

TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Tuesday, February 20, 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	
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11.	CLOSED SESSION	
	BE IT RESOLVED THAT Council convene to closed session to discuss the following item under Section (239) of the Municipal Act S.O. 2001;	
	(2) a meeting may be closed to the public if the subject matter being considered is;	
	(b) personal matters about an identifiable individual	
	Specifically: staffing matter (2)	
	(d) labour relations or employee negotiations	
	Specifically: labour relations (2)	
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	Specifically: instructions for negotiations (2)	
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**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**February 5, 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 Planning, Building & Enforcement Haley
GM Infrastructure McDonald
GM Parks, Recreation & Culture Harbers
Fire Chief Robertson
Director Water/Waste Water Seguin
Deputy Treasurer MacDonald
EA/Communications Coordinator O'Shaughnessy

1. CALL TO ORDER

Resolution No. 2024-017

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the February 5th, 2024 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Items pulled from Consent agenda for discussion:

- 10.c. 2023 Brushing Program Summary
- 10.d. 2023 Traffic Collection Program Summary
- 10.i. RESOLUTION - Life Span of Fire Apparatus

Resolution No. 2024-018

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. 2024-019

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the minutes of the following meetings be adopted as circulated:

- Previous Meeting Minutes - January 15th, 2024
- Public Meeting Minutes - January 15th, 2024

CARRIED

5.1 Previous Meeting Minutes - January 15th, 2024

5.2 Public Meeting Minutes - January 15, 2024

6. PRESENTATIONS AND DELEGATIONS

7. ACTION REQUESTS

7.1 Capacity Allocation - Water & Wastewater (D. Seguin)

Resolution No. 2024-020

Moved by Councillor Jaworski
Seconded by Councillor Bougie

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.

CARRIED

7.2 2023 Annual Reports – Water, Wastewater, and Stormwater (D. Seguin)

Resolution No. 2024-021

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

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.

CARRIED

7.3 Drinking Water Quality Management System (DWQMS) 2023 Internal and External Audits (D. Seguin)

Resolution No. 2024-022

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

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.

CARRIED

7.4 Tyotown Road Retaining Wall (S. McDonald)

Resolution No. 2024-023

Moved by Councillor McDonell
Seconded by Councillor Jaworski

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.

CARRIED

7.5 Direction for Road and Bridge Asset Rationalization (S. McDonald)

Resolution No. 2024-024

Moved by Councillor Jaworski
Seconded by Councillor Bougie

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.

CARRIED

7.6 Award RFP 17-2023 - Road Needs Study (S. McDonald)

Resolution No. 2024-025

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

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.

CARRIED

7.7 Award RFP 16-2023 - Active Transportation and Trails Plan (S. McDonald)

Resolution No. 2024-026

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

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.

CARRIED

7.8 2024 Grants and Donation Requests (K. MacDonald)

Council directed Administration to add the following donations to the list of approved grants and donations for 2024:

- \$4,000 to the SDG Historical Society
- \$500 to the Women's Day Event, Glengarry Memorial Hospital
- \$500 to the Martintown Santa Claus Parade
- \$1,500 to the Lancaster Santa Parade
- \$1,000 to the Williamstown Santa Parade

Resolution No. 2024-027

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 2024-16 be received and that the Council of the Township of South Glengarry approve the 2024 Grants and Donation requests attached to the report, as amended and noted in the minutes, in the amount of \$ 60,621.55 and that \$1,878.45 be allocated for discretionary funds for a total budget of \$62,500 for 2024 Grants and Donations.

CARRIED

Resolution No. 2024-028

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT \$6,000 be allocated to the 2024 grant request from the Glengarry Highland Games from the 2023 Grants and Donations surplus.

7.9 2023 Reserve Transfers (K. Goyette)

Resolution No. 2024-029

Moved by Councillor Jaworski
Seconded by Councillor Bougie

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

CARRIED

7.10 Cairnview Park Concept Plan (S. Harbers)

Resolution No. 2024-030

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

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.

CARRIED

7.11 Official Plan Amendment - 6055 4th Line Road, Bainsville (J. Haley)

Resolution No. 2024-031

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

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.

CARRIED

7.12 Land Disposition Update and to Declaration of Surplus Lands (J. Haley)

Resolution No. 2024-032

Moved by Councillor McDonell
Seconded by Councillor Jaworski

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.

CARRIED

7.13 Proposed Township Industrial Park (J. Haley)

Resolution No. 2024-033

Moved by Councillor Jaworski
Seconded by Councillor Bougie

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.

CARRIED

8. BY-LAWS

8.1 2024 Council Per Diem and Mileage Rate (K. MacDonald)

Resolution No. 2024-034

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

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.

CARRIED

Council recessed at the call of the chair at 8:46 pm.
Council reconvened at 8:53 pm.

9. ITEMS FOR CONSIDERATION

- 9.1 1st Line Road Tree Removal (S. McDonald)
- 9.2 Lauzon Bridge (Kinloch Road) - 2024 Budget Notice (S. McDonald)
- 9.3 Butternut Lane Bridge - 2024 Budget Option (S. McDonald)
- 9.4 2023 Brushing Program Summary (S. McDonald)
- 9.5 2023 Traffic Collection Program Summary (S. McDonald)
- 9.6 RESOLUTION - Life Span of Fire Apparatus (Prince Edward County)

Council directed Administration to bring forward a support resolution at the next Council meeting.

10. CONSENT AGENDA

Resolution No. 2024-35

Moved by Councillor Bougie
Seconded by Councillor Jaworski

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

CARRIED

- 10.1 Liquid Dust Suppressant Contract Renewal (S. McDonald)
- 10.2 FoodCycler Pilot Program Survey Results (S. McDonald)
- 10.3 2023 Brushing Program Summary (S. McDonald)
- 10.4 2023 Traffic Collection Program Summary (S. McDonald)
- 10.5 2024 South Glengarry Waste Collection Calendar
- 10.6 RESOLUTION - Road Safety Emergency (Town of Mono)
- 10.7 RESOLUTION - Social and Economic Prosperity Review (North Perth)
- 10.8 RESOLUTION - Notice Policy and Procedure By-law Update (Newmarket)
- 10.9 RESOLUTION - Life Span of Fire Apparatus (Prince Edward County)
- 11. CLOSED SESSION
- 12. CONFIRMING BY-LAW

Resolution No. 2024-036

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT By-law 2024-07, 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 5th day of February, 2024.

CARRIED

- 12.1 Confirming By-law 2024-007
- 13. ADJOURNMENT

Resolution No. 2024-037

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 9:32 pm.

Mayor

Clerk



STAFF REPORT

S.R. No. 2024-23

PREPARED BY: Dillen Seguin, Director of Water and Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 20, 2024

SUBJECT: Approval of 2023 Water and Wastewater Annual Reports

BACKGROUND:

1. Under the *Safe Drinking Water Act, 2002*, Ontario Regulation 170/03, the Ministry of the Environment requires that a written report for our Water Plants and Sewage Plants be completed annually.
2. The eight (8) 2023 Annual Reports showing compliance/non-compliance for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants, the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants and the Municipal Collection systems (wastewater and stormwater) were received for review by Council at the [Regular Council Meeting](#) held on February 5th, 2024.
3. No comments, clarifications, or revisions were requested by Council during the review period and prior to Administration finalizing the reports as attached (February 13, 2024).

ANALYSIS:

4. The Annual Reports will be submitted to the Ministry of Environment, Conservation & Parks and posted on our website as per the requirements of the Regulation.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-23 be received and that the Council of the Township of South Glengarry accept and approve the 2023 Annual Reports for the

Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants.

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



2023
Annual Drinking Water Report
and
Summary Report for Municipalities
Redwood Estates Water Treatment
Version 1.0

Prepared by:

A handwritten signature in black ink, appearing to read "Dillen Seguin".

Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:

A handwritten signature in black ink, appearing to read "Sarah McDonald".

Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

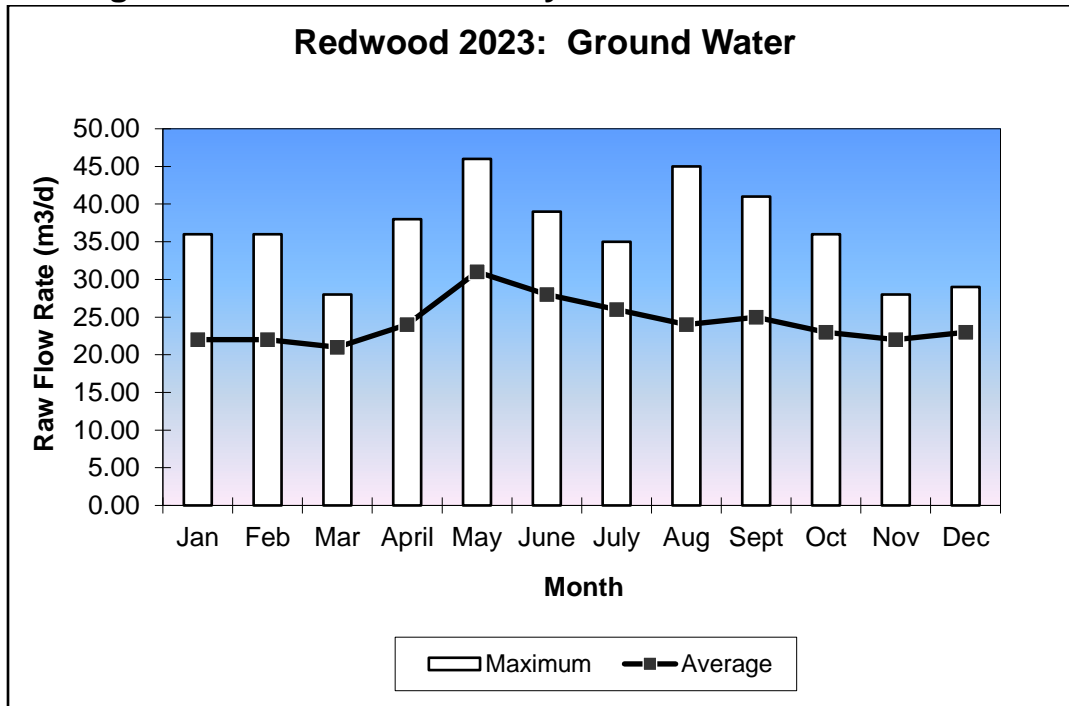
Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	D. Seguin

Redwood Water Treatment Plant – Annual Report

1. Flows

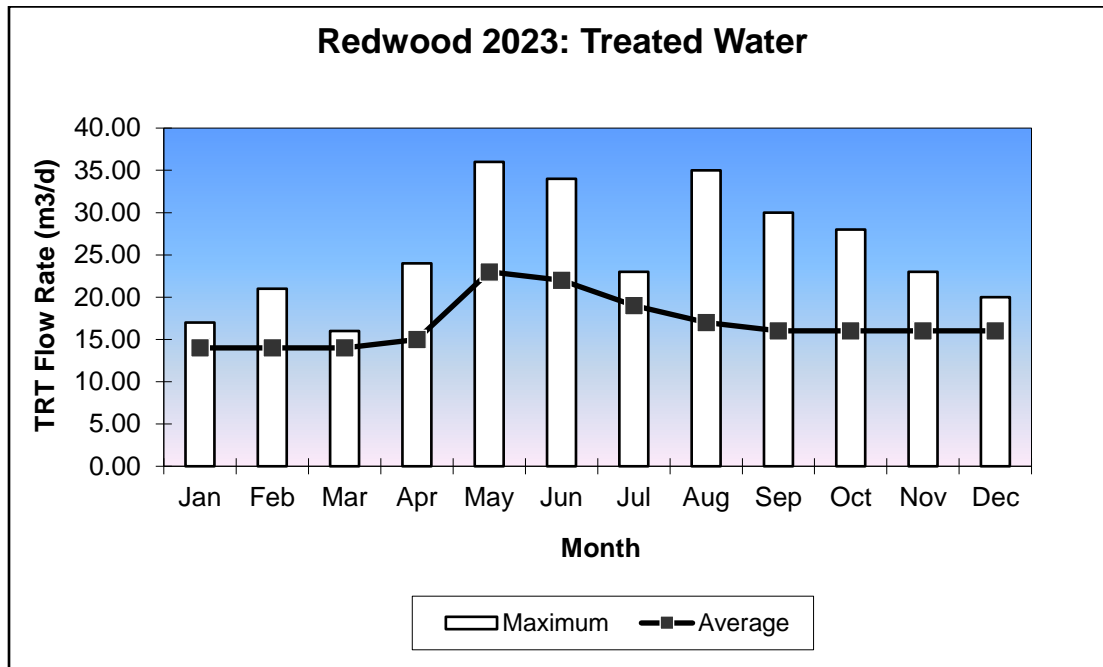
Daily Average and Maximum Raw Daily Flows



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		0.05	0.05	0.019	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 Wastewater Report
Glen Walter Sewage Treatment
Version 1.0

Prepared by:

A handwritten signature in black ink, appearing to read "Dillen Seguin".

Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:

A handwritten signature in black ink, appearing to read "Sarah McDonald".

Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	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

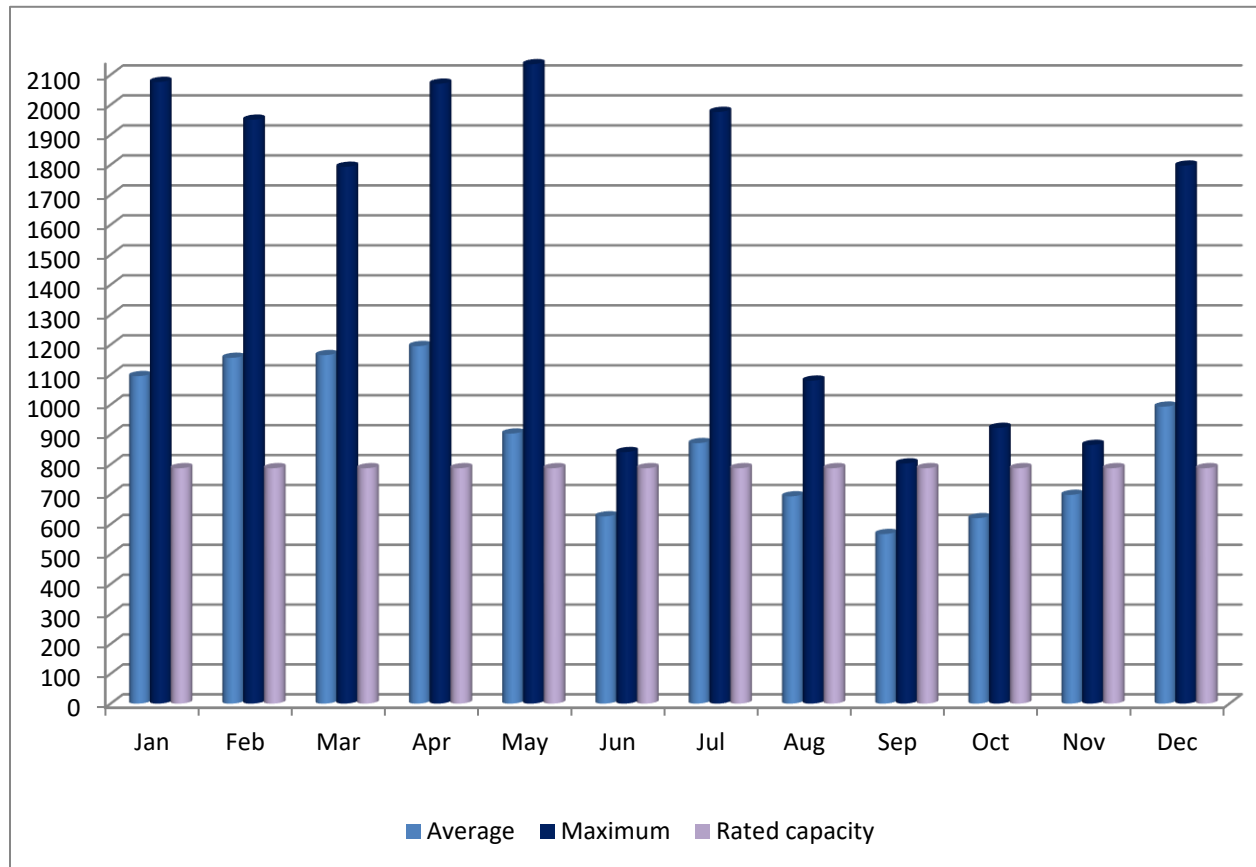
Capacity of Works	787 m ³ /day (average daily flow)
Service Area	Purcell subdivision, South Glengarry
Service Population	Approximately 1,080
Effluent Receiver	St. Lawrence River
Major Process	Secondary aeration treatment facility complete with a phosphorus removal system; ultra violet disinfection

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)



2023
Annual Drinking Water Report
and
Summary Report for Municipalities

Lancaster Water Treatment

Version 1.0

Prepared by:

A handwritten signature in black ink, appearing to read "Dillen Seguin".

Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:

A handwritten signature in black ink, appearing to read "Sarah McDonald".

Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

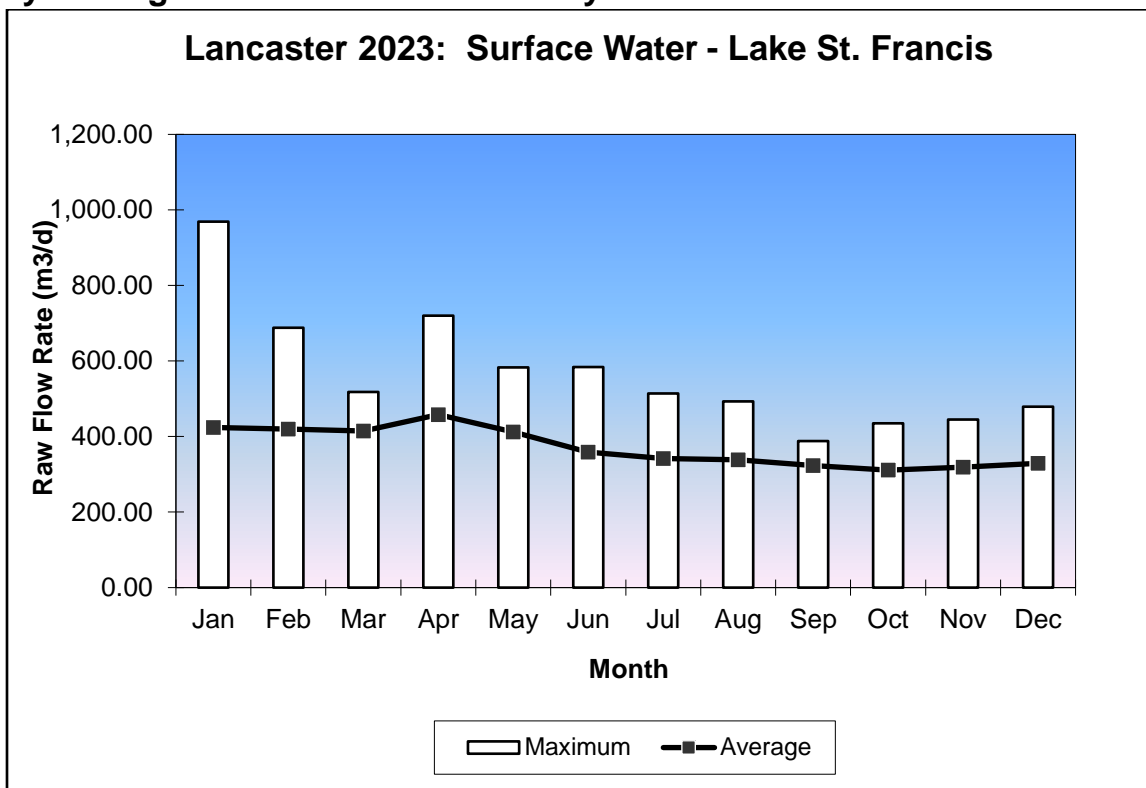
Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	D. Seguin

Lancaster Water Treatment Plant – Annual Report

1. Flows

Daily Average and Maximum Raw Daily Flows



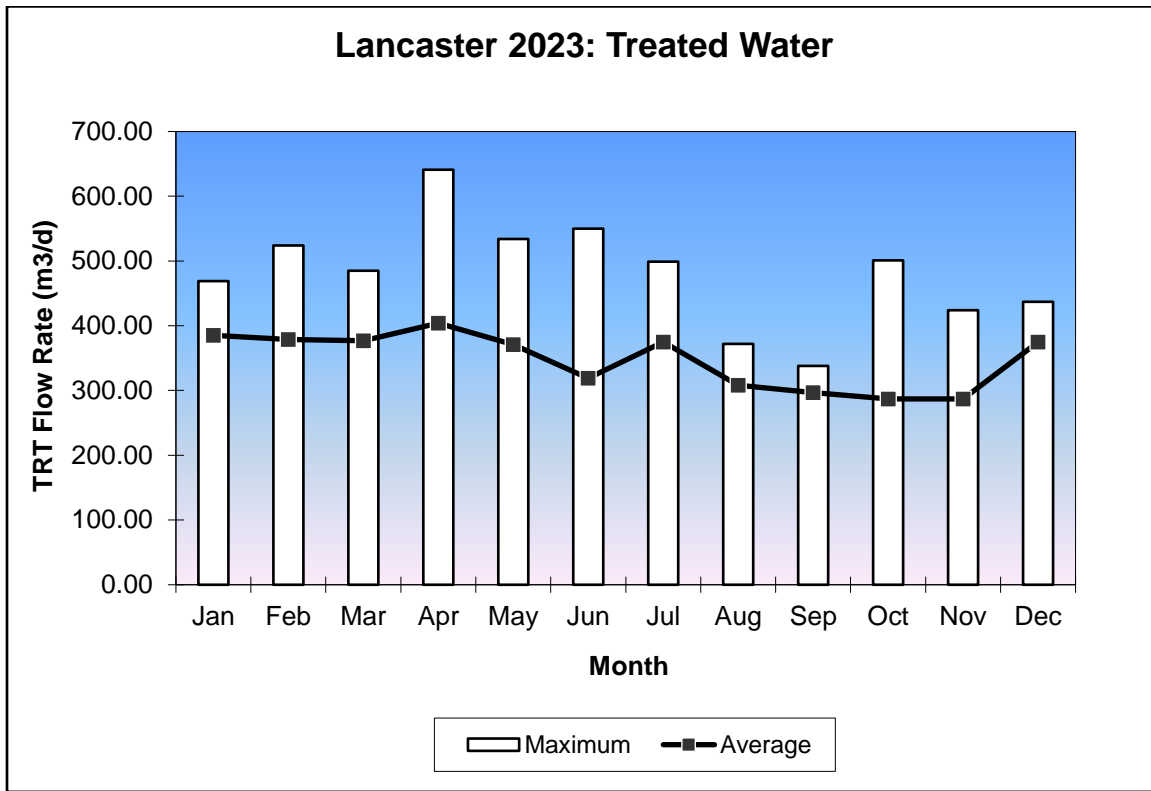
Permit To Take Water (6653-AP9H6L)

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 lose 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			
	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:



Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:



Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Regulations

Annual Report

O. Reg. 170/03 – Section 11

Summary Report for Municipalities

O. Reg. 170/-3 – Schedule 22

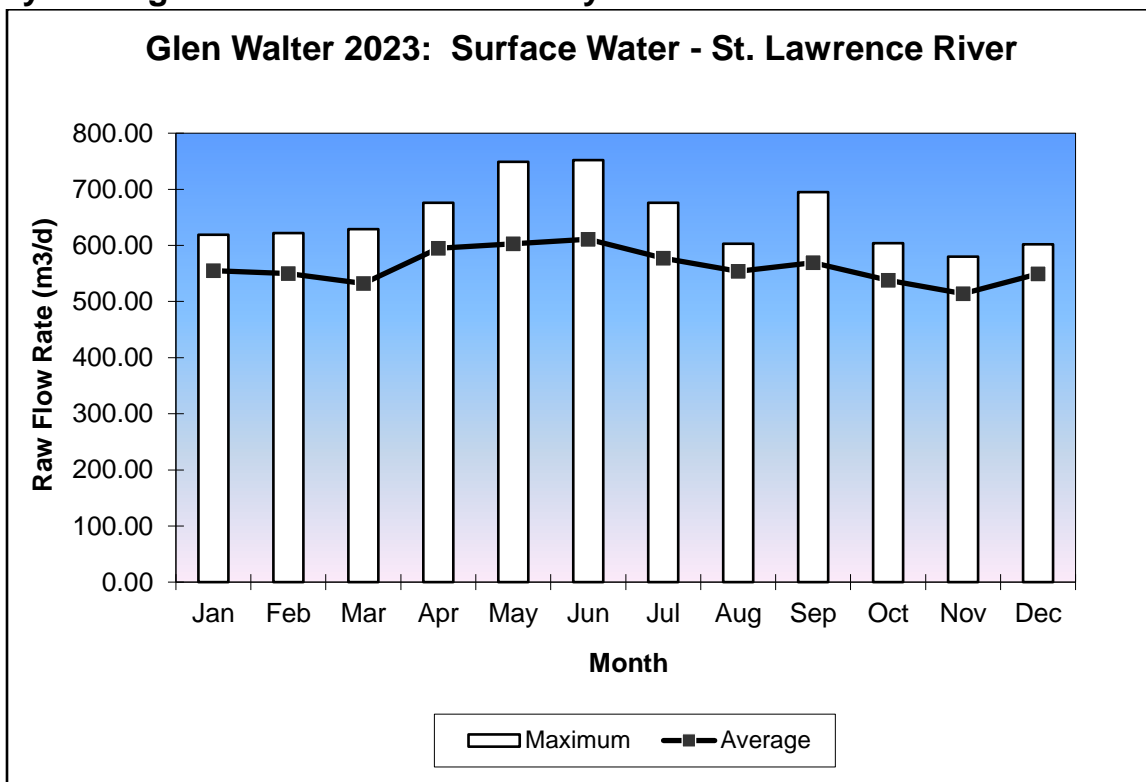
Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	D. Seguin

Glen Walter Water Treatment Plant – Annual Report

1. Flows

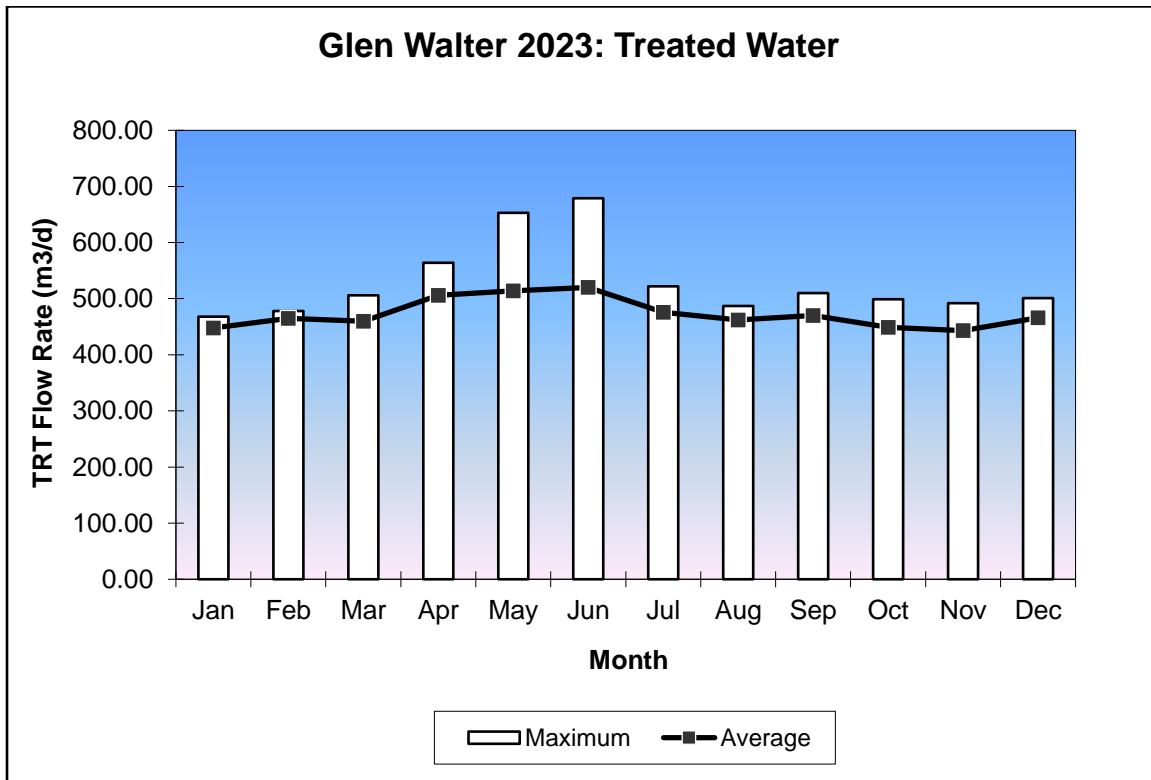
Daily Average and Maximum Raw Daily Flows



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.												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	10			
Maximum			0.752			0.679			0.75									0.70			25.8					
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	0.0	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 Wastewater Report
Green Valley Sewage Treatment
Version 1.0

Prepared by:

A stylized, handwritten signature in black ink, consisting of a large loop and a smaller loop.

Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:

A handwritten signature in black ink, appearing to read "Sarah McDonald".

Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	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

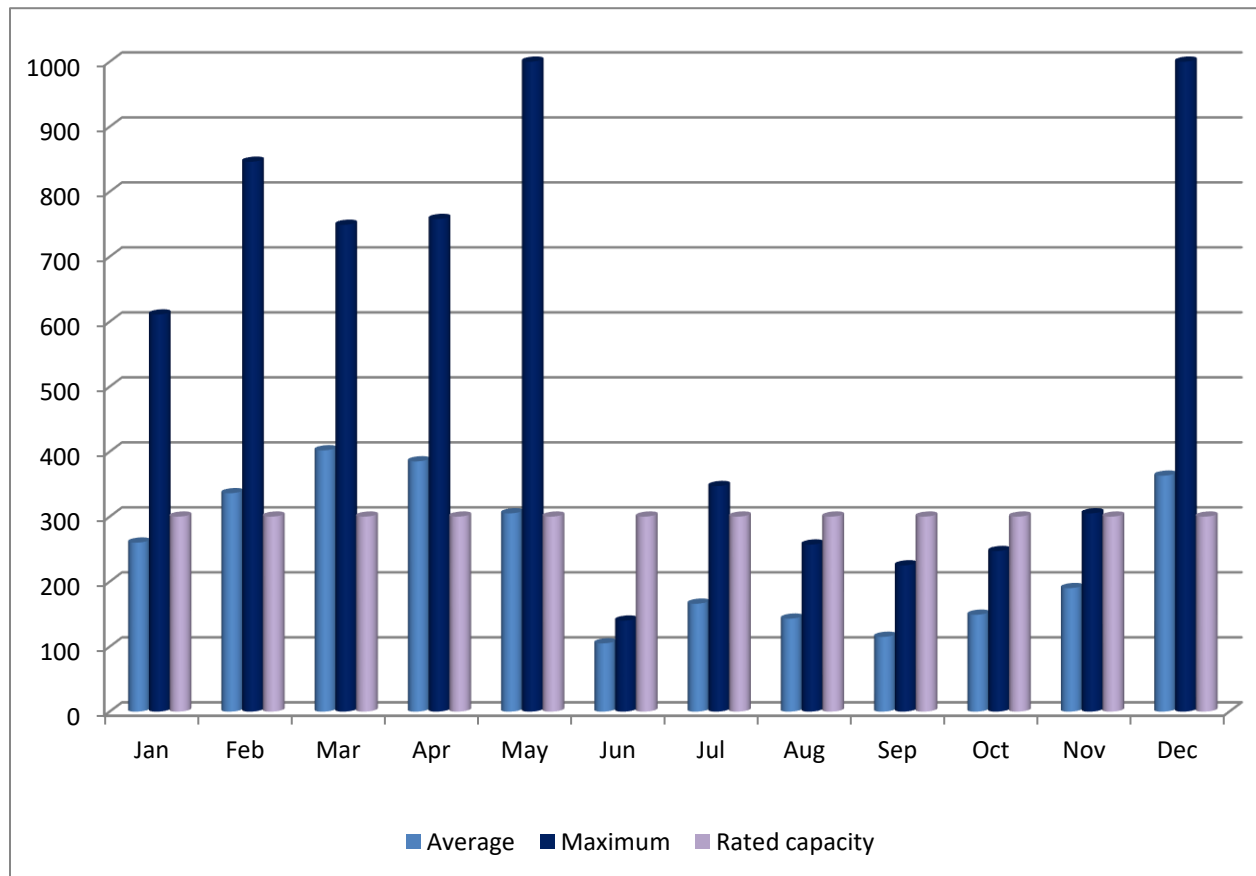
Capacity of Works	300 m ³ /day (average daily flow)
Service Area	Hamlet of Green Valley
Service Population	Approximately 475
Effluent Receiver	Beaudette River
Major Process	Twin cell waste stabilization pond, with annual alum dosing for phosphorus and solids removal.

