

TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Monday, March 18, 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	
5. APPROVAL OF MINUTES	4
5.a Special Meeting Minutes - March 4th 2024	12
5.b Previous Meeting Minutes - February 20th, 2024	14
6. PRESENTATIONS AND DELEGATIONS	
6.a Formation of Junior Optimist Club and Dinner Auction (Anne Donkers)	20
7. ACTION REQUESTS	
7.a Canteen Operations - Ventilation (SLH)	22
7.b Fee Waiver Request – Glengarry Fencibles Trust (SLH)	25
7.c Raisin River Canoe Race – Request for Services (SLH)	28
7.d Award Procurement 2024-01 – Supply and Placement of Granular Tender (SM)	30
7.e Award Procurement 2024-02 - Renewal of Chapel Road and Second Line Road Bridges (SM)	32
8. BY-LAWS	
8.a Acceptance of Road Widening – Beaupre Road (SM)	45
8.b 6055 4th Line Road, Zoning By-Law Amendment (JH)	50
8.c Amended Human Resources Policies and Procedures Manual (KC)	70
9. ITEMS FOR CONSIDERATION	
9.a Support Resolution: Ontario's economic prosperity and quality of life	
10. CONSENT AGENDA	

10.a	Information Report-Community Activator Fund	196
10.b	CA-DEPT-INF-Infrastructure Update (Jan-Feb 2024)	198
10.c	Departmental Update - Corporate Services (February 2024)	204
10.d	Departmental Update - Parks, Recreation and Culture Department February 2024	207
10.e	February 2024 P. B and E Departmental Monthly Report	209
10.f	MINUTES - RRCABoardMtgSummary29Feb2024	212
10.g	RESOLUTUION - CouncilCommitteeMeetingStructureUnderStrongMayorPowers (Aurora)	213
10.h	RESOLUTUION - LegislativeAmendments- ImproveMunicipalCodesofConduct-Enforcement (Aurora)	217
10.i	RESOLUTUION - Need for Increased Funding for Libraries and Museums (Town of Lincoln)	223
10.j	RESOLUTION - Amend Blue Box Regulation (Chatham-Kent)	226
10.k	RESOLUTION - Catch and Release (City of Cambridge)	228
10.l	RESOLUTION - Cemetery Administration Management (Township of Puslinch)	231
10.m	RESOLUTION - Enbridge Gas Resolution (Municipality of Tweed)	244
10.n	RESOLUTION - Gardiner Expressway and the Don Valley Parkway (County of Lambton)	245
10.o	RESOLUTION - Gas Pipeline Subsidy (City of Hamilton)	247
10.p	RESOLUTION - Ontario Works and Ontario Disability Support Program Financial Assistance Rates (Prince Edward)	252
10.q	RESOLUTION - Potential Municipal Equipment Operator Course (Municipality of St. Charles)	254
10.r	RESOLUTION - Rideshare Services (Brighton)	255

11. CLOSED SESSION

BE IT RESOLVED THAT Council convene to closed session to discuss the following item(s) under Section 239 (2) of the Municipal Act S.O. 2001;

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

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by the municipality;

(b) personal matters about an identifiable individual, including municipal or local board employees;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Specifically: instruction for negotiations

Specifically: litigation

12. CONFIRMING BY-LAW

257

13. ADJOURNMENT

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**February 20, 2024, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

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

STAFF PRESENT: CAO Doug Robertson
GM Corporate Services/Clerk Kelli Campeau
GM Finance/Acting Treasurer Kaylyn MacDonald
GM Infrastructure Sarah McDonald
GM Planning, Building & Enforcement Joanne Haley
GM Parks, Recreation & Culture Sherry-Lynn Harbers
Fire Chief Dave Robertson
Director of Water/Waste Water Dillen Seguin
Deputy Clerk Kayce Dixon

1. CALL TO ORDER

Resolution No. 2024-038

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the February 20th, 2024 Council Meeting of the Township of South Glengarry now be opened at 7:05 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Items pulled from the Consent Agenda for discussion:

-10.b. Departmental Update - Planning Building & Enforcement

-10.c. Departmental Update - Finance

-10.g. Resolution - Social and Economic Prosperity Review

-10.h. Resolution - ROMA & OGRA Return to Combined Conference

Resolution No. 2024-039

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. 2024-040

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 - February 5th, 2024

CARRIED

6. PRESENTATIONS AND DELEGATIONS

7. ACTION REQUESTS

7.1 Approval of 2023 Water and Wastewater Annual Reports (D. Seguin)

Resolution No. 2024-041

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

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.

CARRIED

7.2 Vessel Operation Restriction Regulation – Raisin River (S. McDonald)

Resolution No. 2024-042

Moved by Councillor Bougie
Seconded by Councillor Jaworski

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

CARRIED

7.3 Resolution to Set Budget Meeting Date (K. Campeau)

Resolution No. 2024-043

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

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.

CARRIED

8. BY-LAWS

- 8.1 Extension Agreement – Appointment of Integrity Commissioner (K. Campeau)

Resolution No. 2024-044

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

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.

CARRIED

- 8.2 Earthquake Early Warning System agreement – Natural Resources Canada (D. Robertson)

Resolution No. 2024-045

Moved by Councillor Jaworski
Seconded by Councillor McDonell

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.

CARRIED

9. ITEMS FOR CONSIDERATION

- 9.1 Potential Roads Capital Work (S. McDonald)
9.2 RRCA Tree Giveaway Program (D. Robertson)
9.3 Support Resolution - Fire Apparatus Life Span

Resolution No. 2024-046

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

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

- 9.4 Departmental Update - Planning, Building & Enforcement (January 2024)
- 9.5 Departmental Update - Finance (January 2024)
- 9.6 RESOLUTION - Social and Economic Prosperity Review - Jan 24 2024 (AMO)

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

- 9.7 RESOLUTUION - ROMA & OGRA return to combined conference (Town of Petrolia)

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

10. CONSENT AGENDA

Resolution No. 2024-047

Moved by Councillor Bougie
Seconded by Councillor Jaworski

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

CARRIED

- 10.1 Departmental Update - Corporate Services (January 2024)
- 10.2 Departmental Update - Planning, Building & Enforcement (January 2024)
- 10.3 Departmental Update - Finance (January 2024)
- 10.4 Departmental Update - Parks, Recreation and Culture (January 2024)
- 10.5 Departmental Update - Fire Services (January 2024)
- 10.6 MEMO - Forestry Update_SGlengarry_2Feb2024 (RRCA)
- 10.7 RESOLUTION - Social and Economic Prosperity Review - Jan 24 2024 (AMO)
- 10.8 RESOLUTUION - ROMA & OGRA return to combined conference (Town of Petrolia)
- 10.9 RESOLUTION - Cemetery Committee (Tay Township)
- 10.10 RESOLUTION - Fire Apparatus (Wawa)
- 10.11 RESOLUTION - Provincial & National Fire Fighting Strategy (Calvin)
- 10.12 RESOLUTION - Reliable and Accessible Public Rail Transit - CN Rail Letter (Brantford)
- 10.13 RESOLUTION - Water and Wastewater Rates (Renfrew)
- 11. CLOSED SESSION

Resolution No. 2024-048

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Doug Robertson be appointed Acting Clerk for an item in Closed Session related to personal information about an identifiable individual.

CARRIED

Resolution No. 2024-049

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT Council convene to Closed Session at 7:55 pm to discuss the following item(s) under Section 239 (2) 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)

(k) plans and instructions for negotiations

Specifically: instructions for negotiations (2)

CARRIED

Resolution No. 2024-050

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene at 10:58 pm into open session without reporting.

CARRIED

Resolution No. 2024-051

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. 2024-052

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT By-law 2024-10, 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 20th day of February 2024.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-053

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 11:00 pm.

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
SPECIAL MEETING MINUTES**

**March 4, 2024, 5:30 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

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

STAFF PRESENT: Director of Corporate Services/Clerk Kelli Campeau
GM Building, By-law & Enforcement Joanne Haley
Fire Chief Dave Robertson
Director of Parks, Recreation & Culture Sherry-Lynn Servage
GM of Infrastructure Sarah McDonald
Acting Treasurer Kaylyn MacDonald

Deputy Clerk Kayce Dixon
CAO Doug Robertson

1. CALL TO ORDER

Resolution No. 2024-052

Moved by Deputy Mayor Lang
Seconded by Trevor Bougie

BE IT RESOLVED THAT the March 4th, 2024 Special Council Meeting of the Township of South Glengarry now be opened at 5:35 pm.

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 2024-053

Moved by Councillor McDonell
Seconded by Trevor Bougie

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. PRESENTATIONS AND DELEGATIONS

4.1 2024 Draft Budget Presentation

7:55 pm recess

8:07 pm return

- 5. ACTION ITEMS
- 6. BY-LAWS
- 7. ITEMS FOR CONSIDERATION
- 8. CONSENT
- 9. CLOSED SESSION
- 10. CONFIRMING BY-LAW

Resolution No. 2024-054

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law 2024-012, 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 4th day of March, 2024.

10.1 Confirming By-law 2024-12

- 11. ADJOURNMENT

Resolution No. 2024-055

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 9:44 pm.

Mayor

Clerk

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GM Parks, Recreation & Culture Sherry-Lynn Harbers
Fire Chief Dave Robertson
Director of Water/Waste Water Dillen Seguin
Deputy Clerk Kayce Dixon

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-10.g. Resolution - Social and Economic Prosperity Review

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Seconded by Councillor Bougie

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

CARRIED

7.3 Resolution to Set Budget Meeting Date (K. Campeau)

Resolution No. 2024-043

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

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.

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- 8.2 Earthquake Early Warning System agreement – Natural Resources Canada (D. Robertson)

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9.2 RRCA Tree Giveaway Program (D. Robertson)
9.3 Support Resolution - Fire Apparatus Life Span

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- 9.7 RESOLUTUION - ROMA & OGRA return to combined conference (Town of Petrolia)

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

10. CONSENT AGENDA

Resolution No. 2024-047

Moved by Councillor Bougie
Seconded by Councillor Jaworski

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

CARRIED

- 10.1 Departmental Update - Corporate Services (January 2024)
- 10.2 Departmental Update - Planning, Building & Enforcement (January 2024)
- 10.3 Departmental Update - Finance (January 2024)
- 10.4 Departmental Update - Parks, Recreation and Culture (January 2024)
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- 10.13 RESOLUTION - Water and Wastewater Rates (Renfrew)
- 11. CLOSED SESSION

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Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Doug Robertson be appointed Acting Clerk for an item in Closed Session related to personal information about an identifiable individual.

CARRIED

Resolution No. 2024-049

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT Council convene to Closed Session at 7:55 pm to discuss the following item(s) under Section 239 (2) 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)

(k) plans and instructions for negotiations

Specifically: instructions for negotiations (2)

CARRIED

Resolution No. 2024-050

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene at 10:58 pm into open session without reporting.

CARRIED

Resolution No. 2024-051

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. 2024-052

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT By-law 2024-10, 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 20th day of February 2024.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-053

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 11:00 pm.

Mayor

Clerk

From: noreply@esolutionsgroup.ca
To: [Kelli Campeau](#)
Cc: clebrun@southglengarry.com
Subject: New Response Completed for Delegation to Council
Date: March 4, 2024 8:46:51 PM

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

Hello,

Please note the following response to Delegation to Council has been submitted at Monday March 4th 2024 8:44 PM with reference number 2024-03-04-001.

- **Name of Delegate or Organization**
Optimist club of Lancaster
- **First Name**
Anne
- **Last Name**
Donkers
- **Phone Number**
6135771588
- **Email**
anne_donkers@hotmail.com
- **Description of the matter being presented to Council. If applicable, please include any specific dates that relate to your request**
Formation of Junior Optimist club
Dinner Auction to raise funds for playground equipment April 27, 2024
Optimist update
- **List any requests being made of Council**
Request to support our fundraiser by purchasing tickets
- **I acknowledge that only the above matter will be discussed during my appearance as a Delegation and that all**

documentation supporting my delegation, including Powerpoint and video presentations, must be submitted to the Clerk's for inclusion in the agenda

Yes

- **I further acknowledge that all or a portion of this meeting may be audio/video recorded, live streamed and archived on the Township of South Glengarry's website, as well as streamed live on YouTube**

Yes

[This is an automated email notification -- please do not respond]



STAFF REPORT

S.R. No. 2024-32

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Canteen Operations - Ventilation

BACKGROUND:

1. The canteen located at the Char-Lan Recreation Centre has been operational for the 2023/2024 ice rental season with a 1-year contract that was awarded through RFP 07-2023.
2. The current canteen space is not equipped with proper ventilation and fire suppression systems to support the operation of an oil fryer.
3. It has been requested by potential canteen contractors to install the proper ventilation and fire suppression system to offer menu items that are prepared with an oil fryer.
4. A site visit took place on February 12, 2024, with the Fire Chief and Recreation Lead Hand to examine options for the potential installation of such equipment.
5. Following the internal site visit, the recreation department followed up with a contractor to investigate pricing for information purposes.
6. Estimated pricing for the engineering, mechanical equipment and stainless ducting and hood is approximately \$150,000.
7. In addition to the purchase of ventilation equipment, the project would also need to include the cutting of concrete and roof to provide a direct ventilation to outside, as this is required for kitchen ventilation systems.
8. Administration will be moving forward with procurement for the 2024/2025 canteen contractor in the month of April to secure a contractor for the upcoming season.
9. The procurement documentation will need to include all specs of the rental space that is provided, including ventilation equipment (if any).

ANALYSIS:

10. It is possible that with the installation of the equipment, more contractors might be interested in operating the canteen given the additional items that could be incorporated into their menu.
11. The recreation buildings reserve possess sufficient funds to support this project.
12. Given the cost, the construction work involved, and the limited space within the canteen to house the equipment, this project is not recommended.
13. Additionally, the recreation buildings reserve is earmarked for other planned projects and items identified through the recent building condition assessments.

OPTIONS

14. Option 1: Move forward with procurement of ventilation for CLRC canteen and use recreation buildings reserve to fund this project.
15. Option 2: Do not move forward with procurement of ventilation for CLRC canteen. (Recommended option)

IMPACT ON 2024 BUDGET:

16. Option 1: \$150,000+ to be allocated from recreation facility reserves.
17. Option 2: no impact on 2024 budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-32 be received and that the Council of the Township of South Glengarry:

_____ Option A: Move forward with procurement of ventilation for the Char-Lan Recreation Centre canteen and that the project be funded by the recreation buildings reserve.

_____ Option B: not move forward with procurement of ventilation for the Char-Lan Recreation Centre canteen.

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



STAFF REPORT

S.R. No. 31-2024

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Fee Waiver Request – Glengarry Fencibles Trust

BACKGROUND:

1. The Glengarry Fencibles Trust is a registered charity that is an incorporated not for profit citizens' group located in South Glengarry. Their purpose is to promote the preservation, rehabilitation and re-use of the Bishop's House of Glengarry, a historic building located in St. Raphaels.
2. The organization hosts an annual Gala Dinner to raise funds for projects at the Bishop's House. Typically, this event takes place at Tartan Hall. However, the event has not taken place since 2019.
3. The facility rental fee has been waived in the past for previous Gala Dinners.
4. On Saturday, May 25, 2024, the Glengarry Fencibles will be hosting their Gala Dinner at Tartan Hall.
5. The department is prepared to provide support for this event through facility set up and providing staffing to open the facility.

ANALYSIS:

6. The Glengarry Fencibles Trust has provided a letter to Council to request that the fee be waived for this event. Fees include a full day rental cost for a licenced event.

IMPACT ON 2024 BUDGET:

7. The sum of \$197.75 (HST Included) to be waived:
 - a. Full Day Licenced Event Tartan Hall Rental

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 31-2024 be received and that the Council of the Township of South Glengarry approves the request from the Glengarry Fencibles Trust to waive the Tartan Hall fee in the amount of \$197.75 for the 2024 Gala Dinner.

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



The Bishop's House of Glengarry

Glengarry Fencibles Trust
4739 Frog Hollow Road
Green Valley, Ontario
K0C 1E0

February 20, 2024

Dear Members of Council,

First of all, thank you very much for awarding this year's \$4,000 grant request to Glengarry Fencibles Trust. It will appreciably help underwrite this spring's construction of an accessible back veranda and glass-covered lift.

Secondly, we are planning another Gala Dinner, Saturday May 25, our first since 2019. Proceeds will go towards a Parks Canada Cost-Sharing proposal we are preparing for the conservation of the west wall's masonry and the replication of original windows.

Would it be possible to defray the cost (\$198 tax included) of using Williamstown's Tartan Hall for that fundraising dinner? Our decorating committee has already met with Cathy MacDonell, and she is aware that we would need to be there on Friday afternoon, and then have caterers (Prestige) in to prepare the tables Saturday morning.

Again, we greatly appreciate having the support of Council, and do not take this support for granted.

Kind regards,

Brenda Baxter, President
Glengarry Fencibles Trust

cc Cathy MacDonell, Manager of Char-Lan Recreation Centre
cc Allan Macdonell, Vice-President, Glengarry Fencibles Trust



STAFF REPORT

S.R. No. 2024-30

PREPARED BY: Dave Robertson, Fire Chief
Sherry-Lynn Harbers, GM Parks, Recreation & Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Raisin River Canoe Race – Request for Services

BACKGROUND:

1. South Glengarry Fire Services typically provides shore-based water rescue for the annual Raisin River Canoe Race.
2. The awards ceremony is held annually at Tartan Hall (Char-Lan Recreation Centre) on the same day following the race.

ANALYSIS:

3. The Raisin Region Conservation Authority (RRCA) has requested these services for the 2024 event, which will be held on Saturday, April 13, 2024. The request is attached to this report.
4. The Raisin River Canoe Race will also hold the event dinner and awards ceremony at the Char-Lan Recreation Centre in Tartan Hall and the RRCA has requested that the hall rental fee be waived for the event in the form of a donation.
5. The RRCA has requested to have the Recreation Centre open for change/shower rooms prior to the event dinner and awards.
6. Administration has no objections or concerns with once again providing shore-based rescue services and the booking of Tartan Hall for the 2024 event.
7. Participation in this event is an opportunity for Fire Service training and readiness for ice and water rescue operations.

IMPACT ON 2024 BUDGET:

8. The sum of \$2,557.42 to be allocated from the Grants and Donations fund:
- \$2,250 for Fire Staff payroll,
 - \$109.92 for Recreation staff time,
 - \$197.50 for the rental of the hall.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-30 be received and that the Council of the Township of South Glengarry approves the request from the Raisin Region Conservation Authority for a donation in the amount of \$2,557.42 to be funded from Grants and Donations to cover the cost of shore-based water rescue services and the Char-Lan Recreation Hall rental fee.

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



STAFF REPORT

S.R. No. 2024-29

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Award Procurement 2024-01 – Supply and Placement of Granular Tender

BACKGROUND:

1. Procurement 2024-01 for the Supply and Placement of Granular Materials closed on Thursday March 7, 2024.
2. The scope of work for this procurement is to supply and delivery 35,000 tonnes of 5/8 Granular 'M' for loose top resurfacing.
3. The work is to be completed before Friday June 21, 2024. Failure to complete the work will result in a penalty of \$500 / calendar day.
4. Two submissions were received as follows:
 - a. Cornwall Gravel, \$16.80 / tonne, \$588,000.00
 - b. Green Infrastructure Paving, \$14.75 / tonne, \$516,250.00
5. The historical unit prices for the supply, crush, haul, and spread of Granular 'M' on the Township's granular roads were:
 - a. 2022 - \$10.60 / tonne
 - b. 2023 - \$13.85 / tonne

ANALYSIS:

6. Administration has reviewed the tender documents for compliance with the tender submission requirements.
7. The low bidder has performed this work in the past and has the resources and experience to complete the work.

IMPACT ON 2024 BUDGET:

8. The loose top resurfacing budget includes \$510,000 for granular materials, which, at the low-bid unit price, would provide ~34,575 tonnes of gravel.
9. Administration is recommending that Council award this contract to Green Infrastructure Paving for their unit price of \$14.75 / tonne to be applied to a maximum of the current budget (\$510,000) or approximately 34,575 tonnes.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-29 be received and that the Council of the Township of South Glengarry award Procurement 2024-01 for the Supply and Placement of Granular Materials to Green Infrastructure Paving in accordance with their submission at the unit cost of \$14.75 per tonne with applied quantities to not exceed the approved budget of \$510,000; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

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



STAFF REPORT

S.R. No. 2024-28

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Award Procurement 2024-02 - Renewal of Chapel Road and Second Line Road Bridges

BACKGROUND:

1. The Chapel Road Bridge (SN 30018) is located on Chapel Road over the Beaudette River. The Second Line Road Bridge (SN 30044) is located on Second Line Road over the Delisle River.
2. The renewal of these bridges was identified in the Township's 2021 and 2023 Ontario Structural Inspection Manual (OSIM) Reports. As requested by Council during the 2024 Budget discussions, the proposed capital plan from the 2023 OSIM is attached as reference.
3. Work varies at each site but generally includes:
 - a. Partial-depth and full-depth concrete removals and repairs
 - b. Expansion joint replacement
 - c. Concrete deck overlay
 - d. Bearing seat extension
 - e. Earth excavation, grading, erosion and sediment control
 - f. Road reconstruction and paving
4. The Procurement for the bridge renewal work closed on Friday March 8, 2024.
5. There were five submissions for the project which were all accepted. However, three tenders did not include all five addendums and two tenders had mathematical errors. The mathematical errors were corrected in accordance with the Tender.

Proponent	Total Price (excl. HST)
Clearwater Structures Inc.	\$829,479.00
Dalcon Constructors Ltd.	\$878,000.00
DW Building Restoration Services Inc.	\$830,852.90
GIP Paving Inc.	\$975,477.55
Willis Kerr Contracting Limited	\$823,124.00

ANALYSIS:

6. The Procurement documents have been reviewed by the consultant engineers and they have recommended that we award the Procurement for the work. A copy of the letter from the consultant engineer is appended to this report.
7. The low bid (after corrections) has sufficient experience to complete the work.

IMPACT ON 2024 BUDGET:

8. This procurement was originally intended to be tendered during the summer of 2023. The procurement was [delayed](#) due to:
 - a. Significant risk of construction delays
 - b. Risk of increased pricing
 - c. Lack of available budget
9. The 2024 budget includes \$700,000 for the renewal of these two structures.
10. Available options for funding the estimated \$125,000 budget overage include:
 - a. Structures Reserve
 - b. Budget Adjustments (**recommended**)
 - i. - \$20,000 Mower (rehab and revisit in 2024)
 - ii. - \$30,000 Box Spreader (rent / borrow for 2024)
 - iii. - \$75,000 Large Culverts (remainder will fund Pattingale)

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2. Invest in our infrastructure and its sustainability.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2027-28 be received and that the Council of the Township of South Glengarry award Procurement 2024-02 for the Renewal of the Chapel Road Bridge (SN 30018) and Second Line Road Bridge (SN 30044) to Willis Kerr Contracting Limited as per their submission of \$823,124.00 plus HST

THAT the Mayor and the Clerk be authorized to sign all relevant documents;

AND FURTHERMORE that the estimated \$125,000 budget overage be funded by:

_____ **Option A.** the Roads Structures Reserve

Option B. deferring the purchase of a mower (\$20,000) and box spreader (\$30,000) to 2025 and by reducing the scope of the large culvert program by \$65,000.

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

2023 Biennial Bridge Inspections: Summary Report

Version: 1

Municipality of South Glengarry
CE866600

2023 Biennial Bridge Inspections
November 24, 2023



Structure ID	Name	Item Description	10-Year Capital Plan Costs (x\$1000) ^{1,2,3}									
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
30001	Donihee Drain	Maintenance	1	1								
30002	Gray's Creek	Minor Rehabilitation					4					
		Planning Study		25								
30003	Lauzon Bridge	Maintenance	4	24								
		Replacement ⁴	2,148									
		Minor Rehabilitation					51					
30004	North Island Bridge	Maintenance	3									
		Major Rehabilitation								168		
30005	North Island Bridge	Maintenance	1	10								
		Minor Rehabilitation			61							
30006	Pilon LaCroix Drain	Maintenance	5	4								
		Minor Rehabilitation					1					
30007	Pilon Lacroix Drain	Maintenance	3	8								
30008	Oliver Magee Drain	Maintenance	1									
30009	Oliver Magee Drain	Maintenance	1									
30010	Gray's Creek											
30011	Cashion Bridge	Major Rehabilitation		213								
		Maintenance		1								
30013	Glen Faloch Drain	Maintenance	1									
30014	Glen Faloch Drain	Replacement ⁴										606
		Maintenance	1									
30015	Glenbrook Bridge	Major Rehabilitation								9		
		Maintenance	1									
30016	Beaudette River, Lot 30/31 Concession 8	Replacement ⁴						2,050				
		Minor Rehabilitation			51							
		Monitoring Deformations, Settlements and Movements		2								
		Maintenance	3									
30017	Beaudette River, Lot 30/31 Concession 9	Replacement ⁴							2,209			
		Minor Rehabilitation			52							
		Monitoring Deformations, Settlements and Movements		2								
		Maintenance	3									
30018	Chapel Road Bridge	Major Rehabilitation	146									
30019	Spring Creek Bridge	Maintenance	1									
		Maintenance	2	15								
30020	Spring Creek Bridge	Replacement ⁴										242
		Maintenance	4									
30021	Donald McLennan Drain	Replacement ⁴									1,068	
		Maintenance	2									
30022	Kraft Road Bridge	Minor Rehabilitation				30				1		
		Maintenance	8									
30023	Glen Roy Bridge	Maintenance	2	4								
30024	Glen Roy Bridge	Minor Rehabilitation				4						
		Maintenance	4	32								
30025	Finney Bridge	Minor Rehabilitation				10						
		Maintenance	8	1								
30026	St. Raphaels	Major Rehabilitation		236								
		Structure Evaluation		40								
		Maintenance	8									
30027	Woods Drain	Minor Rehabilitation								1		
30028	Finney Creek Bridge	Maintenance	1									
		Maintenance		1								
30030	Lot 38, Concession II, Finney's Creek	Major Rehabilitation		16								
		Minor Rehabilitation								1		
		Maintenance	1									
30031	Lot 37, Concession V/VI, Sutherland Creek	Maintenance	1									
30032	Lot 35, Concession I, Finney Creek											
30033	Lots 30/31, Concession VII - Beaudette River	Maintenance	3									
30034	Lot 30, Concession VII	Minor Rehabilitation				1						
		Maintenance	1									
30035	Lot 30/31, Concession VII	Maintenance	1	4								

Structure ID	Name	Item Description	10-Year Capital Plan Costs (x\$1000) ^{1,2,3}									
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
30036	Lots 30/31, Concession VII	Replacement ⁴		419								
		Maintenance	2									
30037	Lot 30/31, Concession VIII	Maintenance	1									
30038	Lot 20, Concession I	Maintenance	1									
30039	Lot 24, Concession I, Wesley Creek	Minor Rehabilitation				5						
		Major Rehabilitation							9			
		Maintenance	2	12								
30040	Lot 24, Concession I, Wesley Creek	Maintenance	1									
30041	Lot 24, Concession II, Wesley Creek											
30042	Lot 23, Concession III, Sutherland Creek	Minor Rehabilitation				22						
		Maintenance	21	2								
30043	Lot 23/24, Concession VII, Beaudette River	Major Rehabilitation				140						
		Maintenance	22									
30044	Lot 23/24, Concession VII, Beaudette River	Minor Rehabilitation	80									
		Maintenance	6	1								
30045	Lot 19, Concession I	Maintenance	1	5								
30046	Lot 22, Concession II, Sutherland Creek	Maintenance	3									
30047	Lot 21, Concession II	Minor Rehabilitation				1						
		Planning Study		25								
30048	Lot 18, Concession III, Filion Drain											
30049	Lot 23, Concession III/IV											
30051	Lot 17/18, Concession II, Sutherland Creek	Maintenance	3	4								
30052	Lot 24, Concession II	Replacement ⁴									524	
30053	Glen Nevis Bridge	Minor Rehabilitation				2				1		
		Maintenance	4	38								
30054	Lots 16/17, Concession VIII, Delisle River	Major Rehabilitation		192								
		Structure Evaluation		40								
		Maintenance	2	2								
30055	Lot 16/17, Concession IX	Replacement ⁴								390		
		Maintenance	2									
30056	Lot 10, Concession I, Sutherland Creek	Major Rehabilitation				1,200						
		Structure Evaluation		40								
		Planning Study		25								
		Maintenance	3	5								
30057	Lot 13, Concession II, Sutherland Creek	Detailed Deck Condition Survey		6								
30058	Lot 9, Concession I, Gunn Creek	Maintenance	1	1								
30059	Lot 6, Concession I, Wood Creek	Major Rehabilitation		176								
		Maintenance	1	161								
30060	Lot 7, Concession 8, Wood Drain	Major Rehabilitation				66						
		Maintenance	3									
30061	Lot 9, Concession III	Replacement ⁴			601							
30062	First Line Bridge	Replacement ⁴										568
		Maintenance	2									
30063	Loyalist Road Bridge	Maintenance	3									
30064	First Line, Filion											
		Roadside Safety Study for 28 Structures					140					
		Yearly Maintenance			229	229	229	229	229	229	229	229
Subtotal			2,527	1,790	993	1,709	424	2,279	2,438	809	1,821	1,644
Traffic Management (\$20,000 Per Rehabilitation)			40	100	60	220	60	0	0	140	0	0
Mobilization & General Sitework (10%)			237	125	76	148	6	205	221	58	159	142
Contract Administration & Contingencies (20%)			475	251	153	296	11	410	442	116	318	283
Engineering Services (10%)			237	125	76	148	6	205	221	58	159	142
Total			3,516	2,391	1,358	2,522	506	3,099	3,322	1,182	2,457	2,211

Notes

1 All costs are rounded to the nearest 1,000.

2 All costs shown are exclusive of HST.

3 All costs are based on 2024 dollars and do not account for inflation.

4 Replacement costs are inclusive of dewatering and traffic management.

Structure ID	Name	Item Description	10-Year Capital Plan Costs (x\$1000) ^{1,2,3}									
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
30701	Peanut Line Recreational Trail over Beaudette River	Minor Rehabilitation			106							
		Structure Evaluation		40								
		Maintenance	2	3								
30702	Peanut Line Fillion	Replacement ⁴					597					
		Maintenance	3	1								
30703	Peanut Line Recreational Trail over St. Raphael's Sutherland Creek Drain	Replacement ⁴					795					
		Maintenance	3	1								
30704	Finney Creek Drain	Monitoring Deformations, Settlements and Movements		2								
		Monitoring Crack Widths		2								
		Maintenance	3									
30705	Peanut Line over Raison River - North Branch	Minor Rehabilitation			19							
		Maintenance	1									
30706	Peanut Line over Raison River - South Branch	Major Rehabilitation			280							
		Maintenance	3									
30707	Lot 18, Concession VII, Beaudette River	Replacement ⁴	1,188									
		Maintenance	4									
		Roadside Safety Study for 6 Structures					30					
		Yearly Maintenance			25	25	25	25	25	25	25	25
		Subtotal	1,206	48	823	25	1,447	25	25	25	25	25
		Traffic Management (\$20,000 Per Rehabilitation)	0	0	60	0	0	0	0	0	0	0
		Mobilization & General Sitework (10%)	119	0	80	0	139	0	0	0	0	0
		Contract Administration & Contingencies (20%)	238	0	160	0	278	0	0	0	0	0
		Engineering Services (10%)	119	0	80	0	139	0	0	0	0	0
		Total	1,681	48	1,202	25	2,004	25	25	25	25	25

Notes

1 All costs are rounded to the nearest 1,000.

2 All costs shown are exclusive of HST.

3 All costs are based on 2024 dollars and do not account for inflation.

4 Replacement costs are inclusive of dewatering and traffic management.

March 12, 2024

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

Attention: Sarah McDonald, P.Eng., General Manager – Infrastructure

Re: TENDER NO. 2024-02 RENEWAL OF CHAPEL RD BRIDGE AND SECOND LINE RD BRIDGE

This letter summarizes the evaluation of the tenders received for the above noted tender and provides a recommendation on award.

