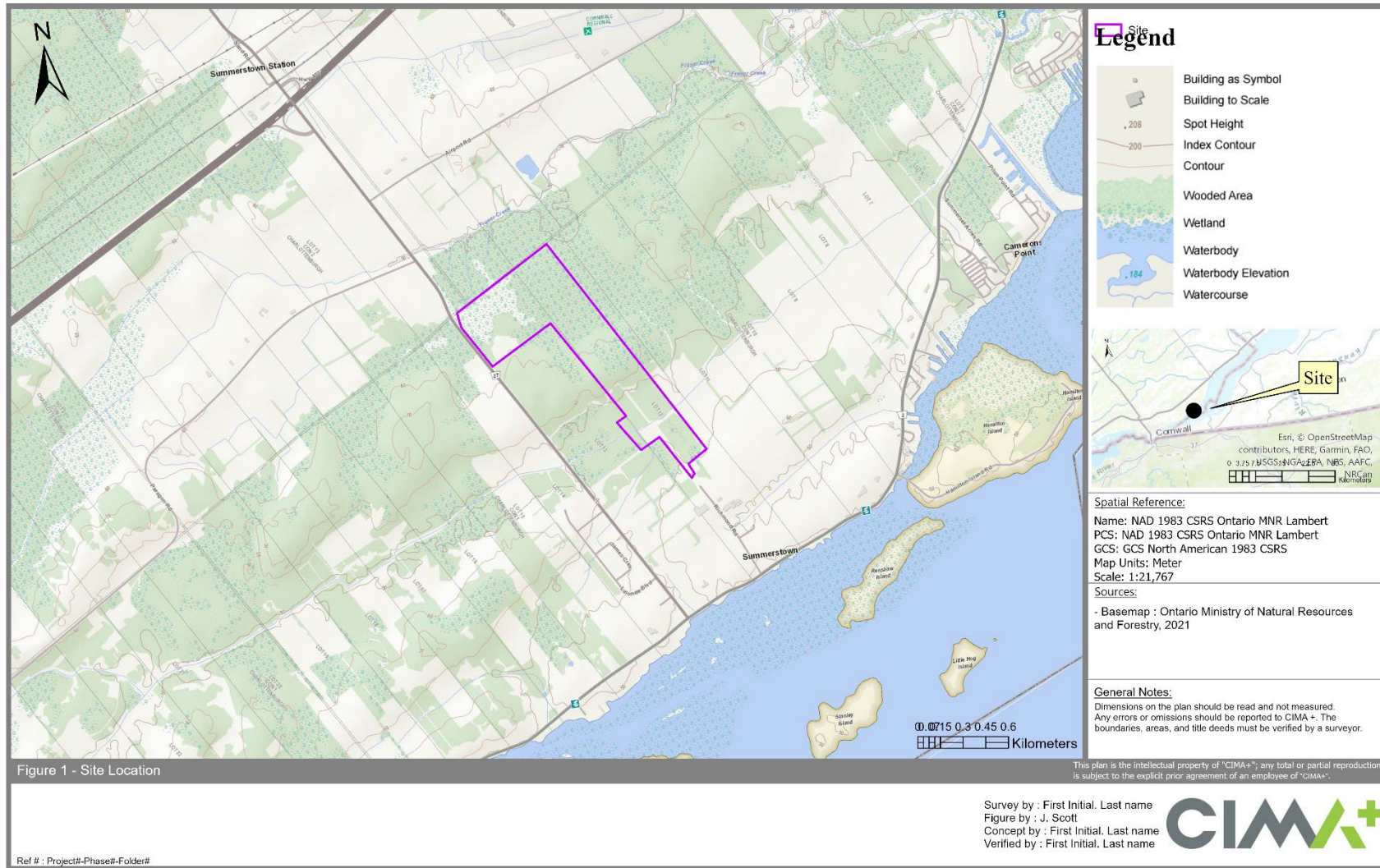
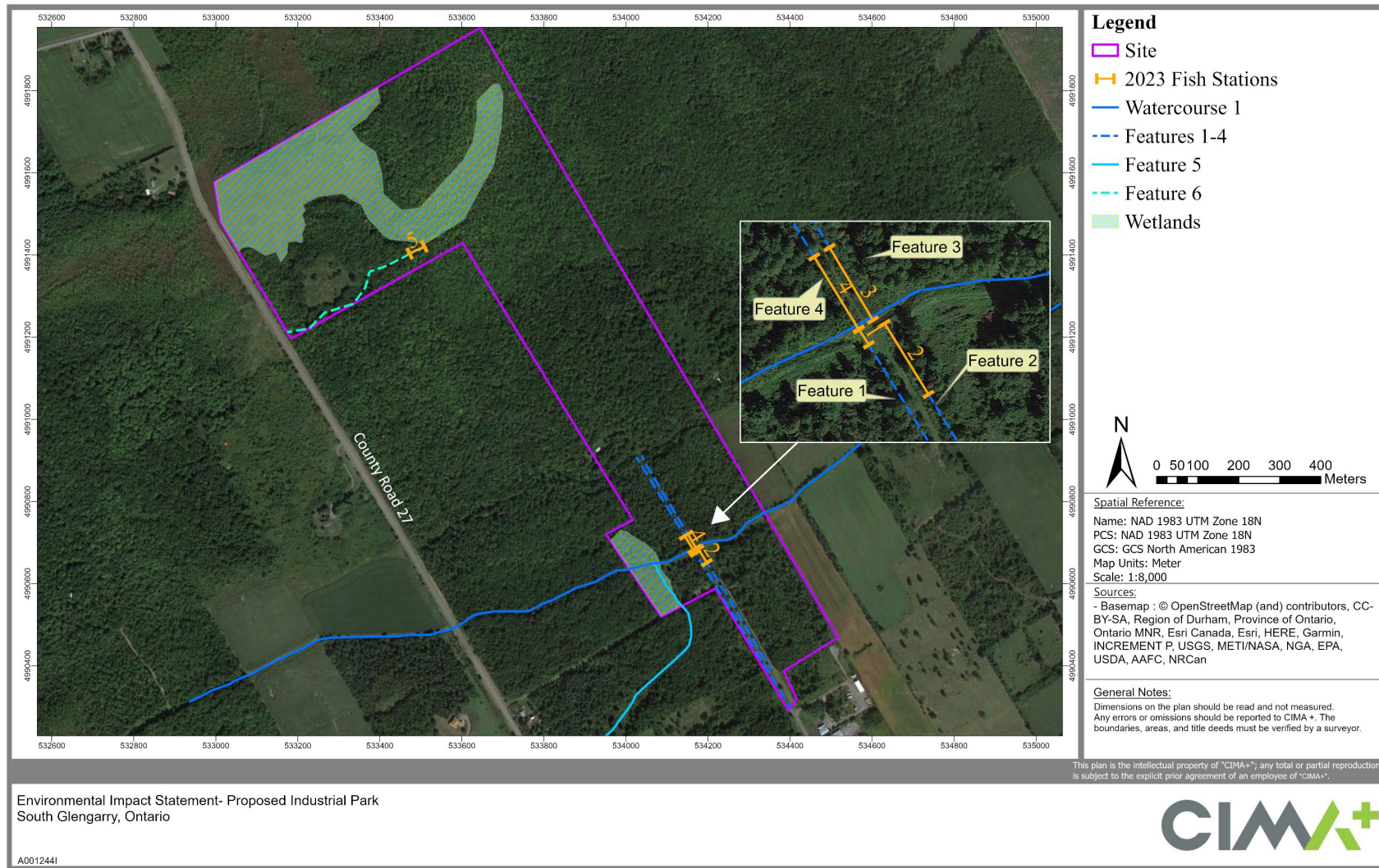




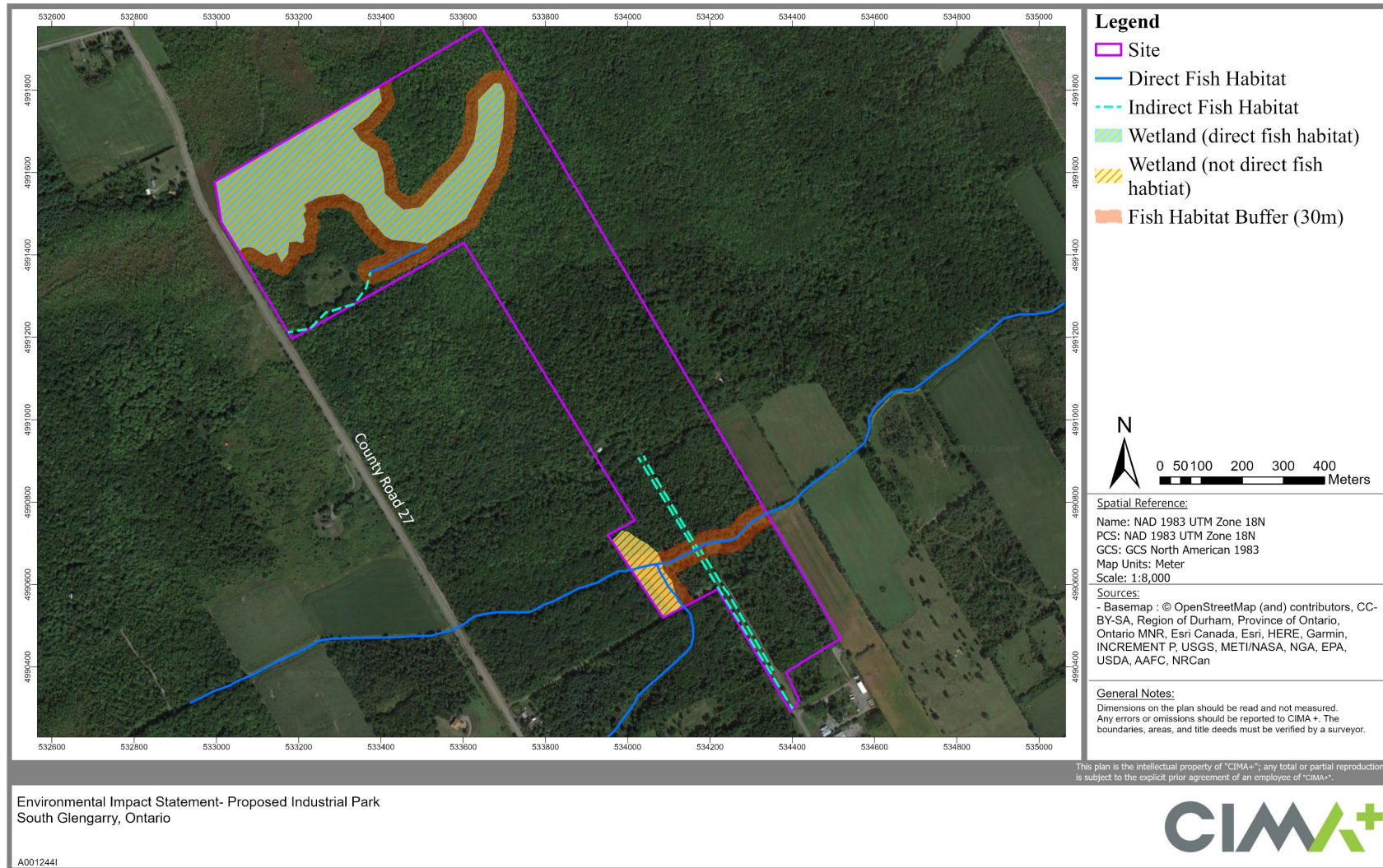
Figure 2: Fish Sampling Locations



Revision 00 - - Issued for report - November 8, 2023 1:43:51 PM



Figure 3: Fish Habitat and Buffers within the Site





November 17, 2023

Joanne Haley
General Manager- Planning, Building & Enforcement
6 Oak Street, Box 220
Lancaster, Ontario, K0C 1N0

Subject: Butternut Survey Results for the Proposed Industrial Park Lands along Richmond Road

Ms. Haley,

As discussed, a Butternut inventory was undertaken to locate and assess larger individuals throughout the property and all individuals along the road. The methods and results are summarized herein.

Methodology

The recently updated Butternut Assessment Guidelines (BAG) were followed (MECP, 2021). These protocols indicate the following:

- + Surveys are to be completed by a Butternut Health Expert
- + Acceptable survey period is during the leaf-on season, typically considered to be between May 15-August 31
- + A tree's health assessed outside of this period is only valid if the assigned canker widths are at least 40% (i.e., Category 1). The assessment of Categories 2 or 3 is not accepted outside of the leaf-on period.
- + Each individual tree is to be assigned a number and identified (i.e., paint, preference for white) or flagged.
- + The classification of the health into Categories 1, 2 or 3 is to be completed as per the Butternut Data Collection Form.
- + The Butternut Health Export Report Template is to be used when submitting data to the province.