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)



2023
Annual Wastewater Report
Lancaster Sewage Treatment
Version 1.0

Prepared by:

A handwritten signature in dark ink, appearing to read "Dillen Seguin".

Dillen Seguin
Director of Water and Wastewater

February 14, 2024

Date

Approved by:

A handwritten signature in dark ink, appearing to read "Sarah McDonald".

Sarah McDonald, P. Eng.
General Manager, Infrastructure Services

February 14, 2024

Date

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Revision History

Date	Description	Revision	Author
February 5, 2024	Initial Issue for Council Receipt	1.0	D. Seguin
February 14, 2024	Issued for Council Acceptance	-	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

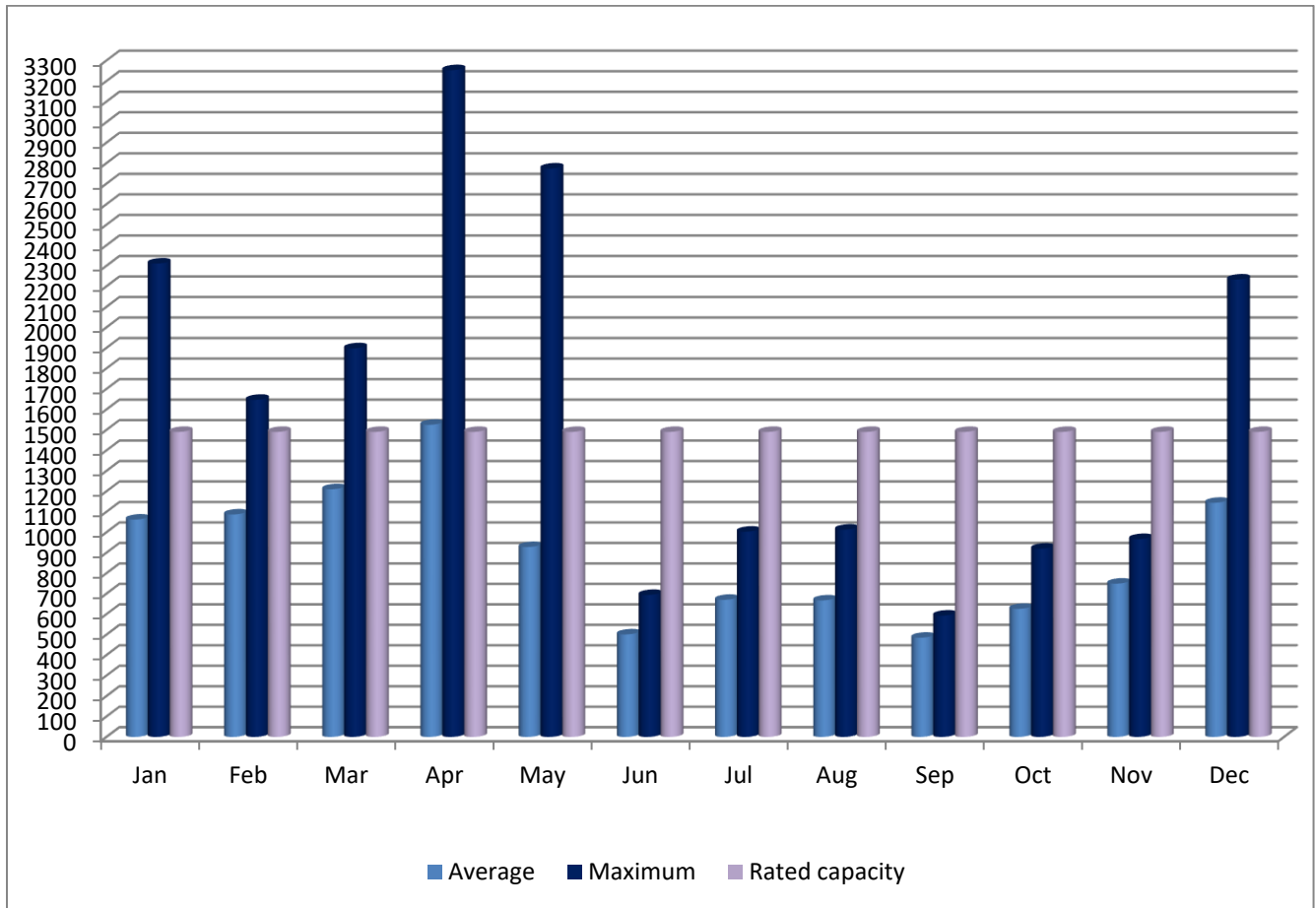
The Lancaster WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 8124-4L9KB9, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and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



STAFF REPORT

S.R. No. 2024-24

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 20, 2024

SUBJECT: Vessel Operation Restriction Regulation – Raisin River

BACKGROUND:

1. The Minister of Transport regulates navigation on Canada's lakes, rivers and waterways to ensure safe recreational boating and to protect the marine environment. Transport Canada officials work with local authorities to address water safety concerns like excessive speed and risks to the environment like shoreline erosion and water quality through measures like restrictions on speed, hours of operation, the type of propulsion allowed to operate, and the type of activities. These measures become part of the [Vessel Operation Restriction Regulations](#) (VORR) under the Canada Shipping Act, 2001.
2. In 1976, a marina operator on the Raisin River petitioned for and received a speed restriction on the Raisin River. As part of that process, the marina operator accepted responsibility for erecting and maintaining the required signage.
3. At that time, requests for measures under the Boating Restriction Regulation (now VORR) were accepted from individuals, concerned residents' groups, cottage associations, and municipal governments.
4. In 1987, the marina operator indicated to the Office of Recreational Boating that they were no longer able to maintain the signs for the restriction they had requested.
5. Sometime between 1976 and 1987, requests and responsibility for measures under the BRR were restricted and placed on local municipalities. Meaning that to establish the validity of the restriction, the local municipality (Township of Charlottenburg) would need to discuss the matter and submit a resolution either accepting responsibility or revoking the restriction.
6. In 1988, the Office of Recreational Boating submitted such a request to the Council of the Township of Charlottenburg, now South Glengarry (attached).

7. Neither Transport Canada nor the Township of South Glengarry were able to find documentation of the decision of the Council of the Township of Charlottenburg.
8. The restriction was carried through from the BRR to the VORR as SOR / 2008-120, Schedule 6, Part 2 (Ontario), Item 8.

Given Description, That part of the Raisin River in South Glengarry Township, United Counties of Stormont, Dundas and Glengarry, from a point 45 m south of the Highway 2 bridge, extending in a northwesterly direction upstream to the western boundary of Lot V, Concession 1 SSR

Maximum Speed, 9 km/h

9. However, there is no (and was no) Lot V, Concession 1 SSR. Lot IV is the most westerly lot in Concession 1 SSR. There are two interpretations available:
 - a. The description should read the west limit of Lot V, Concession 2 SSR, which would be approximately 440 metres west of the Kraft Road Bridge.
 - b. The description should read the east limit of Lot V, Concession 2 SSR, which would be at the Kraft Road Bridge.

ANALYSIS:

10. The Raisin River is a [natural watercourse](#) being a natural channel where water flows between banks that are more or less defined. As it is not a municipal drain, the municipality does not have any responsibility or authority over the watercourse.
11. Anecdotally, the speed restrictions limit waterskiing along the Raisin River (primarily from CR2 to the rail bridge), which caused public concern in the late 80s or early 90s. Administration suspects signage was not in place during this period.
12. If the Township accepts responsibility for the right to restrict boating, then the Township is responsible for:
 - a. Making people aware of the restrictions,
 - b. All costs and activities associated with signage installation, maintenance, and replacement.
13. All legacy signage is located on private land, which has been accessed by trespassing. There is a proposed Plan of Condominium for one of the lots with existing signage.
14. Signage requirements for authorized restrictions are prescribed by Transport Canada (attached). Existing signage does not conform to the requirements and,

should Council support the vessel restriction and accept responsibility for signage, then new signage will be installed during 2024.

15. Council has two options:

- a. Support the vessel restriction and accept ongoing responsibility for signage.
- b. Not support the vessel restriction and direct Administration to notify Transport Canada.

16. If Council supports the restriction, Administration recommends amending the description to, what we assume is, the original intent (river fork east of the Kraft Road Bridge to south of the County Road 2 Bridge).

IMPACT ON 2024 BUDGET:

17. The impact to the budget, given the existing sign inventory and ongoing replacement costs (theft) in South Glengarry, is negligible.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-24 be received and that the Council of the Township of South Glengarry

☐ **Option A.**

Supports the vessel restriction along the Raisin River in the Township of South Glengarry, from a point 45 m south of the County Road 2 bridge and extending northwesterly upstream to a point 130m east of the Kraft Road bridge;

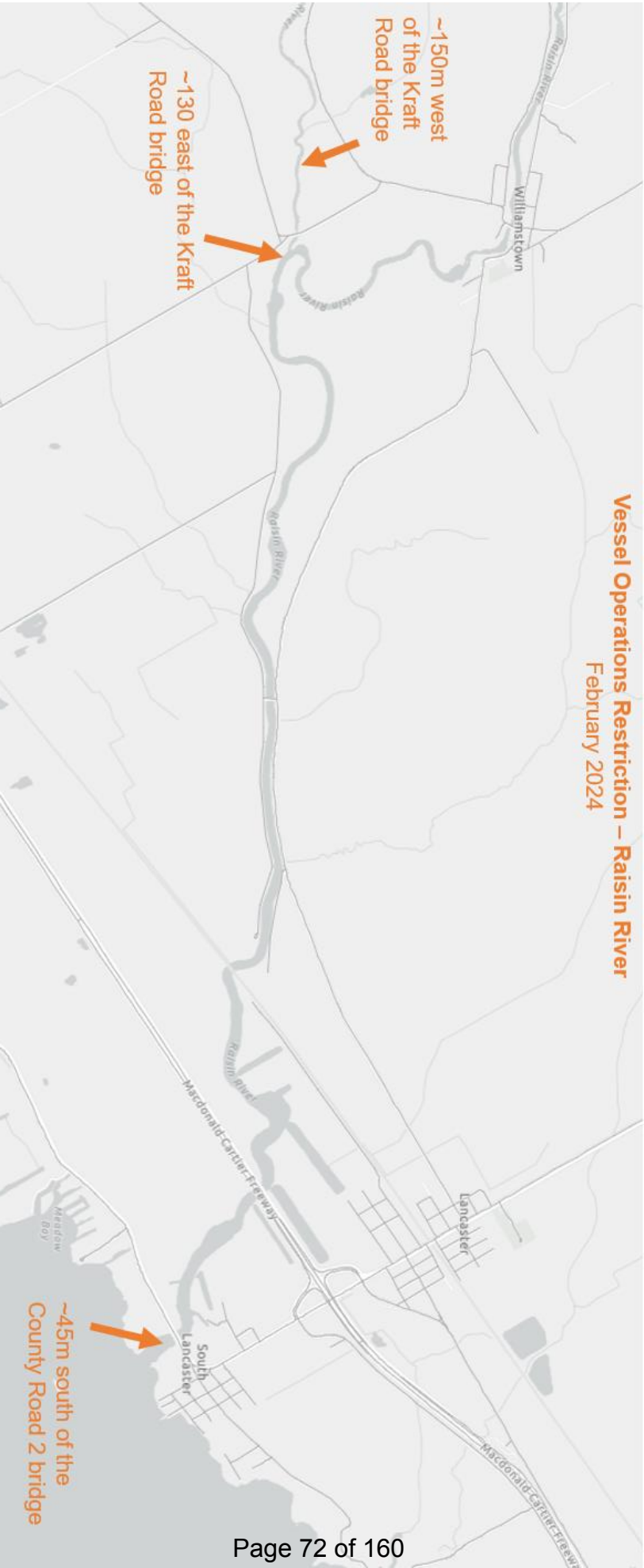
AND FURTHERMORE, that the Council of the Township of South Glengarry accepts responsibility for all accompanying signage.

☐ **Option B.**

Does not support the vessel restriction along the Raisin River in the Township of South Glengarry, from a point 45 m south of the County Road 2 bridge and extending northwesterly upstream to the western boundary of Lov V, Concession 1 SSR;

AND FUTHERMORE, directs Administration to notify Transport Canada that the Township wishes the restriction to be revoked.

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



file
665.1

December 15, 1987

MEMORANDUM TO:

Regional Director
Eastern Region

ATTENTION: Pat Hogan

SUBJECT: Boating Restriction Regulations - Raisin River

On March 19, 1976, this office submitted an application to Ottawa for a speed limit of 6 m.p.h. on part of the Raisin River in Charlottenburg Township. This was later amended to 9 km/h. At that time Mr. Ron Flaro accepted the responsibility of placing and maintaining legal signs in the field.

Recently Mr. Flaro has found the burden of the cost of signage too much for him to bear alone.

We no longer accept applications from individuals nor do we allow individuals to shoulder the responsibility for signage. With a few exceptions, our policy is to only accept applications from townships and we request that the applicant take on responsibility of signing the restricted area.

For these reasons we ask that you approach the local township where this restriction lies and ask them to take on the burden of signing the area for a 9km/h speed zone which is for safety reasons. If they refuse then Mr. Flaro may ask for a revocation of this restriction.

P.J. Evans
Acting Manager
Office of Recreational Boating

JP:em

J.P.

February 29, 1988

MEMORANDUM TO:

Regional Director
Eastern Region

SUBJECT: Boating Restriction - Raisin River

Several months ago, our office was informed that a marina operator on the Raisin River, who had initially accepted responsibility for signage of a restriction, was no longer in a position to do so.

This restriction was applied for in 1976 before we had established a procedure for administering the Boating Restriction Regulations and, as such, this individual was given the responsibility for erecting and maintaining the signs. The signs currently in place do not conform to the requirements laid out in the Regulations, and the O.P.P. indicated that they could not provide enforcement until such time as the signs were changed.

The Cornwall District has requested that I write to the Township of Charlottenburg to clarify our position with respect to this restriction. Enclosed is a copy of our correspondence with the Township for your files.

P.J. Evans
A/Manager
Office of Recreational Boating

PJE/jk

Encl.

February 29, 1988

Mr. J. Currier
Chief Administrator
Township of Charlottenburg
Box 40
10 William Street
Williamstown, Ontario
K0C 2J0

Dear Mr. Currier:

I am writing you in regard to the boating restriction on the Raisin River between Highway 2 and the westerly limits of Lot V, Concession 1.

It has come to our attention that this restriction is not presently enforceable. Twelve years ago this restriction was submitted to Ottawa for Gazetting into legislation under the Boating Restriction Regulations, at which time no firm procedure was established by our Ministry to administer these regulations. Our experience in administration since that time has allowed us to formulate practices and procedures regarding these regulations and, as such, several restrictions which have been in place since the 1970's do not conform to our present system.

Due to the unusual history surrounding the administration of this regulation I am writing you to clarify our requirements and to ask the Township Council to review the situation, and, potentially, to accept responsibility for erecting and maintaining signage.

When the Ministry of Natural Resources was given the administrative responsibility for the Boating Restriction Regulations (BRR's), we accepted individuals, concerned resident groups, cottagers' associations, and municipal governments as proponents. Our experience since then has indicated that the associated cost of erecting and maintaining signs has been prohibitive, even for larger public interest groups or associations. Costs are of course relative to sign materials, the extent of vandalism, and the number of restrictions in a particular area.

- 2 -

Mr. Ron Flaro of Dan's Place in South Lancaster originally brought the need for a restriction to the attention of the Province in 1972. It was not until 1976 that the Ministry of Natural Resources accepted responsibility for the administration of the BRR's and submitted Mr. Flaro's request to Transport Canada. At that time Mr. Flaro accepted responsibility for signage.

Recently the O.P.P. approached Mr. Flaro and indicated that the signs posting the restricted area were not legally defensible in court as they did not meet the specifications outlined in the legislation. This restriction cannot be enforced until such time as legal signs are in place.

Mr. Flaro contacted my office and indicated that he is no longer able to afford to maintain the signs for this restriction. As I have noted above, our current procedure dictates that municipalities must accept responsibility for signage. This could also include a situation where financing, placement and maintenance of signs is delegated to a public interest group by the municipality, however, the responsibility for signs being in place would ultimately rest with the municipality.

In order to establish the validity of this restriction, I would ask that the Township Council discuss this matter and submit a resolution to the Natural Resources District Office at Cornwall, to the attention of Mr. Rick Hollingsworth, indicating whether they support this restriction and will accept responsibility for signage, or that the restriction be amended, or revoked. Please forward a copy of the resolution to my office for our files.