Five (5) tenders were received, each of which were reviewed for mathematical errors and omissions. Three tenders did not include all five addendums, as noted in Table 1 below. Note that all tenders included lists of similar work experience. Two tenders had mathematical errors.

Table 1 – Tender Summary

No.	CONTRACTOR	AMOUNT (INCL. HST)	DOCUMENTATION (✓)		
			COMPLETED & SIGNED	BID DEPOSIT	ADDENDA NO. NOTED
1	Dalcon Constructors Ltd.	\$992,140.00	✓	✓	5
2	GIP Paving Inc.	\$1,102,289.63	✓	✓	5
3	Clearwater Structures Inc.*	\$937,311.27	✓	✓	4
4	DW Building Restorations Services Inc.**	\$938,863.78	✓	✓	-
5	Willis Kerr Contracting Limited	\$930,130.12	✓	✓	4

**Incorrect total for items 18 and 36 for the Rehabilitation of Chapel Road Bridge (SN30018), and Item 20 for Rehabilitation of Second Line Road Bridge (SN30044). Corrected total is \$937,311.27 (difference of \$254.25 from noted bid).*

***Incorrect total for items 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, and 19 for Rehabilitation of Second Line Road Bridge (SN30044). Corrected total is \$938,863.78 (difference of \$19,781.67).*

Note that Section B, Clause 6.4 of the Tender document states: "Mathematical discrepancies will be corrected by the Owner by appropriate means to arrive at the correct total tender sum. Where an error has been made in transferring an amount from one part of the Tender to another, the amount shown before transfer shall, subject



to any corrections as provided for above, be taken to be correct and the amount shown after transfer and the total tender sum shall be corrected accordingly.”

The tendered work is for the rehabilitation of two structures, with work including partial-depth and full-depth concrete removals and repairs, expansion joint replacement, concrete deck overlay, bearing seat extension, earth excavation, grading, erosion and sediment control, road reconstruction, paving, etc.

A spreadsheet showing the price difference between the Engineer’s Estimate and the Tenderer’s bids is attached in Appendix A.

Based on the above, Egis recommends award to **Willis Kerr Contracting Limited** in the amount of **\$930,130.12 (incl. HST)**. The Contractor was low bid (after corrections) and has sufficient experience to complete the work.

If you should have any questions with the foregoing, then please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to be 'DT' with a stylized flourish.

Danielle Tarabay, P.Eng.
Project Manager, Transportation Structures
MPCE File No. CCO-23-4263



Appendix A – Bid Analysis

Township of South Glengarry 2024-02 Rehabilitation of 2 Structures						
Site	Engineer's Estimate	Dalcon Constructors Ltd.	GIP Paving Inc.	Clearwater Structures Inc.	DW Building Restorations Services Inc.	Willis Kerr Contracting Limited
Rehabilitation of Chapel Rd Bridge (SN30018)	\$412,332.99	\$ 587,030.40	\$ 672,711.15	\$ 551,019.13	\$ 552,759.70	\$ 549,933.10
Rehabilitation of Second Line Rd Bridge (SN30044)	\$199,064.32	\$ 290,969.60	\$ 302,766.40	\$ 278,459.87	\$ 278,093.20	\$ 273,190.90
Subtotal	\$611,397.31	\$ 878,000.00	\$ 975,477.55	\$ 829,479.00	\$ 830,852.90	\$ 823,124.00
Contingency (10%)	\$61,139.73					
Total	\$672,537.04					
HST (13%)	\$87,429.82	\$ 114,140.00	\$ 126,812.08	\$ 107,832.27	\$ 108,010.88	\$ 107,006.12
Total (Including HST)	\$759,966.85	\$ 992,140.00	\$ 1,102,289.63	\$ 937,311.27	\$ 938,863.78	\$ 930,130.12

= corrected totals

Township of South Glengarry Rehabilitation of Chapel Road Bridge (SN30018)																
Item No.	Spec Code	Item Description	Unit	Quantity	Engineer's Estimate		Dalcon Constructors Ltd.		GIP Paving Inc.		Clearwater Structures Inc.		DW Building Restorations Services Inc.		Willis Kerr Contracting Limited	
					Unit Price	Total Cost	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	OPSS.MUNI 805, SP#1	Environmental / Watercourse Protection	LS	1.0	\$6,250.00	\$6,250.00	\$ 15,500.00	\$ 15,500.00	\$ 17,950.00	\$ 17,950.00	\$ 7,121.00	\$ 7,121.00	\$ 4,146.00	\$ 4,146.00	\$ 11,299.00	\$ 11,299.00
2	OPSS.MUNI 706, SP#2	Traffic Control Plan	LS	1.0	\$15,000.00	\$15,000.00	\$ 14,500.00	\$ 14,500.00	\$ 16,200.00	\$ 16,200.00	\$ 26,769.33	\$ 26,769.33	\$ 19,600.00	\$ 19,600.00	\$ 20,063.00	\$ 20,063.00
3	OPSS.MUNI 902, SP#5	Earth Excavation for Structure	m³	4.6	\$42.63	\$196.10	\$ 273.00	\$ 1,255.80	\$ 481.00	\$ 2,212.60	\$ 183.00	\$ 841.80	\$ 571.00	\$ 2,626.60	\$ 380.00	\$ 1,748.00
4	OPSS.MUNI 314 OPSS.MUNI 501	Granular 'A'	t	272.5	\$45.00	\$12,262.50	\$ 32.00	\$ 8,720.00	\$ 70.00	\$ 19,075.00	\$ 56.00	\$ 15,260.00	\$ 54.00	\$ 14,715.00	\$ 78.00	\$ 21,255.00
5	OPSS.MUNI 904	Concrete in Parapet Wall	m³	0.8	\$2,221.95	\$1,777.56	\$ 10,991.00	\$ 8,792.80	\$ 9,650.00	\$ 7,720.00	\$ 12,472.00	\$ 9,977.60	\$ 10,763.00	\$ 8,610.40	\$ 10,339.00	\$ 8,271.20
6	OPSS.MUNI 904	Dowels into Concrete - 15M	ea	176.0	\$52.21	\$9,188.96	\$ 36.00	\$ 6,336.00	\$ 35.00	\$ 6,160.00	\$ 39.00	\$ 6,864.00	\$ 41.00	\$ 7,216.00	\$ 19.00	\$ 3,344.00
7	OPSS.MUNI 905	Reinforcing Steel	LS	1.0	\$1,875.00	\$1,875.00	\$ 11,413.00	\$ 11,413.00	\$ 7,420.00	\$ 7,420.00	\$ 7,703.00	\$ 7,703.00	\$ 8,582.00	\$ 8,582.00	\$ 7,955.00	\$ 7,955.00
8	OPSS.MUNI 920	Deck Joint Assemblies, Installation	LS	1.0	\$90,000.00	\$90,000.00	\$ 98,876.00	\$ 98,876.00	\$ 99,020.00	\$ 99,020.00	\$ 71,074.00	\$ 71,074.00	\$ 101,726.00	\$ 101,726.00	\$ 78,722.00	\$ 78,722.00
9	OPSS.MUNI 928	Access To Work Area, Work Platform and Scaffolding	LS	1.0	\$15,000.00	\$15,000.00	\$ 6,594.00	\$ 6,594.00	\$ 12,270.00	\$ 12,270.00	\$ 3,721.00	\$ 3,721.00	\$ 6,533.00	\$ 6,533.00	\$ 15,235.00	\$ 15,235.00
10	OPSS.MUNI 928	Concrete Removal - Partial Depth - Type A	m²	180.0	\$370.33	\$66,659.40	\$ 262.00	\$ 47,160.00	\$ 563.00	\$ 101,340.00	\$ 203.00	\$ 36,540.00	\$ 299.00	\$ 53,820.00	\$ 261.00	\$ 46,980.00
11	OPSS.MUNI 928	Concrete Removal - Partial Depth - Type B	m²	2.7	\$1,042.16	\$2,813.83	\$ 643.00	\$ 1,736.10	\$ 1,640.00	\$ 4,428.00	\$ 1,562.00	\$ 4,217.40	\$ 1,947.00	\$ 5,256.90	\$ 980.00	\$ 2,646.00
12	OPSS.MUNI 928	Concrete Removal - Partial Depth - Type C	m²	4.0	\$914.98	\$3,659.92	\$ 363.00	\$ 1,452.00	\$ 1,220.00	\$ 4,880.00	\$ 937.00	\$ 3,748.00	\$ 1,308.00	\$ 5,232.00	\$ 496.00	\$ 1,984.00
13	OPSS.MUNI 928	Concrete Removal - Deck Joint Assemblies	LS/m³	2.0	\$6,000.00	\$12,000.00	\$ 5,264.00	\$ 10,528.00	\$ 5,840.00	\$ 11,680.00	\$ 4,209.00	\$ 8,418.00	\$ 5,370.00	\$ 10,740.00	\$ 2,613.00	\$ 5,226.00
14	OPSS.MUNI 928	Concrete Removal - Full Depth	m³	2.0	\$2,693.65	\$5,387.30	\$ 4,398.00	\$ 8,796.00	\$ 6,565.00	\$ 13,130.00	\$ 4,486.00	\$ 8,972.00	\$ 2,636.00	\$ 5,272.00	\$ 2,613.00	\$ 5,226.00
15	OPSS.MUNI 929	Abrasive Blast Cleaning of Concrete Surface for Overlay	LS	1.0	\$10,000.00	\$10,000.00	\$ 8,076.00	\$ 8,076.00	\$ 5,515.00	\$ 5,515.00	\$ 4,590.00	\$ 4,590.00	\$ 5,113.00	\$ 5,113.00	\$ 4,205.00	\$ 4,205.00
16	OPSS.MUNI 929	Abrasive Blast Cleaning of Reinforcing Steel	m²	22.0	\$71.93	\$1,582.46	\$ 203.00	\$ 4,466.00	\$ 225.00	\$ 4,950.00	\$ 87.00	\$ 1,914.00	\$ 137.00	\$ 3,014.00	\$ 45.00	\$ 990.00
17	OPSS.MUNI 930	Modification of deck drains	ea	8.0	\$819.04	\$6,552.32	\$ 852.00	\$ 6,816.00	\$ 1,130.00	\$ 9,040.00	\$ 434.00	\$ 3,472.00	\$ 396.00	\$ 3,168.00	\$ 628.00	\$ 5,024.00
18	OPSS.MUNI 930	Place Latex Modified Concrete Overlay	m²	13.2	\$828.39	\$10,934.75	\$ 3,271.00	\$ 43,177.20	\$ 4,775.00	\$ 63,030.00	\$ 4,277.00	\$ 56,456.40	\$ 2,731.00	\$ 36,049.20	\$ 4,401.00	\$ 58,093.20
19	OPSS.MUNI 930	Finish and Cure Latex Modified Concrete Overlay	LS/m²	176.0	\$30.48	\$5,364.48	\$ 206.00	\$ 36,256.00	\$ 47.50	\$ 8,360.00	\$ 140.00	\$ 24,640.00	\$ 242.00	\$ 42,592.00	\$ 151.00	\$ 26,576.00
20	OPSS.MUNI 930	Concrete Patches, Formed Surface	m²	7.7	\$3,717.88	\$28,627.68	\$ 798.00	\$ 6,144.60	\$ 2,640.00	\$ 20,328.00	\$ 2,212.00	\$ 17,032.40	\$ 1,670.00	\$ 12,859.00	\$ 1,913.00	\$ 14,730.10
21	OPSS.MUNI 930	Concrete Patches, Unformed Surface	m²	1.0	\$473.91	\$473.91	\$ 453.00	\$ 453.00	\$ 2,750.00	\$ 2,750.00	\$ 2,764.00	\$ 2,764.00	\$ 1,177.00	\$ 1,177.00	\$ 2,275.00	\$ 2,275.00
22	SP#9	Install Galvashield XP4	LS	1.0	\$2,500.00	\$2,500.00	\$ 15,290.00	\$ 15,290.00	\$ 11,650.00	\$ 11,650.00	\$ 27,748.00	\$ 27,748.00	\$ 10,928.00	\$ 10,928.00	\$ 18,210.00	\$ 18,210.00
23	SP#10	Install Galvashield CC4	LS	1.0	\$25,000.00	\$25,000.00	\$ 44,208.00	\$ 44,208.00	\$ 69,610.00	\$ 69,610.00	\$ 39,368.00	\$ 39,368.00	\$ 36,562.00	\$ 36,562.00	\$ 24,280.00	\$ 24,280.00
24	OPSS.MUNI 906, SP#11	Structural Steel (L 203 x 152 x 19)	m	17.1	\$600.00	\$10,260.00	\$ 657.00	\$ 11,234.70	\$ 322.00	\$ 5,506.20	\$ 784.00	\$ 13,406.40	\$ 870.00	\$ 14,877.00	\$ 822.00	\$ 14,056.20
25	OPSS.MUNI 906, SP#12	Metallic Anchor into Concrete	ea	68.0	\$250.00	\$17,000.00	\$ 112.00	\$ 7,616.00	\$ 177.00	\$ 12,036.00	\$ 154.00	\$ 10,472.00	\$ 135.00	\$ 9,180.00	\$ 195.00	\$ 13,260.00
26	OPSS.MUNI 510	Saw Cutting of Asphalt	m	29.3	\$14.23	\$416.94	\$ 21.00	\$ 615.30	\$ 20.50	\$ 600.65	\$ 26.00	\$ 761.80	\$ 17.00	\$ 498.10	\$ 6.00	\$ 175.80
27	OPSS.MUNI 510, SP#3	Removal of Asphalt Pavement by Dry Grinding	m²	7.50	\$29.98	\$224.85	\$ 395.00	\$ 2,962.50	\$ 537.00	\$ 4,027.50	\$ 502.00	\$ 3,765.00	\$ 351.00	\$ 2,632.50	\$ 194.00	\$ 1,455.00
28	OPSS.MUNI 510, SP#3	Removal of Asphalt Pavement, Full-Depth	m²	13.2	\$50.84	\$671.09	\$ 73.00	\$ 963.60	\$ 236.00	\$ 3,115.20	\$ 46.00	\$ 607.20	\$ 199.00	\$ 2,626.80	\$ 182.00	\$ 2,402.40
29	OPSS.MUNI 305	Granular Sealing	m²	190.0	\$22.39	\$4,254.10	\$ 71.00	\$ 13,490.00	\$ 47.00	\$ 8,930.00	\$ 48.00	\$ 9,120.00	\$ 58.00	\$ 11,020.00	\$ 69.00	\$ 13,110.00
30	OPSS.MUNI 310	Performance Graded Superpave 12.5 mm Level B (PG 58-34)	t	3.2	\$264.94	\$847.81	\$ 2,129.00	\$ 6,812.80	\$ 3,665.00	\$ 11,728.00	\$ 3,754.00	\$ 12,012.80	\$ 2,236.00	\$ 7,155.20	\$ 1,586.00	\$ 5,075.20
31	OPSS.MUNI 491, SP#13	Protection of Utilities	LS	1.0	\$5,000.00	\$5,000.00	\$ 851.00	\$ 851.00	\$ 6,990.00	\$ 6,990.00	\$ 1,255.00	\$ 1,255.00	\$ 1,421.00	\$ 1,421.00	\$ 807.00	\$ 807.00
32	OPSS.MUNI 510, SP#4	Remove, Salvage and Reinstall Railing on Parapet Wall	LS	1.0	\$1,200.00	\$1,200.00	\$ 4,664.00	\$ 4,664.00	\$ 3,085.00	\$ 3,085.00	\$ 11,245.00	\$ 11,245.00	\$ 1,421.00	\$ 1,421.00	\$ 1,248.00	\$ 1,248.00
33	OPSS.MUNI 510, OPSS.MUNI 721	Single Rail Steel Beam Guiderail	m	12.0	\$155.00	\$1,860.00	\$ 385.00	\$ 4,620.00	\$ 309.00	\$ 3,708.00	\$ 314.00	\$ 3,768.00	\$ 318.00	\$ 3,816.00	\$ 345.00	\$ 4,140.00
34	OPSS.MUNI 510, OPSS.MUNI 721	Single Rail Steel Beam Guiderail with Channel	m	82.0	\$190.50	\$15,621.00	\$ 527.00	\$ 43,214.00	\$ 383.00	\$ 31,406.00	\$ 389.00	\$ 31,898.00	\$ 377.00	\$ 30,914.00	\$ 427.00	\$ 35,014.00
35	OPSS.MUNI 510, OPSS.MUNI 721	Steel Beam Guiderail Embedded Connection to Structure	ea	4.0	\$467.76	\$1,871.04	\$ 7,557.00	\$ 30,228.00	\$ 5,565.00	\$ 22,260.00	\$ 5,645.00	\$ 22,580.00	\$ 5,454.00	\$ 21,816.00	\$ 7,394.00	\$ 29,576.00
36	OPSS.MUNI 732	Steel Beam Energy Attenuating Terminal System	ea	4.0	\$5,000.00	\$20,000.00	\$ 13,303.00	\$ 53,212.00	\$ 10,150.00	\$ 40,600.00	\$ 10,229.00	\$ 40,916.00	\$ 9,961.00	\$ 39,844.00	\$ 11,319.00	\$ 45,276.00
Subtotal					\$412,332.99		\$587,030.40		\$672,711.15		\$ 551,019.13		\$ 552,759.70		\$ 549,933.10	
Contingency (10%)					\$41,233.30											
Total					\$453,566.29		\$587,030.40		\$672,711.15		\$ 551,019.13		\$ 552,759.70		\$ 549,933.10	
HST (13%)					\$58,963.62		\$76,313.95		\$87,452.45		\$ 71,632.49		\$ 71,858.76		\$ 71,491.30	
Total (Including HST)					\$512,529.91		\$663,344.35		\$760,163.60		\$ 622,651.62		\$ 624,618.46		\$ 621,424.40	

Township of South Glengarry																
Rehabilitation of Second Line Road Bridge (SN30044)																
					Engineer's Estimate		Dalcon Constructors Ltd.		GIP Paving Inc.		Clearwater Structures Inc.		DW Building Restorations Services Inc		Willis Kerr Contracting Limited	
Item No.	Spec Code	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	OPSS.MUNI 805, SP #1	Environmental / Watercourse Protection	LS	1.00	\$6,250.00	\$6,250.00	\$ 14,000.00	\$ 14,000.00	\$ 6,960.00	\$ 6,960.00	\$ 10,269.00	\$ 10,269.00	\$ 4,475.00	\$ 4,475.00	\$ 10,106.00	\$ 10,106.00
2	OPSS.MUNI 706, SP #2	Traffic Control Plan	LS	1.00	\$15,000.00	\$15,000.00	\$ 13,005.80	\$ 13,005.80	\$ 19,950.00	\$ 19,950.00	\$ 26,768.67	\$ 26,768.67	\$ 19,600.00	\$ 19,600.00	\$ 21,222.00	\$ 21,222.00
3	OPSS.MUNI 902, SP#5	Earth Excavation for Structure	m³	4.00	\$42.35	\$169.40	\$ 313.00	\$ 1,252.00	\$ 762.00	\$ 3,048.00	\$ 198.00	\$ 792.00	\$ 571.00	\$ 2,284.00	\$ 282.00	\$ 1,128.00
4	OPSS.MUNI 314 OPSS.MUNI 501	Granular 'A'	t	296.00	\$45.00	\$13,320.00	\$ 33.00	\$ 9,768.00	\$ 73.00	\$ 21,608.00	\$ 62.00	\$ 18,352.00	\$ 57.00	\$ 16,872.00	\$ 74.00	\$ 21,904.00
5	OPSS.MUNI 904	Dowels into Concrete - 15M	ea	200.00	\$52.21	\$10,442.00	\$ 32.00	\$ 6,400.00	\$ 37.50	\$ 7,500.00	\$ 39.00	\$ 7,800.00	\$ 48.00	\$ 9,600.00	\$ 57.00	\$ 11,400.00
6	OPSS.MUNI 905	Reinforcing Steel	LS	1.00	\$650.00	\$650.00	\$ 7,800.00	\$ 7,800.00	\$ 3,710.00	\$ 3,710.00	\$ 4,847.00	\$ 4,847.00	\$ 3,193.00	\$ 3,193.00	\$ 3,947.00	\$ 3,947.00
7	OPSS.MUNI 920	Deck Joint Assemblies, Installation	LS	1.00	\$75,000.00	\$75,000.00	\$ 69,214.00	\$ 69,214.00	\$ 89,390.00	\$ 89,390.00	\$ 66,572.00	\$ 66,572.00	\$ 70,395.00	\$ 70,395.00	\$ 66,319.00	\$ 66,319.00
8	OPSS.MUNI 928	Concrete Removal - Deck Joint Assemblies	LS/m³	2.30	\$6,000.00	\$13,800.00	\$ 4,297.00	\$ 9,883.10	\$ 5,960.00	\$ 13,708.00	\$ 4,131.00	\$ 9,501.30	\$ 7,771.00	\$ 17,873.30	\$ 2,613.00	\$ 6,009.90
9	OPSS.MUNI 929	Abrasive Blast Cleaning of Reinforcing Steel	m²	9.50	\$71.93	\$683.34	\$ 422.00	\$ 4,009.00	\$ 448.00	\$ 4,256.00	\$ 87.00	\$ 826.50	\$ 137.00	\$ 1,301.50	\$ 120.00	\$ 1,140.00
10	OPSS.MUNI 510	Saw Cutting of Asphalt	m	25.8	\$14.23	\$367.13	\$ 23.00	\$ 593.40	\$ 20.50	\$ 528.90	\$ 26.00	\$ 670.80	\$ 29.00	\$ 748.20	\$ 6.00	\$ 154.80
11	OPSS.MUNI 510, SP#3	Removal of Asphalt Pavement by Dry Grinding	m²	6.50	\$29.98	\$194.87	\$ 456.00	\$ 2,964.00	\$ 713.00	\$ 4,634.50	\$ 529.00	\$ 3,438.50	\$ 351.00	\$ 2,281.50	\$ 224.00	\$ 1,456.00
12	OPSS.MUNI 510, SP#3	Removal of Asphalt Pavement, Full-Depth	m²	12.9	\$50.84	\$655.84	\$ 74.00	\$ 954.60	\$ 365.00	\$ 4,708.50	\$ 47.00	\$ 606.30	\$ 199.00	\$ 2,567.10	\$ 54.00	\$ 696.60
13	OPSS.MUNI 305	Granular Sealing	m²	205.00	\$24.87	\$5,098.35	\$ 70.00	\$ 14,350.00	\$ 51.50	\$ 10,557.50	\$ 48.00	\$ 9,840.00	\$ 63.00	\$ 12,915.00	\$ 69.00	\$ 14,145.00
14	OPSS.MUNI 310	Performance Graded Superpave 12.5mm Level B (PG 58-34)	t	3.10	\$264.94	\$821.31	\$ 2,197.00	\$ 6,810.70	\$ 3,780.00	\$ 11,718.00	\$ 3,798.00	\$ 11,773.80	\$ 2,236.00	\$ 6,931.60	\$ 1,586.00	\$ 4,916.60
15	OPSS.MUNI 491, SP#13	Protection of Utilities	LS	1.00	\$5,000.00	\$5,000.00	\$ 932.00	\$ 932.00	\$ 5,010.00	\$ 5,010.00	\$ 1,480.00	\$ 1,480.00	\$ 710.00	\$ 710.00	\$ 807.00	\$ 807.00
16	OPSS.MUNI 510, SP#4	Remove, Salvage, and Reinstall Steel Beam Guiderail	LS	1.00	\$1,200.00	\$1,200.00	\$ 3,982.00	\$ 3,982.00	\$ 3,140.00	\$ 3,140.00	\$ 11,541.00	\$ 11,541.00	\$ 1,881.00	\$ 1,881.00	\$ 4,974.00	\$ 4,974.00
17	OPSS.MUNI 510	Removal of Steel Beam Guiderail & End Treatments	m	178.00	\$41.61	\$7,406.58	\$ 49.00	\$ 8,722.00	\$ 31.00	\$ 5,518.00	\$ 31.00	\$ 5,518.00	\$ 23.00	\$ 4,094.00	\$ 34.00	\$ 6,052.00
18	OPSS.MUNI 510, OPSS.MUNI 721	Single Rail Steel Beam Guiderail	m	12.00	\$155.00	\$1,860.00	\$ 385.00	\$ 4,620.00	\$ 309.00	\$ 3,708.00	\$ 314.00	\$ 3,768.00	\$ 318.00	\$ 3,816.00	\$ 345.00	\$ 4,140.00
19	OPSS.MUNI 510, OPSS.MUNI 721	Single Rail Steel Beam Guiderail with Channel	m	111.00	\$190.50	\$21,145.50	\$ 527.00	\$ 58,497.00	\$ 383.00	\$ 42,513.00	\$ 389.00	\$ 43,179.00	\$ 501.00	\$ 55,611.00	\$ 427.00	\$ 47,397.00
20	OPSS.MUNI 732	Steel Beam Energy Attenuating Terminal System	ea	4.00	\$5,000.00	\$20,000.00	\$ 13,303.00	\$ 53,212.00	\$ 10,150.00	\$ 40,600.00	\$ 10,229.00	\$ 40,916.00	\$ 10,236.00	\$ 40,944.00	\$ 11,319.00	\$ 45,276.00
Subtotal						\$199,064.32		\$ 290,969.60		\$ 302,766.40		\$ 278,459.87		\$ 278,093.20		\$ 273,190.90
Contingency (10%)						\$19,906.43										
Total						\$218,970.75										
HST (13%)						\$28,466.20		\$ 37,826.05		\$ 39,359.63		\$ 36,199.78		\$ 36,152.12		\$ 35,514.82
Total (Including HST)						\$247,436.95		\$ 328,795.65		\$ 342,126.03		\$ 314,659.65		\$ 314,245.32		\$ 308,705.72



STAFF REPORT

S.R. No. 2024-33

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Acceptance of Road Widening – Beaupre Road

BACKGROUND:

1. On occasion severance applications are subject to a condition that requires road widening to be deeded to the Township for the severed and retained portions of the subject property.
2. The purpose of road widening through the severance process is to ensure that all of our municipal road allowances, where possible, are 66 feet or 20 metres in width.
3. Pursuant to the conditions of the Notice of Decision for severance application B-25-23 (attached):

“Road widening must be deeded to the Township for both the severed and retained lands. The Township of South Glengarry will clear the condition with the Land Division Coordinator.”