For this survey, the preliminary inventory to detect larger individuals (potential Category 3) included the entire site outside of the large wetland on the northern end. A full inventory was conducted along the road area on site and the 50 m surrounding area. Any individuals noted were marked with white spray paint and/or flagging tape and numbered sequentially. UTM coordinates, using a GPS unit set at NAD83, were recorded for each individual that was assessed according to BHG protocol (MECP, 2021).

Results and Discussion

This Butternut Health Assessment was completed by a Butternut Health Expert following the recently updated Butternut Assessment Guidelines. The work was conducted between on July 14, 2023, which met the BAG protocol (leaf-on survey period on days with no rain). The results are depicted on **Figure 1**.

In total, 41 live individuals were located (Figure 1). Using the Butternut Data Collection Form these were classed as:

- + 13 in Category 1;
- + 28 in Category 2; and
- + 0 in Category 3

The categories provide information on the amount of canker (the disease which is killing the species), their size and health, as per the current provincial protocol (MECP, 2021). This method classes the individual trees as one of three categories:

- Category 1 are those that are heavily infected to the point that they are not expected to survive.
- Category 2 may have some canker but are still considered healthy.
- Category 3 are the same as Category 2, but these are larger individuals (>20 cm diameter) situated near heavily cankered trees, indicating potential resistance to the canker

The individual and its habitat are protected unless the appropriate steps are taken. The size of habitat protected varies with the number and classification of the individuals. Since more than 10 Category 2 individuals would be impacted, the protected habitat for these is 50 m. Within these habitat constraints, no further impacts to the ground may take place. This includes preventing further compaction or excavation within 50 m of these individuals to protect the future root system and seedling habitat. Should impacts to this habitat or to an individual (any category) be required, then a Butternut assessment report must be submitted to MECP. After a mandatory 30-day period, Category 1 Butternut can be removed (within the next 2 years). Additionally, up to 15 Category 2 and up to 5 Category 3 Butternut, along with their habitats, can be registered on-line. The registration would follow the appropriate steps to allow for impacts to habitat, the harming and/or killing of an individual. The remainder will require compensation based on the amount of habitat to be impacted.

Note that Butternut inventories are valid for 2-years (in this case, until July 14, 2025) and that the BHE has not been submitted to MECP, as such the 30-day clock has not begun. If the Township would like to complete any vegetation clearing or remove any of the Butternuts identified, then



the BHE would need to be completed. We would be pleased to help you through that process. If you have any questions or comments, please do not hesitate to contact my supervisor, Michelle Lavictoire, at 343.576.3780 or at Michelle.Lavictoire@cima.ca.

Sincerely,

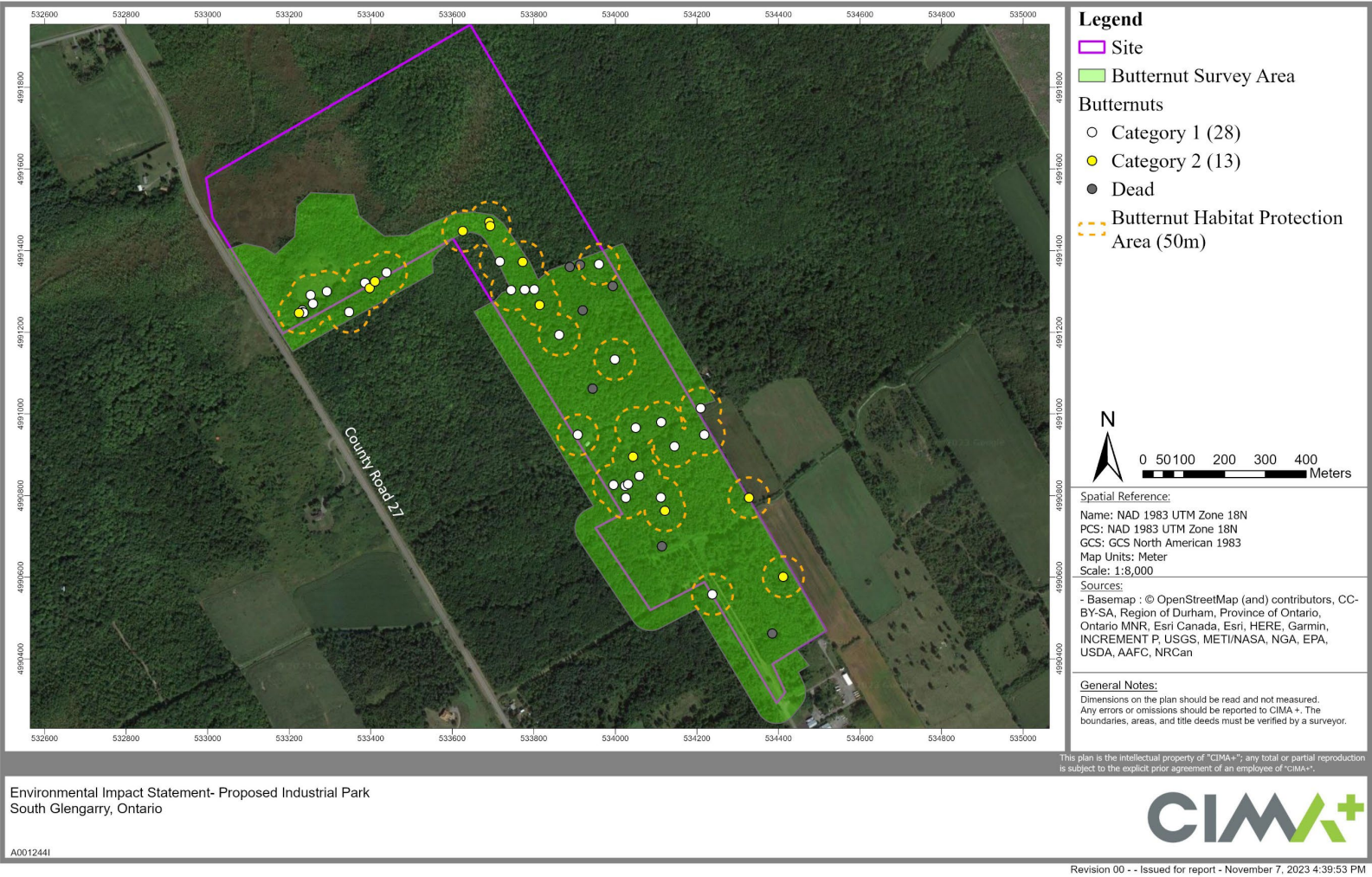
A handwritten signature in black ink that reads "Al Quinsey". The signature is fluid and cursive, with the first name "Al" being more prominent.

Al Quinsey
Biologist

References

MECP. 2021. Butternut Assessment Guidelines: Assessment of Butternut Tree Health for the Purposes of the *Endangered Species Act, 2007*. (Version 3)

Figure 1 - Butternut Locations, Classification, and Habitat





STAFF REPORT

S.R. No. 2024-22

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 5, 2024

SUBJECT: 2024 Council Per Diem and Mileage Rate

BACKGROUND:

1. On February 6, 2023 Council approved a revision to Policy 95-14, the policy for Per Diem for Council Members.
2. The revision aligned the policy with the wage increase policy used for all Township non-union staff and states:

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

ANALYSIS:

3. The 2024 per diem rates have been set as follows, based on a 3% increase to last year's rates prior to rounding.

	2023	2023 (Rounded)	2024 Increase	2024 (Rounded)
Activities under 2 Hours	\$66.06	\$66.00	\$67.98	\$68.00
Activities for Half Day	\$110.12	\$110.00	\$113.30	\$113.50
Activities for Whole Day	\$192.69	\$192.50	\$198.28	\$198.50

4. The 2024 mileage rate has been set as .68/km in line with the 2023 CRA rate.

5. A by-law to adopt this policy has also been appended to this report for consistency with other Township policies.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-22 be received and that By-law 2024-006, being a by-law to adopt the Per Diem for Council Members Policy be read a first, second and third time, passed, signed and sealed in open Council this 5th day of February 2024.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-01
FOR THE YEAR 2024**

BEING A BY-LAW TO ADOPT POLICY 95-14, BEING THE PER DIEM FOR COUNCIL MEMBERS POLICY.

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 a Council per diem policy establishes per diem rates for the compensation of members of Council for representing the business interests of the Corporation of the Township of South Glengarry.

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

1. **THAT** Policy 95-14, being a Per Diem for Members of Council Policy, attached hereto as Schedule A and forming part of this by-law be adopted.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 5TH DAY OF FEBRUARY 2024.

MAYOR: **CLERK:**

Township of South Glengarry				POLICY
Policy and Procedural Manual			Page Number:	1 of 2
Policy Number:	95-14		Review Frequency:	Every 5 Years
Approved By:	COUNCIL		Date Approved:	September 8, 2014
			Revision Date:	November 18, 2019 February 18, 2020 February 7, 2022 February 6, 2023 February 5, 2024
Subject:	Per Diem for Council Members			

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

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

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

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

Applicable	Not Applicable
<ul style="list-style-type: none"> • Conferences • Education and Training • Professional Development • Special Meetings 	<ul style="list-style-type: none"> • Council Meetings • Budget Meetings • Meetings with Residents • Committees of Council

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

- Activities under 2 hours - \$68.00
- Activities for ½ a day - \$113.50
- Activities for a whole day - \$198.50

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

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

- Reviewed November 18, 2019
- Revised March 16, 2020
- Revised March 16, 2022
- Revised February 5, 2024

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: February 5, 2024

SUBJECT: 1st Line Road Tree Removal

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

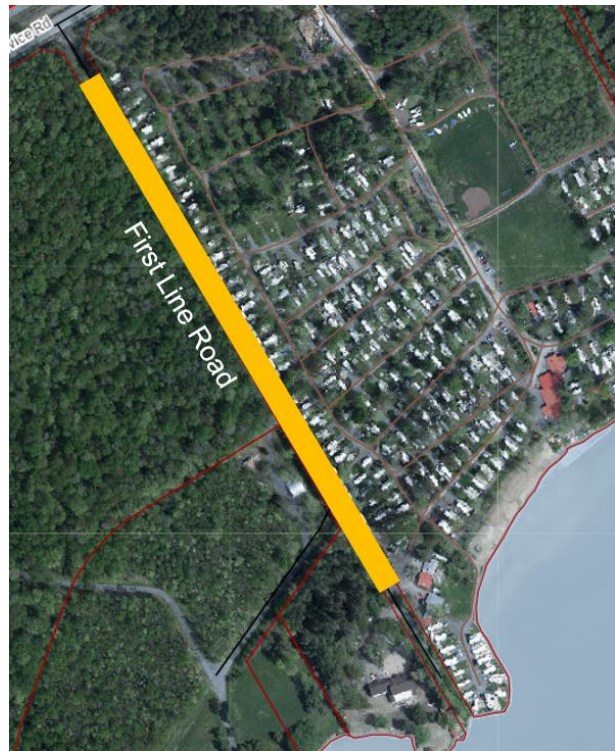


Background

During a wind event in October 2023, a tree from 1st Line Road, south of South Service Road, fell on a gazebo on a Lancaster Park campsite. Subsequently, the Township was made aware of additional hazard trees. The Township removed, in-house, a few trees that were manageable by Township staff.

The Right-of-Way Policy (By-law 11-00, Schedule 'A') provides direction for roadside 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."



This section of First Line Road has not been prioritized for brushing / tree removal because of the low traffic volume and straight horizontal alignment. The clear zone along the east side of 1st Line Road in this section is full of trees.

Options

Administration considered the following approaches for managing the trees within the clear zone along this section of road.

1. **Do nothing.** The Township has been made aware of the potential risk for trees to fall during high winds or with heavy ice. Doing nothing is poor risk management.

2. **Actively Monitor and Remove as Necessary.** This option preserves the tree canopy at the expense of the Road operations; for the same reasons that this section had not previously been prioritized for brushing. Furthermore, allowing trees to mature in the clear zone pushes the cost for removal into the future, instead of managing the right-of-way now.
3. **Reclaim the Clear Zone in Areas with Built Hazards.** This is the recommended option since it removes the trees and facilitates ongoing maintenance by Township machinery; thereby complying with the Township's Right-of-Way Policy. This option also removes the risk of future claims. However, there is a high cost associated with this option.

Approach

Infrastructure Services students prepared an inventory of trees along the east side of First Line Road, south of South Service Road and on the road side of the fence line. There are more than 100 trees for removal (drop and chip OR drop and haul). They are classified as follows:

- 38 x small (10 cm - 24 cm diameter)
- 11 x small-medium (26 cm – 36 cm diameter)
- 23 x medium-large (38 cm – 48 cm diameter)
- 28 x large (50+ cm diameter)

Following project approval through the 2024 budget process, Administration will:

1. Communicate and collaborate with the abutting landowner (Lancaster Park).
2. Prepare a Tree Services Standing Offer RFP (joint Infrastructure and Recreation).
3. Determine the limits of the project.
4. Undertake the project.