Should you have any concerns regarding the restriction or the process involved in administration, please feel free to contact me at (416) 965-3238. Thank you for your attention to this matter.

Yours sincerely,

P.J. Evans
A/Manager
Office of Recreational Boating

FJR/jk

cc: Rick Hollingsworth
MNR Cornwall District

*cc: Regional Director
Eastern Region*

SIGNAGE GUIDE

FOR VESSEL OPERATION RESTRICTION REGULATIONS



www.tc.gc.ca/boatingsafety



Transport
Canada

Transports
Canada

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INTRODUCTION

The *Vessel Operation Restriction Regulations (VORR)*, established under the *Canada Shipping Act, 2001 (CSA, 2001)* allow any level of government (federal, provincial, territorial and municipal) to ask the federal government to restrict the use of recreational and commercial boats on all bodies of water in Canada. These restrictions may help achieve local safety, environmental or public interest goals. For example, you may ask for *VORR* restrictions to:

- Prohibit all boats
- Limit engine power or type of propulsion
- Set speed limits
- Restrict towing activities on any sporting or recreational equipment, including wake surfing
- Prohibit a sporting, recreational or public event or activity

Restrictions can apply at all times or can be specific to certain times of the day, week, month or year. They can also target specific types of boats on a waterway or a portion of it.

On waterways with a restriction, installing signs or buoys will help boaters know what the restriction is and what they must do. There are no rules for the number of signs or buoys you must install or where you should place them. However, well-placed signs and buoys will increase the chance that the restriction will produce the results you want and make it easier to enforce.

Since you, as the Local Authority, have been granted the right to restrict boating on one or more water bodies in your area, you are responsible for:

- Producing;
- Installing; and
- Maintaining restriction signs and / or buoys. [*VORR*, s. 6(2)(a)]

This guide will help you meet your responsibilities and comply with the regulations.

REMEMBER

No one is allowed to place a sign or buoy that restricts any vessel from operating in Canadian waters without the Minister's permission. [*VORR*, s. 5(a)]

Vessel Operating Restriction Regulations are the last resort for solving problems.

Involved stakeholders working together can often find more timely, effective and affordable solutions. If, however, parties cannot agree on an alternate solution, the *VORR* can be an efficient way to resolve waterway conflicts. *Please refer to the Local Authorities' Guide to Vessel Operation Restriction Regulations* for more information on how to create a *VORR*.

You can find this guide at: <http://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>.

CREATING ARTWORK FOR SIGNS AND BUOYS

This section will help you design your signs and buoys to Transport Canada's requirements. Your regional Transport Canada office can also give you advice on these technical specifications.

Make sure your *VORR* signs and buoys meet these legal requirements. If they don't, the Minister may:

- Remove any private buoy or sign that does not comply with the regulations;
- Order you to modify it to meet current standards; and
- Fine you for not meeting the requirements under *VORR*, s.6 (2).

To learn more about your responsibilities when placing signs and buoys, please go to:

- The *Vessel Operation Restriction Regulations*
<http://laws-lois.justice.gc.ca/eng/regulations/sor-2008-120/>
- The *Private Buoy Regulations (PBR)*
<http://laws-lois.justice.gc.ca/eng/regulations/sor-99-335/>

Transport Canada's Navigation Protective Program (NPP) staff can provide information to anyone looking to place a private buoy or design a navigation system for a waterway. You can find a list of NPP regional offices and contact information at <https://www.tc.gc.ca/eng/programs-631.html>



No Wake Signs

Everything that moves through the water will cause a wake. Canada does not recognize "no wake" signs because they are **not enforceable**. If boat wakes are a concern, consider placing "watch your wake" or "low wake" signs on shore.

















Also, the sign to the left does not meet *VORR* legal requirements.

STEP 1 – DETERMINE WHAT RESTRICTIONS APPLY

As a Local Authority that has received the right to restrict boating on one or more waterways in your area, **you** are responsible for making people aware of the restrictions. This isn't hard, as each type of restriction has a specific symbol and format you must use on all signs and buoys.

Table 1 (page 6) will help you determine which symbols apply to your restriction(s).

TABLE 1 – VORR SCHEDULE SPECIFIC SYMBOLS

VORR Schedule	Description	Symbol	Information Graphics	Example
SCHEDULE 1 VORR, s. 8(1)(a)	Waters on which all vessels are prohibited		NONE	
SCHEDULE 2 VORR, s. 9(1)(a)(b)	Waters on which motorized vessels (including power-driven vessels and electric powered vessels) are prohibited			
SCHEDULE 3 VORR, s. 9(1)(a)(c)	Waters on which power-driven vessels (vessels propelled by an internal combustion engine or a steam engine) are prohibited			
SCHEDULE 4 VORR, s. 8(1)(b)] VORR, s. 9(1)(d]	Waters in public parks and controlled access bodies of water on which motorized vessels (including power-driven vessels and electric powered vessels) are subject to an engine power limit.		1234 5678 90 MAX kW	
SCHEDULE 6 VORR, s. 8(1)(b) VORR, s. 9(1)(e]	Waters on Which Power-driven Vessels and Vessels Driven by Electrical Propulsion Are Subject to a Speed Limit		1234 5678 90 MAX km/h	
SCHEDULE 7 VORR, s. 9(1)(a)(f)	Waters in which towing a person on any sporting or recreational equipment, or allowing a person to wake surf, is prohibited except during the permitted hours.		SKI	
SCHEDULE 8 VORR, s. 9(1)(a)(f) VORR, s. 11	Waters in which a sporting, recreational or public event or activity is prohibited.		REGATTA	

NOTE:

Schedule 5 was repealed in 2016 and all existing restrictions in that Schedule are now in Schedule 6.



If two or more restrictions apply, use the elongated circle symbol to display the appropriate symbols. In the example to the left, this waterway has the following restrictions:

- Schedule 7 - no recreational towing activities allowed; and
- Schedule 6 - a 10 km / h speed limit.

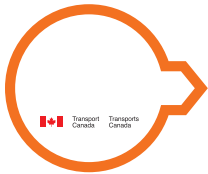
STEP 2 – DETERMINE IF CONDITIONS APPLY

In some cases a restriction may have conditions, such as:

- Specified times;
- Certain days / months; or
- Specific geographic areas.

If no additional conditions apply to your restriction, please go to STEP 3.

If the boating restriction is subject to conditions, there are two types of graphics you may use, depending on the situation:

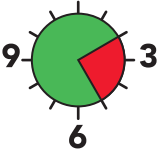





The first shape is a directional disc with an arrow pointing in the direction where the restriction applies. The directional disc will also have the symbol that relates to the restriction within its border. Please refer to Table 1 for more information on symbols. [*VORR*, s. 8(2)]



The second shape is a semi-circle with an international orange outline, over a black line above a rectangle with a green border. The half circle will show a restriction symbol from Table 1, while the rectangle will describe the condition(s) in Table 2. [*VORR*, s. 8(1)(d)]

TABLE 2 – VORR CONDITION INFORMATION

<p>CERTAIN TIMES OF THE DAY [VORR s. 9(2)(a)]</p> <p>When a restriction applies to certain hours of the day, those hours must be marked in red on a symbol of a clock.</p>	<p>AM 12 PM</p>  <p><i>In this example, the restriction is in place between 2:00 and 5:00 p.m.</i></p>
<p>CERTAIN DAYS OF THE WEEK [VORR s. 9(2)(b)]</p> <p>When the restriction only applies to certain days of the week. Each day is represented by a bar with seven boxes. Each box is marked with the first letter of the day (<i>English and French</i>). Letters are white. Red squares show when the restriction is in effect and the green squares show when the activity is allowed.</p>	 <p><i>In this example, the restriction is in place for both Saturday and Sunday.</i></p>
<p>CERTAIN MONTHS OF THE YEAR [VORR s.9(2)(c)]</p> <p>A Local Authority may wish to restrict boating activities for certain months between April and November. You must represent these types of VORR with a bar with eight boxes. Each box has the first letter of the month in white. Red squares show when the restriction applies. Green squares show when the activity is allowed.</p>	 <p><i>In this example, there is a restriction in place for April, October and November.</i></p>
<p>SPECIFIC GEOGRAPHICAL AREA RESTRICTIONS [VORR s.9(3) & (4)]</p> <p>The sections of the black compass coloured in international orange show the direction where the restriction applies.</p>	 <p><i>In this example, the restriction is to the north of the sign.</i></p>

Examples of signs for restrictions with conditions

 <p><i>No skiing north of sign</i></p>	 <p><i>10 km/hr MAX in direction of arrow</i></p>	 <p><i>No motorized boats are allowed Saturdays and Sundays between 2:00 to 5:00 p.m.</i></p>
---	--	--

STEP 3 – FOLLOW TECHNICAL REQUIREMENTS FOR SIGNS

Land and Water-based Signs

Once you have identified all the graphic elements that fit the restriction(s) you want people to follow, it is important to make sure the signs and buoys also follow the format described in the regulations. Please see the *VORR*, Sections 8, 9 and Schedule 9 for more details on these requirements.

You must make sure every *VORR* sign:

- Has the words **Transport Canada** (English) and **Transports Canada** (French) printed in black at the lower edge. This is known as the Transport Canada Signature block. [*VORR* s.8(5)]



- Has an international orange band as a border. The width of the band must be one-twelfth of the width or diameter of the sign. [*VORR* s.8(4)]
- Has any additional information on the restriction you need to share with boaters inside an information rectangle underneath the sign with an international orange band as a border. The width of that band must be one-twelfth of the width or diameter of the sign. [*VORR* s.8(3)]

Size:

Your local sign shop or Public Works Department can provide advice on the size and materials to use so the sign is:

- Easy to see from far away;
- Easy to read from a moving boat;
- Cost-effective
- Able to stand up to the marine environment.

Guidelines to use when calculating sign size:

- Land-based sign should be at least 60 cm in diameter or width.
- Floating signs should have a minimum 30 cm diameter or width.

Height:

When installing signs, remember wind or heavy rain can affect water levels. Make sure signs are clearly visible in all conditions, **you should** install them so:

- The lower edge of a symbol on a sign is at least 40 cm above the surface of the water; and
- For land-based signs, the lower edge of a sign is at least two (2) metres above calm water.

IMPORTANT TIP:







Make sure any signs you install on the shore also comply with local bylaws or regulations in your area.

Colours:

The *VORR* states some of the borders and symbols are specific colours. Please refer to the chart below the appropriate colour match when printing your signs or buoys.

International Orange	Green	Red
RGB: 255, 79, 0 CMYK: 0, 69, 100, 0 Websafe: ff6600 HEX: ff4f00 RAL (closest match): 2008	RGB: 0, 181, 26 CMYK: 70, 0, 90, 0 Websafe: 00cc33 HEX: 00b51a RAL (closest match): 6038	RGB: 204, 44, 36 CMYK: 0, 100, 90, 0 Websafe: cc3333 HEX: cc2c24 RAL (closest match): 3028

Land and Water-Based Signs

Signs should be at least 60 cm in diameter or width	Visible 30 metres from sign travelling 15 km/h max	Visible 60 metres from sign travelling 60 km/h max
SIGN SIZE (<i>MINIMUM</i>)	At least 45 cm in diameter or width "medium-sized" sign	At least 75 cm in diameter or width "large-sized" sign
SYMBOLS	At least 45 cm 	At least 75 cm 
INFORMATION GRAPHICS	At least 20 cm high 	At least 40 cm high 
LETTERING (<i>TABLE 1, COL. 4</i>)	At least 5 cm high Recommend plain, bold font in black	At least 10 cm high Recommend plain, bold font in black
BORDER IN INTERNATIONAL ORANGE	One-twelfth (1/12) the width or diameter of the sign	One-twelfth (1/12) the width or diameter of the sign
INFORMATION RECTANGLE (<i>IF NEEDED</i>)	<ul style="list-style-type: none"> Border in international orange at least one-twelfth (1/12) the width or diameter of the sign; Placed below the VORR signage graphics (ex: Table 1, Col. 5)  <p><i>Example of how to use an information rectangle</i></p>	<ul style="list-style-type: none"> Border in international orange at least one-twelfth (1/12) the width or diameter of the sign; Placed below the VORR signage graphics (ex: Table 1, Col. 5)  <p><i>Example of how to use an information rectangle</i></p>
INSTALLATION HEIGHT - ON LAND	at least two (2) metres above calm water	at least two (2) metres above calm water
INSTALLATION HEIGHT - ON WATER	at least 40 cm above the surface of the water	at least 40 cm above the surface of the water

Requirements for Buoys

You must make sure all buoys have:

- The words Transport Canada (English) and Transports Canada (French) printed in black at the lower edge. This is known as the Transport Canada Signature block. [VORR s. 8(5)]
- An international orange band as a border. The width of that band must be one-twelfth of the width or diameter of the sign. [VORR s. (8)(4)]
- Any additional information on the restriction you need to share with boaters, inside an information rectangle underneath the sign, with an international orange band as a border. The width of that band must be one-twelfth of the width or diameter of the sign. [VORR s. (8)(3)]
- A horizontal band immediately above and immediately below the sign so each band [VORR s. 9(5) (a)(b)(c)]:
 - Is one-twelfth the width or diameter of the buoy;
 - Is coloured international orange; and
 - Extends all around the buoy.

Please refer to Diagram 1 on the following page for more details.

Each buoy must be:

- Large enough for boaters to see from a distance;
- Easy for boaters to read, understand, and take action in a timely manner; and
- Comply with *Canadian Aids to Navigation* (TP 968) requirements. [PBR, s. 4(1)(c)]

NOTE:

Buoys owned by a federal or provincial department or agency **must** meet the requirements above but are not subject to the *Private Buoy Regulations (PBR)*. The *PBR* applies to all other buoys not covered by this exemption. To determine if your buoy has the exemption, please refer to:

- Government of Canada Departments and Agencies list, or
- The provincial or territorial government website for your area.

If you have questions, please contact your local Transport Canada Navigation Protection Program (NPP) office for more information.

Privately-owned buoys

PBR requires all privately-owned buoys to:

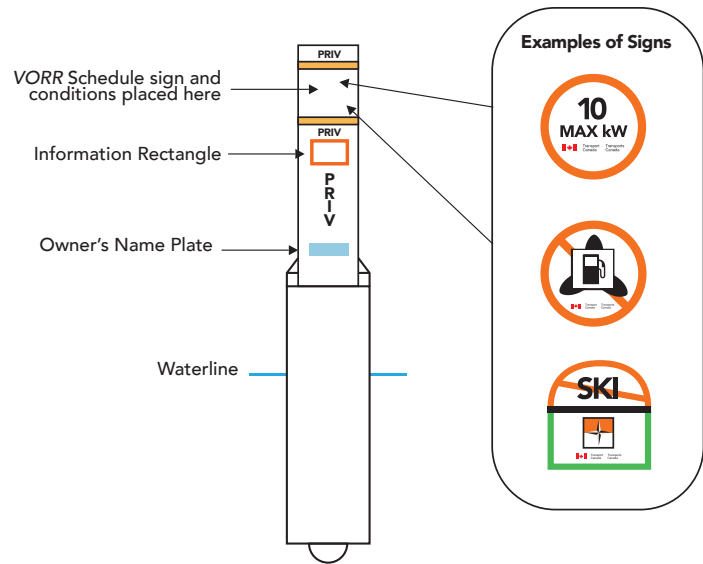
- Show at least 30.5 cm above the waterline and be at least 15.25 cm wide. [PBR, s. 4(1)(a)]
- Be at least 15.25 cm wide. [PBR, s. 4(1)(a)]
- Display “PRIV” in capital letters, on opposite sides of the buoy. These letters must be:
 - As large as practical for the size of buoy;
 - White when the background colour is red, green or black; and
 - Black when the background colour is white or yellow. [PBR, s. 4(1)(b)(i)(ii)(iii)]
- Permanently display the name, address and telephone number of the owner where it is easy to see and read. [PBR, s. 4(1)(d)]

You can find the *Private Buoy Regulations* at <http://laws-lois.justice.gc.ca/eng/regulations/sor-99-335/> ; or learn more in the *Owners Guide to Private Buoys* <https://www.tc.gc.ca/Publications/en/TP14799/PDF/HR/TP14799E.pdf>



NOTE:

If the buoy has a light, it must remain lit throughout the night and meet *Canadian Aids to Navigation System, 2011* (TP 968) requirements. You can find details at: <http://www.ccg-gcc.gc.ca/aids/Canadian-Aids-To-Navigation-2011>.