ANALYSIS:

4. In order to accept the road widening and dedicate it as public highway, a by-law must be adopted by Council and the by-law is then registered at the Ontario registry office.
5. A by-law for Council's approval is attached hereto.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-33 be received and that By-law 2024-13, being a by-law to accept certain lands as road allowances pursuant to the conditions of severance B-25-23 and to dedicate same to the public use as public highway be read a first, second and third time, passed signed and sealed in open council this 18th day of March 2024.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-13
FOR THE YEAR 2024**

***BEING A BY-LAW TO ACCEPT CERTAIN LANDS AS ROAD ALLOWANCE
WITHIN THE TOWNSHIP OF SOUTH GLENGARRY AND TO DEDICATE SAME
TO THE PUBLIC USE AS PUBLIC HIGHWAY.***

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. 31 (2) provides that land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money.

AND WHEREAS the *Municipal Act, 2001*, c.25, S. 31 (4) provides that a municipality may by by-law assume a road allowance, highway, street or lane shown on a registered plan of subdivision for public use.

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

- 1. THAT** the conveyance of the property identified as Part 2 on Plan 14R-6775 is hereby accepted as road allowance and dedicated to the public use as public highway.
- 2. THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 18TH DAY OF MARCH 2024.***

MAYOR: CLERK:



UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY
DECISION

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Thursday, March 30, 2023**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-25-23

OWNER: Michelino Macchiagodena & Patrizia Giardino

MUNICIPALITY: South Glengarry

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

Provided that the following conditions are fulfilled to the satisfaction of the Land Division Coordinator:

1. A Parkland fee of \$1,000.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Land Division Coordinator.
2. The Township of South Glengarry will complete a site visit of the severed and retained lands to ensure that there are no concerns with the existing septic system and that there is sufficient area for a proposed septic system upon development. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$250.00. The Township of South Glengarry will clear the condition with the Land Division Coordinator.
3. Road Widening must be deeded to the Township for both the severed and retained lands. The Township of South Glengarry will clear the condition with the Land Division Coordinator.
4. That the Land Division Coordinator be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. A digital copy in PDF format of the new deed for the severed parcel is to be provided to the Land Division Coordinator for the issuance of the certificate of the Secretary, and the stamping fee of \$230.00 must accompany the deeds. A digital copy in PDF format of the Deposited Reference Plan must also be submitted to the Land Division Coordinator.

OFFICIAL RENDERING THE ABOVE DECISION:

Peter Young, MCIP RPP
Director of Planning Services

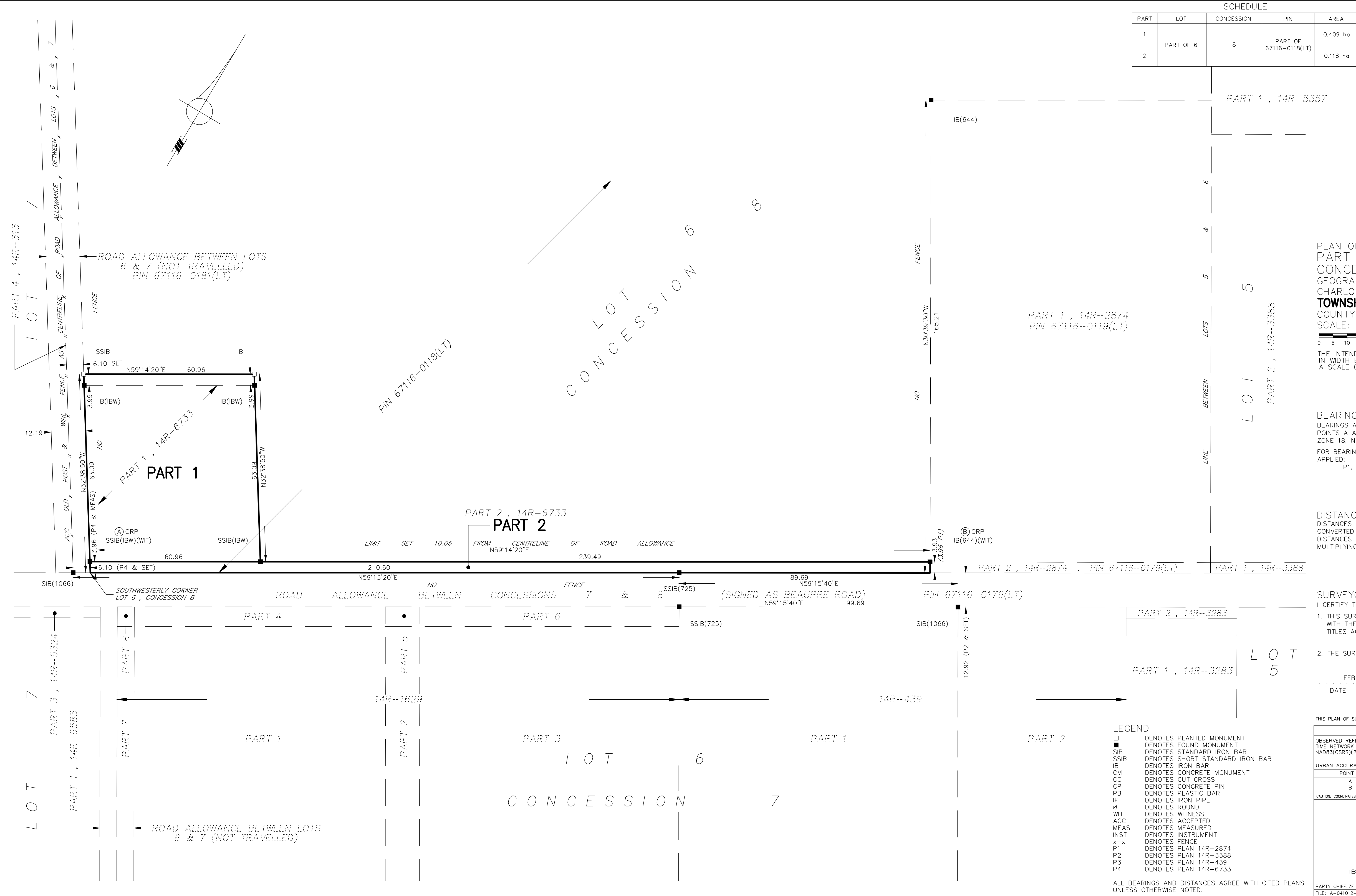
I, Shayne Wheeler, Land Division Coordinator, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

Shayne Wheeler, Land Division Coordinator

NOTE: The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Land Division Coordinator **WITHIN TWO YEARS** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE LAND DIVISION COORDINATOR TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

March 30, 2025

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: **APRIL 19, 2023**



PLAN 14R-6775

Received and deposited

February 29th, 2024

David Vassos

Representative for the
Land Registrar for the
Land Titles Division of
Glengarry (No.14)

STAFF REPORT

S.R. No. 2024-35

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: 6055 4th Line Road, Zoning By-Law Amendment

BACKGROUND:

Site Location:

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



Owner/Applicant:

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

Description of Site and Surroundings:

3. The subject property is located on the east side of 4th Line Rd approximately 500 meters north of Highway 401 and it is approximately 15.51 acres. The northern portion of the subject land contains a single detached dwelling and a mobile home, the southern portion was previously farmed prior to being filled with gravel.
4. The lands surrounding the affected portion of the property are characterized as farmland to the east, farmland and residential to the north including a rail corridor, residential and a gas station to the west, and Highway 401 to the south with a vacant Highway Commercial Lot and residential beyond the highway.

Summary of Requested Zoning By-law Amendment:

5. On December 15th, 2023 the Township accepted the zoning amendment application; said application was deemed complete on December 20th, 2023. The purpose of the zoning amendment is to rezone the subject property from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) to permit the following:
 - a. (Part 7.1) Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
 - b. (Part 3.39(7)(c)) Reduce the required 30-meter watercourse setback for development and site alteration to 10 meters.
 - c. (Part 3.37) Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
 - d. (Part 3.5) Permit a transportation terminal as a use without erecting a building on the subject property.
 - e. (Part 4.11(8)) Permitting more than 50% of lot frontage as driveways and parking.

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

6. An initial Environmental Impact Study (EIS) was completed and peer reviewed and the proposed 10-meter watercourse setback is inconsistent with relevant policies and can not be supported, a 15 meter watercourse setback has been proposed as an alternative that is more consistent with relevant policies. This development is subject to site plan control and the impacts to natural heritage features and appropriate mitigation measures to eliminate those impacts to adjacent natural heritage features will be assessed further prior to site plan control approval and implemented through a site plan control agreement.

ANALYSIS:

Policy and Regulatory Review

Provincial Policy Statement

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

PPS 2020 Section	Compliance ✓ or X	Rationale for adherence
1.1.1	✓ Pending studies/plans	<p>The proposed zoning by-law amendment may contribute to sustaining a healthy, liveable, and safe community by promoting efficient development and land use patterns and any public health and safety or environmental concerns will be addressed as part of the Site Plan Control process.</p> <p>The location of the proposed amendment would not interfere with any settlement areas and their potential future expansion with the closest Urban Settlement Area being Bainsville to the west.</p> <p>A traffic impact study will be required as part of Site Plan Control to ensure that there is adequate infrastructure to service the proposed use and as there are no structures being proposed there will be no requirements for water and wastewater services.</p>
1.1.3.1	✓	The proposed amendment will promote growth and development outside of a Settlement Area which is not prohibited however Settlement Areas are the preferred location for growth and development.
1.1.4.1	✓	The proposed amendment may support a healthy, integrated, and viable rural area by using rural infrastructure and public service facilities efficiently and promoting diversification of the economic base. The proposed amendment, while not removing existing housing stock, may impose minor limitations on expanding in the

		area due to required setbacks (20, 70, or 300 meters) for sensitive land uses (dwelling units) to industrial uses (transportation terminal).
1.1.4.2	✓	The proposed amendment will promote growth and development outside of a Rural Settlement Area which is not prohibited however Rural Settlement Areas are the preferred location for growth and development in Rural Areas and the development will have no direct impact on the vitality and regeneration of the nearest Settlement Area being Bainsville to the west.
1.2.6.1	✓	There is an existing sensitive land use being a single detached dwelling and a mobile home (the mobile home is proposed to be removed) on the northern portion of the property. Minimum setbacks from any industrial uses to sensitive land uses, as per provincial land use planning guidelines, will be required to be met. It appears that they can be met however this will be addressed through Site Plan Control.
1.7.1	✓	The proposed amendment will support long-term economic prosperity by promoting economic development. It is important to note that although the subject property was designated Agricultural Resource lands prior to the approval of an OPA to permit a Special Land Use District, the subject property was not part of an agricultural system.
1.8.1	✓	The proposed development does promote energy conservation, improved air quality and reduced GHG emissions by establishing a land use pattern that promotes a compact form of nodes and corridors, focuses a freight-intensive use in an area well serviced by highway 401 and a County Road. A TIS will be required to assure that the proposed use can be supported by the existing infrastructure which will be addressed through site plan control.
2.1.1	✓ Pending an addendum to the EIS	A scoped EIS was completed, submitted and was peer reviewed. It is being recommended to have a minimum watercourse setback of 15 meters to the fish habitat (natural heritage feature). An addendum to the EIS will be submitted prior to site plan control approval to include further mitigation measures to the natural features, if

		required, this will ensure the natural heritage features are able to be protected for the long term.
2.1.2	✓ Pending an addendum to the EIS	A scoped EIS was completed, submitted and was peer reviewed. It is being recommended to have a minimum watercourse setback of 15 meters to the fish habitat (natural heritage feature). An addendum to the EIS will be submitted prior to site plan control approval to include further mitigation measures to the natural features, if required, to ensure that the ecological function and biodiversity of natural heritage systems should be maintained, restored or possibly improved.
2.1.8	✓ Pending an addendum to the EIS	As the proposed development is on lands adjacent to fish habitat, a scoped EIS was completed, submitted and was peer reviewed. It is being recommended to have a minimum watercourse setback of 15 meters to the fish habitat (natural heritage feature). An addendum to the EIS will be submitted prior to site plan control approval to evaluate the ecological function of the adjacent lands and confirm that there will be no negative impacts on the natural features or on their ecological functions or establish appropriate mitigation measures to be implemented through Site Plan Control.
2.2.1	✓ Pending SWM plan/ addendum to the EIS	A Stormwater Management Plan and an addendum to the EIS will be submitted prior to site plan control approval to ensure that the quality and quantity of water in the adjacent watercourse is protected, improved, or restored.
2.3.6.1	✓	An Official Plan Amendment was applied for and approved by the United Counties of SDG (which is the Planning Authority for the Official Plan), that permits non agricultural uses in Agricultural Resource designated lands. These uses are specifically, a Transportation Terminal and Warehouse and Distribution Centre. This proposed zoning by-law amendment will also permit these uses therefore it is consistent with this section of the PPS.
2.3.6.2	✓ Pending studies	Impacts on surrounding agricultural operations will be assessed and potential impacts from surface water runoff/stormwater are planned to be mitigated through a

		stormwater management plan that will be required prior to Site Plan control approval.
3.1.1	✓	The proposed development may include hazardous lands adjacent to a stream (Gunn Creek Municipal Drain) up to date floodplain mapping for the subject property will be submitted as part of the site plan control submission. Permit(s) may be required from the RRCA if development occurred within or adjacent to hazardous lands.

Official Plan Designation

8. The United Counties of Stormont, Dundas and Glengarry Official Plan (SDG OP) sets out goals and objectives for development in the County for the next 20 years (2017-2037) including regard for the social, economic, and natural environment of the County. This Plan establishes a policy-driven framework for land use planning for the County and its six municipalities. All land use planning decisions must be consistent with the SDG OP. The SDG OP policies that apply to this proposed zoning amendment are as follows:

- a. 3.5.1 Planning Principles
- b. 3.5.2 Planning Guidelines
- c. 5.2 Resource Management Policies
- d. 5.3 Agricultural Resource Lands
- e. 5.5.2 Natural Heritage Features and Areas - Adjacent Lands
- f. 5.5.3 Natural Heritage Features and Areas – Fish Habitat
- g. 5.6.2 Measures for Water Resources Conservation
- h. 6.2 Natural Hazards

SDG OP Designation: Special Land Use District		
SDG OP Section	Compliance ✓ or X	Rationale for adherence
3.5.1	✓	The subject property is of an adequate size and has adequate servicing capacity for the uses and standards that are proposed as part of this amendment. There is frontage onto an open and maintained public road and access will need to be assessed at the Site Plan Control. A revised site plan with a new entrance has been proposed and will need to be approved by MTO through the site plan control process. As a class 2 industrial use, all

		development/site alteration will need to be at least 70 meters from any sensitive land use, this setback appears to be achievable and will be confirmed during site plan control. A scoped EIS was completed, submitted and was peer reviewed. It is being recommended to have a minimum watercourse setback of 15 meters to the fish habitat (natural heritage feature). An addendum to the EIS will be submitted prior to site plan control approval to include further mitigation measures to the natural features, if required, this will ensure the natural heritage features are able to be protected for the long term. The hardening of surfaces resulting in increased stormwater runoff will also be addressed through a stormwater management plan at the Site Plan Control stage. The proposed use does contribute to a more complete community expanding the variety of uses throughout the municipality.
3.5.2	✓	The proposed industrial use would benefit from the proximity to Highway 401 and any incompatibility with surrounding land uses will be addressed through implementing buffers, and screening that will be enforced through Site Plan Control. An amended EIS will be required at the Site Plan Control stage to determine any potential impacts to surrounding natural heritage systems and, if applicable, determine any required mitigation measures.
5.2	✓	While Table 5.2 lists uses permitted in the Agricultural Resource Lands an Official Plan amendment was approved on February 20, 2024, that has redesignated the subject property from Agricultural Resource Lands to a Special Land Use District which will permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands
5.3	✓	While the proposed use does generally not conform with section 5.3 of the Official Plan an Official Plan amendment was approved that has redesignated the subject property from Agricultural Resource Lands to a Special Land Use District which will permit Highway Commercial Uses including Transportation Terminal and Warehouse/Distribution Centre uses on the subject lands

5.5.2	✓	The subject property is adjacent to fish habitat and an amended EIS will be required prior to receiving Site Plan Control approval.
5.5.3	✓	A scoped EIS was completed, submitted and was peer reviewed. It is being recommended to have a minimum watercourse setback of 15 meters to the fish habitat (natural heritage feature). An addendum to the EIS will be submitted prior to site plan control approval to include further mitigation measures to the natural features, if required. The Official Plan recommends the revegetation of shorelines as a condition of the approval of development, the requirement for revegetation will be consistent with the results of the required EIS at the Site Plan Control stage.
5.6.2	✓	A Stormwater management report will be required to demonstrate that the water quality and quantity of the adjacent watercourse will be managed appropriately, this will be addressed during the Site Plan Control stage.
6.2	✓	The proposed development may include hazardous lands adjacent to a stream (Gunn Creek Municipal Drain) up to date floodplain mapping for the subject property will be submitted as part of the site plan control submission. Permit(s) may be required from the RRCA if development occurred within or adjacent to hazardous lands.

Zoning By-Law:

9. The subject property is currently zoned Highway Commercial in the Township's Zoning By-Law 38-09. The proposed site-specific zoning amendment will permit a Transportation Terminal and Warehouse/Distribution Centre as a primary use on the subject property without any structures. It will reduce the required 30-meter watercourse setback for development and site alteration down to 15 meters. It will also permit more than 50% of the lot frontage to be used as parking as well as the placement of shipping containers in the rear yard stacked up to two high.

10. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

Public Consultation:

11. The proposed Zoning By-Law Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Standard Freeholder. A public meeting was held on January 15th, 2024, with respect to OPA-22 and ZBLW-17-23. There were no verbal comments from members of the public in attendance at the public meeting and one written comment was received from a member of the public following the public meeting requesting clarification on the proposed development and provided local knowledge regarding traffic and access. J Haley met with this member of the public on January 18, 2024, to discuss the proposed development.

12. The proposed Amendment was also circulated to the Ministry of Transportation (MTO) and they have provided the following comments:

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

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

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

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

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

Stormwater Management Report:

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

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

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

13. The proposed Amendment was also circulated to the United Counties of SDG, Transportation Department, and they have provided the following comments. No comments were received at the time of authoring this report however the Transportation Department staff have participated in all pre-consultation meetings for the OPA, the Zoning By-Law Amendment and the Site Plan Control Process.

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

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

Ontario Regulation 175/06, and as a Source Protection Authority under the Clean Water Act.

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

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

- Part 7.1 - Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
- Part 3.39(7)(c) - Reduce the required 30-meter watercourse setback for development and site alteration to 10 meters.
- Part 3.37 - Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
- Part 3.5 - Permitting a transportation terminal as a use without the erecting of a building on the subject property.
- Part 4.11(8) - Permitting more than 50% of lot frontage as driveways and parking.
- All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

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

Natural Hazards (Flood Hazard, Hazardous Soils)

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

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

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

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

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

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

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

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

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

Clean Water Act

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

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

considered to be located over a groundwater aquifer due to the underlying soils and geology of the area.

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

Recommendation

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

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

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

1. Safety setback of principal buildings from the railway rights-of-way to be a minimum of 15 metres.
2. The Owner shall install and maintain a chain link fence of minimum 1.83 meter height along the mutual property line.
3. A minimum 30 metre setback is required for vehicular property access points from at-grade railway crossings.
4. The storm water management facility must be designed to control storm water runoff to pre-development conditions including the duration and volume of the flow and accordingly have no impacts on CN right of way, including ditches, culverts and tracks. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from CNR and be substantiated by a drainage report to the satisfaction of the Railway.

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

And regarding the proposed ZBLA:

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

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

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

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

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

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

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

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

16. The Ontario Planning Act requires all complete zoning Amendment applications that are concurrent with an official plan amendment application to be processed and a decision to be made within 120 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 89.

17. If approved, subject property will be rezoned from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) to permit the following:

- a. (Part 7.1) Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
- b. (Part 3.39(7)(c)) Reduce the required 30-meter watercourse setback for development and site alteration to 15 meters
- c. (Part 3.37) Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
- d. (Part 3.5) Permitting a transportation terminal as a use without the erecting of a building on the subject property.
- e. (Part 4.11(8)) Permitting more than 50% of lot frontage as driveways and parking.

18. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.

19. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.

20. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal.

IMPACT ON 2024 BUDGET: N/A

ALIGNMENT WITH STRATEGIC PLAN: N/A

RECOMMENDATION:

1. BE IT RESOLVED THAT That Staff Report 2024-35 be received and that by-law 2024-015, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the

Township of South Glengarry, to rezone the property legally described as Part of Lot 9, Concession 1, being part 1 of RP 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6055 4th Line Road (PIN: 671370262) from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) to permit the following:

- a. (Part 7.1) Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
- b. (Part 3.39(7)(c)) Reduce the required 30-meter watercourse setback for development and site alteration to 15 meters.
- c. (Part 3.37) Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
- d. (Part 3.5) Permitting a transportation terminal as a use without the erecting of a building on the subject property.
- e. (Part 4.11(8)) Permitting more than 50% of lot frontage as driveways and parking.

on the subject property, be read a first, second and third time, passed, signed, and sealed in open Council this 18th day of March 2024. The Council of the Township of South Glengarry confirms that no public comments were received on this application that resulted in the need to deny the requested zoning amendment.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-015
FOR THE YEAR 2024**

***BEING A BY-LAW TO AMEND BY-LAW 38-09, THE COMPREHENSIVE
ZONING BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY***

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

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

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended, Council of the Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend by-law 38-09, a by-law that regulates the use of land and the use and erection of buildings and structures, as thereafter set forth;

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

1. **THAT** the area affected by this by-law is legally described as Part of Lot 9, Concession 1, being part 1 of RP 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6055 4th Line Road (PIN: 671370262) as indicated on Schedule “A” attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lot 9, Concession 1, being part
1 of RP 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6055 4th Line Road (PIN: 671370262) be rezoned from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) to permit the following on the subject property:
 - Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
 - Reduce the required 30-meter watercourse setback for development and site alteration to 15 meters.
 - Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
 - Permitting a transportation terminal as a use without the erecting of a building on the subject property.
 - Permitting more than 50% of lot frontage as driveways and parking
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.

4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 18th DAY OF MARCH, 2024.***

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

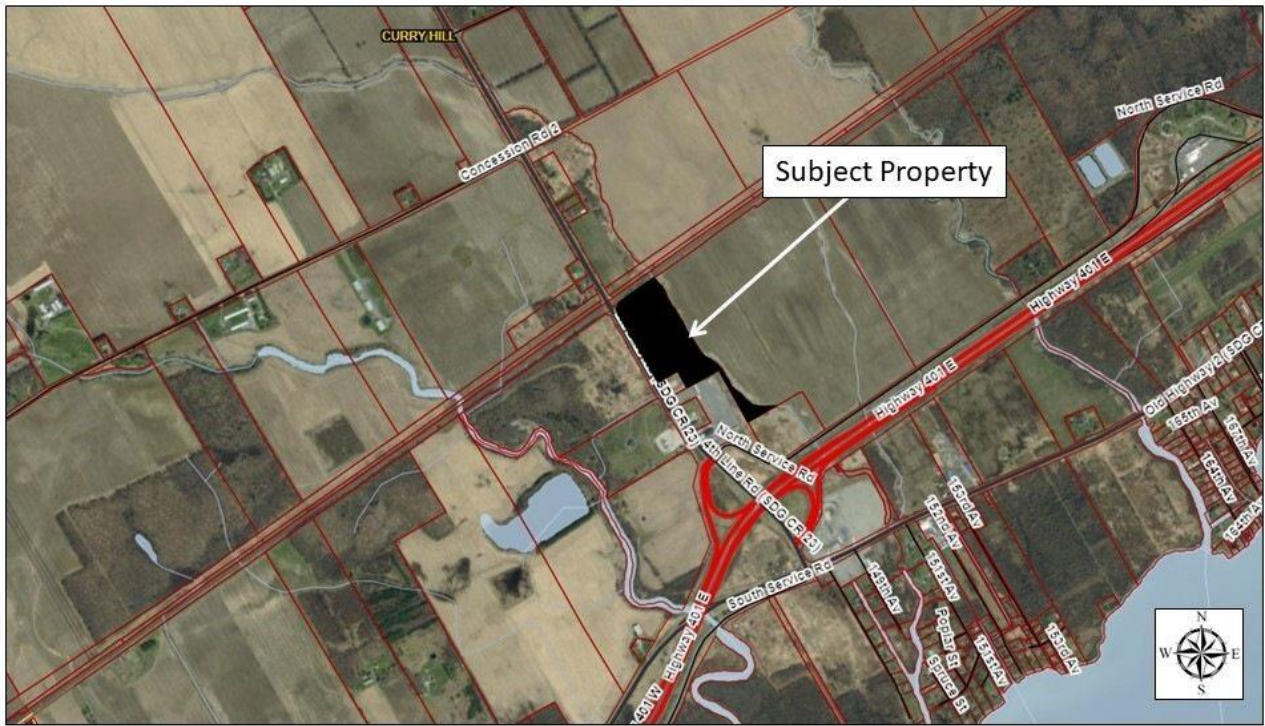
BY-LAW 2024-15

EXPLANATORY NOTE

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

1. (Part 7.1 of zoning by-law 38-09) Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.
2. (Part 3.39(7)(c) of zoning by-law 38-09) Reduce the required 30-meter watercourse setback for development and site alteration to 15 meters.
3. (Part 3.37 of zoning by-law 38-09) Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.
4. (Part 3.5 of zoning by-law 38-09) Permitting a transportation terminal as a use without the erecting of a building on the subject property.
5. (Part 4.11(8) of zoning by-law 38-09) Permitting more than 50% of lot frontage as driveways and parking.

Schedule “A”



Lands to be zoned to Highway
Commercial – Exception Ten (CH-10)

**This is Schedule “A” to By-law 2024-15
Adopted this 18th day of March, 2024**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. No. 2024-34

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: March 18, 2024

SUBJECT: Amended Human Resources Policies and Procedures Manual

BACKGROUND:

1. On [July 3, 2018](#) the Council of the Township of South Glengarry established a Human Resources Policies and Procedures Manual which was adopted by by-law (By-law no. 40-18).
2. The policies and procedures manual was later amended on [June 15, 2020](#) to include the addition of a Telecommuting Policy.
3. The Township's Senior Management Team (SMT) has recently engaged in collaborative discussions and housekeeping of policies requiring updates to reflect best practices and compliance with relevant legislation. Through this exercise, SMT has identified several suggested amendments to the HR Policies and Procedures manual as outlined below.

ANALYSIS:

4. The following amendments are recommended to the HR Policies and Procedures Manual:

Employee Code of Conduct – HR-200-02

- Update the by-law number for the Code of Conduct for Building Officials as a new by-law was passed in 2022.

Retirement and Service Recognition Program – HR-300-04

- This policy has been updated to align with the 2022-2027 Collective Agreement.
- Note: Council adopted an Employee Recognition and Expression of Care Policy on [July 4, 2023](#), which supplements service recognition in addition to the monetary recognition prescribed in the HR Policy 300-04.

Performance Management Program – HR-500-02

- Removal of Appendix A (Performance Appraisal Form), to be replaced with the following wording:

“The CAO, General Managers and Supervisors will complete performance appraisals using the approved Performance Appraisal Form at the discretion of the CAO.”

Pregnancy and Parental Leave – HR-700-06

- Update the policy to include a top up benefit for employees who are absent from work on a pregnancy or parental leave, which aligns with the Pregnancy and Parental Leave policy of the United Counties of SDG.
5. A further amendment included in the revised HR Policies and Procedures Manual is an amendment to the Cost of Living Adjustments for Non-Union Employees – HR-500-03, which was approved by Council on [January 16, 2023](#) but has not yet been added to the manual as directed by the resolution.
 6. All proposed changes noted above are highlighted **yellow** in the attached amended policies and procedure manual.

IMPACT ON 2024 BUDGET:

7. Any financial implications that may result from the changes proposed above have been included in the 2024 draft budget – as a result, there is no additional impact to the 2024 budget.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-34 be received and that By-law 2024-14, being a by-law to adopt a Human Resources Policies and Procedures Manual for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 18th day of March 2024.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-14
FOR THE YEAR 2024**

BEING A BY-LAW TO ESTABLISH A HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL 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 Council of the Township of South Glengarry adopted a Human Resources Policies and Procedures Manual on June 15, 2020.