Next Step

This project has been included in the draft 2024 Road Operations Budget for an estimated \$100,000. It is anticipated that the project may need to be completed in phases.



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: February 5, 2024

SUBJECT: Lauzon Bridge (Kinloch Road) – 2024 Budget Notice

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

BACKGROUND:

1. Administration was notified on August 9, 2023 of [severe defects present](#) in Structure Number 30003 following the 2023 Ontario Structural Inspection Manual (OSIM) inspection completed by Jacobs Engineering.
2. The consultant recommended that the Township:
 - a. Monitor deformations in the culverts on a bi-weekly basis (every two weeks)
 - b. Replace the culvert in 2024 (high-level estimate \$2,000,000 - \$2,200,000)
3. Administration retained Ainley Group, through the 2021 Municipal Engineers Contract, to undertake bi-weekly monitoring with qualified engineers on behalf of the Township. If cracks propagate beyond their current extents, consideration will be given to short-term holding strategies and closure of the structure in the interest of public safety.
4. Council authorized a [half-load by-law](#) for Kinloch Road that took effect September 18, 2023 and ends December 31, 2023 as a [hold strategy](#) to prolong the service life of the asset.
5. Administration direct mailed a notification of the half-load by-law to 130 residents with property on or near Kinloch Road. The notification is attached to this Staff Report.
6. Following the notification of defects (August 9, 2023), the results of the [2023 Ontario Structural Inspection Manual](#) (OSIM) inspections were presented to Council (December 4, 2023) by Jacobs Engineering. The OSIM inspection scope included **68 structures**: 61-road structures and seven recreation structures.
7. The [10-year Capital Plan](#) provided in the [OSIM Report](#) indicates that substantial capital investment is required to sustain / maintain the Township's existing structural assets.

Capital Year	Yearly Cost Based on Service Life	
	Road Capital	Recreation Capital
2024	\$3.5M	\$1.7M*
2025	\$2.4M	\$48,000
2026	\$1.4M	\$1.2M
2027	\$2.5M	\$25,000
2028	\$0.5M	\$2.0M
2029	\$3.1M	\$25,000
2030	\$3.1M	\$25,000
2031	\$1.2M	\$25,000
2032	\$2.5M	\$25,000
2033	\$2.2M	\$25,000
* Butternut Lane Bridge with a like-for-like replacement at \$1.7M. Renewal Options provided a \$608,000 option.		

8. Furthermore, during 2023, Administration [deferred](#) the 2023 capital road bridge program (Chapel Road Bridge Major Rehabilitation Design / Construction, Second Line Road Bridge Expansion Joint Replacement Design / Construction, and Cashion Road Major Rehabilitation Bridge Design) due to:
 - a. Significant risk of construction delays
 - b. Risk of increased pricing
 - c. Lack of available budget**
9. Furthermore, during 2023 Administration closed the Butternut Lane Bridge to all vehicular and pedestrian traffic (March 14, 2023). This is a recreation bridge with an estimated \$608,000 required for replacement. A separate Staff Report on this Council agenda discusses the Butternut Lane Bridge in detail.

ANALYSIS:

10. Administration has provided the above summary of the 2023 structure pressures to illustrate the “bigger” picture and the 10-year asset needs for OSIM structures. This does not include the many large culverts (CSP or concrete box) that are less than 3m in span located on the municipal roads, the Peanut Line, and the municipal unopened road allowances.
11. No changes to the Lauzon Bridge culverts have been observed through the bi-weekly monitoring.
12. Administration requested that the 2024 monitoring frequency be reassessed following four months of bi-weekly monitoring. In the most recent monitoring report, Ainley Group noted that monitoring inspections are recommended to continue on a bi-weekly basis until the culvert is replaced or a temporary support system is installed.
13. A temporary support system would be a hold strategy to extend the life of the structure an additional year while design is being undertaken and / or capital funding is being obtained.
14. Administration undertook traffic counts during the summer and autumn of 2023, before and after the enactment of half-loads on Kinloch Road.
 - a. Summer 2023: 75 vehicles per day, 90% passenger and 10% heavy
 - b. Autumn 2023: 80 vehicles per day, 70% passenger and 30% heavy
15. The traffic counts suggest that vehicles are not complying with the half-load restriction. The detour that was requested of heavy vehicles is up to 4 km along County Road 19 and Street Road.
16. A full closure of this structure would result in a detour of up to 4 km for impacted residents.
17. Fire Services would not be adversely impacted by a full closure of this structure, given the location of the Glen Walter, Williamstown, and Martintown Fire Halls and ability to re-balance coverage.
18. A full closure of Structure 30003 would be accompanied by a future request by Administration to close Kinloch Road from the structure south to Street Road. This segment has no residences and both abutting properties have public road frontage (and civic addressing) on Street Road. The road would remain available to the public for use as an unopened and unmaintained road. This request would be a separate staff report following Council’s decision and finalization of the 2024 Budget.

19. When considering the current state of the municipal assets (infrastructure and otherwise) and the increasing costs of materials and labour, Administration recommends prioritizing capital funding for structural assets that are located on a road or a recognized trail, and that serve as many residents as possible.

IMPACT ON 2024 BUDGET:

20. The four options available with respect to the Lauzon Bridge are:

- a. Status Quo, including bi-weekly inspections (\$90,000)
- b. Replacement of Crossing (\$2,000,000 - \$2,200,000)
- c. Removal of Existing Crossing (\$50,000 - \$65,000)
- d. Close to All Traffic, including bi-annual inspections (\$10,000 - \$15,000)

21. Regardless of the option selected, Administration has jointly tendered with the SDG Counties a hydraulic analysis for this crossing. This analysis will be required for the future replacement and the SDG Counties is undertaking a similar study at the bridge immediately west on SDG 19 at Boundary Road. There are good efficiencies and anticipated cost savings for both jurisdictions with this approach.

22. Administration provides the following notes to the options available:

- a. Status Quo – bi-weekly monitoring is a risk management strategy.
- b. Replacement AND Removal – planning and design for the removal / replacement has not been started, bi-weekly inspections will be required until construction; it will be a challenge to complete planning, design, and construction in 2024.
- c. Close – bi-weekly inspections will be required until the closure date; with bi-annual monitoring until removal / replacement.

23. The 2024 Capital Structures Budget will include the following items for Councils consideration:

- a. Chapel Road Bridge, Major Rehabilitation, \$500,000 (ready to Tender)
- b. Second Line Road Bridge, Expansion Joint Replacement, \$200,000 (ready to Tender)
- c. Glen Nevis Bridge, Capital Maintenance, \$4,000
- d. Third Line / Delisle, Structure Evaluation, \$40,000
- e. Butternut Lane Bridge, TBD, \$5,000 - \$608,000
- f. Lauzon Bridge, TBD, \$10,000 - \$2,200,000

24. The proposed Capital Structures Budget includes \$704,000 of construction work (Above Item 23 abc) and \$40,000 of planning work (Item 23 d) for road structures; and an additional \$15,000 - \$2,808,000 of TBD work for road and recreation structures (Items 23 ef).

NEXT STEPS

25. Administration has included the **Close to All Traffic** option on the 2024 budget for Council's consideration.



Township of South Glengarry

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

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

www.southglengarry.com

September 19, 2023

**RE: Kinloch Road – Load Restrictions Enacted
Prolonging the Life of our Transportation Infrastructure**

Effective immediately, the Township of South Glengarry has enacted load restrictions on Kinloch Road.

Structural deterioration of the aging Lauzon Bridge factor into the Township's recent decision to enact load restrictions on Kinloch Road. The bridge is located on Kinloch Road at the South Branch of the Raisin River.

This stop-gap measure has been introduced to help prolong the bridge's service life by preventing damage and circumventing potential failures.

It is your responsibility to know the weight and configuration of your vehicle and load, and to comply with posted weight restriction signage. If your vehicle and load exceed the posted capacity of 5 tonnes per axel, please either:

- Take an alternate route that can legally and safely carry your vehicle; or
- Reduce your load and make multiple trips.

Thank you for your understanding and cooperation. If you have any questions, don't hesitate to reach out to infrastructure@southglengarry.com.

Sincerely,

Sarah McDonald, P. Eng.
General Manager of Infrastructure
Township of South Glengarry

Answers to Common Questions

Why does the Township need to restrict traffic on the Lauzon Bridge?

Load restrictions are typically put in place as a bridge approaches the end of its service life to extend its life span to the degree possible.

The 2023 Ontario Structural Inspection Manual (OSIM) inspection indicated that the Lauzon Bridge has severe defects, requiring regular monitoring and that a full replacement of the structure is warranted in 2024. The high-level estimate for this replacement is \$2,000,000 to \$2,200,000.

I've heard the term "severe defects" being used. Should I be concerned?

There is no need for concern from a public safety standpoint. From a municipal governance standpoint, we have an urgency in keeping the Lauzon Bridge as serviceable as possible for as long as possible for our residents.

In addition to weight restrictions, what else is being done?

The Township has initiated bi-weekly monitoring following the recommendation provided the Engineering Consultant. If cracks propagate beyond their current extents, consideration will be given to short-term holding strategies and closure of the structure in the interest of public safety.

The final OSIM Report will be received in December 2023 detailing the condition and needs of all the Township's structural assets. After which a revised 10-year Capital Bridge Plan will be prepared for Council's consideration.

How is this load restriction being enforced?

The Township is largely relying on driver compliance for enforcement.

If I need to exceed the weight restriction, what are my options?

Anyone who needs to exceed the weight restriction should travel on the County Road network.



INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 5, 2024

SUBJECT: Butternut Lane Bridge – 2024 Budget Option

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

BACKGROUND:

1. The Butternut Lane Bridge was [closed](#) to all vehicular and pedestrian traffic on March 14, 2023.
2. At the time of closing the bridge was closed to vehicular traffic and supported only recreational vehicles and foot traffic. The bridge is not part of any recognized recreational path, nor part of any official snowmobile trail.
3. The Township retained Morrison Hershfield to undertake a Renewal Options and Financial Analysis for the recreational structure. The [results of the study](#) were presented to Council on August 8, 2023.
4. The analysis resulted in two feasible renewal options:
 - a. Option 1: Replacement In-Kind: Prefabricate Truss on New Abutments
 - b. Option 2: Prefabricated Truss on Perched Abutments behind Masonry Stem
5. Given both options have the same service life (75-years) and similar maintenance costs, a formal life-cycle cost analysis would not provide value and the options were compared in terms of initial capital expenditure.

Item	Option 1	Option 2
Engineering / Investigation	\$90,000	\$90,000
Construction	\$640,000	\$478,000
Contract Administration	\$40,000	\$40,000
Total (Estimate)	\$770,000	\$608,000

6. The recommended renewal option is **Option 2: Prefabricated Truss on Perched Abutments behind Masonry Stem**, given the lower construction cost, retention of some heritage value of the existing structure, and flexible schedule (no in-water work).
7. Council then directed Administration to consider the possibility of replacement with a [low-level crossing](#). The feasibility was included in the updated Final Report provided by Morrison Hershfield. The Report noted that a low-level crossing was unlikely to garner approvals from the Raisin Region Conservation Authority (RRCA) and Transport Canada (TC).
8. Administration also consulted with the Township's Drainage Superintendent who provided documentation detailing the many challenges associated with low-level crossings along the Beaudette River.
9. The investigation indicated that a low-level crossing is not a suitable alternative for this location given:
 - a. The ongoing maintenance challenges associated low-level crossings.
 - b. The rate and flow of water carried by the Beaudette River.
 - c. Previous challenges with low-level crossings on the Beaudette River.
 - d. The topography (property acquisition vs cutting the embankment).
 - e. Requirement to obtain approvals for the work.
 - f. Drainage Act implications (an in-water crossing at this location would likely trigger an update to the 1929 Beaudette River Engineer's Report).
10. Following the presentation of the Butternut Lane Report (August 8, 2023), the results of the [2023 Ontario Structural Inspection Manual](#) (OSIM) inspections were presented to Council (December 4, 2023) by Jacobs Engineering. The OSIM inspection scope included **68 structures**: 61-road structures and seven recreation structures.
11. The [10-year Capital Plan](#) provided in the [OSIM Report](#) indicates that substantial capital investment is required to sustain / maintain the Township's existing structural assets.

Capital Year	Yearly Cost Based on Service Life	
	Road Capital	Recreation Capital
2024	\$3.5M	\$1.7M*
2025	\$2.4M	\$48,000
2026	\$1.4M	\$1.2M

2027	\$2.5M	\$25,000
2028	\$0.5M	\$2.0M
2029	\$3.1M	\$25,000
2030	\$3.1M	\$25,000
2031	\$1.2M	\$25,000
2032	\$2.5M	\$25,000
2033	\$2.2M	\$25,000
* Butternut Lane Bridge with a like-for-like replacement at \$1.7M. Renewal Options provided a \$608,000 option.		