Diagram 1 – Example Buoy



BUOYS

Requirements in the VORR	Minimum size visible from 30 m and travelling 15 km/h	Minimum size visible from 60 m away and travelling at 60 km/h max
INTERNATIONAL ORANGE BANDS [VORR, s. 9(5)(a)(b)(c)]	Two bands that: <ul style="list-style-type: none">Are one-twelfth (1/12) the width or diameter of the buoy. These bands should be at least 40 mm wide.Are international orange; andExtend around the entire buoy. Note: The bottom band should be at least 40 cm above the waterline.	
SYMBOLS (MINIMUM) [VORR, s. 8(1)(2) and 9(1)(2)(3)(4)]	At least 45 cm 	At least 75 cm 

Continued on next page

Requirements in the <i>VORR</i>	30 m from sign travelling 15 km/h max	60 m from sign travelling 60 km/h max
GRAPHICS	At least 20 cm high 	At least 40 cm high 
LETTERING (TABLE 1, COL. 4)	At least 5 cm high Recommend plain, bold font in black	At least 10 cm high Recommend plain, bold font in black
INTERNATIONAL ORANGE BORDER [<i>VORR</i> , s. 8(4)]	One twelfth (1/12) the width or diameter of the sign	
ADDITIONAL INFORMATION [<i>VORR</i> , s. 8(3)]	<ul style="list-style-type: none"> Place in a rectangle with an international orange border at least one twelfth (1/12) the width or diameter of buoy; Place this information rectangle below the bottom international orange band; 	

Requirements in the Private Buoy Regulations (<i>PBR</i>)	
HEIGHT – TOP OF BUOY TO WATERLINE [<i>PBR</i> , s. 4(1)(a)]	At least 30.50 cm
WIDTH OF BUOY ABOVE WATERLINE [<i>PBR</i> , s. 4(1)(a)]	At least 15.25 cm
“PRIV” MARKINGS [<i>PBR</i> , s. 4(1)(b)]	<ul style="list-style-type: none"> Use black capital letters, either horizontal or vertical; Make letters as large as possible; Place “PRIV” on opposite sides of the buoy in any of the three (3) spots shown in Diagram 1.
OWNER’S CONTACT INFORMATION [<i>PBR</i> , s. 4(1)(d)]	<p>The name plate on all private buoys must:</p> <ul style="list-style-type: none"> Include the owner’s current [<i>PBR</i> s. 4(2)]: <ul style="list-style-type: none"> name address telephone number Display information in a permanent way that is easy to read.

STEP 4 – INSTALL SIGNS AND BUOYS

Placing Signs

No set rules exist when placing signs. You should apply local knowledge of the waterway, study boaters' behaviour, consider the shape and the size of the waterway, and the number of access points.

Consider what kind of boaters use the waterway:

- Are many of the users' day visitors using launching areas?
- Are many boaters just passing through?
- Are most boat operators familiar with the area?
- Are they local cottagers or residents?

TIPS

- Access points to the waterway are natural places for signs, and can include any public launching area. These signs should be clearly visible and face into shore.
- If the restricted waterway is a river or channel, post signs at all entry points to the restricted area.
- If the restriction's purpose is to protect swimmers, post signs on buoys at the edges of the restricted area.
- Choose spots that will not become overgrown with plants and trees throughout the season, so they are easy to see. This will also reduce maintenance costs.
- Work with the local enforcement agency that can also provide advice on sign locations.

If many visitors to the area use the waterway, you may need more signs at boat launches and other entry points. Ask yourself if the official vessel operation restriction signs are enough. Perhaps adding a sign with a map of the lake near boat launches (like a "you are here" map in a shopping mall) that shows the restricted areas and local hazards would be helpful to boat operators.



If most waterway users return season after season, installing just a few signs in high traffic areas and distributing pamphlets which explain the restriction(s) may also work well.

Placing Buoys

If your plan to let boaters know about a restriction involves placing of a buoy, you'll need to make sure to install it following the *Private Buoy Regulations (PBR)* requirements. For example, the buoy:

- Must be built and maintained in a manner and with materials that ensure that it will remain in position. [*PBR*, s. 4 (1)(e)]
- Must have an anchor built, installed and maintained in a way and with materials that will keep it in position. [*PBR*, s. 4(1)(f)]
- Must not interfere with or is likely to interfere with the safe navigation of any vessel; and
- Must not mislead or is not likely to mislead the boaters. [*PBR*, s.3]

Placing buoys on waterways with a nautical chart

If you are placing a buoy on a waterway that has a nautical chart, please contact the Canadian Hydrographical Society (CHS) and let them know the location and type of buoy being placed. This way, CHS can add the buoy to the existing nautical chart and also let boaters know it's location through the "Notice to Mariner" System.

You can find these requirements in the *Private Buoy Regulations* at:
<http://laws-lois.justice.gc.ca/PDF/SOR-99-335.pdf>

STEP 5 – MAINTAINING SIGNS AND BUOYS

As the local authority, you are responsible for all costs associated with sign and buoy:

- Installation
- Maintenance
- Replacement

It is important to check the signs often to make sure they have not been vandalized, hidden by plant growth or changed in any way. You should also check buoys regularly to make sure they have not drifted out of place and are still in good condition.

REMEMBER

Under Section 10 of the *Vessel Operation Restriction Regulations*, it is illegal to:

- Remove an authorized sign unless the Minister has cancelled the authorization;
- Alter, conceal, damage or destroy an authorized sign; or
- Use an authorized sign or sign post as a mooring.

The *Criminal Code*, Section 439(2) states:

"Everyone who willfully alters, removes or conceals a signal, buoy or other seamark that is used for purposes of navigation is guilty of an indictable offence **and liable for imprisonment** for a term not exceeding ten years."

You can be fined if you fail to follow *Vessel Operation Restriction Regulations* and *Private Buoy Regulations* under the *Contraventions Act and Regulations*. In areas where the *Contraventions Act* is not in place, offences will go through the Summary Conviction process. For more details, go to: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-96-313/page-4.html#docCont>

LIABILITY

If an accident involving a private sign or buoy happens, you, as the owner may be held liable for any damage resulting from negligent operation and/or maintenance of signs and buoys. We strongly recommend you:

- Make sure your private aids meet current Canadian regulations.
- Operate and maintain them in the proper manner.
- Purchase liability insurance.

CONTACT INFORMATION

Transport Canada Marine Safety and Security - Regional Offices

ATLANTIC

(Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador)

10 Barter's Hill, 9th floor

P.O. Box 1300

St. John's, Newfoundland A1C 6H8

Tel: 1-709-772-6915

QUEBEC

1550, d'Estimauville Ave.

Quebec City, Quebec G1J 0C8

Tel: 1-418-648-5331

ONTARIO

100 Front Street South

Sarnia, Ontario N7T 2M4

Tel: 1-877-281-8824

PRAIRIE AND NORTHERN

(Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut)

344 Edmonton Street

P.O. Box 8550

Winnipeg, Manitoba R3C 0P6

Tel: 1-888-463-0521

PACIFIC

(British Columbia)

700-800 Burrard Street

Vancouver, BC V6Z 2J8

Tel: 1-604-666-2681

USEFUL LINKS AND REFERENCES

Regulations

VESSEL OPERATION RESTRICTION REGULATIONS

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-120/>

LOCAL AUTHORITIES' GUIDE – VESSEL OPERATION RESTRICTION REGULATIONS

http://www.tc.gc.ca/media/documents/marinesafety/LOCAL_AUTHORITIES_GUIDE_-_ENGLISH_-_ACCESSIBLE_PDF.pdf

VESSEL OPERATION RESTRICTION REGULATIONS CHECKLIST

http://www.tc.gc.ca/media/documents/marinesafety/VORR_APPLICATION_CHECKLIST_2014_-_ENGLISH_-_ACCESSIBLE_PDF.pdf

PRIVATE BUOY REGULATIONS

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-99-335/>

Websites and publication resources

CANADIAN AIDS TO NAVIGATION (TP 968)

http://www.ccg-gcc.gc.ca/Aids_To_Navigation_System_2011

CONTRAVENTIONS REGULATIONS

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-96-313/page-4.html#docCont>

OWNER'S GUIDE TO PRIVATE BUOYS (TP 14799E)

<https://www.tc.gc.ca/Publications/en/TP14799/PDF/HR/TP14799E.pdf>

TRANSPORT CANADA MARINE SAFETY AND SECURITY WEBSITE

www.tc.gc.ca/marinesafety

TRANSPORT CANADA OFFICE OF BOATING SAFETY WEBSITE

www.tc.gc.ca/boatingsafety

TRANSPORT CANADA NAVIGATION PROTECTION PROGRAM WEBSITE

<https://www.tc.gc.ca/eng/programs-621.html>

CANADA GAZETTE

www.gazette.gc.ca



STAFF REPORT

S.R. No. 2024-25

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 20, 2024

SUBJECT: Resolution to Set Budget Meeting Date

BACKGROUND:

1. Administration recommends that Council establish a Special Meeting of Council to receive and consider the 2024 Draft Budget.
2. Upon reviewing scheduling and hall availability for the months of February, March and April, Administration is recommending that Council cancel the Regular Council meeting currently scheduled for March 4, 2024 at 7:00 pm and instead schedule a Special Meeting to consider the 2024 draft budget, to begin at 5:30 pm.

ANALYSIS:

3. Factors that have been taken into consideration with this recommendation include:

Hall Availability

- It is recommended that the budget meeting take place at Tartan Hall with regards to both set up and the ability to efficiently stream and record the meeting for transparency and accountability.
- There is recreation programming at the hall on Tuesday, Wednesday, and Thursday evenings, limiting hall availability for a Special meeting to Mondays, Fridays and weekends.

Scheduling

- Administration considered the availability of Council based on typical work schedules, regular/committee meetings and upcoming events/conferences (OGRA). There was further consideration for upcoming holidays such as March Break and Easter.
- The senior management team (SMT) reviewed staff schedules and commitments. Members of the SMT agree that if the recommendation is approved by Council, workloads can be distributed in such a manner that having one regular meeting in March will not result in disruption or delays to service.

4. It is further recommended that Friday, March 22, 2024, be tentatively held in the event that a second budget meeting is required. If this meeting is required, it will be held during working hours (time to be determined, if necessary).
5. Pursuant to Section 5.3 of the Township's [Procedural By-law](#):

“The next and each succeeding Regular Meeting of Council shall be held on the first and third Monday of each month beginning at 7:00 pm in accordance with the scheduled list of meetings prepared by the Clerk and approved by resolution of Council, unless Council, by resolution, directs otherwise, in which case public notice of forty-eight (48) hours shall be posted to the Township’s website and social media advising of the date, time and location or cancellation of a meeting.

Therefore, a resolution of Council is required to facilitate the recommended change to the regular council meeting schedule.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-25 be received and that the Council of the Township of South Glengarry hereby directs that the Regular Meeting scheduled for March 4, 2024, be cancelled and furthermore, that a Special Council Meeting to consider the 2024 draft budget be held on March 4, 2024, at 5:30 pm at Tartan Hall.

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



STAFF REPORT

S.R. No. 2024-26

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 20, 2024

SUBJECT: Extension Agreement – Appointment of Integrity Commissioner

BACKGROUND:

1. The Council of the Township of South Glengarry adopted By-law 79-18 on December 17, 2018, appointing Tony Fleming of Cunningham, Swan, Carty, Little & Bonham LLP as the Township's Integrity Commissioner for a five year term. A copy of the by-law and agreement are appended to this report.
2. Section 223.3 of the *Municipal Act* requires municipalities to appoint an Integrity Commissioner. The role of the Integrity Commissioner is to provide ethics-related education to elected officials, as well as to investigate any Code of Conduct complaints related to elected officials.
3. The United Counties of SDG and other lower tier municipalities in SDG also appointed Mr. Fleming as their Integrity Commissioner at that time in order to provide consistency throughout the counties and at the upper tier.

ANALYSIS:

4. Section 5 of the original agreement states that the agreement may be renewed for a further five years on the same terms and on the same mutual agreement of the parties.
5. The Clerks of the municipalities throughout SDG, including the upper tier, met to review and discuss the Integrity Commissioner agreement and support renewing the agreement for an additional five year term. This, again, ensures there is consistent service provided throughout the region.

IMPACT ON 2024 BUDGET:

6. There is no annual retainer required for this service and fees are incurred only when the services of the Integrity Commissioner are engaged, at a rate of \$295/hour.

7. The impact on the 2024 budget will be dependent on the level of engagement required.

ALIGNMENT WITH STRATEGIC PLAN:

Values: Accountability, Trust, Respect

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-26 be received and that By-law 2024-09, being a by-law to amend By-law 79-18 for the appointment of an Integrity Commissioner be read a first, second and third time, passed, signed and sealed in open council this 20th day of February 2024.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-09
FOR THE YEAR 2024**

BEING A BY-LAW TO AMEND BY-LAW BY-LAW 79-18, BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

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

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

AND WHEREAS the *Municipal Act, 2001*, c. 25 S. 223.3(1) authorizes the municipality to appoint an Integrity Commissioner;

AND WHEREAS Schedule A of Township of South Glengarry By-law 79-18 provides that the agreement may be renewed for a further five years, on the same terms and on the mutual agreement of the Parties.

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

1. **THAT** the attached extension agreement be added to By-law 79-18 as Schedule “B”.
2. **THAT** the Mayor and Clerk be authorized to sign said agreement.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 20TH DAY OF FEBRUARY 2024.

MAYOR: **CLERK:**

AMENDING AGREEMENT - INTEGRITY COMMISSIONER SERVICES

This Agreement dated this ____ day of _____, 2024.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
(hereinafter referred to as the “the Township”)

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP
(hereinafter referred to as “the Consultant”)

WHEREAS, the Township and the Consultant (together the “Parties”) did enter into an agreement for the Consultant to provide independent integrity commissioner services to the Township commencing March 1st, 2019 (the “Original Agreement”) and concluding February 28th 2024;

AND WHEREAS, the Parties wish to renew the Agreement on the same terms and conditions as the Original Agreement subject only to the express amendments set out in this Agreement.

NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Township and the Consultant agree to amend the Original Agreement by deleting section 3 and section 5 of the Original Agreement and replacing those provisions with the following new section 3 and section 5:

Term of the Agreement

3. The Consultant’s appointment pursuant to this Amending Agreement is extended for a further five years, unless terminated earlier in accordance with this clause:
 - a. The Township may be released from the Agreement at any time, with thirty (30) days written notice.
 - b. The Consultant shall provide thirty (30) days written notice to the Township of his

intention to resign as the Township's Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

Renewal

5. The Consultant's appointment pursuant to the Amending Agreement may be renewed for a further five (5) years, on the same terms as on the mutual agreement of the Parties.

The Parties have executed this Amending Agreement this _____ day of _____, 2024.

THE TOWNSHIP

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

Name:

Title:

Name: Kelli Campeau

Title: Clerk

We have the authority to bind the corporation.

CONSULTANT

CUNNINGHAM, SWAN, CARTY, LITTLE & BONHAM LLP

Tony Fleming

"I have the authority to bind the Corporation."

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 79-18
FOR THE YEAR 2018**

**BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER
FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH
GLENGARRY.**

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

AND WHEREAS s. 223.3(1) of the *Municipal Act, 2001*, authorizes the municipality to appoint an Integrity Commissioner;

AND WHEREAS the Corporation of the Township of South Glengarry wishes to appoint an Integrity Commissioner.

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

1. THAT Tony Fleming of Cunningham Swan Carty Little & Bonham LLP be hereby appointed as the Integrity Commissioner for the Township of South Glengarry.
2. THAT the Agreement attached hereto as Schedule "A" is hereby declared to form part of this by-law.
3. THAT the Mayor and Clerk be authorized to sign said Agreement on behalf of the Corporation.
4. 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 17TH DAY OF DECEMBER, 2018.**

MAYOR:

Frank Perreault

CLERK:

Kelley Bonneau

INTEGRITY COMMISSIONER SERVICES

This Agreement is executed this ____ day of _____, 2018.

BETWEEN: **THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**
(Hereinafter referred to as “the Municipality”)

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP

(hereinafter referred to as “the Consultant”)

1. WHEREAS, the Municipality is authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the “Integrity Commissioner”) who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation;
2. AND WHEREAS, the *Act* has been amended to include additional powers of Integrity Commissioners, effective March 1, 2019;
3. AND WHEREAS, the Municipality intends that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the *Act* under the terms of this contract after March 1, 2019 without further amendment to this contract;
4. AND WHEREAS, the Consultant has represented, and the Municipality is satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner;

5. AND WHEREAS, the Municipality wishes to retain the Consultant as an independent Integrity Commissioner for the Municipality;
6. NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Municipality and the Consultant agree as follows:

POWERS AND DUTIES

1. The Municipality hereby retains and appoints the Consultant as an Integrity Commissioner for the Municipality and the Consultant accepts such appointment and agrees to carry out the responsibilities of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule "A" to this Agreement, during the term of this Agreement.
2. The Integrity Commissioner shall have all of the powers set out in Section 223.1 to 223.8 of the *Act*, as amended from time to time.