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend the Human Resources Policies and Procedures Manual.

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

1. **THAT** the Human Resources Policies and Procedures Manual, attached hereto as Schedule A, shall form part of this by-law.
2. **THAT** where the provisions of any other by-law are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.
3. **THAT** By-law 30-2020 is hereby repealed.
4. **THAT** this by-law shall come into force and effect on the day of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 18TH DAY OF MARCH 2024.

MAYOR: **CLERK:**



Human Resources Policies & Procedures Manual Index

Approved by Council on:

March 18, 2024

By-Law 2024-13

Contents

General HR-100-01.....	4
Employee Confidentiality Statement – HR-200-01.....	5
Employee Confidentiality Statement - HR-200-01.....	6
Appendix A.....	6
Employee Code of Conduct – HR-200-02.....	8
Employee Code of Conduct – HR-200-02.....	15
Appendix A Declaration	15
Recruitment – HR-200-03	16
Employee Concerns – HR-200-04.....	22
Employee Information – HR-200-05	23
Personnel Records – HR-200-06	27
Employee Job Descriptions – HR-200-07	28
Orientation – HR-200-08.....	29
Appropriate Use, Care and Security of Electronic Resources – HR-200-09	30
Appropriate Use, Care and Security of Electronic Resources - Appendix A	32
Appropriate Use, Care and Security of Electronic Resources - Appendix B.....	35
By signing below, I, the undersigned, acknowledge and agree to the following terms:	35
Dress Code – HR-200-10	37
Criminal Record Background Check Canadian Police Information Centre (CPIC) – HR-200-11.....	39
Criminal Record Background Check Canadian Police Information Centre (CPIC).....	41
Appendix A.....	41
Employee Driver's License – HR-200-12	43

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



Telecommuting Policy HR-200-13.....	46
Discipline – HR-300-01.....	53
ABSENTEEISM, LATENESS, ATTENDANCE RECORDS – HR-300-02	57
Termination – HR-300-03.....	60
Retirement and Service Recognition Program – HR-300-04.....	62
Leave of Absence – HR-400-01	63
Military Reservist Leave – HR-400-02	64
Inclement Weather – HR-400-03	66
Employee Assistance Program – HR-500-01	68
Performance Management Program – HR-500-02	70
Performance Management Program	Error! Bookmark not defined.
Performance Appraisal Form Appendix A.....	Error! Bookmark not defined.
Cost of Living Adjustments for Non- Union Employees – HR-500-03.....	74
Training and Development – HR-500-04	75
Occupational Health & Safety – HR-600-01.....	77
Management of Substance Abuse – HR-600-02	79
Modified Work Program – HR-600-03	81
Non-Union Terms & Conditions of Employment – General – HR-700-01.....	91
Categories of Non-Union Employees – HR-700-02.....	92
Vacation (Non-Union Employees)- HR-700-03	94
Statutory/Paid Holidays – HR-700-04	97
Bereavement Leave – HR-700-05	99
Pregnancy & Parental Leave – HR-700-06	101
Jury/Witness Leave – HR-700-07	104
Short Term Disability & Sick Leave – HR-700-08.....	105
Employee Benefits – HR-700-09	107
Long Term Disability – HR-700-10.....	109
Pension Plan – HR-700-11.....	110
Non-Union Hours of Work – HR-700-12	111
Non-Union Overtime – HR-700-13.....	113

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



Non-Union Staff – Salary Administration – HR-700-14.....	116
Dispute Resolution – HR-700-15.....	121
Merger or Amalgamation – HR-700-16	123



General HR-100-01

Policy Statement

The Township of South Glengarry will efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service it delivers, while simultaneously working to strengthen the capacity of the Municipality. Within this context, the C.A.O. or his/her designate shall make provision for the direction and control of a sufficient number of appropriately prepared staff in accordance with the Township's mission, vision, philosophy and goals. Supporting Human Resources and Operational policies and procedures will ensure all staff is knowledgeable of the Township's activities and their roles within the organization.

Objective

To provide the best possible service with consideration to efficiency and effectiveness, apply all aspects of the employee relationship including recruitment, selection, training, promotion, lay-off, recall and termination. All personnel decisions will be consistent with both the meaning and intent of current legislation and negotiated terms of employment. The following policy statements have been developed to maximize the effectiveness of human resources decision-making consistent with the foregoing policy.

Procedure

To ensure the highest possible quality of human resource's decision-making, relevant information will be solicited from qualified sources prior to decisions being made by a manager. In the course of arriving at the most objective decision possible, a manager's human resources decisions must be based on clearly defined, relevant criteria and potential conflicts of interest must be identified in advance and eliminated. Employees directly affected by human resources decisions should have an opportunity to have input into those decisions wherever possible. All persons are entitled to equal employment opportunities and the Township does not discriminate against its employees or applicants as defined by the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Scope

The Human Resource's Policies and Procedures contained herein apply to all Township of South Glengarry employees unless otherwise stated in the policy with the exception of Volunteer Firefighters who are covered under independent policies and procedures as stated in By-law 60-15.



Employee Confidentiality Statement – HR-200-01

Policy

All Township of South Glengarry employees must sign the attached Pledge of Confidentiality. All new employees must sign the attached Pledge of Confidentiality as a condition of employment to ensure the security and confidentiality of records and personal information under the control of the Township of South Glengarry. Confidential information includes but is not limited to information in the possession of the Township that the Township is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered during an in-camera meeting under section 239 of the *Municipal Act*, 2001.

Objective

To ensure the security and confidentiality of records and personal information under the control of the Township

Procedure

All employees must adhere to maintain the confidentiality of information that they learn in the course of their employment. All offers of employment are conditional upon the execution of the attached Pledge of Confidentiality. The Pledge of Confidentiality is signed, dated, witnessed, and placed in the individual's personnel file. A refusal to sign the Pledge of Confidentiality attached as Appendix A voids and nullifies the offer of employment.



Employee Confidentiality Statement - HR-200-01

Appendix A

PLEDGE OF CONFIDENTIALITY

I, the undersigned, acknowledge and understand the following:

That the *Municipal Freedom of Information and Protection of Privacy Act* provides' standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under control of the Township.

That Ontario Regulation 823 requires measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of my work for the Township of South Glengarry, I may have access to confidential, personal or health information pertaining to the Township, its clients, residents, the Township's employees, auxiliary and volunteers and members of the Township's extended community. This information may be in written, verbal or other form.

I hereby agree to hold such information confidential and except as may be required by law or as may be necessary in the performance of my duties, agree not to provide, access, use, disclose, release or make available such confidential, personal or health information to any person at any time without proper consent or authorization.

In the event that I am in doubt as to whether certain information is confidential or not, I agree to seek direction from my supervisor before disclosing or releasing any such information.

I further agree to take appropriate security measures to prevent unauthorized access to confidential, personal or health information.

All external third-party requests for confidential, personal or health information must be directed to the Freedom of Information Coordinator (Clerk).

Any misuse or unauthorized disclosure or release of confidential, personal or health information must immediately be reported to the Chief Administrative Officer.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



Any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a breach of confidentiality.

I understand and acknowledge that any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a breach of confidentiality and grounds for discipline up to and including dismissal.

I also understand and acknowledge that this Pledge shall survive the termination of my employment with the Township.

Witness

Signature

Date

Name (Print)



Employee Code of Conduct – HR-200-02

Policy

The Township of South Glengarry acknowledges each member of our community, our staff and clients, volunteers and other members of our extended community are unique and must be treated with respect, dignity and compassion. Each employee must carry out his/her duties and responsibilities in a manner that recognizes a fundamental commitment to the betterment of the community and the wellbeing of its residents and the public he/she serves.

While it is not possible to cover every potential conflict of interest situation which might arise, this policy outlines the Township's expectations regarding real, potential perceived conflicts of interest and the best interests of the Township. Employees with questions or who are unclear whether a real or potential conflict of interest exists are expected to discuss the situation with their Supervisor, General Manager or CAO.

Objective

To establish and communicate professional standards and guidelines that will assist employees of the Township of South Glengarry in the discharge of their duties and establish the expectations in their dealings with residents, visitors, corporations and other business interests who have interaction with Township employees.

Scope

All Township employees are expected to meet a standard of conduct that exemplifies professional integrity, justice, respect, honesty and courtesy in the course of their work to ensure public confidence and trust is maintained. As such, all those covered by this policy are expected to serve the public well and respect the rights of others while discharging their duties on behalf of the Township.

This policy is intended to foster a positive work environment and culture and is intended to supplement any other requirements imposed by applicable legislation, standards of professional practice or any other requirements

Note: For the entirety of this Policy, “Employee” refers to all employees, in all departments and locations except for Building Officials who perform duties under the Building Code Act or Building Code will also adhere to the established Code of Conduct for Building Officials as per By-Law No. 24-2022.



Interpretation:

This Code is meant to support, but not replace, the use of good judgment regarding personal and professional conduct. The absence of a specific policy or regulation does not relieve any employee from the responsibility to exercise the highest standards in those situations.

Definitions:

Gift of Nominal Value: A gift or benefit not over the material threshold of twenty-five dollars (\$25) such as mugs, pens or other small items with company logos, whether or not it was solicited or offered by an individual or business.

Roles and Responsibilities:

Each employee shares the obligation of ensuring compliance with this Code and is required to address any situations of existing or potential non-compliance with the Code of which they suspect or become aware. For further information on the escalation procedures see “Disclosure” and “Non-Compliance”.

Procedure:

General Employee Responsibilities & Obligations:

Township employees interact with each other, clients, residents, community agencies, contractors, suppliers and the public on a daily basis. Employees must be professional, polite, courteous and respectful in each of these interactions. Township employees acting on behalf of the Township are the ambassadors of the Township; thus, each one must be conscious of the Township’s public duty and his/her part in the discharge of that duty and is therefore expected to conduct him/her with the highest degree of ethical behaviour and integrity.

All employees are expected to comply with all Township policies, procedures, rules, regulations and directives.

Every employee makes an important contribution to the organization. Employees are expected to work as team members and to listen to and value the input of other community members.

Use of Township Property:

Township property should solely be used for the discharge of official duties which are supported by Council unless elsewhere exempted by approved Policy, or with the approval of the General Manager and CAO. Examples of Township property include but are not limited to equipment, supplies or services for activities. Township assets are to remain on Township property at all times unless it is necessary to take the items off site



to perform the employee's job. When Township property is under employee care, the employee is accountable for keeping the items protected and secure at all times.

The Township's electronic networks are corporate assets and the employees must be aware that communications over the Township's electronic networks are not to be considered private communications. Please refer to the Township's "Appropriate Use, Care, and Security of Electronic Resources" Policy (Policy HR-200-09).

Employees shall return all Township owned property upon termination of his/her employment. This would include but is not limited to items such as: cellphone/smart phone, computer hardware and computer software and Township issued clothing, etc.

Confidentiality:

The privacy of each member of our community must be respected. Please refer to the Township's "Employee Confidentiality Statement" Policy (Policy HR-200-01).

Workplace Health & Safety:

It is the responsibility of all involved to create a safe work environment. All safety rules, policies and procedures must be followed. Employees are expected to immediately report any hazardous or unsafe equipment or situations to their Supervisor/General Manager who, in turn, is expected to act upon the report.

Drug & Alcohol Abuse:

To preserve the health, safety and well-being of employees and members of the public, all employees have the responsibility of refraining from the use of, possession of, or from being under the influence of alcohol, narcotics, or non-medical drugs when reporting to work or while on duty, or on any premises or in any vehicle of the Corporation.

Conflict of Interest:

A conflict of interest is understood to occur if an employee's personal affairs, business, or relationships overlap with their professional functions. A conflict of interest may involve a pecuniary interest to the employee, a member of the employee's family, or an associate of the employee. It may also involve a non-pecuniary interest that represents some form of benefit to the employee, a member of the employee's family, or an associate of the employee. To avoid any real or perceived conflict of interest, an employee is not permitted to carry out any assigned duties for which a conflict of interest, or perceived conflict of interest, is present without prior disclosure to their Supervisor/General Manager. Employees are required to report all potential conflicts of interest which may come to their attention to their Supervisor/General Manager. Please refer to the "Disclosures" section on for reporting procedures.

External Commitments:

Employees are dedicated to ensuring the Township's success in meeting its goals in the community. To ensure continued commitment to service levels, employees are expected to avoid other employment, business activity or other undertaking while on duty or if it interferes with the performance of his/her duties for the Township.



Financial Benefit/Gifts:

In order to preserve the integrity of the Township, gifts and benefits are not to be accepted over a material threshold of \$25, whether or not it was solicited or offered by an individual or business. Employees must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favours, hospitality or entertainment. (Please refer to exceptions below)

Employees must demonstrate transparency with regards to their relations with businesses and/or organizations who do business with the Township. No employee shall act as a paid agent before the Township or Council.

Employees shall recognize the need for their decision-making and actions to be viewed and perceived as impartial and transparent by refraining from having any pecuniary association with any business or organization that has interactions with the Township in the conduct of their duties and responsibilities. This may include but not be restricted to borrowing or receiving money or gifts, directly or indirectly. Employees who believe they are placed in such a situation are expected to disclose the situation to their Supervisor/General Manager

In the case of attendance at a social or recreational event the employee is expected to utilize time off entitlements unless pre-approval has been granted by his/her General Manager or the CAO.

Exceptions to Receipt of Financial Benefit/Gifts:

Employees may accept gifts of a nominal value, provided the gifts do not include money, cash, gift certificates, alcohol, services or other negotiable items. Employees who accept a gift which meets this criterion must report this to their Supervisor/General Manager. However, employees should not place themselves in a position where their loyalty or responsibility to the Township is viewed as being in jeopardy as a result of accepting gifts. Employees who believe they are placed in such a situation are expected to disclose the situation to their Supervisor/General Manager. This shall not prohibit employees from receiving promotional gifts or benefits of nominal value (for example coffee mugs or pens with a company's logo). It is also recognized that in the ordinary course of business it may be appropriate for a business or organization to pay for an employee's lunch. Receipt of such a gift or benefit in the course of business will not be considered a breach of these rules assuming that such receipt is infrequent, (as defined by less than three times per year by the same business) and that the lunch is less than \$100.

Employees will not benefit from the use of information acquired or used and that is not generally available to the public, during the course of official duties.

Public Engagements:

No employee shall charge a fee for taking part, during paid working hours, in a public speaking engagement such as a public radio/television broadcast, web site broadcast or



conference to which he or she was invited as a direct result of his or her position as an employee. Accepting a nominal gift for a speaking engagement during paid working hours is not a violation of this policy. It is not a violation of the policy for employees to charge or accept a fee for speaking engagements during time off work which is unpaid unless such employees are representing the Township. All requests that employees are invited to speak at a public engagement as a result of the discharge of duties as a Township employee must be pre-approved by his/her General Manager.

Political Neutrality:

Employees are entitled to exercise their right to support or be involved in the political campaign of a municipal, provincial or federal candidate or party, provided they do so on personal time and do not hold themselves out as representatives of the Township. However, employees must be politically neutral in their official employment duties in order to sustain public trust in local government. Employees should obtain approval of senior management prior to speaking publicly on a matter where they may be perceived to be representing municipal policy.

Employees are permitted to participate in any campaign or political activity provided they do so outside of normal working hours or during an authorized leave of absence without pay for this purpose. Such activity must be as a citizen and not as a representative of the Township, whether real or perceived.

Employees shall treat all members of Council with professionalism and courtesy but must not favour, nor be seen to favour, the interests of one Councillor or other elected official over the interests of Council as a whole. Employees shall observe the approved processes the Township has implemented for reporting confidential information and other matters to Council.

Social Media:

The use of social media to promote, discuss or converse about Township business or events will be utilized by approved staff members only. The use of social media by employees for personal use or non-approved use at work is not authorized. It is the expectation of the Township that all employees will ensure that appropriate, supportive and positive comments be included on social media when referring to the Township.

Township employees, in their private capacity as citizens, may want to use social media to share information and communicate with friends, family and co-workers. Even though they are using social media for personal purposes, some Township policies apply to the use of social media by employees when they are off-duty including the Township's Workplace Violence and Harassment Policy.

Employees who identify themselves as Township employees or who are identifiable as Township employees in their personal social media use should adhere to the following:



- Township employees shall conduct themselves in a manner that conforms to the Township's policies.
- Township employees should make it clear that their position does not officially represent the Township's position. Use phrases such as "in my personal opinion" or "Personally..." to communicate that you are expressing your personal views.
- Do not reveal anyone's personal information gained through work.
- Do not identify or comment about other Township employees without their consent.
- Township employees must not use social media in a manner that would harm the Township's reputation. Such conduct includes slurs, derogatory comments, or insults.
- Township employees are responsible not only for their own social media posts but also any comments made to their social media posts that were reasonably encouraged or welcomed by the employee's post.

Employees are reminded that despite efforts they may take to keep social media posts private, there is a public nature to all social media posts. Furthermore, social media users may be denied an opportunity to delete a post completely. Screen shots and cached data can maintain a social media post even after the original post is deleted.

Township employees are encouraged to use caution in their personal social media use. Township employees who violate the terms of this policy with social media use, including personal social media use may be subject to discipline up to and including dismissal for cause.

Unlawful Activity/ Fraud/ Breach of Trust:

Employees shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the Township. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage, pecuniary interest or benefit for oneself and/or others;
- Illegally obtaining money, including the solicitation and/or acceptance of bribes or favours;
- Intentionally providing false or incomplete or withholding information from Council and/or Township officials;
- Intentionally circumventing Township policies or procedures to gain a personal advantage for oneself and/or others;



- Planning or participating in a theft of Township property, or the use of said property to aid or conduct a theft of any kind;
- Inappropriate personal use of or intentional damage of Township property;

Disclosure:

Whenever an employee considers that he or she could be involved in a conflict of interest, whether real or perceived, or in any matter associated with this policy, the employee shall immediately disclose the situation to his/her General Manager or the CAO in writing.

Any employee, Council member, or a member of the public has the right to identify any alleged non-compliance. Should an employee witness one of these actions taking place (or believe that it is occurring), he/she is obliged to report the issue to their General Manager. In cases where the General Manager is the person conducting the inappropriate behaviour, the employee will report the issue to the next level of supervision up to and including to the CAO. In the case of a matter involving the CAO, the matter shall be reported to the Mayor.

Employees will be corporately protected from any form of reprisal for reporting improper behaviour. Nor shall an employee experience any discriminatory or other unfavourable treatment; be overlooked for promotions or future employment considerations; or have their existing position terminated providing that the allegations are not ultimately found to be intentionally malicious or frivolous in nature.

Non-Compliance:

Upon receipt of an alleged contravention the CAO, in consultation with the employee's General Manager shall determine the form of the investigation to be conducted. Additionally, the CAO will consult with the General Manager and Human Resources, should the contravention be verified, to determine the appropriate response, taking into account the circumstances.

Any transgression of a legal nature will be reported to the appropriate police authority. Failure to comply with this or any other Township policy may result in discipline up to and including termination as per the HR-300-01 Discipline Policy.

Declaration: All employees are required to review and acknowledge their understanding of this policy by signing the declaration form (Appendix A).



Employee Code of Conduct – HR-200-02

Appendix A Declaration

DECLARATION

I, the undersigned, acknowledge and understand the following:

That I have received a copy of the *Employee Code of Conduct Policy HR-200-02* and that I have read and understand the contents of this policy.

That the *Employee Code of Conduct Policy HR-200-02* outlines the expectations of my conduct as an employee of the Township of South Glengarry and that I will abide by this policy.

That I have been given the opportunity to ask questions and seek any clarification regarding the *Employee Code of Conduct Policy HR-200-02*.

That any breach or contravention of the *Employee Code of Conduct Policy HR-200-02* will be considered as grounds for discipline up to and including dismissal.

Witness

Employee Signature

Date

Employee Name (Print)



Recruitment – HR-200-03

WHEREAS the Municipal Act S.O. 2001, Chapter 25 requires each municipality to have policies in place with respect to recruitment, selection and hiring to meet the needs of the Corporation; and

WHEREAS the Council of the Corporation of the Township of South Glengarry deems it advisable to adopt policies with respect to the hiring of employees;

NOW THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

Policy

The Township of South Glengarry adopts the following procedures for hiring to facilitate consistent and fair hiring practices. These procedures may only be bypassed where the operational or staffing needs of the Township so require and where the Chief Administrative Officer (CAO) grants approval. The Township reserves the right to appoint, on a temporary or permanent basis, employees to managerial or supervisory positions. The Township is an equal opportunity employer and does not discriminate in the hiring process based on the protected grounds, as defined in the *Human Rights Code*, subject to requirements, qualifications or factors that are reasonable and bona fide in the circumstances. The Township of South Glengarry complies with all applicable Provincial Legislation in relation to employment and employment opportunities. Examples are: *Accessibility for Ontarians with Disabilities Act (AODA)*, *Integrated Accessibility Standards Regulation (IASR)*, *Ontario Human Rights Code* and the *Employment Standards Act*.

Scope

This policy applies to all hiring within the Corporation of the Township of South Glengarry with the exception of the Volunteer Firefighters which has specified procedures for recruitment, selection and hiring as per By-Law 60-15. This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement. In the event of a discrepancy, the collective agreement shall take precedence over this policy.

Objective

The Township's objective is always to hire the best qualified applicant. The selection process will be based on a number of factors, including qualifications, education, experience, skill, training, suitability and ability to perform the work.

Procedure



Prior to a position being posted, the following steps shall be undertaken:

1. A review of actual staffing, position requirements and need for the position;
2. A review of the existing job description; if a new position, preparation of job description;
3. A review or determination of salary range and point level;
4. Receive approval of Council if a new position or to fill a statutory position.

Internal Search

It is the Township's policy to make the best efforts to promote qualified internal candidates from within the organization when a vacancy or new position exists.

No employee shall be promoted without his/her consent.

Employees who are awarded and accept a promotion may be required to serve a six (6) month probationary period.

All internal postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

- The position will be posted for five (5) calendar days and on bulletin boards in all facilities where staff is positioned.
- Each posting will contain a deadline date and time for submission and shall state the title, department and a copy of the job description which outlines the duties, qualifications and experience necessary for the position.
- Employees are required to submit a cover letter and resume to the posted position outlining how they meet the qualifications of the position. Only employees who apply and meet the qualifications of the position will be considered for an interview.
- No applications will be accepted after the deadline or through a manner not prescribed on the job posting.

External Search

The Township promotes hiring from within for all positions; however we maintain the right to concurrently advertise job competitions internally and externally to optimize every opportunity to acquire the best candidate(s).

If qualified internal applicants apply during a concurrent posting, the Township employee will be interviewed to determine suitability prior to any external interviews being conducted.

Human Resources and the General Manager will determine the composition of a suitable advertisement, the market to be pursued and the carrier. Every effort should be made to advertise in a newspaper having general circulation within the Township. Wider circulation



may be suitable depending on the position. For positions requiring specific municipal experience, the area of search shall be wide enough to attract suitable candidates, i.e. Association websites or municipal specific websites.

At a minimum, advertisements will include the Township's logo and the statements *"An Equal Opportunity Employer"*, *"Only Those Applicants Selected for an Interview will be contacted"* and *"Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection."* All external postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

All advertisements will carry a job reference name/number and applicants will be required to submit a cover letter and resume.

All Township of South Glengarry external competitions will be posted on the Township's website (www.southglengarry.com).

External advertisements will be posted for at least five (5) calendar days, or as otherwise determined. Each posting will contain a deadline date and time for submission. No applications will be accepted after the deadline or through a manner not prescribed on the job posting.

Human Resources will screen all applicants and develop a short list of qualified candidates for review by the General Manager. Only applicants meeting the positions qualifications will be placed on the short list for further consideration.

The Township reserves the right to waive qualifications as it deems appropriate. (Examples may include but are not limited to under-fill, number of applicants and labour market conditions).

Interview Format

Non-union positions: Will be conducted by an interview panel which includes: Human Resources and management representative(s).

The CAO interview will be conducted by Council and a third-party consultant, if appropriate.

Unionized positions: Will be determined if an interview panel is required or if the position will be filled through the seniority process. At least one member of the panel will be a manager or member of the department where the vacancy occurs. The CAO reserves the right to substitute panel members where appropriate.

Panel members whose participation in an interview could result in a conflict of interest must disclose the details of the conflict of interest to the CAO prior to commencing in the



interview process. Upon review of the disclosure a new member can be selected and a substitute panel member can be chosen. All conflicts and substitute panel members will be discussed with the CAO for approval.

A conflict of interest may include, but is not limited to situations where a panel member's personal and/or business activities and interest may be perceived to be in conflict with those of the Township.

From the short list of applicants, the General Manager will identify those candidates to be interviewed. Human Resources will schedule interviews with the selected candidates in consultation with the General Manager.

An applicant who requests an accommodation relevant to their needs to participate fully in the selection process will be reviewed by Human Resources

Human Resources shall consult with the applicant and provide or arrange for the provisions of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

A reference check will not be conducted without first obtaining the written authorization of the applicant.

Following the interview and selection of a preferred candidate, Human Resources Advisor or the General Manager, or designate, will contact the references of the preferred candidate and report the results to the General Manager before an offer of employment is made.

Hiring

The final decision to hire shall be made by the Interview Committee and the appropriate General Manager based on the results of the interview, necessary testing and reference checks.

Council approves the hiring of the CAO.

Offers of Employment

Human Resources, or designate, will make an offer of employment verbally followed up in writing to the successful candidate. All offers of employment will be conditional upon:

- a) Provision of a valid Criminal Record Check which is acceptable and satisfactory to the Township as per Township policy HR-200-11;
- b) Provision of a Driver's Abstract as required for position's outlined in Township policy, which is acceptable and satisfactory to the Township;
- c) Successful completion of any pre-employment assessments at the designated provider of such services if required;



- d) Provision of proof of any certification, registration, license, or training that may be required;
- e) Any other considerations that may be appropriate;

Medical testing may be required where it is deemed to be a Bona Fide Occupational requirement as outlined in the job description. Where applicable, the Township's insurer has the right to request a medical history or a physical in order to ensure coverage. Such expenses shall be covered by the Township. When making an offer of employment the employer will notify the successful applicant of its policies for accommodating employees with disabilities. Once the offer of employment has been accepted and all conditions of employment have been met, the new employee will be referred to their supervisor for orientation.

Post Evaluation

Human Resources or designate will notify unsuccessful applicants interviewed in a timely manner.

Hiring of Relatives

Relatives are permitted to work for the Township provided they possess the necessary qualifications for the position and there is no direct supervisory relationship between the relatives.

Should employees marry or become relatives after becoming employed by the Township, they may continue their employment as long as there is no direct reporting relationship between the relatives. No member of Council, local board member or staff member, who is related to a potential applicant for a position within the Township, shall be involved in the relevant position interview process. An external applicant or current employee will be considered for hiring or promotion in a department in which a relative of that person is a supervisor, or in circumstances where a relative of that person may be supervised by the applicant only after review by the CAO or Council when dealing with positions that report to the CAO. The circumstances and other relevant information will be fully investigated and provisions may be put into place as necessary.

For the purpose of this policy, a 'relative' is defined as a spouse, same-sex partner, child, step-child, parent, step-parent or sibling of an employee.

Unsolicited Resumes

Applicants must apply for a posted position. Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the CAO. Unsolicited resumes received by the Township will not be kept on file.

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Employee Concerns – HR-200-04

Policy

It is recognized that in any organization, it is difficult to avoid occasional complaints and misunderstandings. The Township of South Glengarry wants these complaints and misunderstandings reported and resolved promptly.

Employees of the Township shall have an avenue to express their concerns regarding their work assignments and work environment that are not subject to grievance.

Objective

To ensure employees can express concerns that are not subject to grievance.

To ensure follow-up to employee concerns as required.

Procedure

If an employee has a concern that is not subject to a grievance, he/she shall report it following the chain of command:

- a) Report it to the Supervisor
- b) Report it to the General Manager/CAO
- c) Report it to the Mayor or designate when dealing with the CAO

If a concern is related to another staff member, employees should always attempt to discuss concerns with the other party where applicable, in an appropriate manner, before filing a formal concern.



Employee Information – HR-200-05

Policy

The Township of South Glengarry adheres to the *Municipal Freedom of Information and Protection of Privacy Act* (hereinafter the *Act*) in the collection, use, disclosure, and disposal of personal employee information.

Objective

To ensure that procedural guidelines are in place with respect to the collection, use and disclosure of employee information and to protect and control the privacy and use of such.

Procedure

Personal employee information includes any recorded information about an identifiable employee, including information:

- Relating to the employee's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, political beliefs, or associations relating to the employee's education or medical, psychiatric, psychological, criminal, or employment history
- Relating to financial transactions in which the employee has been involved
- Any identifying numbers assigned to the employee
- The employee's personal address and telephone number
- The employee's personal opinions or views, except if they relate to another individual
- The views or opinions of another individual about the employee, e.g. personal recommendations, evaluations or character references

The *Act* limits the rights of institutions to collect and retain personal information about individuals. The Township shall comply with the *Act* as it relates to the collection and retention of personal information.