12. During 2023, the Township was [notified of severe defects](#) on the Lauzon Bridge Structure (Kinloch Road) with an engineer's recommendation to undertake bi-weekly monitoring of the culverts deformations. The notice indicated that a full replacement of the culvert in 2024 is warranted. This is reflected in the 10-year capital plan.
13. Furthermore, during 2023, Administration [deferred](#) the 2023 capital road bridge program (Chapel Road Bridge Major Rehabilitation Design / Construction, Second Line Road Bridge Expansion Joint Replacement Design / Construction, and Cashion Road Major Rehabilitation Bridge Design) due to:
- a. Significant risk of construction delays
 - b. Risk of increased pricing
 - c. **Lack of available budget**

ANALYSIS:

14. Administration has provided the above summary of the 2023 structure pressures to illustrate the "bigger" picture and the 10-year asset needs for OSIM structures. This does not include the many large culverts (CSP or concrete box) that are less than 3m in span located on the municipal roads, the Peanut Line, and the municipal unopened road allowances.
15. Administration acknowledges the beauty of the Butternut Lane Bridge, both in its location over the Beaudette River and its pony truss construction.

16. Administration acknowledges that at least [30-residents would be impacted](#) by the reduction in level of service *if* the bridge was to be permanently decommissioned; including one local business (Zoeller Maple Products).
17. Administration also acknowledges that this bridge is located on an unopened and unmaintained road allowance; that the bridge provides trail access where there is no recognized trail; that the bridge previously supported a Mill which has long since been demolished; and that the bridge has been patched together for the last decade as hold strategies.
18. When considering the current state of the municipal assets (infrastructure and otherwise) and the increasing costs of materials and labour, Administration recommends prioritizing capital funding for structural assets that are located on a road or a recognized trail, and that serve as many residents as possible.

IMPACT ON 2024 BUDGET:

19. The four options available with respect to the Butternut Lane Bridge are:
- a. Status-Quo, including bi-annual monitoring (\$5,000 / year)
 - b. Proceed with further review of the low-level crossing (\$15,000 - \$25,000)
 - c. Remove existing crossing (\$50,000 - \$65,000)
 - d. Replacement with a Prefabricated Truss (\$608,000)
20. Administration notes that the **structure will remain closed to all vehicle and pedestrian traffic until it is either removed or replaced**. While the structure is closed it requires bi-annual monitoring inspections by a qualified engineer to assess the existing and changing condition for municipal risk management.

NEXT STEPS

21. Administration has included the **Status-Quo** option for 2024.
22. If Capital Budget was made available, Administration would recommend the **Removal of the Existing Crossing** with no plans for replacement until such a time as there is surplus capital funding available.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 5, 2024

SUBJECT: Notification of Liquid Dust Suppressant Contract Extension

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

The Township of South Glengarry coordinates a Joint Liquid Dust Suppressant Tender for the six lower-tier municipalities in Stormont, Dundas, and Glengarry. The Tender 01-2023 was awarded last year and included the option to review for two additional one-year terms for 2024 and 2025. The Contract allows for an annual 3.3% Consumer Price Index (CPI) increase on the unit rate.

All members of the Joint Tender agreed to the 3.3% increase and the Contract has been administratively extended for the first one-year term.

Municipality	Quantity	2023 Price (plus HST)	2024 Price (plus HST)
South Glengarry	350 Tonnes	\$510.00 / flake tonne	\$526.80 / flake tonne

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 5, 2024

SUBJECT: FoodCycler Pilot Program Follow Up Survey Results

PREPARED BY: Belinda Dixon, Infrastructure Coordinator

It has been 2 years since our residents who participated in the FoodCycler pilot program received their FoodCycler and Administration reached out with a survey in November 2023 looking for participant feedback. Council requested a two-year post-mortem of the original FoodCycler Pilot Program to receive feedback on participants' experience with the FoodCycler and to determine if the project held by the Township of South Glengarry, was a success. The conclusion we're looking to answer is if another FoodCycler project will be feasible again in the future. A summary of the survey questions and responses can be found below, and a heat map of the survey responses is attached.

FoodCycler Pilot Program:

The Township of South Glengarry began Food Cycler discussions in 2020 in an effort to take steps towards a greener and more sustainable future. In 2021 Council approved the implementation of the FoodCycler pilot program.

Pilot Program Participation:

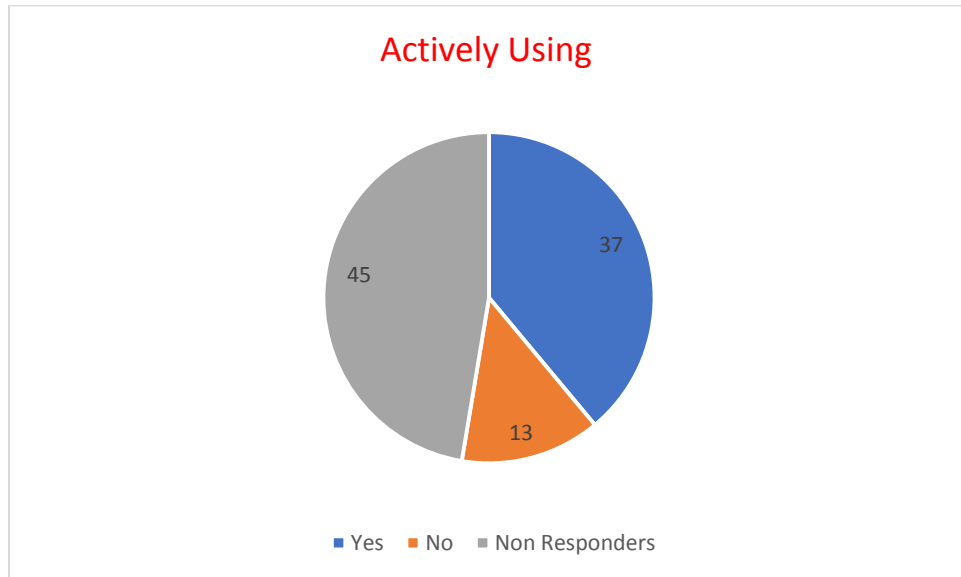
The Township participated in a subsidized pilot program with a limited number of units available. The selected residents who registered purchased a FoodCycler unit at a subsidized cost.

What is a FoodCycler?

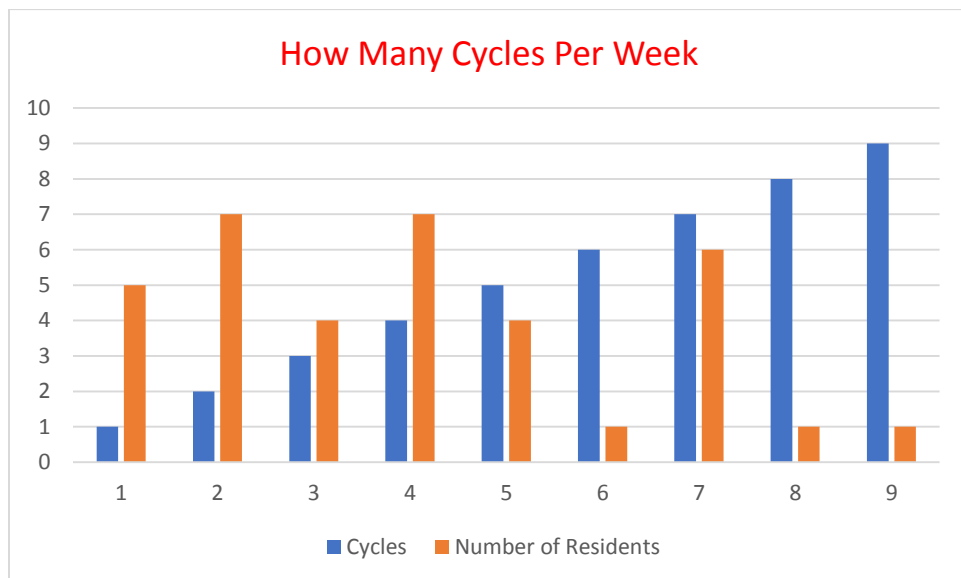
By utilizing cutting-edge technology, a FoodCycler can transform organic waste into compost right in our own homes and offices. The end product claims to be free from bacteria and weed seeds and food-borne pathogens are eliminated in the process. Each "cycle" of composting in the FoodCycler takes approximately 4 to 8 hours and uses only 0.8 to 1.3 kWh of electricity. Each FoodCycler is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), households that participated would divert approximately 200 tonnes of food waste.

Summary of Survey Questions and Responses

1. Are you still actively using your FoodCycler?



2. If yes, how many cycles per week?



3. If no, when did you stop and why?

2021 the compost attracted rodents.

Stopped working properly.

We stopped using our FoodCycler 2 months after we received it. We didn't find it useful.

I stopped because I was doing a kitchen renovation and I need to have the filters changed.

It doesn't work well.

The filter

1.5 years ago, it was too small, we generate much more food waste than it can handle

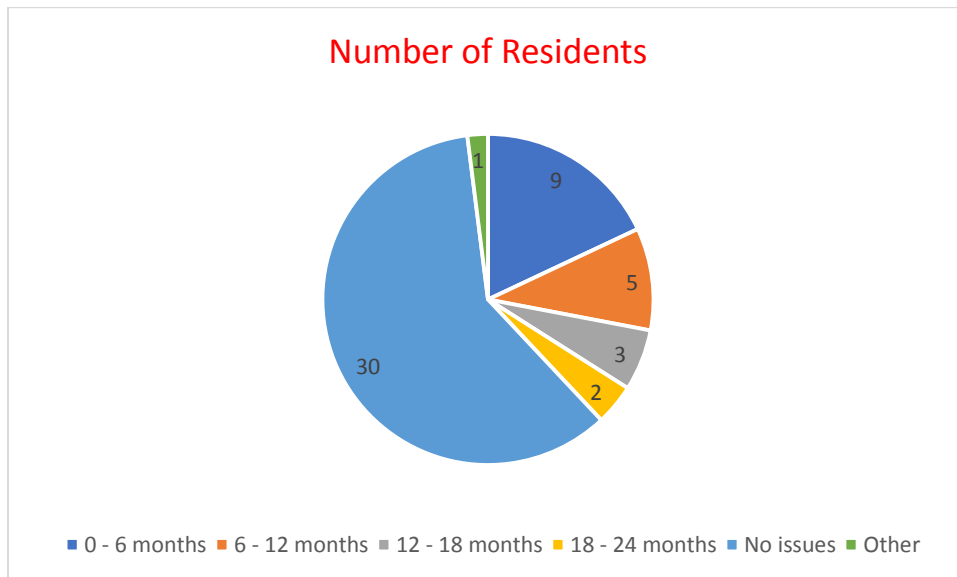
Need additional container to alternate between.

A year ago - small container, must run too often.

3 months ago, because it was not working efficiently, and I had to shut it off mid cycle. I have not had a chance to clean it out and start using it again.

Shortly after starting due to the very small size of the basket.

4. If your FoodCycler experienced issues, when did they begin?



5. What were the issues?

- The container is too small for our daily use.
- No local availability of filters, change filters too often.
- Doesn't dehydrate well, wet material and becomes sticky and thick which dries and gets stuck in machine.
- Sometimes jams and needs to be cleared.
- Loud and very long cycles.

6. What did / do you like most about your FoodCycler?

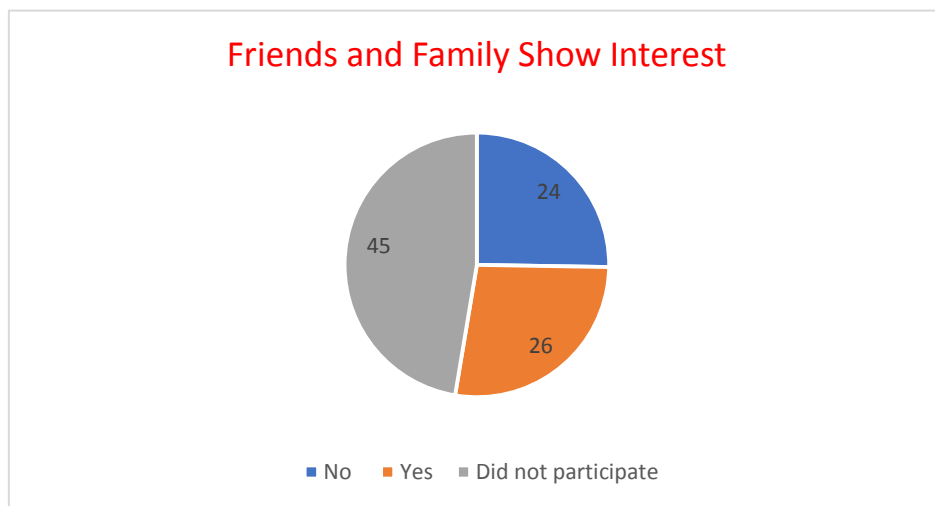
- Less fruit flies in the house.
- Easier to compost in the winter.
- Easy to use, convenient, quickly composts, clean and no odour.
- Reduces waste in landfill.
- Quick cycles and good size.
- Love using compost for garden.
- Environmental impact

7. What did / do you like least about your FoodCycler?

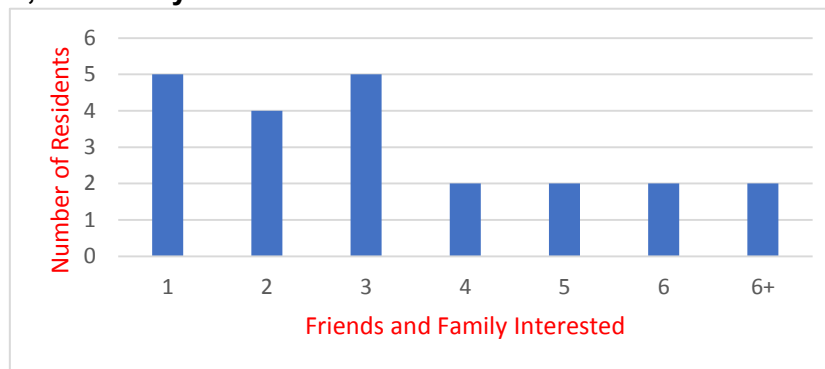
- The bucket is too small for a family. Offer us the option for a larger size.
- The compost has a strong odor, and the unit is loud.
- Takes a lot of counter space.