TERM OF AGREEMENT

3. The Consultant's appointment pursuant to this Agreement is effective on December 17, 2018 for the Municipality, and will continue for a period of five (5) years, ending on December 17, 2023 unless terminated earlier in accordance with this clause:
 - a. The Municipality may be released from the Agreement at any time, with 30 days written notice.
 - b. The Consultant shall provide thirty (30) days written notice to the Municipality of his intention to resign as the Municipality's Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

RECORDS

4. All records are the property of the Municipality and the records should be submitted to the Clerk upon termination of the contract.

RENEWAL

5. The Consultant's appointment pursuant to this Agreement may be renewed for a further five (5) years, on the same terms and on the mutual agreement of the Parties.

COMPENSATION

6. The Consultant will not require an annual retainer and will provide services on an as needed basis.
7. The Municipality agrees to pay to the Consultant an hourly fee of Two Hundred and Ninety-Five Dollars (\$295.00) per hour, plus applicable taxes, during such time that the Consultant is actively carrying out his duties pursuant to this Agreement. The Consultant shall provide the Municipality with a monthly invoice detailing the hours worked and expenses incurred for the period in question and the Municipality agree to pay such invoices within thirty (30) days of the receipt thereof.
8. The Municipality agrees to reimburse the Consultant for all reasonable expenses and disbursements, including mileage, incurred by the Consultant, which are necessary to enable the Consultant to perform his duties pursuant to this Agreement. All such expenses must be supported by appropriate receipts.

CONSULTANT STATUS

9. In performing his duties and responsibilities as Integrity Commissioner pursuant to this Agreement, it is recognized that the Consultant is independent of the Municipality's administration and shall report directly to Council.
10. The Consultant acknowledges that he is an independent contractor and shall not be deemed an employee of the Municipality, for any purpose. The Consultant further acknowledges that, as an independent contractor, he will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of the Municipality.

11. In light of the Consultant's status as an independent contractor, the Municipality shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Consultant on the fees paid under this Agreement. The Municipality assume no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

CONFIDENTIAL INFORMATION

12. The Consultant acknowledges that the Municipality is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Consultant undertakes not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of his duties and responsibilities pursuant to the terms of this Agreement and in accordance with the *MFIPPA*.

13. This Article shall survive the termination of this Agreement.

DELEGATION

14. The Consultant shall not assign the whole or any part of this Agreement without the prior written consent of the Municipality.

INSURANCE

15. The Consultant shall, at its expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to the Municipality, including the following:

Issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence

property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.

The Consultant shall also, at its expense, obtain and keep in force during the term of this Agreement errors and omissions insurance satisfactory to the Municipality in an amount of at least \$5,000,000.

The Consultant is required to submit insurance documents listing all coverages and amounts as indicated, in a form satisfactory to the Municipality, upon the signing of the Agreement.

WSIB

16. The Contractor is required to submit the Workplace Safety and Insurance Board (WSIB) Clearance Certificate, in a form satisfactory to the Municipality, upon the signing of the Agreement.

INDEMNITY

17. The Municipality hereby agree to indemnify and save harmless the Consultant and his delegates from and against any and all liabilities, losses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Consultant and his delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.

The consultant shall indemnify and hold the Municipality harmless from and against any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions. Further, this indemnity shall hold the Municipality harmless from and against any liability, loss, claims, demands, costs (including legal

costs), damages, suits, judgments, penalties, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence, acts or omissions whether willful or otherwise by the consultant, their agents, officers, employees or other persons for whom the consultant is legally responsible.

In the event of any dispute with respect to the payment of the invoices, or any other matter in dispute which cannot otherwise be resolved between the Consultant and the affected municipality, the Consultant and affected municipality hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the affected municipality and the Consultant agree to equally share the cost of the arbiter and any related expenses.

This Article shall survive termination of this Agreement.

GENERAL PROVISIONS

18. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.

19. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.

20. This Agreement, along with the attached Schedule(s), constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.

21. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

The Parties have executed this Agreement this _____ day of _____, 2018.

THE MUNICIPALITY

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

_____, Mayor

_____, Clerk

CONSULTANT

Cunningham Swan Carty Little & Bonham LLP

"I have the authority to bind the Corporation"

SCHEDULE "A"

STATEMENT OF DUTIES AND RESPONSIBILITIES

The duties of the Integrity Commissioner shall be:

EDUCATION AND ADVICE

1. To provide advice, education, and training on the Council Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually, for Members of Council;
2. To provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually, for Members of Local Boards;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipality governing ethical behaviour.
4. To provide advice and opinions to the Chair, Members of Local Boards and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipality governing ethical behaviour.
5. To provide educational information to the Municipality and the public about the municipality's codes of conduct for members of council and members of local boards (if applicable), and about the *Municipal Conflict of Interest Act*.
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis.
7. To review the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;
8. To assist with the creation of a Council-Staff Relations Policy.
9. To assist in confirming the list of applicable local boards of the Municipality.

INVESTIGATIONS

10. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures and the policies and procedures for conducting

investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.

11. In conducting any investigations under this Agreement, to have regard to the importance of:
 - a. the investigator's independence and impartiality;
 - b. confidentiality with respect to the investigator's activities; and
 - c. the credibility of the investigator's investigative process;
12. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation;
13. To proceed without undue delay and with due diligence to investigate a Request and to report to the Council of the affected Municipality ~~Council~~ within a reasonable period of time;
14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant;
15. To hear or obtain information from such persons as the Integrity Commission thinks fit and to make such inquiries as he/she thinks fit;
16. To provide an opportunity to the affected municipality or any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation;
17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Integrity Commissioner's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations;
18. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Council of the affected municipality any appropriate sanction(s) or remedial action(s);
19. After making an investigation into an alleged breach of the Code of Conduct for Local Boards (if applicable), the Integrity Commissioner shall render his/her opinion as to

whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Local Board any appropriate sanction(s) or remedial action(s);

20. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the *Act*, and if so whether any sanction or further action is recommended;



STAFF REPORT

S.R. No. 2024-27

PREPARED BY: Dave Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 20, 2024

SUBJECT: Earthquake Early Warning System agreement – Natural Resources Canada

BACKGROUND:

1. Natural Resources Canada is in the process of developing an Earthquake Early Warning (EEW) system for at-risk regions of Canada. The system will use a specially designed network of seismic sensors to provide seconds to tens of seconds of warning in the event of a major earthquake, allowing protective actions to be taken.
2. Natural Resources Canada (NRCan) has proposed that the Lancaster Fire Station at 221 Military Road North is ideally located for the EEW network in the region.

ANALYSIS:

3. The EEW stations take up little space and are installed in utility rooms, close to power and Internet. The power requirement is minimal (less than 20W), as is Internet usage. IT security precautions are taken to protect both the host and NRCan's equipment. There is space and capacity within the utility room at Station 4 (Lancaster).
4. Fire administration has been in contact with NRCan and its project engineers who have completed preliminary evaluations of the location and building. Both parties are in favour of proceeding with the agreement.
5. All costs of installation are borne by NRCan, with only the power requirements as described being the responsibility of South Glengarry.
6. To compensate for the power requirements, NRCan offers an annual payment of \$200/year if a partnering agency so wishes. It is the opinion of Administration that we enter into a financial agreement.
7. A draft agreement is attached. Note – the draft agreement will be modified to include this annual payment as it currently describes the annual payment as \$0.

IMPACT ON 2024 BUDGET:

8. South Glengarry's annual cost to power and house the device will be negligible.
9. The Township will receive \$200 annually as compensation for the power usage of the device.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability,
Goal 4 Improve the quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-27 be received and that By-law 2024-11, being a by-law to enter into a licence agreement with His Majesty the King in Right of Canada represented by the Minister of Natural Resources Canada be read a first, second and third time, passed, signed and sealed in open council this 20th day of February 2024.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-11
FOR THE YEAR 2024**

***BEING A BY-LAW TO ENTER INTO A LICENCE AGREEMENT WITH HIS
MAJESTY THE KING IN RIGHT OF CANADA REPRESENTED BY THE
MINISTER OF NATURAL RESOURCES CANADA.***

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

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

AND WHEREAS the Council of the Township of South Glengarry is desirous of entering into a licence agreement.

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

1. **THAT** the agreement attached hereto as Schedule “A” form part of this by-law.
2. **THAT** the Mayor and Clerk be authorized to sign said agreement.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 20TH DAY OF FEBRUARY 2024.***

MAYOR: **CLERK:**

LICENSE AGREEMENT
WITH NON-GOVERNMENT PARTIES (Private/Municipalities)

Station Code: ONE15 - EEW

BETWEEN

Corporation of the Township of South Glengarry, Ont
(Hereinafter referred to as the "Licensor")

OF THE FIRST PART

AND

HIS MAJESTY THE KING IN RIGHT OF CANADA
represented herein by the Minister of Natural Resources Canada

(Hereinafter referred to as the "Licensee")

OF THE SECOND PART

WHEREAS the Licensee has made application to the Licensor for permission to install and operate equipment on the Licensor's property as described in Appendix A;

AND WHEREAS the Licensor has consented to grant the application of the Licensee subject to such terms and conditions as are hereinafter contained;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants, terms and conditions hereinafter reserved and contained, the parties agree to the covenants that follow:

1. The Licensor covenants and agrees:

- a.) the Licensor holds legal title to the Property herein described or has ostensible authority to act in that capacity for the purposes of entering into this License Agreement;
- b.) to hereby grant leave and license to the Licensee as described in *APPENDIX B - EQUIPMENT ON SITE* for: ☐ GNSS (GPS) ☒ Seismic Station ☐ Geomagnetic Station ☐ Other Geophysical Station
- c.) that subject to the availability thereof from his/her own source of supply, to supply the Licensee with any electrical power that may be required for the operation of the said equipment during the currency of this Agreement, and for that purpose to permit the Licensee to connect the same to his/her electrical system at such point as is most convenient to the Licensee;
☒ **Applicable** ☐ **Non applicable**
- d.) that the Licensee shall peaceably hold and enjoy the rights hereby granted without hindrance, molestation or interruption on the part of the Licensor or of any person, firm or corporation claiming by, through or under the Licensor;
- e.) grant to the Licensee a renewal of this Agreement for another year term, upon request of the Licensee at least 3 months prior of the last year of the term;
☒ **Applicable** ☐ **Non applicable**
- f.) to allow the Licensee to access the equipment for maintenance and repair by providing reasonable notice; and,
- g.) any costs associated with this access shall be borne by the Licensee or by that person, firm or corporation acting on the Licensee's behalf.

2. The Licensee covenants and agrees:

- a.) to pay the Licensors in consideration of the rights hereby granted the one-time lump sum payment of \$ _____ **(inclusive of all applicable taxes)**; ☐ Applicable ☒ Non Applicable
- b.) to use the rights hereby granted for the purposes set forth herein and for no other purpose;
- c.) to construct, install and operate the equipment at the Licensee's own expense, in a good and workmanlike manner, and so as to cause no unnecessary disturbance or damage to the property of the Licensors;
- d.) that upon the termination of this Agreement or within a reasonable time thereafter the Licensee shall, at the Licensee's sole expense, remove any improvements and equipment and restore the property affected as nearly as is reasonably possible to the same condition in which it was at the commencement of this Agreement; and,
- e.) to assume all risk of loss, damages or injury to the Licensee's servants, employees, agents and property, except where such loss or damage is due to the negligence of the Licensors.
3. Upon completion of the terms and conditions of this Agreement the Licensee will pay the Licensors the sum of \$ _____ **(inclusive of all applicable taxes)**, annually by a cheque made payable to the Licensors and dated N/A of each year of the Agreement.
4. This Agreement shall be effective on the Feb 1, 2024 and shall expire on the Jan 31, 2054 . Either party may, by giving the other party three (3) months written notice, terminate this Agreement.
5. Any notice which is required to be given under the terms of this License shall be effectively given by one party to the other, as described in Appendix C.
6. This Agreement may be validly executed in counterpart and via facsimile or transmitted electronically by Portable Document Format (PDF). Facsimile or PDF copies shall have the same effect for all purposes as an ink-signed original.
7. No member of the House of Commons or the Senate shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.
8. Nothing in this Agreement creates the relationship of principal and agent, employer and employee, partnership or joint venture between the parties.
9. The Licensee shall indemnify and save harmless the Licensors, its employees and agents from and against all claims, demands, losses, costs including lawyer's fees, damages, actions, suits or proceedings, that are in any manner based upon, arising out of, or attributable to personal injury and property damage caused by the willful or negligent act or omission of the Licensee or its employees and agents arising directly or which are attributable to the exercise by the Licensee of the privileges herein granted.
10. The Licensee shall not bear any obligations for any prior or future environmental contaminations, damages or pollution arising out of or involving any Hazardous Substance brought onto the Lands by the Licensors, his agents or other third parties unrelated to the Licensee.
11. The Licensee, at their expense and sole discretion, may undertake an Environment Effect Evaluation (EEE) prior to the installation of equipment.
12. This Agreement shall be interpreted in accordance with the applicable Federal laws and the laws in force in the Province of _____ ON

IN WITNESS WHEREOF these presents have been duly signed and sealed by the Licensor and by the duly authorized representative of the Deputy Minister of Natural Resources Canada on behalf of the Minister of Natural Resources Canada representing the Licensee, the King in Right of Canada.

SIGNED

by the Licensor,
in the presence of

Witness

Licensor

Dated _____

SIGNED

on behalf of His
Majesty, the King
in the presence of
DEPARTMENT OF NATURAL RESOURCES CANADA

Jérémie Emond
Director General Real Property and Environment

Dated _____

Notes / Details:

Dave Robertson, Fire Chief and
Kelli Campeau, Clerk
6 Oak St
Lancaster, Ont
K0C 1N0

Dave : Tel: 613-347-1166 ext 2441; email: drobertson@southglengarry.com
Kelli: Tel: 613-347-1166 ext 2102; email: kcampeau@southglengarry.com

APPENDIX A - SITE INFORMATION AND SITE PLAN

Region: Ontario

Address:

South Glengarry Fire Dept, Stn #4
221 Military Road North
Lancaster, Ontario
K0C 1N0

Legal Land Description:

GPS Coordinates 45.1398 °N; -74.4990 °W.

Approximate Land Footprint: m² or (ha)

Approximate Building Footprint: 1 m²

APPENDIX B - EQUIPMENT ON SITE

General Installation :

- Strong motion accelerograph
- Power and communications manager unit
- Cables for power and communications
- Batteries
- GPS antenna
- Cell modem antenna where applicable

APPENDIX C - CONTACTS

Notice to be delivered to either Party by acceptable means being:

- (1) delivery by hand during normal business hours to the person responsible for receiving communications, in which case it is effective when delivered;
- (2) delivery by courier or registered mail, in which case it is effective when the delivery person obtains a signature accepting delivery; or
- (3) electronic transmission to the Party's office, in which case it is effective when receipt is electronically acknowledged.