Personnel Files

For purposes of this procedure, personnel file means any and all documentation included in the employee's file as maintained by Human Resources.

Content of the Official Personnel File



Only job-related information will be maintained in the personnel file. The official personnel file of an active employee includes the following:

- Original application or resume/covering letter
- Letter of offer for employment purposes
- Any documentation related to placement, transfers, promotions or demotions
- Compensation records
- Performance Appraisals
- Memo's letters and other documentation relating to an employee's performance
- Rebuttal information submitted by employee
- Other job-related information

The following will not be included in the official personnel file, but will be maintained in separate files:

- Medical records/documentation
- WSIB claims
- Grievances

In addition to the above, a payroll file shall be maintained for each employee that contains information pertaining to pay, benefits and attendance.

Access

An employee may access his/her personnel record by making an appointment with Human Resources. The employee will be supervised by assigned staff while he/she reviews his/her record.

An employee can access all personal information in his personnel record with the following exceptions:

- Information collected in a reference check if the disclosure reveals the identity of the information source and the source expected that his/her identity would be held in confidence
- Information that would disclose personal information about another individual

Employees shall have access to other employees' personal information only on a need to-know basis and only as is necessary to the performance of their duties.

An employee can request a correction of his/her personal information if there is an error or omission or alternatively, he/she may require that a statement of disagreement be attached.

Disclosure



The Township will only disclose personal employee information to external individuals and/or organizations under the following circumstances:

- If the employee has consented to its disclosure
- For the purpose for which it was obtained or compiled or for a consistent purpose
- As may be required by law
- In compelling circumstances affecting the health and safety of an individual if, upon disclosure, notification is mailed to the last known address of the employee to whom the information relates
- In compassionate circumstances, in order to facilitate contact with next-of-kin or a friend of an individual who is injured, ill, or deceased
- As may otherwise be permitted by the *Act*.

Reference Requests

If an organization contacts any employee of the Township for reference information regarding a current employee or former employee of the Township, the request must be forwarded to the General Manager of the employee or former employee. At the determination of the General Manager, the appropriate supervisory or management staff member will disclose information only if the employee has given permission in writing to do so.

Answers provided during references should be based on performance which has been documented and can be substantiated.

If a reference check is sought for an employee who has been terminated or where employment ended on unsatisfactory conditions this request should be forwarded to Human Resources.

Confirmation of Employment/Salary

Consistent with the *Freedom of Information and Protection of Privacy Act* the Township will not disclose salary or employment information to a third party.

Where an employee requires confirmation of their employment with the Township they are to request such from Human Resources. Requests for verification of salary and employment must be made by the employee in writing to Human Resources.

Human Resources will prepare written confirmation of salary and employment addressed to the employee for his/her release to the third party.

Verbal confirmations can be provided by Human Resources or a designate provided the employee has provided written authorization.



Safekeeping

Reasonable measures shall be implemented to prevent unauthorized access to personal employee information and to protect personal employee information from inadvertent destruction and/or damage.

Inquiries

Inquiries relating to this Policy should be referred to the CAO who will determine the nature of the request and respond appropriately.



Personnel Records – HR-200-06

Policy

The Township of South Glengarry shall maintain personnel records that contain documentation regarding all aspects of employees' employment and records required by law.

Objective

To ensure the effective compilation, organization and confidentiality of personnel records

Procedure

The Township recognizes its responsibility for safeguarding personnel records, which shall be kept in locked files.

It is the responsibility of each employee to promptly notify Human Resources, in writing, of any changes to information pertinent to his/her personnel file, including changes to the employee's home address, telephone number, marital status, or emergency contacts.

Registered, certified, licensed or similarly qualified employees are required to submit proof of registration, certification, license or other similar qualification to their supervisor for filing in the employee's personnel record. Failure by the employee to produce such documentation upon request will be considered just cause for termination of employment.

Employees shall be responsible to submit to their supervisor, annual renewals, if applicable, of such documentation. Failure to produce such documentation will be considered just cause for termination of employment.

The employee's personnel file will contain:

- a) Job description, interview information, letter of offer;
- b) Criminal reference check;
- c) Education/qualification documents required;
- d) Payroll, health benefit and pension information;
- e) Letters of counseling and discipline;
- f) Performance appraisals;
- g) Leave of absence requests and responses
- h) Other information as identified for this file;

Separate files will be kept to contain such records as attendance, WSIB, grievance, etc.



Employee Job Descriptions – HR-200-07

Policy

It is the policy of the Township of South Glengarry to establish job descriptions for each employee category.

Objective

To establish minimum guidelines for qualifications and the job expectations for each staff category.

Procedure

Job descriptions shall be developed by Human Resources in conjunction with the management team. Job descriptions are reviewed as needed by the management team or on an annual basis.



Orientation – HR-200-08

Policy

Orientation programs assist staff in understanding the mission and philosophy of the organization and as a result, encourage commitment to the organization. They also play an integral part in new employees understanding their role in the organization. As an ongoing process, orientation begins during recruitment and selection and continues as needed throughout the individual's employment. The Township of South Glengarry supports this process with an orientation program for new staff members.

Objective

- To make workers and co-workers have a positive hiring and integration experience.
- To excite new hires about their new job and excite co-workers about the new hire.
- Give new hires the information they need to eliminate barriers to good performance.
- Identify expectations of the new hire so General Managers and Supervisors can manage them.
- Get other workers involved in the orientation and retention of a new hire.
- Give the Township of South Glengarry an advantage over other employers by “celebrating” our new hires.

Procedure

The new hire shall be provided an orientation package upon acceptance of the job offer. The orientation package will include all employment related paperwork, such as payroll & benefits information, policies and procedures and any other pertinent information applicable to their position.

Each new hire will be scheduled for orientation prior to commencing employment. As soon as practicable after the employee starts, the new employee will be required to complete any legislated mandatory training.

The General Manager or Supervisor will ensure that all new employees will be made aware of the Township Health & Safety Policies and Procedures, as well as departmental and position specific health & safety practices.

The completed pledge of confidentiality, code of conduct sign off and policies and procedures sign off will be filed in the employee's personnel file.

The General Manager or Supervisor will be responsible to ensure that a departmental specific orientation is provided to the new hire.



Appropriate Use, Care and Security of Electronic Resources – HR-200-09

Policy

The Township's electronic resources have been acquired and are allocated/provided/made accessible to individuals and groups, for specific purposes necessary to carry out the business of the Township. All users must ensure that the Township's electronic resources are used in an appropriate, ethical and lawful manner. The Township expects all users to conduct themselves according to the highest standards of professional ethics and behaviour appropriate for a government agency.

The *Employee Code of Conduct* HR-200-02 policy will apply to all staff, students, volunteers and all other users. Electronic resources shall be understood to include servers, desktop computers, laptop computers, tablets, telephones, cellular phones, personal digital assistant devices (PDAs), smart phones, software, corporate data and all electronic storage devices, etc.

Objective

To ensure the appropriate use and security of electronic resources

Procedure

Users will agree to use all electronic resources solely for appropriate purposes as a condition of access.

The inappropriate use of any electronic resources will not be tolerated. Some examples of inappropriate use are found in Appendix A. This is not to be taken as an exhaustive list. Users found to have breached this Policy are subject to the full range of disciplinary procedures up to and including dismissal.

All users will be informed about this Policy during orientation, ensuring that all users receive instruction on what constitutes appropriate and inappropriate use of the electronic resources and on what to do if notified or become aware of any inappropriate usage. The acknowledgement form, found in Appendix B, will normally be presented for signature before granting access to the equipment.

Users assigned specific electronic resources shall take every effort to ensure the security of the hardware, software and all file information.



System Monitoring

Users expressly waive any right of privacy in anything they create, store, send or receive on the Township's computer systems. The Township of South Glengarry can monitor emails without notice.

Communication of Trade Secrets

Unless expressly authorized to do so, Users are prohibited from sending, transmitting or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to the Township of South Glengarry. Unauthorized dissemination of such material may result in disciplinary action as well as substantial civil and criminal penalties under Provincial and Federal Economic Espionage laws.

Email Disclaimer

All Users will include the following disclaimer on all emails:

Disclaimer: This e-mail and any attachments may contain personal information or information that is otherwise confidential and is intended for the exclusive use of the intended recipient. The contents hereof are protected under the rights and privileges of the Municipal Freedom of Information and Protection of Privacy legislation. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Township of South Glengarry accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply advising of the error and delete or destroy any copies of it. The transmission of e-mails between an employee and agent of the Township of South Glengarry and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Township of South Glengarry.



Appropriate Use, Care and Security of Electronic Resources - Appendix A

INAPPROPRIATE USE OF ELECTRONIC RESOURCES

All users of the Township's electronic resources are responsible for ensuring the integrity of the resources being used and that the uses to which these resources are put are for the advancement of Township business.

During non-work periods, users may make limited and reasonable personal use of the Township's electronic resources. Reasonable is defined at the sole discretion of the Employer and is not negotiable. Should a user incur any financial cost to the Township as a result of personal use of electronic resources, including but not limited to telephones, computers, etc., the user shall promptly acknowledge such costs and reimburse the Township immediately.

All other uses of the Township's electronic resources are deemed inappropriate. Specific examples include but are not limited to:

- Using electronic resources for purposes other than those for which they were allocated.
- Engaging in illegal activities.
- Failing to maintain the confidentiality of passwords.
- Downloading or transferring software of any type onto any electronic resources unless specific authority has been provided in writing by the user's General Manager or designate.
- Saving or transferring files of any type onto or from any electronic resources unless such action is clearly required in the performance of duties defined by the position description or terms of reference, written or inferred.
- Using a computer account without authorization or providing computing resources to individuals or groups without the specific authorization of the relevant General Manager or designate.
- Unauthorized sharing, inspecting, altering, deleting, obtaining copies of, publishing, or otherwise tampering with files, programs or passwords that the individual is both authorized and not authorized to access.
- Using electronic resources, particularly electronic mail, web servers and bulletin boards, to send fraudulent, harassing or obscene messages.
- Developing or using programs that harass other users or that damage the software or hardware components of the electronic resources and/or placing any destructive or nuisance programs, such as viruses, in the electronic resources.
- Attempting to circumvent security systems on any electronic resource.



- Compromising or attempting to compromise the integrity of the electronic resources by accessing or attempting access or alteration of system control programs or files.
- Using unlicensed or unauthorized copies of computer software or unauthorized file storage devices.
- Breaching the terms and conditions of a software licensing agreement to which the Township is a party.
- Theft or misappropriation of electronic resources, such as equipment, data and programs.
- The loss of work time due to inappropriate use of the Township's electronic resources may also be deemed to be theft.
- Engaging in any action which unfairly denies or restricts the use of electronic resources to authorized users.

Any of the following activities are deemed to be inappropriate uses:

- Unlawfully accessing, destroying or altering electronic records not approved for access by the user.
- Defaming other persons (e.g., spreading false allegations or rumours about others).
- Disclosing electronic records containing personal information, business trade secrets, or classified government information to unauthorized persons.
- Unlawfully exporting encryption software (e.g., putting it on the Internet without an export permit).
- Misusing passwords, encryption keys, or computer service accounts (e.g., obtaining money, goods, or services through false representation made on a computer system; using another person's password or encryption keys; gaining access to computer services where the person has no right of access; any acts of fraudulent behaviour).
- Electronic gambling.
- Making, possessing, or distributing computer programs that are designed to assist in obtaining unlawful access to computer systems (hacking and trafficking).
- Harassing other persons electronically (e.g., making threats to a person's safety or property).
- Wilfully promoting hatred against any identifiable group or individual by communicating such statements outside of private conversations
- Infringing intellectual property rights.
- Collecting, transmitting, storing or exchanging information in violation of any applicable law or regulation.
- Damaging, interfering or disrupting others' lawful use of data and computers/cell phones (e.g. – spreading viruses with intent to cause harm, encrypting, altering, or destroying data with intent to make it inaccessible to others with a lawful need to access it).
- Fraudulent or negligent misrepresentation.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



- Possessing or distributing pornography; disseminating obscene materials.
- Intercepting private communications and unlawfully obtaining access to personal information.
- If any user becomes aware of another person using the Township's electronic resources inappropriately, that user is obliged to disclose such knowledge to his/her General Manager or designate or the CAO without delay.
- Any user failing to report such inappropriate use will be deemed to have personally used the Township's electronic resources inappropriately.



Appropriate Use, Care and Security of Electronic Resources - Appendix B

Electronic Resources Acknowledgement Form

(Return this page only to Human Resources. This page will be retained in your personnel file.)

By signing below, I, the undersigned, acknowledge and agree to the following terms:

I have received, read, and understood the *Appropriate Use, Care and Security of Electronic Resources Policy*, including Appendix A;

I understand that all electronic resources made available or accessible to me by the Township of South Glengarry must be used appropriately by me at all times.

I understand that all electronic resources made available or accessible to me are owned by the Township of South Glengarry and may be monitored without prior notice.

I understand and agree that the electronic resources provided to me by or to which I have access from the Township of South Glengarry may contain confidential information related to the Township and that this is and remains the property of the Township at all times;

I understand that all passwords assigned or chosen by me must be kept confidential from all others. I further understand that it is my responsibility to immediately report to my General Manager or designate if I believe any of my passwords or the passwords of any others have been compromised;

I agree that, if I leave the Township of South Glengarry for any reason, I shall immediately return to the Township all electronic resources that have been assigned to me or are in my possession including any file storage media;

I understand that should any electronic resources assigned to me or in my possession become lost or stolen, I must provide a copy of the police report to the Township, as appropriate. Otherwise, I may be held responsible for the full cost of replacement and I understand that failure to follow the *Appropriate Use, Care and Security of Electronic*

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Resources Policy at any time may result in disciplinary action up to and including dismissal.

Signed on: _____
(Date)

Print Name:

Signature:

Print Name (Witness):

Signature:



Dress Code – HR-200-10

Policy

The Township of South Glengarry is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for Council, residents, potential employees and community visitors.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment and applying a dress practice that is conducive to our business environment.

To assure compliance with the requirements of the *Occupational Health and Safety Act* Section 28(1) (b) of the Act states, a worker shall “use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.” Further, the ‘so-called general clause’

Section 25(2) (h) of the Act requires the employer to “take every precaution reasonable in the circumstances for the protection of the worker.”

The Township is committed to providing and maintaining a safe healthy workplace environment by requiring employees to wear specific uniforms and/or safety apparel appropriate to duties assigned to their position.

Objective

To provide direction to employees as to a dress code that projects a neat, professional and safety conscious manner appropriate to duties assigned to their position.

Procedure

Where the terms of a collective agreement differ from this policy, the collective agreement will apply.

Employees representing the Township at Council or a committee meeting should dress in business attire.

Fridays are designated as ‘Casual Day’ and jeans are permitted. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business-appropriate attire be worn on Casual Day.

The Township will take an employee’s religion, ethnicity, or disability into consideration as it pertains to personal dress and/or grooming.

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Clothing bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature are not permitted.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, General Manager or the CAO, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.



Criminal Record Background Check Canadian Police Information Centre (CPIC) – HR-200-11

Policy

The Township of South Glengarry is committed to providing effective municipal services and ensuring legislative requirements are met when hiring staff and placing volunteers who will be serving the public.

Vulnerable Sector

Each identified position that meets the criterion below requires a vulnerable sector Criminal Background Check. Therefore each employee in the identified positions and/or volunteer who meets the criteria will be required to obtain a Criminal Record Background Check and a Vulnerable Sector Check (CPIC) as per legislative requirements. This applies to:

Township employees 18 years of age and older in the following positions:

- Parks and Facilities staff including Summer Students and Volunteers
- Fire Chief
- Volunteer Firefighters

All volunteers and placement students who are 18 years of age and older, where it is deemed necessary due to the nature of their assigned duties

All other positions not listed above will be required to provide a standard criminal record background check (CPIC) in accordance with the timeframes listed in this policy.

Objective

The Township's objective in requiring a criminal record check as a condition of employment acknowledges the high volume of confidential, personal and sensitive information dealt with by the Township and the nature of the many vulnerable populations served. By ensuring all employees and volunteers have an acceptable and satisfactory criminal record check and in some positions that they are declared suitable for vulnerable sector employment, the employer can be confident that it is addressing this aspect of employee/volunteer suitability consistently and thereby protecting the interests of the Township.



Procedure

Any costs associated with obtaining the pre-employment/pre-volunteer criminal record background check (CPIC) are covered by the Township of South Glengarry.

CPICs are required only after an offer of employment has been made to an applicant. Upon the provision of a valid CPIC which is acceptable and satisfactory to the Township, the prospective employee/volunteer will be deemed to have met one of the conditions of employment/volunteering.

At the time of a conditional offer of employment, the Township will accept a CPIC that is declared suitable for vulnerable sector employment that has been conducted within the last six (6) months from the date of offer as long as the prospective employee/volunteer is prepared to sign the Criminal Record/Conviction Declaration Form (Appendix A).

The presence of a criminal record shall not necessarily be a barrier to employment or volunteer status, but in arriving at a final decision regarding the candidate's suitability for employment or volunteer status, the Township shall take into account the following factors:

- the nature and number of conviction(s);
- the length of time since the conviction(s);
- rehabilitative efforts made by the candidate;
- duties and responsibilities associated with the position and the relevance of the criminal conviction
- the potential risk to vulnerable persons as a result of employing the candidate.

All employees are responsible for advising their employer if and when the information on the CPIC provided at the outset of employment is no longer accurate.

Appendix: A – Criminal Record/Conviction Declaration



Criminal Record Background Check Canadian Police Information Centre (CPIC)

Appendix A

Criminal Record/Conviction Declaration

Name: _____
(Please Print in UPPER CASE)

I DECLARE that since the last Criminal Record Background Check (CPIC) produced for myself:

PART A (Check applicable box)

- ☐ I have no convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada); or
- ☐ I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada). (List convictions in Part B below under "List of Convictions")

PART B (If applicable, please complete)

List of Convictions: (If more than two (2) convictions, please number and list the following information [a), b) and c)] on the reverse side. Additional page(s) can be added if required).

a) Conviction:

b) Date Registered:

c) Court Location:

a) Conviction:

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b) Date Registered:

c) Court Location:

PART C (Check all boxes)

- ☐ I shall immediately notify my Employer, the Corporation of the Township of South Glengarry, upon any conviction(s) being registered against me under the *Criminal Code of Canada*, in accordance with policy; and
- ☐ I understand that my failure to fully disclose information in accordance with the above declaration may result in my employment being terminated by the Corporation of the Township of South Glengarry.

Signature: _____

Declared before me at Lancaster, ON, this _____ day of _____, 20____.

Signature – Commissioner of Oaths

Seal of the Corporation of The
Township of South Glengarry



Employee Driver's License – HR-200-12

Policy

This Policy applies to all employees and students who are required to operate a vehicle that is owned, leased, or rented by the Township of South Glengarry either as a regular or occasional part of their job responsibilities.

Objective

The Province of Ontario, under the authority of the *Highway Traffic Act*, requires each person to hold a valid driver's license to operate a vehicle. The Township of South Glengarry as a responsible employer using both private and corporately owned vehicles require staff to provide verification of a valid driver's license.

Therefore, all employees who drive Township of South Glengarry vehicles (whether owned, rented or leased, or, employees who are required to use their personal vehicle for Township of South Glengarry purposes), shall at all times be in possession of a valid driver's license with the appropriate class. Upon conditional offer of employment, a certified copy of a valid driver's license shall be provided to the employer for the purpose of validating the driver's license.

All Unionized employees of the Roads Department are required to hold a valid class "D" driver's license with a "Z" air brake endorsement.

All other staff and students that operate vehicles are required to hold a valid class "G" driver's license.

Definition

Ignition Interlock:

A device or system connected to the car's ignition that checks for the presence of alcohol in the driver. The driver must blow into the machine to start the car and continue to periodically blow into the device to keep the car in motion. If the device senses alcohol, the car will not start or will turn off.



Procedure

1.0 Pre-hire Driver's Licence Checks and Offer of Employment

The requirement to hold a valid driver's licence shall be indicated in a position's job posting.

1. Human Resources will request a copy of the driver's licence upon conditional offer of hire and will hold a copy of the employee's driver's licence in the employee file.
2. If a potential employee who is required to operate a Township vehicle and/or equipment has a suspended licence for any reason the offer of employment shall be rescinded.
3. The potential employee will be required to submit a current Driver's Abstract from the Ministry of Transportation which includes the following information:
 - Confirmation of the class of licence and restrictions;
 - Demerit Points.

2.0 Licence Suspensions, Downgrade or Cancellation Due to Legal Conviction

Probationary Employees

Any probationary employee who is required to hold a valid Ontario driver's licence or equivalent as a condition of employment and has such licence cancelled, suspended or downgraded due to a legal conviction shall have his/her employment terminated immediately.

Regular Employees

Where there is a change in the status of an employee's licence due to a legal conviction, the following shall apply to those who require a driver's licence for their classification.

For the period of the licence suspension, the employee shall be suspended from work without pay and benefits unless the employer is able to provide alternative employment for the period of the licence suspension. Please refer to the **relevant collective agreements for unionized employees**. The employer shall not be expected to create a position to provide suitable alternative work. Where alternative work is provided, the employee will be paid at the applicable rate of pay for the work being performed. The



reassignment of the employee is at the discretion of the employer and will take into account the following:

- The length of the suspension and the nature of the driving offence;
- The availability of suitable alternative work that does not incur reasonable expense to the employer;
- The qualifications of the employee and his/her ability to perform alternate work;
- The employee's past record and length of service.

The employee shall be allowed at such time that his/her licence is restored with no "Ignition Interlock" restrictions to return to the classification held prior to losing their licence, should it exist or shall be returned to a vacant position at the same or lower level and applicable rate, provided the employee is qualified.

In those cases in which the employer is unable to provide suitable alternative work without unreasonable expense, the employee shall be granted a leave of absence without pay and benefits for the duration of loss of his/her licence to a maximum of one year. It is understood that this shall apply for one instance only for any employee.

Any subsequent suspension based on a legal conviction will result in discharge.

3.0 Licence Suspension, Downgrade, or Cancellation for Medical Reasons

Where an employee is required, as a condition of employment, to have a valid driver's licence to drive a vehicle or his/her own vehicle on Township business and where such employee is served with a licence suspension and/or driving prohibition for medical or legal reasons, the following shall apply:

Temporary or Permanent Loss of Licence for Medical Reasons (without legal conviction)

Where an employee's licence is suspended/revoked on a medical ground, the employee must notify the employer immediately upon notification. The employer will undertake a review process to determine what accommodations, if any, can be provided to the employee. The employee's cooperation in the accommodation process is required.

4.0 A Change in Status

All employees are required to immediately notify the employer in writing of any change in the status of the driver's licence required for his/her job. Failure to immediately notify the employer of a licence suspension, temporary removal, or change in status may result in immediate discharge of his/her employment.



Telecommuting Policy HR-200-13

Intent

The intent of the *Telecommuting Policy* is to establish guidelines and provisions for telecommuting arrangements which can be implemented on an occasional basis. The arrangements can be granted during a state of emergency (i.e. during a pandemic) or it can be granted on an interim basis during regular business operations with the approval of the CAO and the employee's reporting manager.

Definition

Telecommuting is the use of technology to change the location of where work is performed other than the conventional office workspace, usually the employee's home. Although not all jobs can be performed satisfactorily from other locations, the Township of South Glengarry recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Township of South Glengarry and the employees.

Guidelines

This procedure applies to full-time permanent non-union and contract non-union employees. It may also apply to union employees, subject to the terms and conditions in their respective collective agreements.

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

Eligibility

1. Not all jobs or departments are suitable for a telecommuting arrangement due to the nature of the work performed and operational requirements.
2. Employees who would like to be considered for a telecommuting arrangement must first consult with their manager and then the manager must submit a written request to the CAO. The decision to allow an employee to telecommute will be made by the CAO in consultation with the employee's manager.
3. Telecommuting is an employee privilege and not a guarantee or an entitlement. Telecommuting is not to be considered a universal employee benefit and must have the complete support of the manager and the CAO.
4. Employees that are considered for telecommuting must be able to work independently, be self-starters, demonstrate attention to work time and be



- able to continually meet the productivity requirements of their position.
5. The resources that an employee needs to do his/her job must be easily transportable or available electronically.
 6. Jobs that entail working alone or working with specialized software or equipment that can be kept as his/her remote workspace are often suitable for telecommuting. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting.
 7. Management may establish work rules to support telecommuting to ensure access, safety and timely completion of work.
 8. Telecommuting is not an alternate to child or elder care. If applicable, the telecommuter must make appropriate arrangements for dependent care.
 9. Employees are not permitted to have more than one flexible work arrangement at the same time. Consideration may be given for exceptional circumstances on a time-limited basis with CAO approval.

Schedules and Hours of Work

1. The normal hours of a telecommuting employee are the standard business hours of the department in which the employee works in, unless otherwise approved by the manager.
2. Changes to the employee's schedule must be approved in advance by the employee's manager. In some instances, telecommuting hours may be different from office hours, however the employee and manager must agree on the designated hours of work.
3. The number of hours an employee works per day and per week will not change due to telecommuting.
4. An employee must be available by telephone or email during the scheduled hours of the telecommuting arrangement, with the exception of their scheduled lunch/break period. Any changes to their remote contact information must be reported to their manager immediately.
5. Overtime hours must be pre-approved by the manager. Any shift differential pay will apply only when the manager requires the employee to work during hours where the *Non-Union Overtime Policy (HR 700-13)* or collective agreement would apply.
Absences will be reported accordingly to the employee's manager or supervisor regardless of where the employee would be working that day. Recording and tracking work hours on the employee time sheet is the responsibility of the telecommuter, regardless of the location where the work is performed.
6. Managers may require an employee to return to the Township of South Glengarry work location on a telecommuting day should work situations



warrant such an action. If an employee is asked to return to the office during telecommuting days frequently, the manager may re-evaluate the compatibility of the employee's suitability for telecommuting and with appropriate notice to the employee, terminate the telecommuting arrangement.

7. If an employee is required to be in the office on a telecommuting day, mileage is not paid.
8. Telecommuting arrangements will vary among departments and business units, depending on the function and responsibilities of the employee. Each department must maintain some appropriate complement of employees who work on site at the Township of South Glengarry locations in order to function effectively.

Workspace

1. Employees who are approved for a telecommuting arrangement must have an appropriate work area in their remote location that considers ergonomics, appropriate equipment, noise and interruption factors. Lighting, internet service, power and temperature control should all be consistent with a typical office environment.
2. The Township of South Glengarry's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location since the remote location will be considered an extension of the Township of South Glengarry workspace.
3. In the case of an injury while working remotely, the employee must report the injury to his/her manager or human resources immediately (or as soon as circumstances permit). Employee must also submit a written report and file WSIB form through their supervisor and Human Resource Advisor.
4. Any increases to the employee's home utility costs are the responsibility of the employee.

Use of Company Property

Employees must use company-provided devices when working remotely to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. All completed and working copies of documents must be saved on the Township of South Glengarry's computer server with limited access so that information is available to those who may require its use from the company worksite. Failure to use company-approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including termination.



Company-owned resources may only be used for Township purposes. Employees must take reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

Confidentiality and Security

1. It is the responsibility of the employee to take all precautions necessary to secure all government-related information and to prevent unauthorized access when working outside the Township of South Glengarry's work locations to ensure the integrity and confidentiality of information. Steps to take to secure information include, but are not limited to, use of locked file cabinets or desks; regular password maintenance; and any other steps appropriate for the job and the environment.
2. The employee must agree to allow an authorized Township of South Glengarry representative to access the remote workspace during prearranged times for business purposes, which may include but not limited to: Health and Safety inspections, equipment installations and repairs, security assurance and retrieval of Township property.

Health and Safety

The Township of South Glengarry is committed to ensuring that the alternate worksite is safe and ergonomic. The Township may make onsite visits to the employee's work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, the Township of South Glengarry may refuse or revoke the employee's remote work arrangement.

In the event of a work-related incident or injury in the designated workspace, the employee needs to immediately report the incident to his/her manager. Employees working remotely will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working remotely. The employee remains liable for injuries to third parties that occur on the employee's premises.

Employees shall complete and sign the attached Appendix A - Employee Declaration prior to their approved and scheduled date to work from home.