- Long run time for cycle.
- It tends to jam easily and get gummed up.
- Having to cut into such small pieces to process properly is an inconvenience.
- Hard to get new filters, having to replace the filter frequently.
- Everything
- The fact that the compost must be mixed 11:1 with soil to be used.
- Not all food items dehydrate well.
- Cost vs benefit not worth it - Lots of electricity for small output
- Having a second container/bucket needed to alternate between

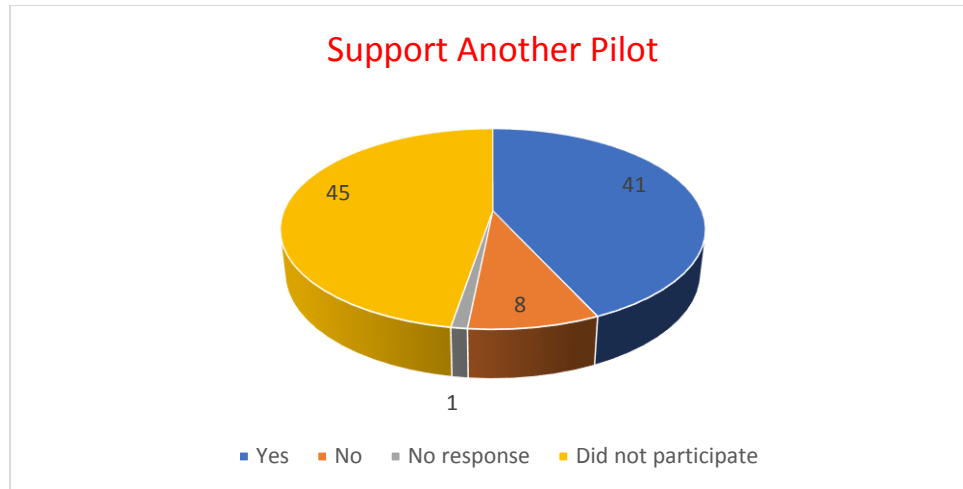
8. Have friends or family within South Glengarry showed interest in wanting to purchase a unit?



9. If yes, how many?



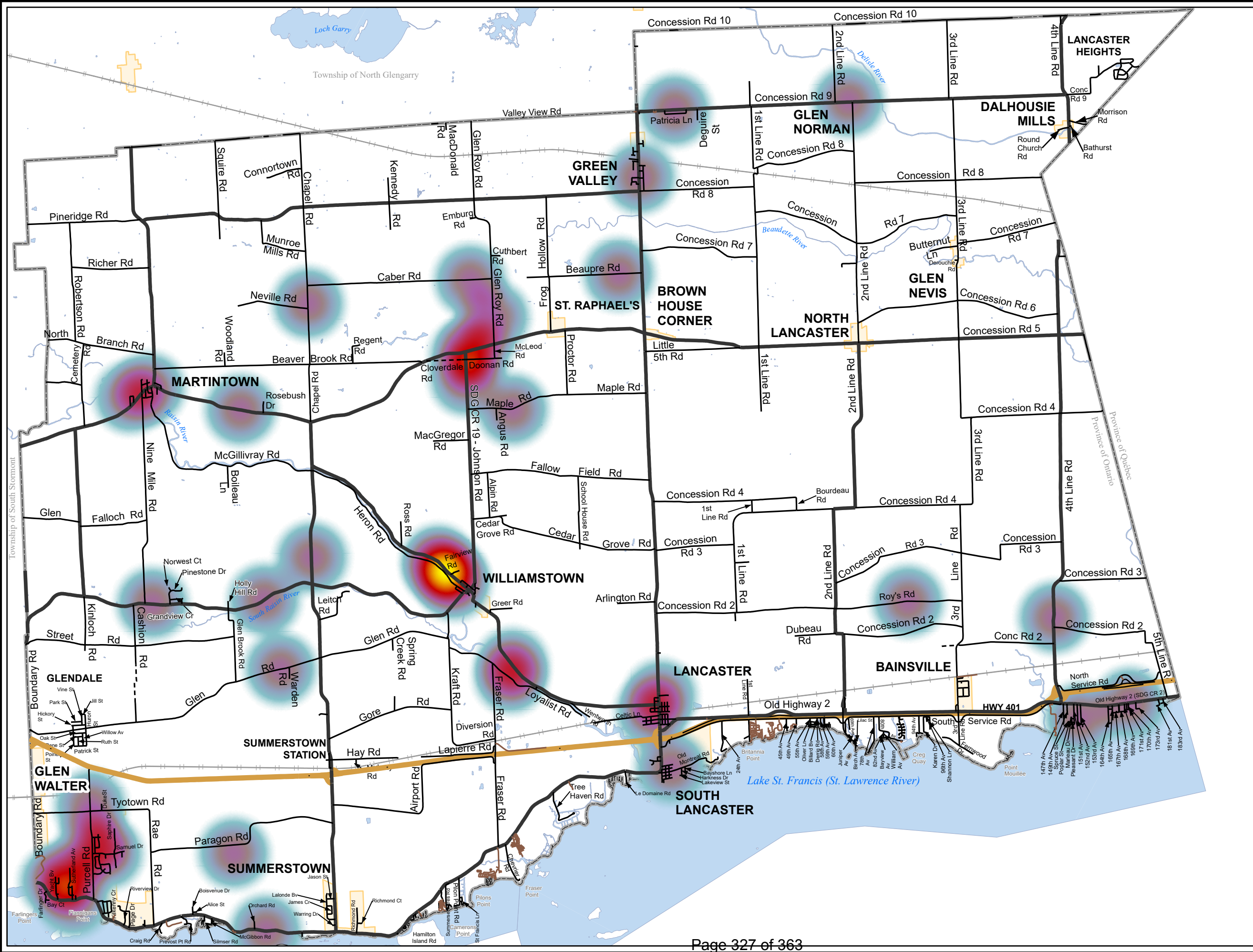
10. Would you support a second FoodCycler Pilot in South Glengarry?



11. Any other comments about the FoodCycler Pilot?

- I don't use it in the warmer months as I have large outdoor composters. I use it when the weather is cold.
- Good idea that needs improvement. (How about using solar electricity?) Much larger capacity.
- It's a great program, but probably most useful for smaller households that don't produce enough waste for a proper composting setup.
- It's a small thing, but it all adds up. Would highly recommend!!
- I think lots of people would be interested if it were made available again,
- Love it! Was a great experience in reducing food waste.
- It's a great solution for food waste. Offer Bigger Unit... I will purchase another!
- Offer options to donate/pickup the compost to the township for use in local parks or gardens
- I am grateful to have been introduced to the cycler
- I was very pleased with the opportunity to take part in the pilot program. I believe it is a great initiative for this township.
- Might not be affordable for low-income families.
- Filters don't last long enough. The machine also doesn't work on all compostable
- It's really meant for cities or subdivisions because in the country we should be able to use outside composters, I enjoy this type for the winter months
- I think the idea is more suited for an urban area that needs this compost solution to reduce pests attracted to compost heaps.
- Appreciate the pilot. Need to keep looking for better solutions.
- It is hard earned money, spend it wisely.
- Thank you for running it! We're very happy with how it has worked out for us.
- I enjoyed being part of this project.
- Partially thanks to the FoodCycler we have no problem meeting our bag limit.
- Love having a green option in South Glengarry for my compost
- We have cut our weekly garbage to 1/2 of a kitchen garbage bag, this is 1 way of extending the

landfill.

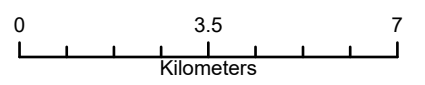


**Food Cycler
Survey Participants**

- Legend**
- Sparse
 - Dense
 - Highway
 - Highway - Ramp
 - Highway - Service
 - County Road
 - Municipal
 - Municipal - Hamlet
 - Municipal - Ramp
 - Municipal - Private Ln
 - Private
 - Municipal - Road Allowance
 - Railway
 - South Glengarry Boundary
 - Settlement Boundary



1:140,000



INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: February 5, 2023

SUBJECT: 2023 Brushing Program Summary

PREPARED BY: Sarah McDonald, General Manager
Infrastructure Services
Donnie Smeall, Roads Manager



The Township's Right of Way Policy ([Schedule 'A' to By-Law 11-00](#)) provides the level of service standard for Brushing / Trees (Section 7 of 11-00).

"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."

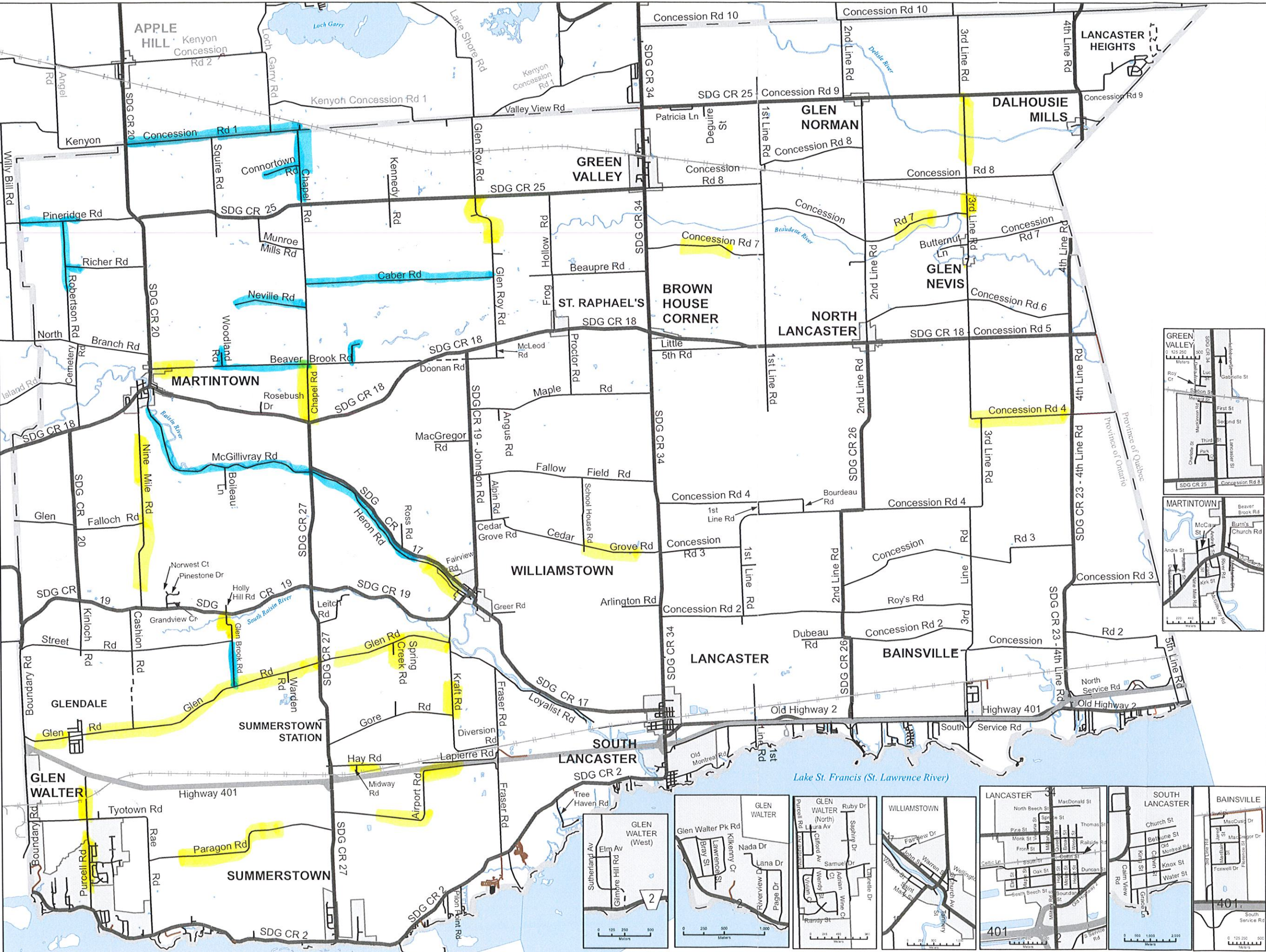
During 2022 / 2023, Administration undertook a speciality brushing program to tackle some of the overgrowth within the municipal right-of-way by piloting different pieces of equipment with an aim to develop an efficient and cost-effective long-term brushing program.