All notices or other communications required by the Agreement shall be delivered or sent by an acceptable means to the Licensor and Licensee below:

SEISMIC / GNSS (GPS)

Lorne McKee
Canadian Hazards Information Service, Natural Resources Canada
2617 Anderson Road,
Ottawa, Ontario K1A 0Y3
Lorne.McKee@NRCan-RNCan.gc.ca
TEL: (613) 612-1087

LICENSOR

Name: Corporation of the Township of South Glengarry, Ont

Complete address:

Email:

Tel.:

Fax:

LICENSEE

Name: Lisa Nykolaishen

Complete address:

National Field Operations Coordinator
Canadian Hazards Information Service
9860 West Saanich Road
Sidney, British Columbia
V8L 4B2

Email: Lisa.Nykolaishen@nrcan-rncan.gc.ca

Tel.: 250-363-8808

Fax: Cell : 250-380-8852

LICENSEE

Name:

Complete address:

Email:

Tel.:

Fax:

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

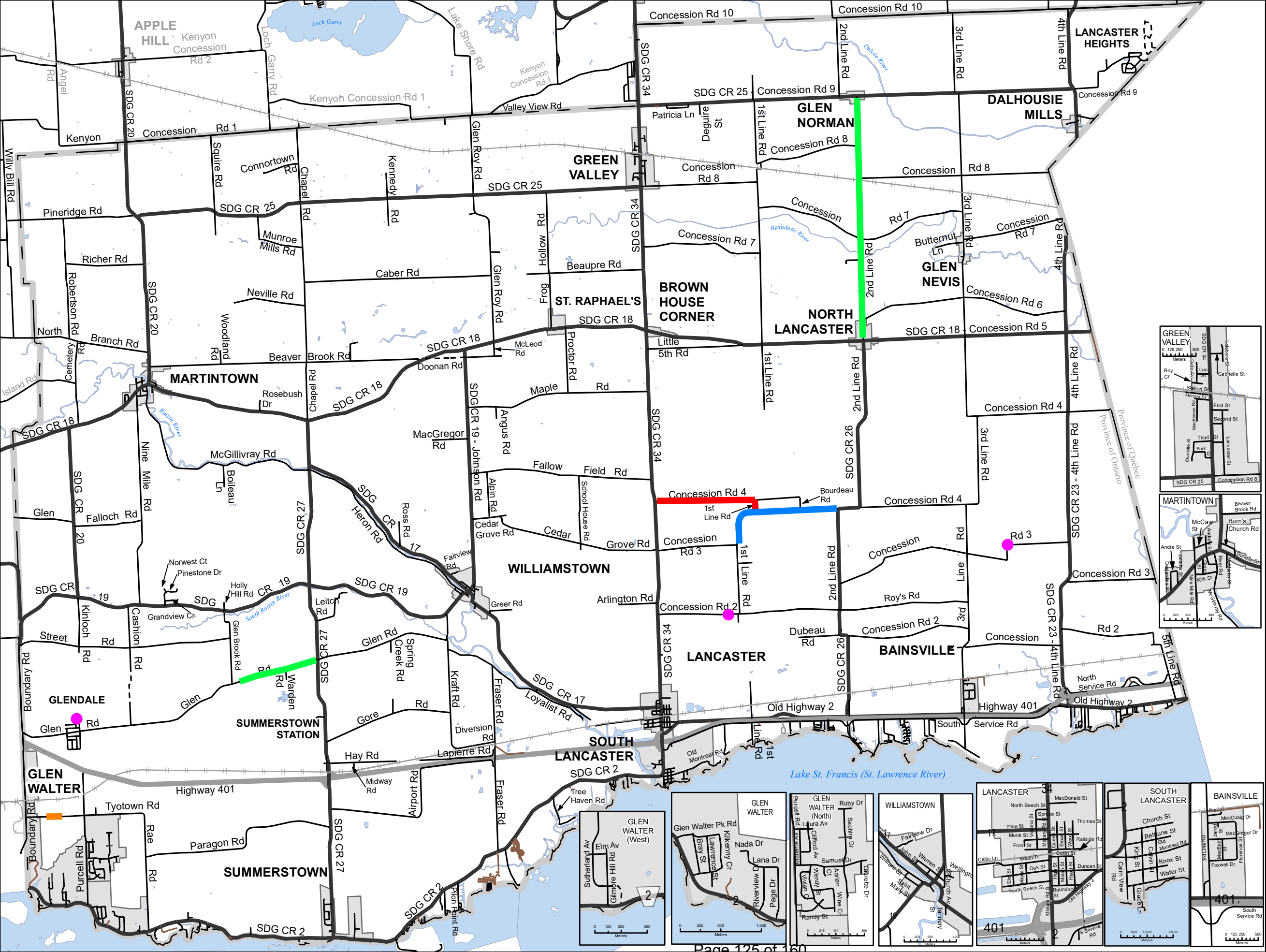
SUBJECT: Road Capital – Budget Notes

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

Pending budget finalization and approval, the following table provides the potential 2024 roads capital projects based on the November 27, 2023 [Committee of the Whole](#) discussion and the current performance of the municipal infrastructure assets.

Please note that this is a draft list and, at the time of preparing this report, the final draft budget is still in progress and projects may be adjusted to meet available funding / targeted tax increase. A map of the locations and limits of work is attached.

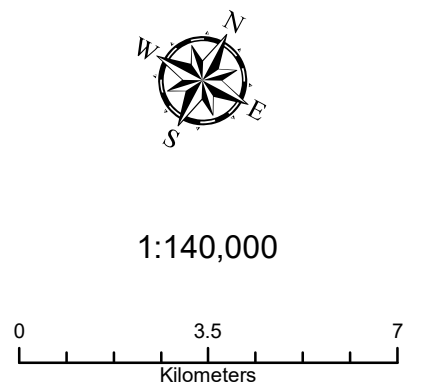
Area	Project	Estimated Cost	Notes
Road Work	Second Line Road (6550m) 10mm Leveling Pad 25mm Asphalt Thin Lift	\$550,000	SDG Joint Tender
	Glen Road (2800m) 10mm Leveling Pad 25mm Asphalt Thin Lift	\$240,000	SDG Joint Tender
	Tyotown Wall Removal	\$250,000	Approved – Feb 5, 2024
	First Line Road / Concession 4 (3,500m) Surface Treatment	\$300,000	Surface Treatment
	Concession 4 / First Line Road (3,000m) Surface Downgrade	\$30,000	Surface Treatment to Gravel
	Large Culverts (Patingale, Wood, Grays)	\$130,000	Selected in order of priority to meet remaining available budget.



2024 Pre-Budget
Proposed Capital Road Works

- Legend**
- Railway
 - South Glengarry Boundary
 - Settlement Boundary

- Asphalt Resurfacing
- High Float Resurfacing (Surface Treatment)
- Surface Downgrade (High Float to Gravel)
- Retaining Wall Removal
- Large Culverts Replacement



SOUTH GLENGARRY
Produced by The Township of South Glengarry, Planning and Enforcement Department with data supplied under Licence by Members of the Ontario Geospatial Data Exchange.
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INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

SUBJECT: RRCA Tree Giveaway Program

PREPARED BY: Doug Robertson, Chief Administrative Officer

The Raisin Region Conservation Authority (RRCA) will be hosting its 25th annual Tree Giveaway event this spring. The event is a partnership between the RRCA and local municipalities within its watershed to distribute free tree seedlings to residents.

The RRCA typically reserves 500 trees to distribute to South Glengarry residents at no cost to the municipality, with the option for the Township to purchase additional trees to increase the total trees distributed to South Glengarry residents.

Since 2021, the Township has purchased additional trees to contribute to the initiative as per the following table:

Year	Additional Trees Purchased	Total Cost
2021	150	\$251.43
2022	500	\$500
2023	500	\$500

The RRCA has confirmed that the price to purchase an additional 500 trees this year would remain at \$1 per tree, for a total cost of \$500 for 500 additional trees (1,000 trees total).

Administration is seeking feedback from Council this evening to determine if there is support to purchase additional trees for the 2024 giveaway program, to be distributed to residents of South Glengarry.



Raisin Region Conservation Authority

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

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

MEMORANDUM

To: Township of South Glengarry, CAO and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 2, 2024
Subject: Forestry Initiatives Update

In 2024, the Raisin Region Conservation Authority (RRCA) is gearing up to plant 56,000 trees on private and public properties, adding to the over 1.2 million trees planted by the RRCA since 1994 within its watershed jurisdiction in the City of Cornwall, and Townships of South Glengarry, North Glengarry, South Stormont, and North Stormont. Below is an update on the RRCA's various forestry programs and services:

Full-Service Tree Planting

For projects over 500 trees, the RRCA offers full-service tree planting to the community, with considerable cost savings. This includes consultation, site preparation, seedling purchase and planting, and follow-up assessments. Through partnerships with Forests Ontario and ALUS, the RRCA can offer significant tree planting subsidies to property owners. Next spring, nearly 40,000 trees will be planted through this program.

Over-the-Counter Tree Seedling Sales

For smaller projects, the RRCA offers native tree and shrub seedlings sales to the community at a discounted price. An online order form on the RRCA website allows property owners to select a variety of species before picking up their seedlings in the spring at Gray's Creek Conservation Area. Orders will be accepted until March 31, 2024. There are 8,000 trees reserved under this program.

Annual Tree Giveaways

Next spring, the RRCA will be holding its 25th annual Tree Giveaway, providing over 2,500 free trees to residents in the RRCA jurisdiction. Currently, 500 white pine are reserved to distribute to South Glengarry residents. **Should your municipality be interested in financially contributing to this initiative to increase the total trees distributed to your residents, contact Jessica Herrington, RRCA Stewardship Coordinator, at Jessica.Herrington@rrca.on.ca by February 16th, 2024.**

Resolution Number

Title: Support Resolution - Fire Apparatus Life Span

Date: Tuesday, February 20, 2024

Moved by Councillor Jaworski

Seconded by _____

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the County of Prince Edward and 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 AND FURTHERMORE that this resolution be sent to the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, the Eastern Ontario Wardens' Caucus and the County of Prince Edward.

CARRIED

TIED

DEFEATED

POSTPONED

Mayor Lachlan McDonald

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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

SUBJECT: Departmental Update – Corporate Services
(January 2024)

PREPARED BY: Kelli Campeau, GM Corporat

ADMINISTRATION:

- CAO's Office
 - Attended Regular Council Meeting and Public Meeting.
 - Attended departmental and senior management team meetings to prepare and review 2024 draft budget.
 - Addressed various HR matters, including recruitment for the positions of GM Finance/Treasurer and Deputy Fire Chief.
 - Attended meetings with solicitors to facilitate various legal files.
 - Attended a meeting with the SDG Manager of Human Resources.
 - Reviewed asset management software with members of the senior management team.
 - Attended pre-renewal meeting with Township insurance provider.
- Clerk's Division
 - Prepared agenda and minutes for and attended regular and public meeting.
 - Prepared General Government Administrative and Legislative operating budgets.
 - Completed and submitted annual Information and Privacy Commissioner Statistics Report.
 - Attended Social and Wellness Committee meeting as management representative.
 - Attended departmental budget review meetings.
 - Attended Senior Management team meetings.
 - Issued lottery and marriage licences.
 - Continued implementation and review of StoneShare electronic records management program.
 - Review and completion of health and safety items.

- Daily website and social media content preparation and posting.
- Development of new monthly newsletter format and preparation of January newsletter.
- Social media campaigns:
 - Bell Let's Talk
 - Recruitment – GM Finance/Treasurer, Deputy Fire Chief, Summer Students

TRAINING & EVENTS:

Chief Administrative Officer:

- January 21 – 23 - Rural Ontario Municipal Association Conference
- January 24 – Town Hall: Proposed Long Term Care Home

GM Corporate Services/Clerk:

- January 21 – 23 – Rural Ontario Municipal Association Conference
- January 25 – Speaker – AMCTO Executive Diploma in Municipal Management Report Writing Seminar

Deputy Clerk:

- January 18 & 25 – AMO Asset Management Webinar Series
- January 23 – Mind Matters: A Panel Discussion on Prioritizing Mental Health in the Workplace (attended as representative of the Social and Wellness committee).
- January 26 – Commenced Municipal Law Program, Unit 1

COMMUNICATIONS STATS:

- YouTube Stats:
 - + Subscribers (total
 - Video Views
 - Most Watched Videos:
- Website Stats:
 - 310 Unique Searches
 - Most Popular Searches:
 - Tenders (19)
 - Employment (17)
 - Burn Permit (10)
 - Garbage and Recycling (8)
 - Doctor (4)

- Facebook Stats:
 - Overall Reach: 16,277
 - Total Followers: 5,230
 - 112 new follows
 - 8 unfollows
 - Posts with Highest Reach:
 - GM Finance/Treasurer Job Posting (4K)
 - Bell Let's Talk (3.5K)
 - Freezing Rain Warning Jan 24th (3.4K)
 - Summer Student Job Posting (3.2K)
 - Winter Weather – Garbage Collection Delay Jan 25th (3K)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 5, 2024

SUBJECT: Departmental Update – Planning, Building & Enforcement (January 2024)

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

Planning

- Received, processed and reviewed consent, minor variance and zoning amendment applications
- Prepared staff reports and information reports for Council meeting
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Attended and organized public meetings
- Attended Committee of Adjustment Meeting
- Attended Council meeting
- Worked on land acquisition and disposition
- Conducted site visits for MDS Calculations and installing public notice signs for planning applications
- Preparation of 2024 budget
- Attended ROMA conference
- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses
- Ordered and distributed civic address signs and posts
- Applied, reviewed, and issued building permits via Cloudpermit
- Assigned civic addresses to new residential dwellings
- Inspected open legacy building permits as a result of work order requests

- Trained Building Official One on inspections and plans review
- Staff virtually attended OBOA On-Site Sewage Systems and Building Structural courses
- Building Official One successfully completed the MMAH On-Site Sewage Systems examination
- Reviewed 2021 open building permits and contacted applicants/property owners to assist in closing files

GIS & Planning

- Performed duties as Building Information Officer (BIO)
- Prepared minor variance mailout, minutes, decisions, and meeting agenda
- Prepared zoning amendment mail out
- Prepared maps for staff as required (Building, Planning)
- Commissioned documents as required
- Coded and uploaded department invoices and credit card statements
- Responded to property inquiries and phone calls
- Attended meeting with Cansel representative (GPS unit)
- Researched fire escape plan and fire drill plan (on going)
- Performed inspections as Health and Safety representative
- Attended Health and Safety meeting
- Completed Snow Plow maps (Infrastructure)
- Attended Staff meeting
- Attended Social and Wellness committee meeting
- Attended Mind Matters Workshop
- Reviewed map information for snow mobile club – Peanut Line (Recreation)

By- Law Enforcement

- Responded and investigated By-Law complaints.
- Arranged and attended meetings with the public.
- Addressed reports of building without a permit
- Closed several complaints files.
- Investigated Animal Attack Reports.
- Responded to inquiries from the public.
- Working on Property Standards By-Law
- Dog Kennel Renewals

Economic Development

- Designed a Dine Local promotional campaign
- Visited 19 businesses
- Prepared Draft ED budget

- Attended business breakfasts in Alexandria & Cornwall
- Attended FCM webinar on tourism Worked on the RED Grant project
- Attended monthly SDG Counties Economic Development Officer Working Group meetings
- Attended Teeny Tiny Summit on Community Economic Development Responded to property/site selection inquiries
- Attended 2 Future of Energy webinars Software testing as part of CRM implementation
- Produced monthly business newsletter
- Conducted site visits for RIP grant applicants
- Drafted content for PB&E webpages
- Responded to property/site selection inquiries
- Attended developer meetings with Planner
- Collaborated with CBEC on Business Breakfast scheduled for February 15th, 2024
- Worked with new business leads
- Responded to grant and funding inquiries

Emergency Planning

- Monitored all EMO situation reports and updates
- Held a EM Committee Mtg to plan for 2024

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

SUBJECT: Departmental Update – Finance (January 2024)

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

AR Activity

- Finalized and recorded 2023 transactions, yearly file transitions
- Continue to complete prior year assessment changes and severances

AP Activity

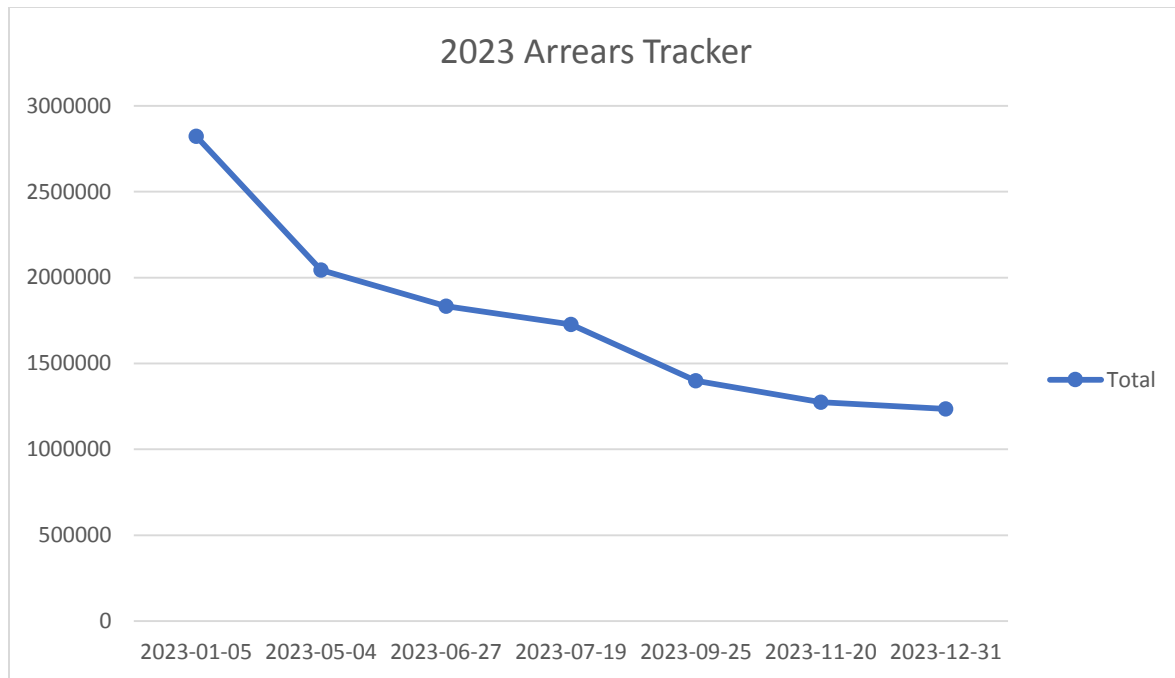
- Input and maintain records for all vendor invoices and monitor for correct transaction year
- Assisted with audit

Treasury Activity

- Ongoing work on Township audit and Cornwall Regional Airport Commission 2022 audit
- 2024 budget preparations with department and senior management team
- Completed 2023 school board and county reconciliations
- Continued work with Real Tax on tax arrear files and with property owners
- Grant application for annual OMAFRA Drainage super grant
- Collaborated with Corporate Services to review and report on 2024 grants and donations submissions

Q4 Tax Arrears Update

- Progress continues to be made at lowering the Township's tax arrears. In January, sixteen properties had certificates of tax arrears registered on title after failing to make suitable payment arrangements. It is anticipated that many of these properties will have the arrears paid within the one-year registration period by the owners or interested parties. Two of the properties registered in January were paid in full and their files closed in early February. A Tax sale date in early May will be advertised per legislation for three properties registered earlier in 2023 (assuming no payments before).