Employee Responsibilities

1. Ensuring the designated workspace meets the standards as outlined in this policy.
2. Maintains communication with manager, colleagues and clients to the standards set corporately.
3. Demonstrated ability to be self-motivated, well-organized and self-disciplined in their approach to work.
4. Ensures service delivery is seamless to all other parties (internal and external).
5. Agrees to work standard hours as set out in this policy or designated hours approved by their manager.
6. If required, the employee agrees to be flexible with their time and adjust their work hours accordingly to meet business and/or operational emergencies, demands and requirements.
7. The employee agrees to use a Township issued laptop and not their personal computer when telecommuting.
8. Continue to perform due diligence to protect the security of the Township's data and information and client records and confidentiality while working remotely.
9. Continues to abide by the Township's *Appropriate Use, Care and Security of Electronic Resources Policy (HR 200-09)*.
10. Records time accordingly on time sheets. No changes will be made to the method of payment or the amount. If an employee is found to have made false reports on their timesheet, they may be subject to discipline up to and including termination.
11. Failure to abide by the *Telecommuting Policy*, or associated work rules determined by the manager may result in discipline up to and including dismissal.

Manager/Supervisor Responsibilities

1. Monitors productivity and maintains communication with the employee regardless of the location of the employee.
2. Ensures the approved schedule for telecommuting is not impacting the job duties and service levels/hours of the department.
3. Ensures other employees are aware of the location and arrangement.
4. Ensures service delivery/service provided is seamless to all other parties (internal and external).
5. Approves/provides common office supplies from the Township.



Chief Administrative Officer Responsibilities

1. Approves or denies the telecommuting agreement and schedule submitted by the manager for telecommuting requests.
2. Monitors productivity in consultation with the manger of employees working from home.

End of Arrangement

At the end of a telecommuting arrangement, employees must promptly return all Township property used for working remotely. An employee, current or former, may receive notices from the Township of South Glengarry to return company property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the Township. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the Township's property to the worksite.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Township of South Glengarry's *Telecommuting Policy*. Further, I agree to adhere to this policy and I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____



Appendix A – Employee Declaration

This declaration shall be used to review the effectiveness, health and safety and ergonomics of the employee telecommuting workspace. This declaration shall be completed by the employee working from home.

Telecommuting Employee Declaration	Employee Initials
The employee will maintain productivity and meet their deadlines.	
The employee agrees to maintain a quality of work as expected by their supervisor.	
The employee must be easily reached during operating hours and communication must not be hindered in any way (i.e. satisfactory internet connection, cell phone, landline)	
The space in which the employee works from home meets the health and safety requirements, including ergonomic considerations.	
The employee will remain available for onsite meetings when required	
The employee remains reliable and must continue to keep their supervisor up to date with their schedule and accomplishments	
The employee will complete any training, as required from their supervisor.	
Workplace Ergonomic Declaration	
The home workspace used by the employee is adequate, clean, free of debris and tripping hazards.	
The employee workspace has adequate illumination levels for the visual demands of the job.	
The employee has no concerns regarding the size of the display, sitting posture, arm reach and viewing direction.	



Discipline – HR-300-01

Policy

The Township of South Glengarry supports fair and constructive disciplinary practices as well as the concept of progressive discipline, which is designed to correct behaviour rather than punish it. It is important to ensure that employees perform their duties in compliance with Township of South Glengarry rules, directives, regulations, instructions, policies and procedures, as well as the general law, since the objectives of the Township cannot be achieved without this acceptance and conformity.

Objective

To achieve the objectives of the Township through acceptance of and conformity with the rules, directives, regulations, instructions, policies and procedures established by the Township, as well as general law.

To ensure staff are aware of the disciplinary process and its purpose.

Procedure

This policy shall be applied in accordance with the Collective Agreement if applicable. General Managers and Supervisors are responsible for guiding employees in their behaviour at work.

The manner in which guidance is given is all-important. Employees should receive clear, unambiguous instructions on the code of behaviour and standards of performance expected of them.

General Managers and Supervisors are held accountable for the completeness and accuracy of documentation that may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline.

Discipline should be imposed based on a fair assessment of all of the circumstances of each specific case.

In some cases, it may be necessary to put an employee on a leave of absence with pay (non-disciplinary) during an investigation. Such periods should not be prolonged.

Before discipline is imposed at any step of the process, it is essential to give the employee a reasonable opportunity to explain his/her actions.

Follow-up is also important. In many instances, it is not enough to discipline an employee and “let the case rest.” A systematic and controlled review of job performance may be required.



The progressive disciplinary process involves increasing the severity of the discipline incrementally against persistent misconduct with the intention of inducing employees to reform their conduct. Under progressive discipline the seriousness and frequency of the employee's misconduct, the employee's service, the employee's disciplinary record as well as any mitigating or aggravating factors are taken into consideration in determining the appropriate discipline to be taken.

Progressive discipline generally involves up to four steps:

- a. Verbal Reprimand
- b. Letter of Warning
- c. Suspension Without Pay
- d. Dismissal/Termination with cause

The Township reserves the right to begin the process at any step and to skip or repeat steps depending on the facts and the circumstances of each case.

Whenever required by a collective agreement, a bargaining unit employee shall be given the opportunity for Union representation.

All verbal reprimands, letters of warning and suspension will come from the Supervisor/Manager in consultation with the General Manager or his/her designate and Human Resources. Letters of discharge/termination will come from the General Manager in collaboration with the Supervisor/Manager and Human Resources. Any questions regarding disciplinary procedures are directed to the General Manager. In the absence of the General Manager the matter is referred to the CAO.

Verbal Reprimand

A Supervisor/Manager may give a verbal reprimand to an employee for minor infractions.

This reprimand is given in private so that the employee and Supervisor/Manager may both benefit from a free interchange of opinion.

The Supervisor/Manager is responsible for ensuring a written notation of the verbal reprimand is provided to Human Resources by email or personal delivery. It will be kept in the employee's file maintained in the Human Resources office. This notation does not constitute a letter of warning. It provides documentation of the first step of progressive discipline.

Letter of Warning

If it is deemed necessary to issue a letter of warning following discussion by the Supervisor/Manager, General Manager or his/her designate, the following shall apply:



The letter should include a description of the infraction(s): a warning that repetition of the infraction(s) may result in further disciplinary action up to and including dismissal; a reminder that the Employee Assistance Program is available (where applicable), and in the case of incompetence or work performance related infractions, a time period during which work is to be brought up to a required standard.

This letter is signed by the Supervisor/Manager or General Manager or his/her designate and delivered to the employee with copies provided to the Human Resources and Union representatives, where applicable. It will be kept in the employee's file maintained in the Human Resources office.

Suspension without Pay

If the infraction(s) is deemed serious by the Supervisor/Manager and General Manager or in the event of multiple infractions, an employee may be suspended.

A letter of suspension is sent to the employee indicating the period of time for which the employee is suspended without pay. The letter should also include: a description of the infraction(s); a warning that repetition of the infraction(s) may result in further disciplinary action up to and including dismissal; a reminder that the Employee Assistance Program is available (where applicable) and in the case of incompetence or work performance related infractions, a time period during which the employee must bring his/her work up to a required standard.

The letter is signed by the General Manager and sent to the employee with copies sent to the Supervisor/Manager, Human Resources and applicable Union representatives.

Dismissal

A letter of dismissal is issued promptly to the employee by the General Manager.

This letter should include a description of the infraction(s), a description of disciplinary action taken to date (if applicable), as well as the effective date of the termination of employment.

This letter is signed by the General Manager and sent to the employee with copies sent to the Supervisor/Manager, General Manager, Human Resources and Union representatives if applicable.

An employee who commits any misconduct and/or any violation of Township rules, directives, regulations, instructions, policies or procedures or who contravenes the general law, including any of the following infractions shall be subject to disciplinary action up to and including discharge. Examples of such misconduct can include but are not limited to:

- Late in reporting for assignment



- Waste of material
- Pranks or horseplay
- Negligence in performance of assigned work
- Failure to notify employer when absent
- Incorrect attendance reporting
- Use of profane language in presence of clients
- Lying
- Abuse of leave
- Disregard of safety practices
- Neglect of tools or equipment
- Failure to report work accident
- Incompetence
- Sleeping or attempting to sleep on duty
- Away from assignment without permission
- Refusing to obey an order or perform assigned work
- Encouraging others to commit infraction(s)
- Breach of confidentiality
- Failure to comply with established policy
- Insubordination
- Interfering with work of others
- Damaging Township property
- Falsifying a Township record
- Obstructing a Township investigation
- Obtaining materials or services on a fraudulent order
- Away from work without permission
- Negligence resulting in injury
- Dishonesty
- Assault
- Fighting
- Drunkenness or disorderly conduct
- Reporting for duty while under the influence of alcohol or drugs
- Stealing
- Harassment
- Accessing pornographic material or accessing sites identified as inappropriate use of Township software
- Verbal or physical abuse of residents or clients
- Workplace violence

This list is not intended to be an exhaustive or complete list. Discipline and/or dismissal may be imposed for infractions or offences not included herein.



ABSENTEEISM, LATENESS, ATTENDANCE RECORDS – HR-300-02

Policy

Every employee of the Township of South Glengarry has an obligation to perform with regularity the functions for which they were hired. It is the policy of the Township of South Glengarry to manage employee absenteeism in a fair and consistent manner with the following objectives:

- To maximize service delivery to the public.
- To assist employees in minimizing absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.

To make this program effective, the Township is committed to:

- Promoting a healthy workplace, and
- Providing guidance and training to management staff responsible for dealing with attendance issues.

Objective

To provide direction to employees as to the consequences of abusive or unreported absenteeism or lateness for their normal scheduled shifts.

Procedure

Absenteeism

- Excessive unreported or unauthorized absences are grounds for disciplinary action, up to and including termination. These are culpable absences where the employee is at fault. Examples of culpable absenteeism include oversleeping, deceit, or taking an unapproved day off. Culpable absenteeism is a disciplinary offence.
- Unreported or unauthorized absences will be considered a leave without pay unless, in the opinion of the General Manager, legitimate circumstances prevented the employee from reporting or coming to work. In the latter case, the time can be charged to an existing Township policy, i.e. sick pay, banked time off, etc.



- Non-culpable absenteeism is absence due to disability, illness or other legitimate health reasons. Excessive non-culpable absences may result in termination of an employee where the following factors are satisfied:
 - i. the employee was made aware that a problem existed;
 - ii. the employee was counselled;
 - iii. the employee was offered assistance, including accommodations;
 - iv. every consideration was shown for the stated reason for absences and;
 - v. every reasonable opportunity was given for the employee to improve attendance.

Before termination of employment, the Employer must demonstrate that the employee is unlikely to be able to maintain regular attendance in the future. This can be demonstrated by evidence of a known, chronic medical problem or by a clear record of inability or unwillingness by the employee to improve attendance.

Lateness

It is the obligation of all employees to come to work on time. Repeated lateness will result in disciplinary action being taken including loss of pay. Continued and severe cases of lateness will result in termination.

Reporting

Employees who will be more than 15 minutes late should try to report this fact to their General Manager or the CAO before their regular starting time.

Employees who must be absent from work for sickness or other unavoidable reasons, must advise their General Manager a minimum of 30 minutes before the starting time on each day of their absence.

Unavoidable Absences, “Acts of God”

Employees who are unable to come to work because of a legitimate natural calamity (“Act of God”) will receive their regular daily pay for the period absent.

In consultation with the CAO, the General Manager will determine, on an individual basis, whether the event constitutes a legitimate reason for absence. Employees absent for non-legitimate reasons after being informed of General Manager’s decision will be docked pay for the time absent.

Attendance Records

General Managers or Supervisors are responsible for monitoring lateness and attendance records for all staff within their respective departments. Sickness, vacation and other



absences must be reported to the Human Resources Department for tracking purposes. All requests for absences including vacation, banked time, floating holidays or sick leave, must be approved by the General Manager or Supervisor, or in the case of General Managers, by the CAO and the approved leave request will then be submitted to Human Resources.



Termination – HR-300-03

Policy

Both the Township of South Glengarry and its employees have the right to discontinue the employment relationship. The Township of South Glengarry will ensure that terminations, either voluntary or involuntary, are initiated with notice, where appropriate, and properly documented for payroll processing.

Objective

To ensure a consistent approach to terminations within the Township.

To ensure documentation is complete.

Procedure

The following shall apply to Voluntary Terminations or Resignations:

- An employee who resigns his/her position is requested to state the resignation in writing. If the employee refuses to state the resignation in writing, the resignation may not be accepted.
- The resignation must be signed.
- Employees are expected to give a minimum four (4) week notice of resignation with the exception of managers, who are expected to give a minimum of thirty (30) day notice (unless otherwise previously negotiated).
- All resignations will be acknowledged/confirmed by the General Manager by email/mail within three (3) working days of the date of submission of the employee's resignation.

The following shall apply to Involuntary Terminations

(Please refer to applicable collective agreement as well for unionized employees)

An employee's employment with the Township may be terminated:

- Where cause exists for such termination, without notice or pay-in-lieu of notice except as may be required by the Employment Standards Act, 2000; or
- At any time, without cause, in which case the employee's entitlement on termination will be as set out in his/her written contract of employment. In the event the employee does not have a written contract of employment, he/she will be entitled to the minimum notice or pay in lieu of notice and severance pay (if applicable) requirements as set out in the *Employment Standards Act, 2000*.



Employees will not be entitled to any further notice or severance either under the common law or otherwise; or

- For any reason during the probationary period, or at the end of the period, without notice or pay-in-lieu of notice, except in accordance with the *Employment Standards Act, 2000*.

Return of Property

In any termination situation all Township of South Glengarry property shall be returned by the employee to the Employer. Property must be returned to the Employer on or before the last working day; unless mutually agreed with the General Manager or defined in a collective agreement.

Exit Interviews

An exit interview may be conducted when an employee leaves the employ of the Township. The exit interview will normally be conducted by the employee's Supervisor or General Manager to determine the employee's reason(s) for leaving so that, where appropriate, action can be taken to correct any problems that come to light and to gather information about the employee's overall impressions of the job or the Township.

Documentation

In order that all terminations are correctly administered the following process and documentation is required.

The General Manager must forward to Human Resources the termination package which includes:

- Signed resignation letter (voluntary) or
- Termination Letter (involuntary)
- General Manager letter confirming the termination (voluntary)
- Signoffs for return of property

Once all the aforementioned information is received by Human Resources, they will inform payroll for processing.



Retirement and Service Recognition Program – HR-300-04

Policy

Employees are asked to provide notice when retiring from the Township so that replacement procedures may commence, appropriate paperwork can be processed and service can be recognized.

Objective

To ensure a consistent approach to retirement within the Township.

To ensure documentation is complete.

Procedure

Consult the appropriate Union Contract for any deviations to the following procedures.

Employees who are retiring are encouraged to provide three months written notice prior to their last day of work of their intention to retire in order to ensure continuity of income.

The written notice must be submitted by an employee to his/her General Manager in advance of the employee requesting the Employer to process his/her retirement paperwork.

Monetary Recognition:

A retirement bonus for years of service shall be paid to all employees as of the date of their retirement as follows and as may be amended:

0-10 years	\$100.00
11-20 years	\$200.00
21-25 years	\$300.00
25+ years	\$500.00



Leave of Absence – HR-400-01

Policy

An employee may be granted a leave of absence without pay for legitimate personal reasons upon consultation with their General Manager and after obtaining the approval of the CAO.

Objective

To ensure the well-being of staff

Procedure

Union or Bargaining Unit Employees

As it relates to union or bargaining unit employees, this policy is subject to and shall be applied in accordance with the applicable Collective Agreement.

Non Union Employees

All leaves of absence without pay must be requested in writing to a General Manager. All requests for such leave of absence shall be in writing as far in advance as practicable.

The General Manager will consider the request in light of operational requirements and provide their recommendation for approval or denial to the CAO. A written response will be sent to the employee by the CAO with a copy to Human Resources for the employee's personnel file.

The employee will not lose service or seniority for the purpose of vacation, sick leave or short-term disability benefits, wage progression, or any other entitlement affected by service.

An unpaid leave of absence affects an employee's OMERS pension and employees should investigate the impact of the unpaid leave to their pension with OMERS before requesting the leave.

The employer will continue to pay the benefit premiums under the Township's approved plan, the premium of which will be recovered when the employee returns to work, by payroll deduction.



Military Reservist Leave – HR-400-02

Policy

An Employee will be granted a leave of absence without pay or benefits if they are a military reservist who is called up for active service.

“Reservist” is defined in the *Employment Standards Act* to mean a member of the reserve force of the Canadian Forces referred to in s. 15(3) of the National Defence Act (Canada)

Objective

To demonstrate the Township of South Glengarry’s support for our troops by allowing employees who are members of Canada’s Reserve Force unpaid leave to perform their military duty.

Procedure

Reservists who have worked for the Township of South Glengarry for at least six (6) consecutive months are entitled to an unpaid, indefinite leave of absence, where the Employee will not be performing the duties of his or her position because of a domestic or international deployment. The duration of the leave will depend on the operation to which the reservist is deployed and may include participation in both pre- and/or post-deployment activities.

When an Employee who is a military reservist is called to duty, they must make all requests for leave in writing. Employees shall make a reasonable effort to provide notice in accordance with the following provisions:

- Training and Non-Emergency Domestic Operation: Employees requesting this category of leave must notify their supervisor or General Manager in writing at least fifteen (15) days prior to commencement of the exercise.
- Emergency Domestic Operation: In the event of emergency domestic operations when employees cannot provide written notice of leave within the stated deadline, employee must notify their Supervisor or General Manager as soon as possible after being called up.
- International Operation: Employees considering applying for an international operation are advised to discuss their intentions with their General Manager prior to applications. In cases where short notice is given by the military, written notice must be provided as soon as feasible.



The Township of South Glengarry reserves the right to seek verification from the employee's Commanding Officer that confirms the request for leave.

Employees must provide notice to the Employer before returning to their job. Upon the reservist's return from leave, the Employer is required to reinstate the reservist to the same position if it still exists or to a comparable position if it does not. The Township of South Glengarry may defer such reinstatement for one pay period or up to two (2) weeks, whichever is longer, after the return date subject to the *Employment Standards Act, 2000*. In the event that the Township of South Glengarry defers reinstatement in accordance with this paragraph, benefits contributions shall commence on the return date.

This leave of absence will bear no cost to the Employer as the Employee will be paid and provided benefits from the military.

If the absence exceeds thirty (30) calendar days, the Employee shall not accumulate service or seniority for the purpose of vacation, sick leave or short-term disability benefits, wage progression, or any other entitlement affected by service.

Upon reinstatement, the employee will be paid the greater of the wage rate he or she earned most recently as an employee of the Township or, the rate the employee would be earning had he or she worked throughout the leave as an employee of the Township.

The military reservist leave period will result in a pension plan break in service with OMERS. The employee has the option of purchasing the service with OMERS and must sign a Leave Period Election Form 165 indicating whether they wish to purchase service or not. As per OMERS regulations, if the employee elects to purchase the service with OMERS, the employee is responsible for paying his/her portion of the contributions and the Township will pay the Township's portion.



Inclement Weather – HR-400-03

Policy

The Township of South Glengarry is committed to its mission to provide the best quality of service to everyone who utilizes those services. It is the intent of the Township to adhere to full operations insofar as it is possible.

The Township recognizes that inclement weather may temporarily prevent the availability and operations of Township services. As these situations can, at times, create difficult and dangerous travel and work conditions, this may subsequently interfere with the normal business operation of the Township.

Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible.

Scope

The Township's Emergency Management Plan and the Union's Collective Agreement take precedence over this Policy.

Objective

To provide Employees and management staff with guidelines regarding inclement weather as well as establish guidelines for treating Employees consistently and fairly when regular attendance at work is complicated by severe weather conditions.

Procedure

All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise. In the event of inclement weather, all employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation.

The CAO or designate is authorized to make a decision in regards to absences regarding severe weather. Absences may be approved for such circumstances of inclement weather which can include severe weather such as severe ice, whiteout conditions, excessive snowfall, hurricane, tornado, flooding or any unforeseen acts of nature.

The CAO or designate has the authority to close the Township Hall following the guidelines of this procedure.

If an Employee determines that it is unsafe to proceed to work, then the Employee must notify his/her General Manager or designate immediately.



It is important to note that approval for leave due to inclement weather cannot be assumed. Factors influencing a General Manager or designate decision regarding the requested time off for this time include, but are not limited to:

- the seriousness of the Employee's need to be absent
- travel distance to and from work
- availability of other transportation options
- departmental work priorities and operational needs

It is anticipated that the need for any Employee to be absent from work due to inclement weather will be rare.

Subject to the discretion of the General Manager or designate the adjustment for time granted may take one of the following forms:

- Vacation time to cover the absence
- Lieu time to cover the absence
- Leave of Absence without Pay to cover the absence

An Employee may not use sick leave pay in substitution for time missed due inclement weather. Regular reviews of requests for leave due to inclement weather will be conducted by management staff.

This policy will be reviewed and amended as required.



Employee Assistance Program – HR-500-01

Policy

The Township of South Glengarry recognizes that many human problems can be successfully treated or resolved provided referrals are made to appropriate persons and the appropriate assistance resources. This is true whether the problem involves personal or workplace matters, including personal, financial or substance abuse issues. It is also recognized, however, that the successful resolution of such problems requires a high degree of the employee's personal motivation and willing cooperation in dealing effectively with these matters.

It has also been recognized that preventative approaches, such as health promotion and stress management can be useful in minimizing future disabling personal or health problems.

Objective

This policy has been developed to formalize the joint support of the Township of South Glengarry and its employee groups to the ongoing provision of the Employee Assistance Program (EAP). The EAP is designed to be preventative, voluntary and confidential in its delivery of services.

Procedure

Nature of the Program

The EAP of the Township of South Glengarry shall:

- be primarily preventative and rehabilitative
- be completely voluntary with respect to the employee's participation
- be employee-initiated by the individual requesting assistance
- provide individual employees with the following services:
 - a confidential assessment;
 - a coordinated referral to an appropriate community resource; and
 - a supportive after-care, when appropriate
- be strictly confidential with respect to all matters of record keeping and reporting
- arrange for the delivery of information programs focused on prevention

The EAP shall not be part of the disciplinary process. Participation in the EAP shall not result in recrimination against any employee who chooses to access its services.



Type of Referral

Participation in the EAP is voluntary. The program may be accessed through either a self-referral or through encouragement from a co-worker, supervisor, general manager or union representative.

This program is separate from and not related to the disciplinary process. Persons participating in the program will be expected to meet existing job performance standards and established work rules.

If, in a situation where a supervisor has discussed work performance difficulties with an employee, the supervisor may record that an employee has been informed of the EAP. However, the employee's decision to utilize the EAP will remain confidential.

Neither acceptance nor refusal of a referral to participate in the EAP will itself be grounds for disciplinary action. However, if work performance continues to deteriorate, or fails to return to an acceptable level within a reasonable time, then disciplinary procedures as per the Collective Agreement or Township policy will be followed.

Confidentiality Assurances

Anyone who contacts the EAP provider is protected by agency policy and professional ethics, which means that a strict code of confidentiality is maintained. Employers do not receive information about employees who use the service, except where the employee has signed a release of information to the EAP provider. Statistics sent to the employers have no identifying authorization, except as required by law, as in a case of child abuse or upon clear, concrete evidence of planned or committed acts of violence.



Performance Management Program – HR-500-02

Policy

Develop employees who are effective, dynamic, productive, and successful in their jobs and enables the Township of South Glengarry to deliver cost-effective quality services to the public. The Township is committed to a Performance Management Program that incorporates a goal-oriented approach and ensures clear, ongoing, two-way communication between Council, the CAO, general managers, supervisors and employees. Employees will receive support and recognition in their efforts to develop and improve performance.

Objective

The Performance Management Program is intended to be a tool used by Council and staff members at all levels to facilitate self-management and appropriate empowerment, by having a clear understanding with their supervisor about performance expectations. Performance Management is a comprehensive program for:

- establishing performance expectations
- designing interventions, including training programs to improve performance and
- monitoring the success of those programs
- enhance two-way communication

Procedure

Annual Performance Appraisals will be based on the employee's work performance during the previous calendar year (January 1 – December 31).

The Performance Appraisal process is to be completed by February 28th annually.

The CAO, General Managers and Supervisors will complete performance appraisals using the approved Performance Appraisal Form at the discretion of the CAO.

The CAO, General Manager or Supervisor's assessment shall be discussed with the employee privately and he/she shall be able to comment in writing on the form.

The CAO, General Manager or Supervisor shall note specific examples of the performance being assessed on the form.

- Positive examples may be projects completed, systems implemented, work



- standards met or exceeded, etc.
- Negative examples shall be noted where performance is unacceptable.
 - Where there may be areas of performance that have been judged to be progressing or unacceptable, the CAO, the General Manager or Supervisor and the employee should agree on specific improvements to be made.
 - Objectives for the forthcoming review period should be negotiated and recorded on the form.
 - The CAO, General Manager or Supervisor shall monitor the progress and/or achievement of these improvements and objectives throughout the year, not just at review time.
 - The CAO, General Manager or Supervisor and the employee shall sign the form in the appropriate place and a copy will be given to the employee.
 - The completed form will be reviewed by the CAO and maintained in the employee's personnel file.
 - The Treasurer will process any required pay for performance adjustments approved by the CAO retroactive to January 1 for Non-Union staff and the annual Union increases will be applied as per the Collective Agreement.

Upon completion of the evaluation process, all original evaluations will be forwarded on to the Human Resources Department for filing. Each immediate supervisor is to ensure that they provide a photocopy of the evaluation to each of his/her employees prior to sending the original document to the Human Resources Department.

The CAO shall meet with Council in closed session for the purpose of conducting the CAO's performance appraisal.

Employees at the top of the job rate shall maintain the adjustment to their pay for that year to reflect inflation if they receive successful performance review, failing which the inflationary increase will be removed but such removal will not be retroactive.

Service Requirements

New Employees - All new employees hired prior to September 1 and who will work beyond December 31 of the same calendar year and into positions eligible under this program, will participate in the pay for performance program. New employees hired into positions on or after September 1 will not be eligible for a pay for performance adjustment on January 1 of the next year, but thereafter will participate in the program in the normal fashion.

Job Changes - It is recognized that a full-time employee may have a period of temporary employment prior to being appointed to the full-time position. If an employee has permanently changed jobs in a given year and both positions are eligible under this program then the employee will be eligible for a pay for performance adjustment in the following year.



Absence – Employees who are absent from work for any reason for eight months or more in a calendar year will not be eligible for a pay for performance adjustment in the following year.

Rates of Pay

General – Subject to the exceptions noted herein, the rate in effect on January 1 based on the regular position held at that time will be the basis upon which the pay for performance adjustment is applied, it being understood that the adjusted rate of pay will not exceed the maximum of the range.

Acting Pay – If an employee is in receipt of an acting salaried step level of pay at January 1, has less than (4) continuous months of acting pay immediately prior to January 1, and is otherwise entitled to a pay for performance adjustment, the adjustment will be applied to the employee's regular salaried step level of pay (not to exceed the maximum rate) and the employee's acting salaried step level of pay will be recalculated to provide for the same percentage increase as was originally applied. When the acting assignment ends, the employee will be paid the employee's regular salaried step level. If an employee is in receipt of an acting salaried step level of pay at January 1, has more than (4) continuous months of acting pay immediately prior to January 1, and is otherwise entitled to a pay for performance adjustment, the adjustment will be applied to the acting salaried step level of pay (not to exceed the maximum rate of the acting range). When the acting assignment ends, the pay for performance adjustment will be applied to the employee's regular salaried step level of pay (not to exceed the maximum rate) and the employee will be paid the employee's regular salaried step level.

Transfer From Union Position – A unionized employee who temporarily acts in a non-union position will participate in the pay for performance program if the period of employment is expected to exceed (4) continuous months. Unionized employees who participate in the pay for performance program, will be eligible for a salary step level increase if they are employed in the non-union position as of January 1 and have completed (4) continuous months of service or more in the position during the previous calendar year.

Reclassification - If an employee's position is reclassified and this results in a retroactive pay adjustment, the employee's salary history will be recalculated in accordance with the reclassification.

Withholding Rate Adjustments - A pay for performance increase may be withheld where: 1) performance is deemed "unacceptable" by the appraiser and /or 2) the employee is in receipt of a "red circled" rate of pay that is greater than what would have been the case had



the pay for performance increase been processed in the normal fashion. When an employee is no longer in receipt of a “red circled” rate of pay, increments thereafter will be processed in accordance with these procedures.

Fractional Increments - From time-to-time employees may find themselves between steps due to such reasons as the Township moving from one salary grid to another and it is desirable to move salaries to be in line with the salary grid. Therefore, if as of January 1 an employee is between steps and the nominal difference between the employee's rate and the lower step is 33% or more of the difference between the lower and higher step (i.e.: they are 1/3 of the way or more to the higher step) then the employee shall automatically be increased to the next step and any pay for performance increase shall apply to this new rate. If, however, the difference between the employee's rate and the lower step is less than 33% of the difference between the lower and higher step (i.e.: they are less than 1/3 of the way to the higher step) then they shall continue to receive that rate of pay but shall move to the next higher step based upon a successful performance review.