At the December 18, 2023, Council meeting, Council requested a summary of the 2022 / 2023 specialty brushing program which is provided in the table below and the map attached.

Criteria	Trial A – Excavator with Mulcher	Trial B – Tractor with Rotary
Equipment Rented	210 John Deer Excavator with a Mulcher FAE Head	John Deer 6110M Agriculture tractor with a Tiger Bengal Brute 24' Boom and a Rotary Head
Work Completed	December 2022, January 2023	November & December 2023
Operated By	Township Employees	Township Employees
Hours in Service	200 hours (10 hours / day)	240 hours (10 hours / day)
Rental Fee (\$ / week and \$ total)	\$27,800	\$26,700
Roadside KM Brushed	29.45 km (both sides)	44.28 km (both sides)

Criteria	Trial A – Excavator with Mulcher	Trial B – Tractor with Rotary
Community Input	<p>Complaints received DURING WORK about aesthetics and damage to trees.</p> <p>No follow-up complaints have been received post-spring growth.</p>	<p>Positive inputs were received on how much it opens the roads and sight lines.</p> <p>Complaints received DURING WORK about aesthetics and damage to trees.</p> <p>Complaints received primarily from more urbanized areas (Glen Road and Paragon Road).</p>
Observations	<p>The job completed was very clean with no debris to clean or remove from roads/roadsides.</p> <p>Limited to gravel roads, due the equipment was an excavator with steel tracks to prevent damages to edges of hard top services.</p>	<p>Operationally a quicker approach since floating equipment was not required.</p> <p>Prevented damages to the edge of the hardtop surfaces roads.</p> <p>Frequent breakdowns with the mower attachment.</p> <p>Aesthetically unappealing in hard wooded areas.</p>

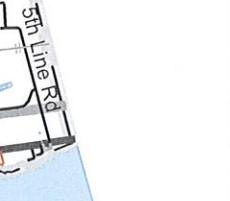
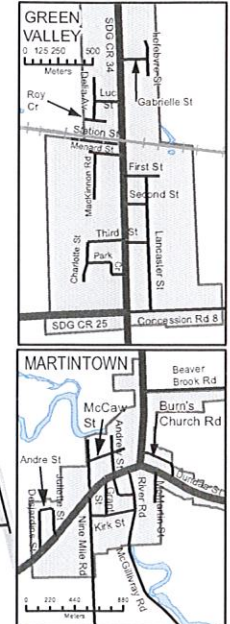
During 2024, Administration intends to trial a third option through the Brushing operational budget to continue to reclaim the Township's right of way and meet the requirements of the Right-of-Way Policy. The option being considered, but not confirmed, for 2024 is: **Trial C – Wheeled Excavator with a Bucket and Mulcher FAE Head**. The wheeled excavator removes the need to float equipment (negative of using the tracked excavator) and the mulcher produced a cleaner result.



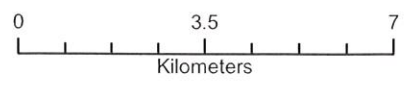
South Glengarry

- Legend**
- Railway
 - South Glengarry Boundary
 - Settlement Boundary

Highlighted in Blue
of
rs Total



1:140,000



SOUTH GLENGARRY
Ontario's Celtic Heartland
Produced by The Township of South Glengarry,
Planning and Enforcement Department with data
supplied under Licence by Members of the Ontario
Geospatial Data Exchange.
Copyright January 18, 2022 BASE SG Map.mxd

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 5, 2024

SUBJECT: 2023 Traffic Collection Program Summary

PREPARED BY: Kean McDonell, Infrastructure Services Student

Background

Beginning in May 2023 Infrastructure Services began a comprehensive traffic count program, with the objective of collecting baseline traffic data for Township roads throughout South Glengarry. Traffic data is useful when classifying roads, and to ensure that traffic volumes are not exceeding road design limits. It is also useful when considering infrastructure upgrades or maintenance, as it gives a clearer picture of road usage.

Speed surveys were also conducted in response to concerns raised by residents about vehicles operating at excess speeds. Data collected was used to determine if thresholds for considering traffic calming measures were met.

Collector roads typically have average annual daily totals (AADTs) exceeding 500 vehicles, with traffic volumes being the highest closer to intersections with County Roads. These roads are designed to collect traffic from local roads and deliver them to arterial roads such as County Roads or Highway 401. Rural local roads tend to have AADTs less than 300 with some exceeding this number. These roads are designed to provide access to adjacent property and are built to carry less traffic at lower speeds.

Methodology

Standardized traffic count locations were identified and mapped, with many road segments having a count station at each end to capture travel trends within the Township.

Traffic surveys were conducted with pneumatic tube counters purchased from MetroCount, and in total ten (10) counters were used. The counters can classify vehicles based on the number of axles and the distance between them, and are considered reliable, accurate, and relatively inexpensive. These devices have limitations as well, such as a lack of remote monitoring capability, tubes that are susceptible to damage, and the inability to conduct surveys during winter due to snow plowing.

Set-up time for a single site is typically 15-20 minutes, total time required to set up all counters is dependant on the distance between sites and is typically 3-4 hours. Survey duration ranges from three (3) days to as long as two (2) weeks, however one (1) full week is the ideal length of time. Factors such as weather, and road maintenance such as roadside mowing need to be considered when planning a study.

Results and Observations

As anticipated, Township roads in the southwestern quadrant of the Township, and the Glen Walter area in particular, experience the highest traffic volumes. Tyotown Road, which is located between Boundary and Rae Road has the highest AADT. To illustrate the range in traffic volumes in South Glengarry, the following table lists the 15 Township roads with the highest observed volumes during 2023.

Road	Location	AADT	Classification
Tyotown Road	East Boundary	3,648	Collector
Glen Road	Glendale	2,205	Collector
Purcell Road	Glen Walter	1,941	Collector
South Service Road	East CR2	1,041 (summer) 425 (autumn)	Collector
Paragon Road	Glen Walter	979	Collector
Samuel Drive	Glen Walter	948	Urban Local
Kraft Road Bridge	Williamstown	825	Collector
Rae Road	Glen Walter	667	Collector
Chapel Road	North CR 18	615	Collector
Nine Mile Road	North CR 19	582	Collector
Glen Roy Road	St Raphael's	573	Collector
Loyalist Road Bridge	Williamstown	526	Rural Local
2 nd Line Road	North Lancaster	509	Collector
Concession 2 Road	Glen Gordon	503	Rural Local
Airport Road	Summerstown	469	Rural Local

From the data collected, the following observations can be made:

1. The Glen Walter area, near Cornwall, experiences higher traffic volumes than the other three quadrants of the Township.
2. Traffic volumes generally increase or remain the same from summer counts to autumn counts in the Township. South Service Road is an exception, as it saw a significant decrease in traffic volume in November compared to June/July – which is consistent with a summer recreation traffic profile. In instances like this, the road design accommodates the summer profile (peak loading) and the winter level of service accommodates the winter profile (actual traffic).
3. Most Collector Roads have a commuter traffic profile, with equal vehicles observed in each direction during a day (AM in and PM out).
4. The weekday traffic volume is higher than weekend volume for all roads surveyed in 2023.

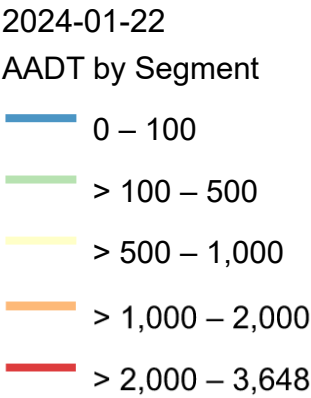
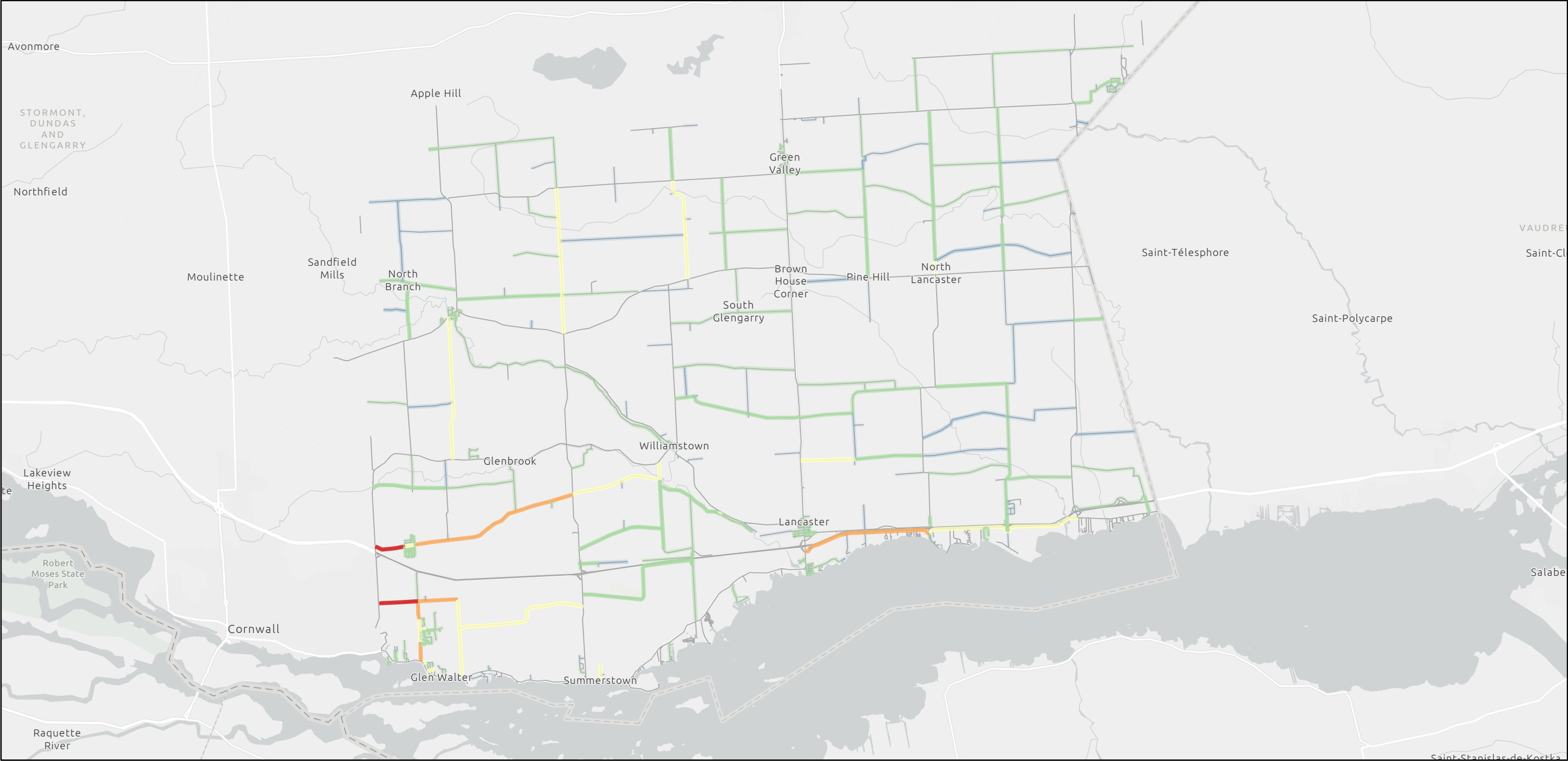
Attached to this staff report are maps showing the public results of the 2023 traffic count program.

Lessons Learned

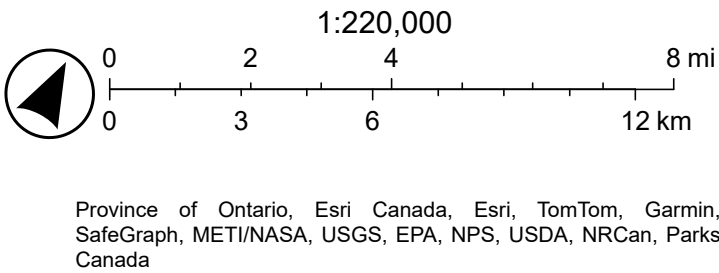
During May and June 2023, traffic surveys were conducted for less than a week, and often only one to two days of data were captured. This was prior to the purchase of additional traffic counters.