Prior year arrears as of January 5, 2023: \$2,822,328.65*

Prior year arrears as of December 31, 2023: \$1,235,928.41*

**projected until 2023 audited financial statements confirm*

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

SUBJECT: Departmental Update – Parks, Recreation and Culture (January 2024)

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

CURRENT PROJECTS

- Peanut Line Options Analysis
- Building Condition Assessments
- Cairnview Park – Concept Plan Project
- Cairn Island Interpretation Site
- CLRC Drainage Project

ADMINISTRATION

- Research and development of the 2024 departmental capital and operating budget
- RFP 16-2023 Active Transportation Plan – Evaluation of Submissions
- Preparing RFP 03-2024 – Grass Cutting Parks and Facilities
- Review of Asset Management Software – PSD City Wide
- ICIP Funding Reporting (Arena Floor Project)
- Preparation for 2024 Great Canadian Kilt Skate
- Preparation for 2024 Minor Sport Program Season – registration software and volunteer role definitions.
- Update and implementation of Township Volunteer Waiver Form
- Facility bookings and coordination – 44 invoices created (does not include bookings added to existing invoices).
- CLRC – refrigeration plant water treatment research

OPERATIONS

- Tartan Hall bar operations – 4 Licenced Events
- Facility hall operations – 121 bookings

- No rentals at Martintown Community Centre Jan 1 to Jan 5 due to floor maintenance.
- Martintown Community Centre - floor refinishing
- Outdoor rink maintenance and monitoring
- Ongoing maintenance requests
 - Lancaster library
 - Lan-Char Medical Centre/Dentist
 - Loyalist and Nor'Westers Museum

HEALTH AND SAFETY

- Building and site inspections continue

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 20, 2024

SUBJECT: Departmental Update – Fire Services (January 2024)

PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS AND RESPONSES: 8

- Motor Vehicle Collisions: 4
- Alarms:0, Medical: 0
Burn Complaint / Unauthorized Burns: 1
- Fire – Structural:0, Brush / Grass: 0, Vehicle:1, Other: 0
- False 1: Public Hazard: 1
- Rescue: 0
- Incidents of note.
 - Assist to Cornwall Fire under Aid agreement.

TRAINING:

- Station Training topics
 - Rescue scenarios, Equipment familiarization, Pre-Plans

FIRE PREVENTION:

- Property inspections

HEALTH AND SAFETY:

- Building inspections continue.

ADMINISTRATION:

- Emergency Management planning
- Discussions with Cornwall Fire Services and SDG Counties regarding hazardous materials response agreement.
- Meeting with MP Eric Duncan regarding Fire Service topics
- Fire Records and Asset Management program evaluations.
- Recruit orientation event.
- Hazardous material shipment by rail awareness.



Raisin Region Conservation Authority

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

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

MEMORANDUM

To: Township of South Glengarry, CAO and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 2, 2024
Subject: Forestry Initiatives Update

In 2024, the Raisin Region Conservation Authority (RRCA) is gearing up to plant 56,000 trees on private and public properties, adding to the over 1.2 million trees planted by the RRCA since 1994 within its watershed jurisdiction in the City of Cornwall, and Townships of South Glengarry, North Glengarry, South Stormont, and North Stormont. Below is an update on the RRCA's various forestry programs and services:

Full-Service Tree Planting

For projects over 500 trees, the RRCA offers full-service tree planting to the community, with considerable cost savings. This includes consultation, site preparation, seedling purchase and planting, and follow-up assessments. Through partnerships with Forests Ontario and ALUS, the RRCA can offer significant tree planting subsidies to property owners. Next spring, nearly 40,000 trees will be planted through this program.

Over-the-Counter Tree Seedling Sales

For smaller projects, the RRCA offers native tree and shrub seedlings sales to the community at a discounted price. An online order form on the RRCA website allows property owners to select a variety of species before picking up their seedlings in the spring at Gray's Creek Conservation Area. Orders will be accepted until March 31, 2024. There are 8,000 trees reserved under this program.

Annual Tree Giveaways

Next spring, the RRCA will be holding its 25th annual Tree Giveaway, providing over 2,500 free trees to residents in the RRCA jurisdiction. Currently, 500 white pine are reserved to distribute to South Glengarry residents. **Should your municipality be interested in financially contributing to this initiative to increase the total trees distributed to your residents, contact Jessica Herrington, RRCA Stewardship Coordinator, at Jessica.Herrington@rrca.on.ca by February 16th, 2024.**

Agenda Number: 6.7

Resolution Number: 2024-009

Title: Association of Municipalities of Ontario (AMO) Policy Update - Social and Economic Prosperity Review

Date: Wednesday, January 24, 2024

Moved by Mario Zanth

Seconded by Geneviève Lajoie

Whereas current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

And whereas nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

And whereas municipal revenues, such as property taxes, do not grow with the economy or inflation;

And whereas unprecedented population and housing growth will require significant investments in municipal infrastructure;

And whereas municipalities are being asked to take on complex health and social challenges, like homelessness, supporting asylum seekers, and addressing the mental health and addictions crises;

And whereas inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

And whereas property taxpayers, including people on fixed incomes and small businesses, cannot afford to subsidize income re-distribution programs for those most in need;

And whereas the province can, and should, invest more in the prosperity of communities;

And whereas municipalities and the provincial government have a strong history of collaboration.

Be it resolved that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

Be it further resolved that a copy of this Resolution be circulated to all the municipalities in Ontario.

Carried as amended

Mélissa Cadieux, Clerk

February 8, 2024

Rural Ontario Municipal Association
Attn: Board of Directors
Via email roma@roma.on.ca

Ontario Good Roads Association
Attn: Board of Directors
Via email info@goodroads.ca

Via email

RE: return to combined ROMA and OGRA conferences

Dear ROMA & OGRA Board of Directors,

During the February 5, 2024 regular meeting of council, council in response to a notice of motion from Deputy Mayor Joel Field the following resolution passed:

MOVED: Bill Clark

SECONDED: Chad Hyatt

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Petrolia call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Bob Bailey and be circulated to Municipalities of Ontario; as amended

Carried

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

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca
Page 144 of 160



Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc:

Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
Ontario Municipalities

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

411 Greenfield Street, Petrolia, ON, N0N 1R0

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The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, February 6, 2024

Resolution # RC24017	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS the Wawa Cemetery Committee held a meeting on Wednesday, January 17, 2024 where the Committee received correspondence from Tay Township requesting support regarding Provincial Cemetery Management,

AND WHEREAS, under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

AND WHEREAS over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

AND WHEREAS municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

AND WHEREAS cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

AND WHEREAS the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Municipality of Wawa requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

AND FURTHERMORE, THAT this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

RESOLUTION RESULT	RECORDED VOTE		
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

DEPUTY MAYOR – JIM HOFFMANN	CLERK – MAURY O'NEILL

This document is available in alternate formats.





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, February 6, 2024

Resolution # RC24016	Meeting Order: 5
Moved by: 	Seconded by: 

WHEREAS By-Law 1070-96, being a By-Law to continue and regulate a Fire Department for the Corporation of the Municipality of Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 1070-96, 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 January 24, 2024, Council of the Corporation of the Municipality of Wawa received the 2024 Wawa Fire Service Review by The Loomex Group that identifies and evaluates Wawa's current and anticipated fire protection needs, 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 the Municipality of Wawa 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;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND FURTHERMORE, 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;

AND FURTHERMORE, 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;

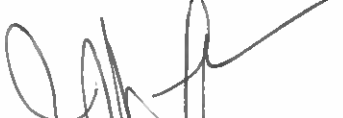

AND FINALLY RESOLVE THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

DEPUTY MAYOR – JIM HOFFMANN	CLERK – MAURY O'NEILL
	

This document is available in alternate formats.



Corporation of the Municipality of Calvin

Council Resolution

Date: January 30, 2024

Resolution Number: 2024-31

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Background: Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: *"The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."*

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland

firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It's not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

WHEREAS Forest fires are a very real threat to rural municipalities.

AND WHEREAS smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

AND WHEREAS forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

AND WHEREAS according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

AND WHEREAS carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

AND WHEREAS that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

AND WHEREAS the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

AND WHEREAS as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.

NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

AND THAT this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

AND THAT this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

Results: Carried

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>



February 2, 2024

Larry Brock, MP Brant
108 St. George Street, Suite #3
Brantford, ON N3R 1V6

Sent via email: larry.brock@parl.gc.ca

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email: will.bouma@pc.ola.org

To whom it may concern:

Please be advised that Brantford City Council at its meeting held January 30, 2024 adopted the following:

12.1.10 Reliable and Accessible Public Rail Transit - CN Rail

WHEREAS Canadians deserve access to reliable and efficient passenger rail service; and

WHEREAS in 2021 the Canadian Minister of Transportation announced that the federal government would be pursuing opportunities to enhance passenger rail services in southwestern Ontario; and

WHEREAS passengers continue to experience long delays and disruptions to service, related to interruptions caused by CN Rail's freight systems and refusal to give priority to passenger rail service; and

WHEREAS Metrolinx and VIA, in extending or improving commuter train service from Aldershot through to Brantford, Woodstock, Ingersoll and London, is reliant on access to CN rail lines; and

WHEREAS CN Rail views increased passenger rail service on its lines as being incompatible with its primary business of moving freight and is unlikely to cooperate in extending commuter rail service on its lines in southwestern Ontario without direction from the federal government; and

WHEREAS CN Rail has shown a disregard for Municipal property maintenance standards in respect to the maintenance of their rail lines and blocks municipalities attempts to enforce municipal property standards upon their rail lines; and

CITY CLERK'S OFFICE City Hall, 58 Dalhousie Street, Brantford, ON N3T 2J2 P.O Box 818, Brantford, ON N3T 5R7
Phone: (519) 759-4150 Fax: (519) 759-7840 www.brantford.ca

WHEREAS CN Rail's consistent failure to provide a timely response to development applications adjacent to rail right of ways imposes inordinate delays and expense for builders and municipalities, further jeopardizing the ability of municipalities to address the housing crisis; and

WHEREAS there is a complete lack of federal regulations providing VIA and Metrolinx with any degree of priority or guaranteed access to rail rights of way or directing CN Rail to work cooperatively with municipalities;

AND WHEREAS The City of Brantford CALLS UPON the Federal Government to assist other levels of government as they take steps address the need for reliable and accessible public rail transit, timely processing of housing developments and the prompt and equitable enforcement of municipal property standards;

NOW THEREFORE THE COUNCIL OF THE CITY OF BRANTFORD requests that the Federal Government enact the necessary legislative and regulatory provisions:

- i. providing VIA and Metrolinx with priority right of way over freight rail lines, and further;
- ii. directing CN Rail to work positively and cooperatively with municipal and provincial governments in the processing of land development applications, and the prompt and timely enforcement of municipal property standards;

AND THAT a copy of this resolution be forwarded to all Ontario Municipalities; and to the Member of Provincial Parliament Will Bouma, Member of Parliament Larry Brock, Federal Minister of Transport Pablo Rodriguez, Provincial Minister of Transportation Prabmeet Singh Sarkaria, President and CEO at Metrolinx, President and Chief Executive Officer of VIA Rail Canada Inc and President and Chief Executive Officer of CN.

I trust this information is of assistance.

Yours truly,



Chris Gauthier
City Clerk, cgauthier@brantford.ca

cc Ontario Municipalities
Federal Minister of Transport, Pablo Rodriguez
Provincial Minister of Transportation, Prabmeet Singh Sarkaria
President & CEO, Metrolinx

President & CEO, VIA Rail Canada Inc
President & CEO, CN

Office of the
County Warden



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
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FAX: 613-735-2081
www.countyofrenfrew.on.ca

January 31, 2024

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

DELIVERED VIA EMAIL

RE: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems

Dear Premier Ford,
Please be advised that at the Regular Council Meeting on January 31, 2024, The County of Renfrew passed the following resolution:

WHEREAS the Provincial Policy Statement (PPS) (Section 1.6.6.2) states that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety and that intensification and redevelopment within these settlement areas should be promoted; and

WHEREAS the PPS (Section 2.2.1 (f)) states that planning authorities shall protect, improve, or restore the quality and quantity of water by implementing the necessary restrictions on development and site alternation to protect all drinking supplies and designated vulnerable areas, and protect, improve, or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrologic functions; and

WHEREAS the PPS (Sections 2.2.1(h) and (i)) states that there is consideration of environmental lake capacity as well as stormwater management practices; and

WHEREAS the Ministry of the Environment, Protection and Conservation (MECP) Procedural Guideline B-1-5 Policy 2 provision states that water quality which presently does not meet the Provincial Water Quality Objectives shall not be further degraded and all practical measures shall be undertaken to upgrade the water quality to the Objectives; and

WHEREAS in 2014 the Township of Whitewater Region authorized Jp2gConsultants Inc. to undertake a Municipal Class Environmental Assessment (EA) for the purpose of evaluating viable options to upgrade the 1979 Cobden Wastewater Treatment Plant. This plant did not meet guidelines for effluent flow into Muskrat Lake and Cobden Wetland being highly sensitive, at-capacity, inland lake, and Provincial Significant Wetland (PSW) and acknowledged as one of

the most eutrophic in the province. The plant had ongoing seasonal overflow events, and was operating at maximum capacity; and

WHEREAS in 2018 the Council of the Township of Whitewater Region approved the construction of a new parallel mechanical system that would meet all provincial environmental and regulatory requirements including accommodating future growth. Federal and provincial contributions only covered 50% of the final construction costs, as there was no ability to renegotiate with federal and provincial partners once real costs were known. As a result, the balance of costs (\$6M) was debentured over 30 years at interest rates that are slightly punitive to rural and small urban municipalities; and

WHEREAS in 2019 the Council of the Township of Whitewater Region conducted a Water and Wastewater Rate Study that demonstrated the need for rate increases of over 100% to fund the new wastewater treatment plant construction debenture and the significantly increased operating costs for a parallel mechanical system. Rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth; and

WHEREAS in 2023 the Township of Whitewater Region combined water and wastewater rates have risen to almost \$3,000/year for its five hundred and eleven (511) users and are among the highest in the County of Renfrew and across the Province of Ontario. There are similarly high user rates in the Township of Madawaska Valley as a result of Provincial regulations and a small number of users. Other examples of rapidly increasing rates include the Towns of Deep River, Renfrew, Arnprior, Laurentian Hills, and Petawawa, and the Townships of Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards, where significant upgrades in short periods of time are making rates unaffordable even with an increased number of users.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew:

Advocate to the provincial and federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and Advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally.

AND THAT a copy of this resolution be circulated to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks; AMO; ROMA; FCM; and all Municipalities in Ontario.

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon, Warden

County of Renfrew

warden@countyofrenfrew.on.ca

cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)
Honourable Paul Calandra, Minister of Municipal Affairs and Housing
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks
AMO; ROMA; FCM; and all Municipalities in Ontario.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 2024-10
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 20th, 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 20TH DAY OF FEBRUARY 2024.***

MAYOR: _____ **CLERK:** _____