Grid Adjustments – The Treasurer shall adjust the salary grid annually to reflect increases in inflation, unless adjustments are already specified in this program. (Policy #HR-500-03 - Cost of Living Adjustments for Non-Union Employees)



Cost of Living Adjustments for Non- Union Employees – HR-500-03

Policy

The Township of South Glengarry adopts the following policy for all Non-Union staff and Council to facilitate consistent and fair annual salary inflation increases.

Objective

It is the purpose of this policy to provide a process for implementing the annual cost of living adjustment increases for all permanent non- union employees including Volunteer Firefighters and Council.

Procedure

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



Training and Development – HR-500-04

Policy

The Township of South Glengarry assists employees in upgrading their knowledge and skills, to enable them to better perform the functions of their current jobs and to develop themselves for future employment opportunities.

Objective

To assist Township employees in the upgrading of skills, knowledge and qualifications in order to increase job performance and potential for assuming increased responsibilities.

Procedure

Corporate Training Programs

Courses sponsored by Human Resources and other Township departments are normally offered at no cost to employees. All employees, whether full-time or part-time, may be eligible to attend training programs with the approval of their Supervisor or General Manager.

All employees are required to attend mandatory training which is provided as the result of legislation.

External Training Programs

External staff training opportunities, in the form of seminars, workshops and conferences, are normally available to Township employees through departmental training budgets. Employees must apply through their Supervisor or General Manager for approval to attend external training programs. General Managers will review the budget to ensure that there are enough funds to support the cost of the external training requested. Not all requests can be approved due to budget and time away from the job required to attend these external training opportunities.

During annual performance reviews training opportunities should be discussed so that they can be included in the budget if they are supported by the manager.

If a request for training is initiated by an employee, upon successful completion of the approved training and submission of receipts and proof of completion, the employee will be reimbursed.

Education and Training Guidelines



Provided that direction is provided by Council authorizing the expense, the CAO shall be entitled to enroll and attend courses that advance his/her ability to perform his/her job subject to a maximum expense of \$3,000 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Provided that it is authorized by the CAO and Council is advised of the authorization, General Managers shall be entitled to enroll and attend courses that advance his/her ability to perform his/her job subject to a maximum expense of \$2,500 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Provided that it is authorized by their supervising General Manager and Council and the CAO is advised of the authorization, other employees shall be entitled to enroll and attend courses that advance their ability to perform their jobs subject to a maximum expense of \$2,000 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Leave with pay for more than five days in any calendar year for the purpose of courses shall not be provided without direction from Council.

Indirect expenses related to completing a course, such as accommodation and meals, shall be reimbursed according to Township policy but may not exceed \$1,500 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Education and training expenses are not an entitlement but may be awarded at the sole discretion of the Township. Council may provide additional direction to the CAO regarding this matter.

Payments for education or training are subject to the following:

- a. Payments will only be made following the successful completion of the course(s);
- b. If an employee resigns from their position any payments made to the employee in the last 12 months for the purposes of education and training shall be reimbursed to the Township pro-rated from the time the course was completed.

Courses or programs that the Township directs the employee to take (e.g.: WHMIS) are not covered by the Education and Training section of this policy.

Please refer to Policy 90-14 **Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff.**



Occupational Health & Safety – HR-600-01

Policy

The Township of South Glengarry in the performance of its services is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. Every worker, contract worker and sub-contractor, including every person accessing Township property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures established and required by the Township.

Supervisors and General Managers will be held accountable for the health and safety of workers under their supervision.

The Township provides a safe and healthy workplace by supporting a formal program of education and training; preventing accidents, workplace harassment and violence, including domestic violence in the workplace; and reducing injuries and occupational illness through accident investigations, follow-up action and the recommendations of the Health and Safety Committees.

For more detail, please refer to the Township's **Health & Safety Policy and Procedure Manual**.

Objective

The purpose of this policy is to ensure that all Township workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health and prevent workplace illness and injuries, harassment, sexual harassment and workplace violence.

Procedure

The Employer recognizes the Health & Safety committee with membership representatives from Management and the Union. The Township promotes a safe work environment and provides information, instruction, and supervision on occupational health and safety as required.

Responsibilities:

The duties of General Managers and Supervisors include the following:



- ensure that employees use and/or wear the equipment, protective devices, or clothing that the Township requires;
- provide safety equipment necessary for the employee's job duties;
- ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures;
- ensure that employees receive adequate training in their specific work tasks to protect their health and safety;
- advise employees of the existence of any potential or actual danger to their health or safety, of which the Supervisor or General Manager is aware;
- take every precaution, reasonable in the circumstances, for the protection of an employee; and
- be familiar with the provisions of the *Occupational Health and Safety Act*.

The duties of Employees include the following:

- employees must use and/or wear the equipment, protective devices, or clothing that the Township requires and follow health and safety policies and procedures;
- work in compliance with the law and with safe work practices and procedures established by the Township;
- report to his/her supervisor or General Manager the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge; and
- operate all equipment and machines safely and conduct him/her in a safe manner.

Safety information is provided to employees through established lines of Departmental organization. In all Departments, the Supervisor or General Manager will transmit safety information to their employees either through group meetings or by discussion with individual employees.

Safety suggestions made by employees to their supervisors are referred to the General Manager. All suggestions will be considered.



Management of Substance Abuse – HR-600-02

Policy

The Township of South Glengarry is committed to providing a safe workplace for its employees, its clients, residents, and the public. Equally important to the Township is the promotion of employee health and well-being. The use of drugs (both legal and illegal, as explained below) and alcohol, both on and off the job, can jeopardize employee health, safety and well-being as well as adversely affect job performance.

The Township has adopted the following policy to establish and maintain a safe workplace and a healthy and efficient workforce free from the effects of drug and alcohol use.

Objective

The intent of this policy is to:

- Establish and maintain a workplace which is free of the negative effects of drug and/or alcohol use
- Clarify the respective responsibilities of the Township and its employees to ensure a workplace which is free of the negative effects of drug and/or alcohol use
- Implement appropriate corrective disciplinary action up to and including dismissal where employees violate this policy
- Identify, assist and, where appropriate, accommodate employees who are identified as having a drug and/or alcohol related disability.

Procedure

The use, sale, distribution or possession of alcohol, recreational marijuana and/or illegal drugs while on the job or at the workplace is prohibited and may be cause for discipline up to and including dismissal for cause.

Reporting for work while under the influence of alcohol, recreational marijuana and/or illegal drugs may lead to discipline up to and including dismissal. The employee may not be allowed to work his/her shift and will be sent home immediately.

An employee is not to be at work when his/her judgment is impaired due to drugs or alcohol. If an employee is undergoing prescribed medical treatment with drugs, which are likely to impair his/her performance, he/she should promptly report this treatment to his/her immediate supervisor. If an employee is found to be impaired while at work and previously failed to report that he/she was undergoing medical treatment that caused the impairment, the employee may be disciplined up to and including dismissal.



Being unfit for scheduled work due to the use or after-effects of illegal drugs or alcohol may lead to discipline up to and including dismissal.

Employees returning to work after seeking treatment for drug and/or alcohol dependency may be subject to conditions of reinstatement including regular attendance at work, satisfactory work performance or any other conditions deemed appropriate by the Township.

Human Rights Considerations

In dealing with violations of this policy, the Township will differentiate between behaviour that is properly characterized as relating to a disability – including alcohol and/or drug dependency – and behaviour that is not.

If a violation of this policy occurs because an employee suffers from a disability – including alcohol and/or drug dependency – the Township's response will be directed at the goal of rehabilitation. Accommodation pursuant to the *Ontario Human Rights Code* will be offered, where appropriate.

It is the employee's obligation to advise the Township that he/she suffers from alcohol and/or drug dependency as soon as possible and to provide appropriate medical proof of his/her condition. The employee also has a duty to cooperate with rehabilitation offered by the Township.

If rehabilitation is not achieved, termination of employment may result, however, each case will be assessed on its individual merits.

Employee Assistance

The Township encourages any employee with a drug and/or alcohol problem to contact Human Resources for assistance.

Employees may also contact directly the Township's Employee Assistance Program (EAP) provider at www.LifeWorks.com or toll free at 1-877-207-8833 for quick, professional, confidential help.

Confidentiality

All actions taken and employee information obtained pursuant to this policy will be confidential and disclosed only on a "need to know" basis.



Modified Work Program – HR-600-03

Policy

The Township of South Glengarry is dedicated to providing affordable and high-quality services to the public and residents we serve and the operations we manage. Healthy and work ready employees assure the Township's ability to meet and maintain this level of quality. The Township is committed to facilitate the early and safe return of employees to employment.

The Township of South Glengarry will make every reasonable effort to provide a meaningful, productive employment environment within which, individuals will maintain their dignity and respect while rehabilitating from their illness, injury or disability.

Objective

Where possible and up to the point of undue hardship, the Township of South Glengarry will provide a return- to- work program for any employee, who, due to illness or injury, is temporarily or permanently unable to perform his/her regular duties.

Authority

Workplace Safety and Insurance Act
Ontario Human Rights Code
Occupational Health and Safety Act
Municipal Freedom of Information and Protection of Privacy Act

Scope of Program

This program applies to any employee who is unable to perform his/her regular duties because of illness or injury and is deemed suitable for modified work by the treating health professional, insurance carrier or the WSIB.

Definitions

Accommodation

An adaptation or adjustment that is required to enable employees to perform their essential job responsibilities



Accommodations may include, but are not limited to, the following workplace modifications:

- The work area
- Worker's job task
- Equipment used to perform regular duties
- Schedules
- Work locations

Essential Duties

The duties are necessary to achieve the actual job outcome. The job outcome is the overall objective of the job in terms of the production of the final product or provision of service.

The duty is essential if, when you take the duty away:

- ☐ the job outcome is not accomplished
- ☐ the product or service is affected
- ☐ a process before or after is affected

Transitional Work Program

An individualized program that facilitates a gradual transition from disability to the eventual vocational objective. The plan identifies all accommodations necessary with defined timelines.

Temporary Modified Work

Any job, task, function or combination thereof that an employee who suffers a partial disability or diminished capacity, may perform safely, without risk of re-injury or exacerbation of the existing injury, on a temporary basis.

Permanent Modified Work

Consists of modifying the pre-accident job, relocating the employee to a suitable existing position, as soon as it becomes available or modifying the workplace as required. It must be established through a medical program that the employee is permanently disabled and incapable of performing the essential duties of his/her regular position.

Accommodated Pre-Accident/Illness Job

The pre-accident/illness job that has been modified to enable the injured employee to perform the essential duties of the job.

Comparable Job

A job with the features and at earnings comparable to a worker's employment on the date of the injury.



Suitable Job

Suitable employment is defined as employment consistent with the employee's skills and functional abilities that does not pose a health and safety hazard to the employee or co-worker.

Job Demands Analysis

An objective observation and evaluation of the physical, sensory, behavioural and cognitive demands of a job.

Functional Abilities Form

A process of assessing and describing an individual's physical and functional abilities related to their ability to work. FAFs provide information that informs decisions regarding the need for accommodation and the nature of accommodation required.

Employees who cannot fully perform the essential duties of their own position on a permanent basis or who have accessibility needs due to a disability will be accommodated provided:

- the accommodation required does not necessitate the creation of a new position;
- the alteration of one position to meet the accommodation needs does not require additional staffing for that position on a permanent basis;
- the employee is able to fulfill the bona fide requirements of the position.

Roles and Responsibilities

Employee

- promptly report all accidents and illnesses;
- obtain medical aid immediately and continue recommended rehabilitation as necessary to recover;
- return the completed Function Abilities Form (FAF) form immediately following the initial assessment, where practical, to the Manager/Supervisor;
- maintain regular contact with the Manager/Supervisor and WSIB/Insurance Carrier;
- take an active role and cooperate in the development of the modified work plan;
- participate actively in the recommended rehabilitation program;
- provide the necessary functional/medical information to facilitate modification of jobs or accommodation.



Manager/Supervisor

- maintain contact with the employee to monitor his/her suitability to return to work;
- modify the work or workplace, as necessary to accommodate the employee's restrictions;
- provide an on-the-job period of transitional employment for the returning employee, as necessary
- provide training
- monitor the employee's performance and progress in relation to the functional abilities or limitations;
- ensure that no tasks are being assigned other than those in accordance with the recommended restrictions on the FAF form or on other medical information provided;
- relate progress evaluation and concerns regarding the assigned work to the Human Resources Advisor, as necessary.

Human Resources Advisor

- facilitate an early return to work following an injury or illness, where involved;
- obtain confirmation regarding the employee's medical condition, restrictions and progress, where involved;
- coordinate meetings to discuss the employee's abilities and employment alternatives, where involved;
- maintain regular contact with the employee for evaluation and support during the rehabilitation process, where involved;
- act as liaison between employee, physician, supervisor and WSIB/Insurance Carrier, where involved

Conditions of Modified Work Employment

1. Duration

- a. Temporary modified work will normally be considered if the medical prognosis indicates that the employee:
 - will be disabled from performing his/her normal duties for a defined period of time (defined by the treating health professional) and will be able to resume normal duties at the completion of the rehabilitation period.
- b. Extension of the temporary modified work requires a written recommendation from a health professional and will be reviewed by the Manager/Supervisor and Human Resources Advisor including concurrence of the WSIB or LTD representative, where involved.



2. While participating in a temporary modified work program, the employee will:

For the hours worked:

- receive 100% of his/her regular earnings or the rate of the position whichever is greater for the duration of the temporary modified work program as defined in #1 above and subject to regular reviews (For permanent placements see item 5),

or for hours not worked:

- use available sick credits and entitlements in accordance with the Collective Agreement, or
 - receive insurance coverage through WSIB, STD, LTD subject to their regulations
3. For either temporary or permanent modified work, after exhausting opportunities in the employee's own classification, division and department, it may be necessary for the employee to accept a change in occupation, department, to provide necessary accommodation subject to the conditions of the Collective Agreement.
 4. The Township will pay the cost of medical/functional documents required for participation in modified work programs.
 5. Employees who are placed in a permanent alternate position, due to an occupational injury/illness (as defined by the Workplace Safety & Insurance Board), will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned. If the pre-injury rate of pay is higher than the relocated position rate, then the pre-injury rate is to be maintained. It is understood that the pre-injury rate is subject to all wage increases negotiated.

Employees who are placed in a permanent alternate position, due to a non-occupational injury or illness, will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned.

6. **Training**

Where an employee is placed temporarily or permanently in a modified or alternate position, the Township will provide the necessary on-the-job training (to a maximum of one (1) year). Such training arrangements and their continuation will be subject to satisfactory progress as monitored by the Department Manager.



Procedure

Temporary Modified Work

1. In cases where the employee suffers an occupational illness or injury that requires medical treatment, the manager/supervisor will complete an injury report and provide the employee with:
 - a. The Function Abilities Form (FAF) and a list of modified duties;
2. The FAF form should be completed by the treating health professional indicating functional limitations, approximate expected length of disability, and the suitability for modified work. The FAF form shall be returned to the supervisor immediately, or as soon as practicable.
3. On receipt of the information from the treating health professional or WSIB that the employee is fit for temporary modified duties, a return- to- work plan may be developed, including:
 - a. **Job Modification** - the initial step will be to modify the regular job and gradually increase the activity as required. Consideration will also be given to modifying the work schedule if possible.
 - b. **Transitional Work Program –**
 - i. If the department is not able to modify the regular job, attempts will be made to reassign the employee to temporary modified work, within the same department. The plan will be developed to gradually return the employee to his/her regular position;
 - ii. if a reassignment is not possible within the department, then consideration will be given to other departments within the Township.
4. Where the employee has not returned to work, the Township may request the assistance of the mediation services provided by the Workplace Safety and Insurance Board.
5. Once the modified work assignment has ended, or earlier if the employee is medically certified to perform full duties, he/she will return to the regular job. An employee who is capable of returning to his/her regular duties must provide medical authorization from the treating health professional.



6. Where a Manager determines that there is a need to review the temporary modified work of an employee, the Manager and Human Resources Advisor will meet and agree on any changes to the plan.

Permanent Modified Work

1. On receipt of information from the treating health professional, WSIB or the STD, LTD carrier that the employee requires permanent modified work, the CAO and General Manager and Human Resources Advisor will be involved in the placement process.
2. A process to evaluate the available accommodation options will be based on the following steps:
 - a. **Accommodate Pre-accident/illness Job** - consider whether the job can be permanently modified to accommodate the employee and allow him/her to perform the essential duties of the job.
 - b. **Comparable Job in the Department** - consider alternative comparable jobs in which the employee is capable of performing the essential duties, with or without accommodation (see definition of Comparable Work).
 - c. **Comparable Job within the Township Organization Chart** consider comparable jobs in different departments.
3. In order for the injured employee to be considered for the job he/she must be willing to participate in the necessary on-the-job training.
4. During the first six (6) months of the permanent placement there will be regular follow-up with General Manager to monitor the employee's ability to function in the job.



5. Employees who are placed in a permanent alternate position, due to an occupational injury/illness (as defined by the Workplace Safety & Insurance Board), will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned. If the pre-injury rate of pay is higher than the relocated position rate, then the pre-injury rate is to be maintained. It is understood that the pre-injury rate is subject to all wage increases negotiated.

Employees who are placed in a permanent alternate position, due to a non-occupational injury or illness, will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned.

Future Legislation

In the event that future legislation is passed that is superior to this agreement the Township of South Glengarry agrees to review the Modified Work Program, consistent with the new legislation.

Procedure

Upon receipt of notification and/or documentation supporting an accommodation, Management will make every effort to expedite all return-to-work plans within five (5) business days. When additional or clarifying information is required and/or other the employer can request an employee who is or has been absent due to illness/injury to be evaluated by a second, objective health care professional at the employer's expense.

Occupational Injury (WSIB)

An employee should follow the procedures outlined in Health & Safety Policy Employee Occupational Illness/Injury Reporting when experiencing an occupational illness/injury. The supervisor will maintain regular contact with the ill/injured employee during their leave period the supervisor will initiate discussions of the return-to-work process and the modified work /accommodation program when appropriate. When ready to return to work from an occupational illness/injury, accommodation may be provided where applicable as per the following procedures;

1. In collaboration with Human Resources the employee's supervisor, will design an individualized modified work program to facilitate the early and safe return to work of the employee. The supervisor may utilize a standardized plan that has been designed for that position.



2. The employee and if requested by the employee, their union representative, will meet their supervisor and Human Resources to review and discuss the return-to-work plan and schedule of shifts.
3. The employee is responsible for working within the identified functional abilities so as not to prolong recovery.
4. The employee will maintain regular contact (at least weekly) with the supervisor to discuss progress and problem solve any obstacles or concerns. If any concerns exist about the appropriateness of assignments, the employee will advise their supervisor of their concern.
5. As updated Functional Abilities Forms (FAF) is received, the supervisor and Human Resources will update the work assignment to reflect the changes.
6. On occasion, a meeting of the workplace parties with a Return-to-Work Specialist from WSIB may be scheduled to facilitate the return to full duties.
7. Management shall determine the place and duration of an employee's individualized RTW taking into consideration what is in the best interests of the work hardening process.

Non-Occupational Injury/Illness

1. When an employee has incurred a non-occupational illness or injury, the supervisor will maintain regular contact with the employee during their leave period. Once the employee is ready to return to work, either the employee or the employer may initiate the discussion concerning the need for modified work where applicable. The employee is then responsible for submitting their request in writing to their supervisor, along with a current FAF (completed by their Health Care Professional) outlining their work restrictions. *All confidential medical information will be maintained according to the applicable privacy legislative requirements in secured health care files*.
2. On receipt of this information, the supervisor/manager and Human Resources will meet to review the request. The Employer has the right to request an Independent Medical Examination (IME) by a health care professional of their choice in any case.
3. If the requirements can be met and there is sufficient meaningful and purposeful work available, the employee, supervisor/manager and Human Resources will collaboratively design and review an individualized work plan and schedule. The use of an outside consultant or professional may be utilized if necessary. If the requirements cannot be met, the supervisor and Human Resources will meet with the employee and advise of the reason for the decision. The employee is welcome to bring union representation to any meeting concerning return to work.
4. The employee will maintain regular contact throughout the modified work program with the supervisor/manager, the Health Care Professional, and the Insurance Carrier (if applicable).



The plan will be amended each time there is a change in the FAF. Employees participating in modified work are expected to be re-assessed by a Health Care Professional at least every two weeks.

The employee is responsible for working within the identified functional abilities so as not to prolong recovery.

Whenever possible, the employer will try to place employees on modified work in their own position. However, as this is not always possible, the employer reserves the right to place the employee in another position according to their abilities and limitations and the requirements of the job assignment.

Declared Disability

When an employee has a permanent disability and requires permanent workplace accommodation, he/she is responsible for submitting this request in writing to their supervisor/manager.

On receipt of this information, the employee, supervisor/manager and Human Resources will meet to review the application for workplace accommodation within the following parameters:

- the accommodation required does not necessitate the creation of a new position;
- the alteration of one position to meet the accommodation needs does not require additional staffing for that position on a permanent basis;
- the employee is able to fulfill the bona fide requirements of the position.

The employer will make every effort to install any equipment or devices which would enable the employee to fulfill the requirements of the position.

The Employer has the right to request an Independent Medical Examination (IME) by a health care professional of their choice in any case.

A 'buddy' will be assigned to employees whose mobility is compromised to ensure their safety and/or assist them to evacuate in the event of an emergency situation.



Non-Union Terms & Conditions of Employment – General – HR-700-01

Policy Statement

The policies contained in the Non-Union Terms of Employment policies establish the conditions of employment and benefits for all permanent non-union employees of the Corporation of the Township of South Glengarry not covered by a union, temporary or student agreement or an individual employment contract.

Where benefits are negotiated either through an individual employment contract, temporary or student agreement, the conditions of that individual employment contract or temporary or student agreement shall apply. Benefit enhancements will be applied to non-union employees that are equal to those in the CUPE 3089 collective agreement.

The Corporation maintains the right to manage and direct all operations of the Corporation to maintain order, discipline and efficiency of the operations. The Corporation shall exercise these rights in a fair and reasonable manner.

The Non-Union Terms & Conditions of Employment will remain in effect unless changed by Council through a By-Law and supersede previous versions of Non-Union Terms & Conditions of Employment.

Objective

To outline employment conditions governing Township of South Glengarry Non-Union Employees.

Procedure

The Non-Union terms and conditions of employment outline specific employment conditions for this group of employees. Non-union employees are still subject to and expected to comply as a condition of their employment with all Human Resources, Corporate, Departmental, Position specific policies and procedures and applicable legislation.



Categories of Non-Union Employees – HR-700-02

Policy

The Township of South Glengarry hereby adopts the following categories of employment for non- union employees.

Objective

To define employment categories for non-union employees.

Procedure

Probationary

An employee who has not yet completed six (6) consecutive months of employment with the Township and whose continued employment is subject to satisfactory performance during the six (6) months probationary period.

A probationary employee may be dismissed for any reason at any time during this six (6) month probationary period, or at the end of the period, without notice or pay in lieu of notice except in accordance with the *Employment Standards Act, 2000*, if applicable.

Permanent Full-Time

An employee employed on a continuous full-time basis and regularly scheduled to work thirty-five (35) hours or forty (40) hours per week over five (5) days as defined in the employment contract. These employees are entitled to staff benefits.

Permanent Part-Time

An employee regularly scheduled to work an average of less than 35 hours per week on a continuing basis. These employees are entitled to staff benefits.

Casual

An employee hired to cover unscheduled, unforeseen or intermittent work. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. *Employment Standards Act*.

Student

An employee who is registered and attends an educational institution on a full-time basis and is employed for the school vacation periods only. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. *Employment Standards Act*.



Contract

An employee who is hired under a letter of agreement or formal employment contract to carry out special projects or duties for a specified period. These employees are only eligible for benefits as specified in the applicable employment contract and as specified by legislation i.e. *Employment Standards Act*.



Vacation (Non-Union Employees)- HR-700-03

Policy

The Township of South Glengarry shall provide annual vacation to all eligible employees.

Objective

To provide a period of vacation in recognition of the need of employees for rest and relaxation, to encourage continued employment and reward continuous service.

Procedure

Non-Union Employees

Vacation entitlement for non-union employees shall be as follows:

Full-time employees shall earn an annual vacation with pay based on their years of service, calculated as of January 1 of each year, in accordance with the following schedule:

Employment Period (in the calendar year of)	Entitlement
Less than one (1) year of continuous service	5/6 working day per month
In the calendar year of the 1 st anniversary and each year thereafter	Three (3) weeks
In the calendar year of the 9 th anniversary and each year thereafter	Four (4) weeks
In the calendar year of the 16 th anniversary and each year thereafter	Five (5) weeks
In the calendar year of the 22 nd anniversary and each year thereafter	Six (6) weeks

All vacation entitlement will be provided to the employee on January 1st each year. In the event the employee leaves the employ of the Township their vacation entitlement will be pro-rated based on actual service in that year. If the employee has taken vacation time they have not earned, the value of any unearned time will repaid to the Township at the time of final financial settlement. The employee will have the owing amount deducted from any outstanding payments. If the employee is owed vacation time after it has been prorated it will be paid out at the time of final financial settlement.



Employees shall be entitled to their vacation in an unbroken period, wherever possible. In meeting the overall staffing needs of the organization and to ensure all employees have an opportunity to take their vacation, the duration of vacations shall be kept to a maximum of two (2) weeks at a time consecutively. Under special circumstances and considering operational needs an employee may request an additional week(s) be taken upon approval of the General Manager and CAO.

Each year in January the CAO or General Manager will request submissions for vacation leave on a prescribed "Application for Leave" form. The form shall be completed and discussed with the employee by May 15th. Upon approval by the General Manager, the request shall be submitted to the CAO by May 25th. Depending on the sufficiency of adequate and appropriate staffing, the CAO shall review and authorize by June 1st.

Employees who are absent from work in excess of thirty (30) days in any calendar year, except employees on pregnancy or parental leave or any other legislated leave; shall have their vacation entitlement for the year prorated based on the actual time worked in the calendar year.

Vacation Entitlement in Offers of Employment

A starting vacation entitlement or a schedule of increments in vacation entitlements that varies from the vacation entitlement policy may be negotiated with a candidate for a non-union position where:

- a. The candidate's experience is substantial and directly related to the position sought; and
- b. The entitlement negotiated does not exceed the vacation to which the candidate would have earned had all his or her previous experience been in the employ of the Township; and
- c. The approval of the Chief Administrative Officer or designate has been obtained.
- d. In such circumstances, a determination regarding the employee's future vacation entitlement shall be determined by the CAO.

Vacation pay shall be at the rate effective immediately prior to the vacation period.

Part-time Non- Union employees shall be paid vacation pay at the rate of four percent (4%) of their regular wages earned, to be paid on a bi-weekly basis and shall be provided time off in accordance with the Employment Standards Act.

Vacation Carryover

Earned annual vacation entitlements must be taken in the calendar year and cannot be accumulated or carried over from year to year. It is recognized that there may be certain circumstances where employees are unable to take their full vacation entitlement during the calendar year.



Up to two (2) weeks of vacation entitlement may be carried over into the next year only with the written approval of the General Manager or CAO, when circumstances beyond the control of the employee warrant such consideration. Circumstances noted may include but are not limited to: situations where operational needs require deferral of vacation, illness or injury, or a very special vacation plan where an individual's choice is limited.

Any vacation entitlement remaining above the two (2) weeks carryover will be paid out at the end of the year.

All employees should make an effort to use their vacation entitlement in the year it is provided.



Statutory/Paid Holidays – HR-700-04

Policy

Full time employees of the Township of South Glengarry are entitled to a designated number of paid holidays each calendar year.

Objective

To ensure compliance with legislation.

Procedure

Non-Union Employees

Full-Time Non-Union Employees shall be entitled to the following paid holidays:

New Year's Day	Thanksgiving Day
Family Day	Remembrance Day
Good Friday Easter Monday	The last one half (1/2) of the day on the last working day before Christmas Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	The last one half (1/2) of the day on the last working day before New Year's Day
Labour Day	Day of Truth & Reconciliation

If the Federal Government declares another Paid Holiday such holiday will be added to the above list and be effective on the day declared.

When any of the above holidays falls on a Saturday or Sunday, the CAO shall declare either the preceding Friday or the following Monday as the holiday.

An employee who qualifies to receive pay for any holiday will not be entitled, in the event of illness or injury, to receive short term disability benefits in addition to holiday pay in respect of the same day.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



All other categories of employees will be entitled to statutory holiday pay as defined in the *Employment Standards Act*.



Bereavement Leave – HR-700-05

Policy

The Township of South Glengarry shall grant a leave of absence without loss of pay in the event of a death in the employee's family in accordance with this Policy.

Objective

To provide employees the opportunity to grieve.

Procedure

Non-Union Full-Time Employees

Bereavement leave without loss of pay, benefits or seniority will be granted to Non-Union full-time employees upon request in accordance with the following entitlement:

- a) In the event of the death of the following family member the employee will be provided up to a maximum of five (5) working days, inclusive of burial and/or other matters related to the death at a later date.