During July, August, September, October, and November, counters collected data for at least five (5) days in order to collect all weekdays, and when possible, weekends. Longer surveys can provide a more accurate picture of the traffic on a given road. Shorter surveys are beneficial as they allow more roads to be surveyed, however the data could be less accurate.

South Glengarry - 2023 Traffic Count Program



Note - South Service Road is showing summer AADT; winter AADT is 100 - 500







SCAN ME



recycle
coach

Download the free
app today!

2024

Waste Collection
Calendar

SPECIAL COLLECTIONS




Christmas Tree Collection

Week of January 8-12 and 15-19 on your regular scheduled collection day. Remove all decorations and tree bags.



Leaf & Yard Waste Collection

Weekly from May 6 to November 8 on your regular scheduled collection day.



Landfill Closed

Landfills are not open on these days:
Feb. 17, Oct. 12, Dec. 21, Dec. 28, 2024



Large Item Pick Up

Week of May 20 on your regular scheduled collection day.



Hazardous Waste Day Collection

September 21, 2024 - location TBD



Township Office Closed

To the curb by
7a.m.
Recycling & Garbage



Holiday
Collection is a day later this week.

WEEKLY GARBAGE LIMIT - 2 Bags



50 LBS PER BAG

NOTE: Any garbage bag over the 2 bag limit will require a Bag Tag.
Thank you for respecting our bag limit.

BAG TAGS Available to Purchase
Municipal Office
6 Oak Street,
Lancaster, ON
K0C 1N0
8:30 am - 4:00 pm

OR Online



SCAN ME

REPORT a Missed Collection
www.southglengarry.com



SCAN ME

WEEKLY RECYCLING



- Unlimited.
- Does not need to be sorted.
- Accepted in a container, box or clear/blue bag.
- Large cardboard boxes can be folded down, and placed to the side. 2ftx2ftx2ft.
- Township of South Glengarry residents are permitted to bring any recycling to the Cornwall Landfill located at 2590 Cornwall Centre Road throughout the year.

For detailed information go to our website under **Living Here/ Garbage & Recycling**

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEAF & YARD WASTE



- Place at the curb with regular waste by 7 am.
- Unlimited weekly between May 6 to November 8, 2024.
- Must be contained in paper bags or reusable containers.
- Sticks and branches up to 4ft are accepted, as long as they are bundled and under 50 lbs.
- Leaf and yard waste can be brought to the landfill for FREE.

Landfill Details

- Vehicles must have a valid registration.
- Registration cards can be purchased at Township office and on site. (Please bring cash).
- Hazardous waste not accepted.
- All South Glengarry residents will receive 2 free visits to the landfill during the 2024 season. Please visit our website for additional information on the limitations and requirements.
- The North Lancaster Landfill site (4580 2nd Line Road) accepts waste materials from June 1 to September 30 on Thursdays and Saturdays from 9 am to 5 pm.
- The Beaver Brook Road Landfill site located at 19281 Beaver Brook Road, (east of Chapel Road) accepts waste materials from October 1 to May 31 on Thursdays and Saturdays from 9 am to 5 pm.
- E-waste accepted at both landfill locations.

LARGE ITEM COLLECTION



Special curbside collection of large items **ONLY**, week of May 20 on your regular scheduled collection day. Pilot Program: on demand large item pick up May to September on the 1st Friday of every month - details to come April 2024.

- Not all items are accepted, visit the Township website for details.
- All refrigeration units must be decommissioned and tagged properly.

Large items can also be disposed of at the landfill sites – tipping fees will be incurred.

E-WASTE AND HOUSEHOLD HAZARDOUS WASTE



Drive thru drop off September 21 from 8 am - 12 pm - location TBD.

- Between the months of April to November the City of Cornwall hazardous waste depot, located at 2590 Cornwall Centre Road offer South Glengarry residents a FREE way to dispose of household hazardous waste and electronic waste properly.

For a list of items accepted at our event and additional information, go to our website at **Living Here/ Garbage & Recycling** for more details.

Batteries

- Accepted for recycling at 6 Oak Street

Composters (80 Gallon / 300 Litres)

- Contact the office for purchasing details. Limited quantities available.



July 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Sent via email: premier@ontario.ca
minister.mto@ontario.ca

January 15, 2024

Hon. Doug Ford
Premier of Ontario

Hon. Prabmeet Sarkaria
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9th, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

Resolution #4-I-2024

Moved by Elaine Capes, Seconded by Melinda Davie

WHEREAS road safety is of continuing and increasing concern to Ontarians;

AND WHEREAS, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

AND WHEREAS, recent statistics and media reports show increasing fatalities and police roadway activities[ii];

AND WHEREAS, speeding is a leading contributing factor in many accidents including fatalities[iii];

AND WHEREAS, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

AND WHEREAS, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

AND WHEREAS, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

AND WHEREAS, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

BE IT RESOLVED that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 ^[v].

"Carried"

^[i] The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

^[ii] https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html. Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

^[iii] Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

^[iv] <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

^[v] <http://oapssb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,

suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson
Location: Town of Mono
Date: 2024-01-15 13:56-05:00

Fred Simpson, Clerk

Copy: Minister of Finance
Honourable Sylvia Jones, Dufferin-Caledon MPP
Association of Municipalities of Ontario
All Ontario municipalities



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26th, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 23rd, 2023 regarding Policy Update – Social and Economic Prosperity Review from the Association of Municipalities Ontario.

Moved By: Matt Duncan **Seconded By:** Allan Rothwell

THAT: The Council of the Municipality of North Perth endorses the briefing from AMO calling for discussion on Social and Economic Prosperity and that North Perth is willing to participate.

AND THAT: The resolution be forwarded to the Premier of Ontario, AMO, Perth-Wellington MP John Nater, Perth-Wellington MPP Matthew Rae, and all Ontario municipalities.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
Acting Clerk/Legislative Services Supervisor
Municipality of North Perth
330 Wallace Ave. N., Listowel ON N4W 1L3
519-292-2062
scarter@northperth.ca

Cc: AMO
Perth-Wellington MP, John Nater
Perth Wellington MPP, Matthew Rae
All Ontario Municipalities



POLICY UPDATE

October 18, 2023

Policy Update - Social and Economic Prosperity Review

Municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. It's time for the province and municipalities to work collaboratively towards solutions for the long-term stability and sustainability of municipal finances.

[AMO has called on Premier Ford](#) to propose an update of the partnership between provincial and municipal governments to build sustainable communities, a solid foundation for economic growth and quality of life.

A [social and economic prosperity review](#) would help to create a sustainable, accountable provincial-municipal relationship where both orders of government can meet their responsibilities, grounded in:

- Affordability and fiscal sustainability for both orders of government
- Fairness for taxpayers and affordability for residents
- Coordinated and timely infrastructure investment resilient to climate realities
- Increased housing supply and affordability
- Robust health and social services supporting increased economic participation
- Long term economic development and prosperity for Ontario and its communities
- Modern, effective and streamlined service delivery

It's the right time for a province-wide conversation.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

January 29, 2024

Sent via email

Attn: Minister of Municipal Affairs and Housing

RE: Notice Policy and Procedure By-law Update

I am writing to advise you that at the Town of Newmarket Council meeting held on January 22, 2024, Council adopted the following recommendations regarding the above referenced matter:

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Yours sincerely,



Kiran Saini
Deputy Clerk

KS:eth



Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-953-5300
fax: 905-953-5100

Copy:
Doug Downey, Attorney General
Association of Ontario Municipalities (AMO)
All Ontario municipalities

Town of Newmarket Council Extract
Council - Electronic

Title: Notice Policy and Procedure By-law Update

Date: Monday, January 22, 2024

Moved by: Councillor [Name]

Seconded by: Councillor [Name]

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

Notice Policy

Policy Number: Corp. 1-02

Policy Statement and Strategic Plan Linkages

The Municipal Act, 2001 as amended requires that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and the form, manner and times notice shall be given.

Purpose

This policy will outline the circumstances of notice and the form, manner and times that notice shall be given on matters where there is statutory notice required pursuant to the Municipal Act, 2001, the Ontario Heritage Act, and the Planning Act as amended. This policy does not intend to address notice requirements that may be required by other legislation or policy.

Definitions

In this policy:

Digital Newsletter means an online publication that the Town uses to communicate information.

Newspaper means a printed publication having general circulation in the municipality.

Notice means a digital or printed notification available to the public.

Town means the Corporation of the Town of Newmarket.

Website means the official Town of Newmarket website.

Provisions

1. The minimum public notice requirements and times are set out in Schedule "A" attached.
2. Notices that are to be published on the Website shall be the responsibility of the appropriate Town staff member (i.e., affected department).
3. Notices shall be written in plain language and in an accessible manner.
4. Notices shall include the following information as appropriate:

- 4.1. A description of the proposed action or the purpose and effect of the proposed by-law.
 - 4.2. The date, time, and location of the meeting (if required).
 - 4.3. Instruction on obtaining additional information, submitting comments, or attending a public meeting.
5. Staff may choose to provide additional or more comprehensive methods of notice at their discretion.
6. If a matter for which notice was given under this policy is deferred, adjourned, or continued to a future Committee of the Whole or Council meeting:
 - 6.1. All statutory requirements for notice of the future meeting will be complied with, if required.
 - 6.2. For non-statutory matters a public statement will be made at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting specified in the statement.

Urgency Provision

If a matter arises which in the opinion of the Chief Administrative Officer in consultation with the Mayor is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice and in the manner that is reasonable under the circumstances.

Cross-References

Accountability and Transparency Policy
Procedure By-law 2020-12 as amended.
Sale of Land Policy
Community Engagement Policy
Delegation By-law 2016-17 as amended.

Contact

Legislative Services, clerks@newmarket.ca

Details

Approved by: Council
Approval Date:
Policy Effective Date:
Last Revision Date: December 7, 2017
Revision No: 002

Appendix A – Notice Standards

1. Council and Committee of the Whole meetings

Legislative requirement per the Municipal Act, 2001, s. 238 (2.1): The procedure by-law shall provide for the public notice of meetings.

Town's Notice Standard: The Procedure By-law will provide the form, manner and time for notice of public meetings.

2. Planning Act notices

Legislative requirement per the Planning Act: There are various requirements under the Planning Act for public notice depending on the matter.

Town's Notice Standard: Notice will be provided in the form, manner and time required by the Planning Act. Where the Planning Act requires public notice in a newspaper, notice shall be given in accordance with the definition of Notice in this policy.

3. Change in composition of Council and changes to ward boundaries

Legislative requirement per the Municipal Act, 2001, s. 222 (3): Notice must be provided of the passing of a by-law within 15 days after adoption specifying the last date for filing of an appeal.

Town's Notice Standard: Notice will be provided in writing, on the Town's website and in the Town's Digital Newsletter within 15 days after adoption of a by-law to change the composition of Council or to the ward boundaries.

4. Financial statements

Legislative requirement per the Municipal Act, 2001, s. 295 (1) (a) (ii): Within 60 days after receiving the audited financial statements for the previous year the treasurer shall publish a notice in a newspaper having general circulation in the municipality that the audited financial statements for the previous year are available.

Town's Notice Standard: Notice will be provided in writing, on the Town's website and in a Digital Newsletter within 60 days after receiving them.

5. Tax sales

Legislative requirement per the Municipal Act, 2001, s. 351 (8): Public notice must be given by the treasurer or their agent of the time and place of the auction, and the name of the person whose personal property is to be sold.

Town's Notice Standard: Notice will be provided in writing, on the Town's website and in any other manner as appropriate within 30 days.

6. Changing the name of a private road

Legislative requirement per the Municipal Act, 2001, s. 48: Public notice must be given of the intention to pass a by-law changing the name of a private road.

Town's Notice Standard: Notice will be provided when a written agenda, containing the change in private road name, is published on the Town's website and within the timeframe as established by the Town's Procedure By-law.

7. Intent to designate a property as having cultural heritage value or interest.

Legislative requirement per the Ontario Heritage Act, s. 26 (4): Where a municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the Municipal Act, 2001 is deemed to satisfy the requirement of this Part to publish notice in a newspaper.

Town's Notice Standard: A notice required under the Ontario Heritage Act will be provided in writing, on the Town's website for a period of 30 days. The notice will comply in all other respects with the requirements of the Ontario Heritage Act including a description of the property, statement of heritage value, and timeline for a notice of objection.

Procedure By-law Edits due to Local Paper no longer in circulation.

12. Cancellation or Postponement of Meetings

- a) A regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting of Council may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO.
- b) The Clerk gives Notice on the Town's website and time permitting, using the Town's electronic newsletter to indicate the cancellation or postponement of a regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting. Where time is limited, a Notice is posted at the main entrance to the Municipal Office.
- c) Meetings of other Committees may be cancelled or postponed by the Clerk, Recording Secretary, Chair or other assigned person where Quorum cannot be achieved, due to a lack of business items, by Committee resolution, or in the event of an emergency.

14. Notice of Meetings

- a) The Clerk gives Notice of a Meeting of Council or Committee of the Whole by:
 - i) Providing Council with a regular agenda on each Thursday preceding a Meeting day of Council and each Thursday ten days in advance of a Meeting day of a Committee of the Whole.
 - ii) Providing Council with a revised agenda on each Thursday preceding the Meeting day of the Committee of the Whole.
 - iii) Using the Town's website to indicate the date and time of the Meeting of Council or Committee of the Whole.
 - iv) Time permitting, using the Town's electronic newsletter to indicate the date and time of the Meeting of Council or Committee of the Whole.
- b) The Clerk, Recording Secretary or other assigned person gives Notice of Meetings of other Committees, including regular Meetings of the Joint Council Committee (Central York Fire Services) by:
 - i) Providing an agenda to Committee Members one week prior to the Meeting.
 - ii) Time permitting, using the Town's website to indicate the date and time of the Meeting of the Committee.
- c) The Clerk gives Notice of special Meetings of Council or Committee of the Whole by:
 - i) Providing Council with an agenda in person, by telephone, by mail, or electronic mail at least 24 hours prior to the Meeting.

- ii) Using the Town's website to indicate the date and time of the special Meeting of Council or Committee of the Whole.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the special Meeting of Council or Committee of the Whole.
- d) The Clerk gives Notice of emergency Meetings of Council or Committee of the Whole by:
 - i) Providing Notice to Council in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.
 - ii) Using the Town's website to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
- e) The Clerk gives Notice of workshop Meeting of Council by:
 - i) Providing, at least 24 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed.
 - ii) Using the Town's website to indicate the date and time of the workshop, and time permitting.
 - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the workshop Meeting.

15. Notice of Meetings Closed to the Public

- a) Where a matter may be considered by Council, Committee of the Whole, or a Committee for discussion in closed session, wherever possible, written Notice will include:
 - i) The fact that the Meeting will be closed to the public as provided by the appropriate legislation;
 - ii) The general nature of the matter to be considered at the closed Meeting.

16. Invalidation of Notice of Meeting

- a) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Posting Statutory Public Notices

January 3, 2023

With the local Newspaper Newmarket Era dissolved due to Metroland filing for bankruptcy, the following are measures to post and advertise Statutory Public Notices.

1. Post to News and Notices on the corporate website
 - a. Content will be under the following category: **Public Notice** and **Planning Notice**
 - b. The news article will appear on the homepage, and a section of the website called Statutory Public Notices.
2. Post to the Newmarket Calendar if a meeting is involved (i.e. statutory public meeting)
3. Advertise on Social Media on X (formerly Twitter) and Facebook. If a Statutory Public Meeting is involved, a Facebook event will be created. All social media posts will be linked back to the Public Notice on the Town's website.
4. If a statutory meeting is involved, advertise on NewmarketToday.ca and YorkRegion.com event pages

Optional:

1. A public service announcement (PSA) with the statutory notice will be sent to the local media. Note: sending out a PSA does not guarantee that a local newspaper will publish an article about the meeting.
2. Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
 - a. This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
 - b. While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Notices to the Public: Communication Options

Background:

On September 15, 2023, Metroland Media, the company of the Town of Newmarket's local newspaper Newmarket Era announced the ending of all local papers effective immediately. The dissolution of the local paper also saw the end of the Town's print publication option for statutory notices/meetings and the Town Page (a weekly ad in the Newmarket Era that advertises public events, notices, upcoming Council Meetings and more).

The following are some communications tactics the Town can consider using to continue to provide sufficient public notice to the community.

Internal Resources:

Newmarket Website – newmarket.ca

Newmarket.ca has various components that can be used to advertise public notices, meetings, and events. These include a community calendar, designated webpage, a notice under news and notices that appear on the front of the website.

Pros:

- Town-owned communications vehicle; existing cost
- Ability for the Town to advertise its own news and notices
- Can be updated in a timely manner
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics, such as a media release, social media post, digital ad, banner/road signs and more.

Cons:

- News items can get lost with the amount of information on the website
- Most users do not visit Newmarket's site via the homepage. Many searches through Google to find their desired content
- Requires the user to visit Newmarket's site for more information
- Unable to reach audiences who do not have access to a computer / mobile device

Public Engagement website – heynewmarket.ca

Projects that have a public engagement component are encouraged to have a project page on Heynewmarket.ca. The public engagement tools and tactics make it easier for users to provide

their feedback, learn about the project and stay up to date with the project timelines and more. HeyNewmarket project pages are included on all communications collateral to drive users to the project webpages (i.e. letter to residents, on-site signage at the location of the project, social media and more)

Pros:

- Town-owned communications vehicle; existing cost
- Ability for the Town to communicate project updates
- It is used in conjunction with other tactics such as a media release, social media post, digital ad, banner/road signs and more.
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics.
- Can be updated in a timely manner.

Cons:

- Requires the user to visit this site for more information.
- Unable to reach audiences who do not have access to a computer / mobile device

Council Slides at the beginning of Council Meetings

Prior to the Council meeting starting, a series of Town news and advertisements are cycled on the screen.

Pros:

- Town-owned communications vehicle; no hard costs
- Opportunity as another avenue to push Town messaging out to the public.
- Potential to reach the audience who may be engaged but without computer access who attend Council meetings in person (limited audience)

Cons:

- Limited exposure to the community. Only available to those who are watching the Council Meeting.

LCD Screens (inside and outside facilities)

Newmarket had LCD screens inside and outside of facilities to help promote Town events and news. There is an ability to select which facilities you'd like to have the ads played across.

Pros:

- Town-owned communications vehicle; existing cost
- Ability to reach audiences within and in and around our facilities.
- Does not require access to a computer or mobile device for initial information

Cons:

- News can get lost with other initiatives and campaigns being advertised on the LCD Screens and distractions at facilities
- Inside facility screens require extra design work (not as fluid)
- Doesn't reach people who are not already engaged with the Town in some way.
- Requires user to go to a website for more information

Neighbourhood Mailouts

The Town of Newmarket can consider sending out targeted letter mailout for statutory meetings to a wider audience in conjunction with statutory requirements.

Pros:

- Opportunity to reach audiences at their home.
- Option to ensure residents are aware of upcoming statutory notices.

Cons:

- Higher cost – to send a 11X14 double sided print piece (unaddressed mail) to an estimated 16,416 households and businesses using Canada Post, the mailing costs are estimated at \$2,500 with additional costs for printing. Addressed mail costs are significantly higher at approximately \$20,000 in delivery costs alone.
- Inability to ensure mail gets to residents in a timely manner
- Tighter timelines to have items printed and dropped off at Canada Post for delivery.
- Hand delivery by staff will require many resources.
- Addresses with 'no junk mail' will not receive the letter if it is unaddressed.
- Can be costly and time consuming for staff to produce, get printed professional and then arrange to be delivered by Canada Post. RFP may be required if services exceed \$20k.
- Canada post delivers by delivery routes and postal codes. Some subdivisions may not receive the notice if they border on neighboring municipalities.

Advertisement within the Property Tax Bill

There is an opportunity to include important information as an insert along with the Property Tax Bill. Finance uses an external marketing company to print and issue Property Taxes which may require increased budget and lead time.

Pros:

- Opportunity to reach Newmarket property owners with Town News

Cons:

- Not all property owners opt in to receive a paper property tax bill.
- Renters are excluded from the distribution.
- Can be costly.
- Additional lead time may be required.

Media Release / Public Service Announcement

Newmarket can consider sending out a Statutory meeting announcement to the Town's local and regional media groups which in turn can be published as an article online and or mentioned through a radio update.

Pros:

- Town-owned communications vehicle; existing cost
- Opportunity to leverage online media sites to publish news articles related to statutory meetings

Cons:

- Potential increase in media calls to the department regarding the meeting.
- Media may not pick up all media releases sent to them and publish it into an article.

Social Media Campaigns and Posts

Social media posts on Facebook, X (formerly Twitter) and Instagram are used to promote public notices, meetings, and important information. Social media posts can be organic (non-paid) or paid to reach a wider audience.

Pros:

- Town-owned communications vehicle; low and scaleable cost for paid advertising
- Ability to reach audiences that currently follow the Town's social media channels and or produce paid ads to reach an even wider audience.
- Multiple platforms to reach audiences regarding Town News
- A resource that the Town currently uses and has adopted strategies to reach audiences.

Cons:

- Unable to reach audiences that do not have access to a computer/mobile device or does not follow the Town of Newmarket.
- Less control over who can see social media ads due to social media algorithms. Time-based versus popularity of the post.
- The Town needs to sign up for other forms of social media in order to reach an even wider audience (i.e. Snapd Chat, Tik Tok, online forums such as Reddit etc.)

External Resources:

Digital ads with Newmarket Today

Corporate Communications currently places digital ads with Newmarket Today. These digital ads are placed at random beside news articles throughout the website. The Town currently has three-sizes of ad placements for the site. Two of which can be changed at any time and one that can only be updated once a month.

Pros:

- Opportunity to market long terms initiative and link back to the Town's site if the user wishes to learn more.
- A different channel to market to Newmarket residents and surrounding communities
- Works better for long-term campaigns and initiatives (i.e., to Sign up for a Town's newsletter, or a new initiative such as ASE that has a long educational period timeframe)
- Could consider an ad driving to Meetings and another driving to Development Applications and ensure this page has information clearly available about all upcoming statutory meetings.

Cons:

- External resource; monthly cost per advertisement
- Can be blocked by ad blockers (if the user has ad blockers installed)
- Cannot control the frequency that the user sees the ad (digital ads are at random)
- Low click-through rates due to limited exposure to audiences



Monthly ads with Neighbor (formerly Snap'd)

Neighbor media, formerly known as Snap'd produces a monthly printed magazine that is currently distributed for free inside Newmarket facilities and in and around the community. Neighbor focuses on community events that involve the Town, Councillors, MPs and MPPs.

Pros:

- Option to provide a 'print' version of communication to the community.
- Free distribution from Neighbor in Town facilities and businesses

Cons:

- Unknown readership

- Long lead time given it's a monthly publication, therefore would not meet the public notice objectives for timely notice. However, we could consider a standing paid Town advertisement with a QR code linking to a website with updated information.
- External resource; monthly cost per advertisement

Advertisement within the Newmarket Hydro Bill

NT power provides an opportunity to use a portion of the bill to communicate messages to the bill receivers in Newmarket (450 characters max). One month prior to when you want the notice to go out is preferred as NT power has planned programming that may need to be shifted.

Pros:

- Opportunity to reach Newmarket Property Owners/Renters
- No external costs

Cons:

- Not all renters or landlords receive Hydro Bills
- Message may not be conveyed since this is appearing on the hydro bill. Topics will need to be tied back to have a connection with Hydro or services.
- Managed by Newmarket Hydro and the Town may not have priority in posting messages.

Interim Solution

- Post statutory ads on the Town's website with a link to the full ad, and supplement the advertising of the ads via the Town's current communications channels (i.e. social media, e-newsletter etc.)
 - **Consider:** Statutory Ads can be sent out as an advisory to the local media.
 - Newmarket will supplement this by posting the ad on the website and advertising the meeting on various communication channels.
 - **Note:** This option may lead to more media calls, and we cannot guarantee if the media will pick up and advertise the meeting.
 - Use existing communication channels to encourage residents to sign-up for e-news. Campaigns can be conducted to entice users to sign up. Include signage at facility kiosks or pull up banners to encourage people to sign-up for news
- Print hard copies of the e-newsletters and place a few copies at high-traffic facilities (i.e. Seniors Meeting Place). Consider also distributing or posting at select facilities outside of Town, such as condos, doctor's office waiting rooms.
- Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
 - This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
 - While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.

Longer Term Solution

- Conduct a town-wide survey on the Town's communications and how residents would like to receive information. This can be done via phone, at community events, and an all household/business mail-out.
- Options can include, how they would like to be informed of meetings and public input opportunities and general Town news.
- Findings from the survey will help make data-based decisions to determine the next steps on how to proceed with Town communications.

Other Solutions require more research into the legalities.

- Become our own news source. Using blogs, publish our own news and promote it on our own social media channels, effectively becoming our own news source to be a 'local paper'.



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

RESOLUTION NO. 2024-46

DATE: January 16, 2024

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Branderhorst

WHEREAS By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

AND WHEREAS fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

AND WHEREAS no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 2024-007
FOR THE YEAR 2024**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of February 5th, 2024 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 5TH DAY OF FEBRUARY 2024.***

MAYOR: _____ **CLERK:** _____