Spouse, Fiancee (including common-law & same sex).	Child or stepchild
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- b) In the event of the death of the following family member the employee will be provided four (5) working days, inclusive of burial and/or other matters related to the death at a later date.

Parent	Step-parent
Brother	Step-brother
Sister	Step-sister

- c) In the event of the death of the following family member the employee will be provided three (3) working days, inclusive of burial and/or other matters related to the death at a later date.

Father-in-law	Mother-in-law
Son-in-law	Daughter-in-law
Brother-in-law	Sister-in-law
Grandparents	Grandchildren
Aunt	Uncle

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- d) In the event of the death of the following family member the employee will be provided three (3) working days, inclusive of burial and/or other matters related to the death at a later date.

Niece	Nephew
Spouse's Grandparents	

- e) In the event of the death of the following family member or co-worker the employee will be provided one (1) working day, inclusive of burial and/or other matters related to the death at a later date.

All other relatives & Fellow Employees
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- f) Up to two (2) additional days shall be granted to the foregoing, at the Employer's discretion, if the funeral is held beyond a 250- kilometre radius of the employee's principal residence.
- g) Where the days are not attendant on or coincident with the death, the employee shall request a leave, in writing, to their General Manager, at least forty-eight (48) hours prior to the leave.

Payment for bereavement leave will be based on time lost from regularly scheduled shifts, which the employee would otherwise have worked.

An employee who has commenced his/her scheduled vacation and suffers a death in the immediate family shall have his/her vacation extended by the number of days to which he/she is entitled pursuant to the above entitlements.

In special circumstances the CAO may, at his/her sole discretion, grant bereavement leaves to employees upon request.



Pregnancy & Parental Leave – HR-700-06

Policy

Employees who have at least thirteen (13) weeks service with the Township of South Glengarry are entitled to pregnancy and parental leave in accordance with this Policy.

Objective

To provide pregnancy and parental leave in accordance with the *Employment Standards Act, 2000*.

Procedure

Non-Union Employees

Non-union employees shall be granted pregnancy and parental leave as follows:

Pregnancy Leave

A pregnant employee who has been employed with the Township for at least thirteen (13) weeks prior to the expected date of birth is entitled to take a pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a seventeen (17) week period commencing no earlier than the 17 weeks before her due date and the day on which she gives birth;

An employee taking pregnancy leave must provide at least two (2) weeks written notice to the Township advising of the date that the leave is to begin;

In the event of complications with the pregnancy or a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Township of the date the pregnancy leave will begin or has begun;

If the Township requests it, the employee shall provide a certificate from a legally qualified medical practitioner stating, in the case of an employee who stops working because of a complication.

The pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee must provide the Township at least four (4) weeks' written notice before the day she wishes to end her leave.

Permanent Full-Time employees who qualify for pregnancy benefits under the



Employment Insurance Act may also receive a Pregnancy-related Supplemental Top-up Benefit. These payments are not deducted from EI benefits, as long as (1) they do not exceed 100 percent of weekly earnings when combined with EI benefits; and (2) the payment is not used to reduce other accumulated employment benefits such as sick time, vacation leave credits or severance pay. The Township will top up to a maximum of 85% of an employee's normal salary. In the event the employee terminates their employment prior to their scheduled return or within 6 months of their return date they are obligated to repay the entire value of the top up portion paid by the Township.

Parental Leave (includes Adoption Leave)

If an employee has been in the employ of the Township for at least thirteen (13) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to sixty-one (61) or sixty-three (63) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;

Employees who wish to take a parental leave must commence such leave no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time;

Employees who have taken a pregnancy leave and who also desire to take parental leave, must commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time;

The employee must give the Township at least two (2) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into his or her custody, care and control for the first time earlier than expected, the employee's parental leave begins on the date that the employee stopped working and the employee, must give the Township written notice that he or she is taking parental leave within two (2) weeks of stopping work; and

Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave, and sixty-three (63) weeks after it began, otherwise; or on an earlier day if the employee gives the Township at least four (4) weeks' written notice before the earlier day.

Permanent Full-Time employees who qualify for Parental benefits under the Employment Insurance Act may also receive a Pregnancy-related Supplemental Top-up Benefit. These payments are not deducted from EI benefits, as long as (1) they do not exceed 100 percent of weekly earnings when combined with EI benefits; and (2) the



payment is not used to reduce other accumulated employment benefits such as sick time, vacation leave credits or severance pay. The Township will top up to a maximum of 85% of an employee's normal salary. In the event the employee terminates their employment prior to their scheduled return or within 6 months of their return date they are obligated to repay the entire value of the top up portion paid by the Township.

General Provisions Applicable to Pregnancy and Parental Leave

An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Township at least two (2) weeks' written notice;

An employee who has given notice to end leave may change the notice to an earlier date upon giving the Township at least four (4) weeks' written notice before the earlier date;

Employees are entitled, during pregnancy and parental leave, to continue participation in the group benefit plans that they participated in prior to taking the leave. The Township will continue to make the Township's contributions for such group benefit plans unless the employee gives the Township written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease;

While on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining their rights under an employment contract; and

Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, if it still exists, or a comparable position, if it does not. This provision does not apply if the employment of the employee is ended solely for reasons unrelated to the leave.



Jury/Witness Leave – HR-700-07

Policy

Leave of absence without loss of pay or seniority shall be granted to an employee who reports for jury duty or who appears as a witness before a court pursuant to a summons or subpoena, subject to the requirements identified below.

Objective

To allow employees to perform their civic duty without loss of pay

Procedure

Non-Union Employees

An employee who receives notice to report for jury duty, or who receives a summons also known as a subpoena to testify as a witness, must provide a copy of the notice or summons to their General Manager, or the CAO prior to reporting for jury duty or to testify.

The employee must repay to the Township any payments received in connection with the performance of jury duty or testifying as a witness (excluding any payments received for travel or meal expenses) within ten (10) calendar days of receipt of any such payments.

Employees who are on jury duty or testifying in court must report back to work if excused for a half a day or an entire day.

Provided the employee meets the above requirements, payment for jury leave shall be based on time lost from regularly scheduled shifts, which the employee would otherwise have worked.



Short Term Disability & Sick Leave – HR-700-08

Policy

The Township of South Glengarry shall provide sick leave credits and shall pay the premiums necessary to maintain the non-union regular full-time employees' enrollment in a Short-Term Disability Plan as outlined herein.

Objective

To minimize the financial hardship which may be created when an employee is temporarily unable to report to work due to illness or injury.

Sick Leave Defined

Sick leave is defined as the period of time an employee is absent from work, with or without full pay, by virtue of being disabled for physical or mental health reasons, or is under the examination or treatment of a medically licenced practitioner.

Employees absent from work because of an accident for which compensation is not payable under The Workplace Safety and Insurance Act, as amended from time to time, shall be covered by these sick leave provisions.

Procedure

Non-Union Full-Time Employees

The provision of sick leave is to be utilized by employees when they are unable to report to work due to their own illness or injury.

All permanent full-time employees shall be entitled to ten (10) sick leave days per annum, eight (8) of which are paid.

Sick leave credits shall be prorated in the year in the cases of:

- The initial year the S.T.D/L.T. D Plan commences; or,
- An employee's first year of enrolment in the plan; or,
- Any month the employee has not worked at least twelve (12) days, unless absence is for normal vacation.



Sickness must be reported by employees to the employer as soon as possible on the first day of absence.

In cases of prolonged (3 or more days) illness or due to an accident (off Township property) causing injury the employee shall contact Human Resources to request an Application for Disability Insurance Benefits. The employee will be responsible to ensure all necessary documentation including the Attending Physician's Declaration is submitted to the Insurance Provider. The Employer will be responsible to submit the Employer's Declaration to the Insurance Provider.

Where written notice of termination of employment has been given and the employee becomes disabled during the notice period, the Township will maintain disability payments in accordance with the short-term plan. This notwithstanding, the Township will deem the employer/employee relationship to be severed at the end of the notice period.

If an employee has approved vacation scheduled during the short-term disability period, the employee will be charged with the vacation unless he/she becomes an inpatient at a recognized hospital or attends a hospital emergency room for a serious illness;

- Immediately preceding the scheduled vacation period and continues under the care of a physician during the scheduled vacation period; or
- During a scheduled vacation period and continues under the care of a physician during the scheduled vacation period, in which case, the vacation will be rescheduled at a time agreeable to the employee and the Township.

During a period of short-term disability, the employer's share of the contributions to maintain the employee's enrollment in existing benefit plans will continue.

In the event the Insurance Provider's STD monthly benefit is less than 70% of the employee's total monthly basic earnings the Township shall provide the difference up to a maximum of \$7,500.



Employee Benefits – HR-700-09

Policy

Benefits are an integral part of the remuneration provided to non-union employees.

Objective

To establish benefits provided by the Town to non-union employees.

Procedure

Permanent Full-Time Non-Union Employees

Currently the following benefits are in effect for permanent full-time non-union employees:

- Group Life Insurance
- Accidental Death & Dismemberment & Specific Loss
- Short-Term Disability
- Long-Term Disability
- Health Care
- Dental
- Prescription Vision
- Travel
- Employee Assistance Plan

All full-time permanent non-union staff will be eligible for benefit coverage, subject to the terms and conditions of the Township's benefit plan.

All benefits are provided in accordance with the benefit and insurance carriers.

In the event of a termination the Township will continue to pay the premiums for benefits for the duration of the statutory notice period.

All benefits will cease the day the employee leaves the employ of the Township or retires whichever happens first.

The Employer will pay 100% of the premiums as provided by the Township's approved plan.

Vision Care

Employees, their spouse and children (children over the age of 18 and less than 25 must be enrolled in full-time attendance at an accredited school) shall be entitled to a top-up reimbursement of \$200.00 toward vision care costs every twenty-four (24) month periods.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



The cost will be reimbursed only where they are prescribed as the result of an eye examination and the Employee provides a receipt showing that the cost has been incurred.



Long Term Disability – HR-700-10

Policy

The Township of South Glengarry shall pay the premiums necessary to maintain the non-union regular full-time employees' enrollment in a Long-Term Disability Plan as may be altered by the Township from time to time at its sole discretion.

Objective

To minimize the financial hardship which may result from a prolonged absence from work due to long term disability?

Procedure

Eligibility for and entitlement to benefits are subject to the terms and conditions of the policy or policies of insurance providing such plan.

Refer to the LTD handbook for insurance coverage and specific information in regards to the LTD plan.

The Township is only required to pay the premiums for a period of up to two (2) years from the date of disability and has no further obligation.

At the employee's option within ninety (90) days of the termination of the Employer's group health benefits, an employee may enrol in the MROO (Municipal Retirees Organization Ontario) Plan and assume the financial obligations.



Pension Plan – HR-700-11

Policy

All permanent full-time employees join the Ontario Municipal Employees Retirement System. Subject to enrolment requirements, other than continuous full-time employees (OTCFT) may participate in the O.M.E.R.S. pension system if they meet the OMERS requirements.

It is also mandatory to participate in the Canada Pension Plan.

Objective

To meet legislative requirements.

To ensure all eligible employees are enrolled in the pension plan at time of eligibility.

Procedure

Non-Union Employees

Documentation is completed at the time of hire and submitted to the HR Advisor. Payroll deductions are made in accordance with the OMERS Act and Regulations.

Enrolment is mandatory for full-time employees from the first day of employment and premiums are shared by the employee and the Township.

When a full-time employee transfers from full time to part time (or vice-versa) the O.M.E.R.S. pension contributions continue.

Voluntary membership

Subject to specific legislated conditions, a part-time employee or OTCFT may participate in the O.M.E.R.S. plan.

- a) Waiver forms are completed every year by OTCFT employees who qualify for, but choose not to participate in, the O.M.E.R.S. Plan; and
- b) For OTCFT employees participating in O.M.E.R.S., premiums are shared by the employee and the Township.

Details of the O.M.E.R.S. Plan are outlined in a brochure available on the website at www.omers.com



Non-Union Hours of Work – HR-700-12

Policy

This policy applies to all non-union employees and is intended to establish the normal hours of work for non-union jobs as thirty-five (35) or forty (40) hours per week as outlined in the position's offer of employment.

Objective

To provide a procedure that outlines the standard hours of work for full-time non-union employees.

Procedure

The normal work week shall consist of thirty-five (35) hours or forty (40) hours and the normal work day will be seven (7) working hours or eight (8) working hours respectively. Employees will be provided with a meal break of one (1/2) hour unpaid as well as two (2) fifteen (15) minute paid break periods in the morning and afternoon.

Business hours for Township Hall are 8:30am - 4:00pm.

Flexible Hours:

In order to accommodate special or extenuating circumstances employees may by mutual agreement with their General Manager, and approval of the CAO alternate start and end times with respect to the normal work day provided the hours of work are maintained and fulfill the requirement of daily and weekly hours of work and meet the operational requirements of the Department and Township.

Operational Needs:

There may be times when hours of work will need to be adjusted due to operational needs. The General Manager should give the employee as much notice as possible when hours of week need to be altered. If overtime is incurred, please refer the Non- Union Overtime Policy #HR-700-13.

Leave of Absence:

General Managers may be allowed up to five days off with pay in order to attend conferences, classes, etc. where they are the speaker, teacher, etc. The CAO may reject any request based on workloads, schedules, etc. The General Manager will be considered a representative of the Township and shall represent themselves accordingly at the conference, class, etc. The leave shall be without pay if the conference, class, etc. is compensating the General Manager for his/her time. The Township shall not pay for any other costs other than the General Manager's time. Council may provide direction to

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



the CAO allowing for leave beyond the five-day limit or other additional benefits as directed by Council.



Non-Union Overtime – HR-700-13

Policy

This policy applies to all non-union employees and is intended to compensate employees for approved time worked beyond regular hours only.

Overtime shall be kept to a minimum and should not form a regular part of the work schedule.

It is the responsibility of the General Manager to ensure that all overtime worked is authorized prior to such work being carried out.

Objective

To provide a procedure whereby employees required to work overtime are recognized and compensated for such work in a fair and reasonable manner.

Procedure

Employees, only when pre-authorized by their General Manager or the CAO using the approved overtime form, shall be entitled to be paid or bank overtime worked at straight time. Any overtime hours worked that are in excess of 44 hours per week up to the maximum of 48 hours per week shall be paid or banked at one and one-half (1.5) times their regular hourly rate.

Overtime should be kept to a minimum and should not become a daily part of an employee's work week.

All overtime worked must be pre-authorized by an employee's General Manager or the CAO in order to be eligible. Employee's must fill out the Overtime form (Appendix A) and submit for approval of overtime.

- a) The CAO, General Managers and Supervisors will receive one week off in lieu of compensation for overtime worked, for whatever reason, including meetings and/or operational requirements from the start of the work day Monday to the end of the work day Friday.
- b) The following shall be considered extra overtime and shall be compensated with one hour off in lieu of compensation for every one hour of extra overtime worked:
 - i. For the CAO and General Managers, all authorized hours worked for the purpose of attending meetings with Council (e.g.: strategic planning, road tour, budget meetings, etc.) that fall outside of the period defined for overtime in paragraph a) above.



- ii. For Supervisors and other Non-Union employees, all authorized hours worked that fall outside of the period defined for overtime in paragraph a) above.

Employees will receive compensating time off in lieu of overtime subject to the following:

- a) Time off in lieu of payment will be at a time mutually agreed upon by the employee and the employee's Supervisor, General Manager or the CAO and will not deny other employees of vacation entitlement;
- b) Employees shall be allowed to bank accrued lieu time up to two weeks of their normal weekly scheduled hours, any other overtime time will be paid out at the Employee's current rate of pay.
- c) Employees will not carry over any lieu time from one year to the next. Remaining hours at the yearend will be paid out at the Employee's current rate of pay. A request to carry-over lieu time must be authorized by the CAO.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



STAFF- NON-UNION
Overtime Form
Upon approval, submit to Payroll

Please Note: All overtime must be pre-authorized by your direct Supervisor.

Any claim for overtime that was not pre-authorized will be denied.

As per Human Resource Policy #HR-700-13

Name:	
Direct Supervisor:	
Date Overtime Worked:	
Reason:	

Time:	Number of Hours Worked:	Total Hours @ Straight Time	Total Hours @ 1 ½

Signature of Employee:	
Signature of Direct Supervisor:	
<input type="checkbox"/> Approved:	
Date:	



Non-Union Staff – Salary Administration – HR-700-14

Policy

The Township of South Glengarry is committed to a policy of salary administration which is internally and externally competitive and equitable and that also recognizes and encourages individual performance. Salary administration for non-union staff is an effective part of the Township's management process, therefore, the salary structure and its use must not become restrictive.

Objective

To provide guidelines for ongoing salary administration and direction to management and non-union staff as to how the non-union salary grid will be managed.

Procedure

Salary Grid and Step Levels

The salary grid and step levels shall be those approved by the C.A.O. and Council.

The Salary Grid shall be reviewed regularly. Adjustments to the salary schedule or salary ranges shall be determined by Council having reference to:

- a) the need to attract, retain and motivate employees
- b) variations in the cost of living as indicated by the Consumer Price Index reported by Statistics Canada
- c) compensation rate increases in the appropriate labour market in this and other municipal corporations of similar structure
- d) compensation rate increases bargained or unilaterally set by other public and private employers in the appropriate labour market

Cost of Living Adjustments

Annual cost of living adjustments are necessary to maintain an equitable compensation system for non-union employees; it assists with reducing the compression between unionized and non-unionized positions and provides an annual increase that is fair.



Annually, in each December of the year prior, the Treasurer shall adjust the salary grid to reflect increases of inflation.

1. Annual adjustments to non-union rates will be set in accordance with the Inflation Calculator issued by the Bank of Canada.
2. All adjustments will be effective January 1st of each year.

Classification

The various steps in the grid are meant to represent the following:

- Steps 1 and 2 – Training and Orientation Phase
- Steps 3 – 4 and 5 – Skill and Education Development
- Step 6 – Represents the Full Job Rate, with the employee capable of performing all related tasks as outlined in their respective job descriptions.

An employee will normally start at the first step or minimum rate on the salary range for his/her position unless otherwise approved by the C.A.O. (Council when dealing with the C.A.O.).

Salary Increases

No progression on the salary schedule shall be automatic but rather by recommendation of the General Manager and approval of the C.A.O. (Council when dealing with the C.A.O.) at his/her discretion based on a positive performance review; and having achieved at least 80% or more of their goals and objectives as set at the previous performance review.

Performance reviews will be done during probationary periods and at a minimum annually on or before November 30th each year, with any relative annual increase being effective on January 1st of the following year. This will provide ample opportunity for the financial impact of any salary changes to be accommodated in the subsequent year's annual operating budget. Probationary increases will be relative to positive performance reviews at the end of the given probationary period agreed to in their Offer of Employment.

Acting Pay

When an employee is in an acting position they will receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay. The employee will return to their regular rate of pay upon the completion of their acting assignment. An acting assignment must be approved by the CAO for all positions or Council when dealing with the CAO position, before it commences.

Eligibility for Acting Pay is for any assignment in excess of two (2) weeks.



Reclassification

When an employee is promoted to a higher paid position, the employee shall receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay.

When an employee voluntarily moves to a lower paid position, the employee shall be paid a salary that does not exceed the maximum of the new salary range.

When an employee is involuntarily demoted to a lower paid position for cause, or due to performance related issues, the employee shall be paid a salary that does not exceed the maximum of the new salary range.

Transfer from Union Position

A unionized employee who temporarily acts in a non-union position will participate in the pay for performance program if the period of employment is expected to exceed (4) continuous months. Unionized employees who participate in the pay for performance program, will be eligible for a salary step level increase if they are employed in the non-union position as of January 1 and have completed (4) continuous months of service or more in the position during the previous calendar year.

Fractional Increments

From time- to- time employees may find themselves between steps due to such reasons as the Township moving from one salary grid to another and it is desirable to move salaries to be in line with the salary grid. Therefore, if as of January 1 an employee is between steps and the nominal difference between the employee's rate and the lower step is 33% or more of the difference between the lower and higher step (i.e.: they are 1/3 of the way or more to the higher step) then the employee shall automatically be increased to the next step and any pay for performance increase shall apply to this new rate. If, however, the difference between the employee's rate and the lower step is less than 33% of the difference between the lower and higher step (i.e.: they are less than 1/3 of the way to the higher step) then they shall continue to receive the rate of pay but shall move to the next higher step based upon a successful performance review.

Base Salary Grid Levels and Steps

The salary grid is based on a four- year term.

Job Levels for Non-Union Staff:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



Unless directed otherwise by Council or a Pay Equity review, the job levels for non-union staff shall be as follows:

Chief Administrative Officer:	7.5
General Managers:	6
Director of Development/CBO	5
Director – Water/Wastewater:	5
Deputy CBO, Deputy Clerk & Deputy Treasurer	4
Human Resources Advisor	4
Manager – Roads:	4
Economic Development Officer:	3
Manager Municipal Law Enforcement	3
Executive Assistant & Communications	2

The Base Salary Grid shall be reassessed no later than the end of October of the 3rd year of the current salary grid.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



2022 Salary Grid				
Level	2022	2023	2024	2025
7.5	153,118			
6	118,417			
5	97,688			
4	87,380			
3	76,748			
2	68,240			
1	63,186			

Six step grid

2022 Salary Steps						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Job Rate
7.5	125810	130850	136094	141547	147219	153,118
6	97298	101197	105250	109468	113854	118,417
5	88743	91875	95007	98139	101918	106,001
4	73187	75770	78353	80936	84013	87,380
3	65236	67538	69841	72143	74446	76,748
2	58004	60051	62098	64146	66193	68,240
1	53708	55604	57499	59395	61290	63,186



Dispute Resolution – HR-700-15

Policy

Where a dispute arises over the interpretation or application of any provision in the Non-Union Conditions of Employment policies or any other employment matter it requires a procedure to ensure the matter is dealt with consistently and promptly.

Objective

To ensure employees can bring forward issues arising from the interpretation or application of any provision in the Non-Union Conditions of Employment.

To ensure follow-up to these concerns as required.

Procedure

In a situation where a dispute arises over the interpretation or application of any provision in this policy or any other employment matter, the CAO, or designate, shall adjudicate with the decision binding on all concerned.

Employees who bring forward complaints and/or problems should not have reason to feel threatened or guilty for making such complaints known.

Prior to filing a formal complaint an employee is encouraged to discuss his/her concern with the individual(s) with whom he/she has the complaint.

If the employee's concern is not addressed, then the employee can submit a formal complaint using the procedure outlined below:

An employee having cause for complaint shall first discuss the matter with their General Manager. The General Manager shall hear or receive the complaint within five (5) working days of the occurrence giving rise to the complaint. If the employee reports directly to the CAO the complaint may be heard by a Committee of Council.

The General Manager shall investigate and provide a written response of their decision within five (5) working days of hearing the complaint.

In the event that the General Manager fails to respond within the time specified, or the Employee is dissatisfied with the ruling of the General Manager the Employee may file their complaint with the CAO within ten (10) working days.

In the event that the General Manager fails to respond within the time specified or the response is not satisfactory to the Employee, that Employee may submit his or her



complaint directly to the CAO. If the Employees' Supervisor is the General Manager, the employee may submit his or her complaint directly to the CAO.

The CAO shall hear or receive the grievance within five (5) working days of being requested. If the Employee reports directly to the CAO the grievance may be heard by a Committee of Council.

The CAO (or Committee of Council if complaint is in regards to CAO) shall provide a written response to the Employee of their decision within five (5) working days of hearing the complaint.

In the event that the CAO fails to respond with the time specified or the response is not satisfactory to the Employee, that Employee may submit her or her complaint with Council within ten (10) working days.

Council shall hear the complaint within fifteen (15) working days of receipt of the complaint and communicate in writing their decision in the matter within five (5) working days of hearing the complaint.

Any time limited specified in the procedure may be extended by the consent of both parties.

The Employee may be accompanied by a representative (at his/her expense) at any of the foregoing meetings.

Should the Employee be dissatisfied with the decision of Council, the Employee then shall have leave to pursue the matter at his or her expense through the civil court system provided by the Province of Ontario.



Merger or Amalgamation – HR-700-16

Policy Statement

The employer agrees that in the event that the Municipality is merged or amalgamated with another municipal government, that prior to such merger or amalgamation the employer will develop an agreement that will address the following for non-union employees:

- a) Transfer of pensions
- b) Sick leave
- c) Severance for those Employees not offered employment in the new municipality
- d) Vacation and lieu time

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: March 18, 2024

SUBJECT: My Main Street-Community Activator Grant

PREPARED BY: Jennifer Treverton, EDO

The My Main Street program is a \$15 million dollar investment by the Government of Canada through FedDev Ontario to encourage local economic recovery on main streets across southern Ontario. The Community Activator stream of funding supports placemaking activities to draw people into our main streets, attracting visitors, fuelling business development and increasing local vibrancy.

Supported placemaking activities include community enhancements and streetscape improvements such as murals to brighten streetscapes and celebrate local artists. Municipalities are eligible to apply to the Community Activator stream and approved projects are fully funded (100%) to a maximum of \$250,000.

The Economic Development Officer intends to apply to the Community Activator fund to lead a murals project in the Village of Lancaster during Summer 2024. The murals would capture historic moments from South Glengarry's past and portray the community's strong rural heritage. The project would involve multiple artists, and community engagement and participation would be encouraged. Project costs are being put together currently so that a complete application can be submitted prior to the March 31st deadline.

The Community Activator program is highly competitive however, our application will be a strong one as it supports all program goals, and 25% is targeted for rural communities. We see this project as a tremendous opportunity to engage with the community and create public art that portrays South Glengarry's strengths and the vibrancy of our main street area. If the project is approved, there will be no cost to the Township.

This report is being submitted for informational purposes. Additional information is available on the My Main Street website: <https://mymainstreet.ca/community-activator>.

Other examples of qualifying projects can be found at <https://mymainstreet.ca/community-activator/activator-examples>.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: March 18, 2024

SUBJECT: My Main Street-Community Activator Grant

PREPARED BY: Jennifer Treverton, EDO

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REPORT TO: Council of the Township of South Glengarry

MEETING DATE: March 18, 2023

SUBJECT: Departmental Update – Infrastructure Services (January / February 2024)

PREPARED BY: Sarah McDonald, GM Infrastructure Services

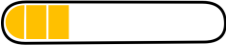


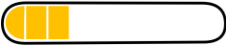
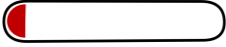

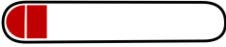

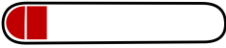
Department Highlights

- January and February were focused on regular operations.

Infrastructure Capital Work

The status of Infrastructure Services Capital Projects, as of February 29, 2024, is summarized in the following table.

Division	Project	Progress	Notes
Bridges	30018, Concrete Repairs		Tender Closes March 8, 2024
	30044, Expansion Joint Replacement		Tender Closes March 8, 2024
	30054, Structure Evaluation		Not Started (Summer 2024 Project)
	30003, Closure		Not Started (Anticipated Closure June 17, 2024)
Roads	2023 Carry Fwd Sabourin / Anderson Resurfacing		Deficiency Work Outstanding
	Second Line Road Resurfacing		SDG Joint Tender
	Glen Road Resurfacing		SDG Joint Tender
	Tyotown Wall Removal		Design In-Progress
	North Branch Road Surfacing		Pre-Planning
Engineering	2023 Carry Fwd Streetlight Conversion - Phase 2		In-Progress
	2024 Road Needs Study		In-Progress

Division	Project	Progress	Notes
	Active Transportation Plan		In-Progress
	Building Condition Assessments		In-Progress <i>Led by Recreation</i>
Water	GW Expansion EA		On Hold
	GW Water Tower Design and Construction		Design In-Progress
	GW / L / GV Collection System Rehabilitation		Pre-Planning
	GV Portable Generator		Obtaining Quotes
Fleet	Grader		In-Progress
	Tandem w/ Equipment		Awaiting Delivery
	One-Tonne Pick-up		SDG Joint Tender
Waste Mngmnt	-	-	-

Infrastructure Operations

Road Operations

During the reporting period, Road Operations completed routine maintenance, with a focus on:

- Winter Control Activities
 - January – 16
 - February -
- Grading for Potholes (frequently)
- Cold Patching (frequently)
- Brush Clean-up and Removal
- Half Loads posted February 21, 2024

Water Operations

General Operations

- Annual Reports
- Permit to Take Water / Data Entry Completed for 2023
- Mandatory Courses Taken by Operators for Future Licence Upgrades and Renewals
- Fire Extinguisher Inspections
- Standard of Care – Council and Management

Glen Walter

- Yacht Blvd Power Failure
- Blown Fuses to Units (2)
- Pull Pump 1 and sent away for repair
- Well Run/Filter Change(s)
- Distribution Break
- Hypo Delivery

Green Valley

- Replace PSL Sensor Pump Station 2
- SPS Grease and Sensor Issues – Confined Space for Inspection and Repair

Redwood

- Quiet

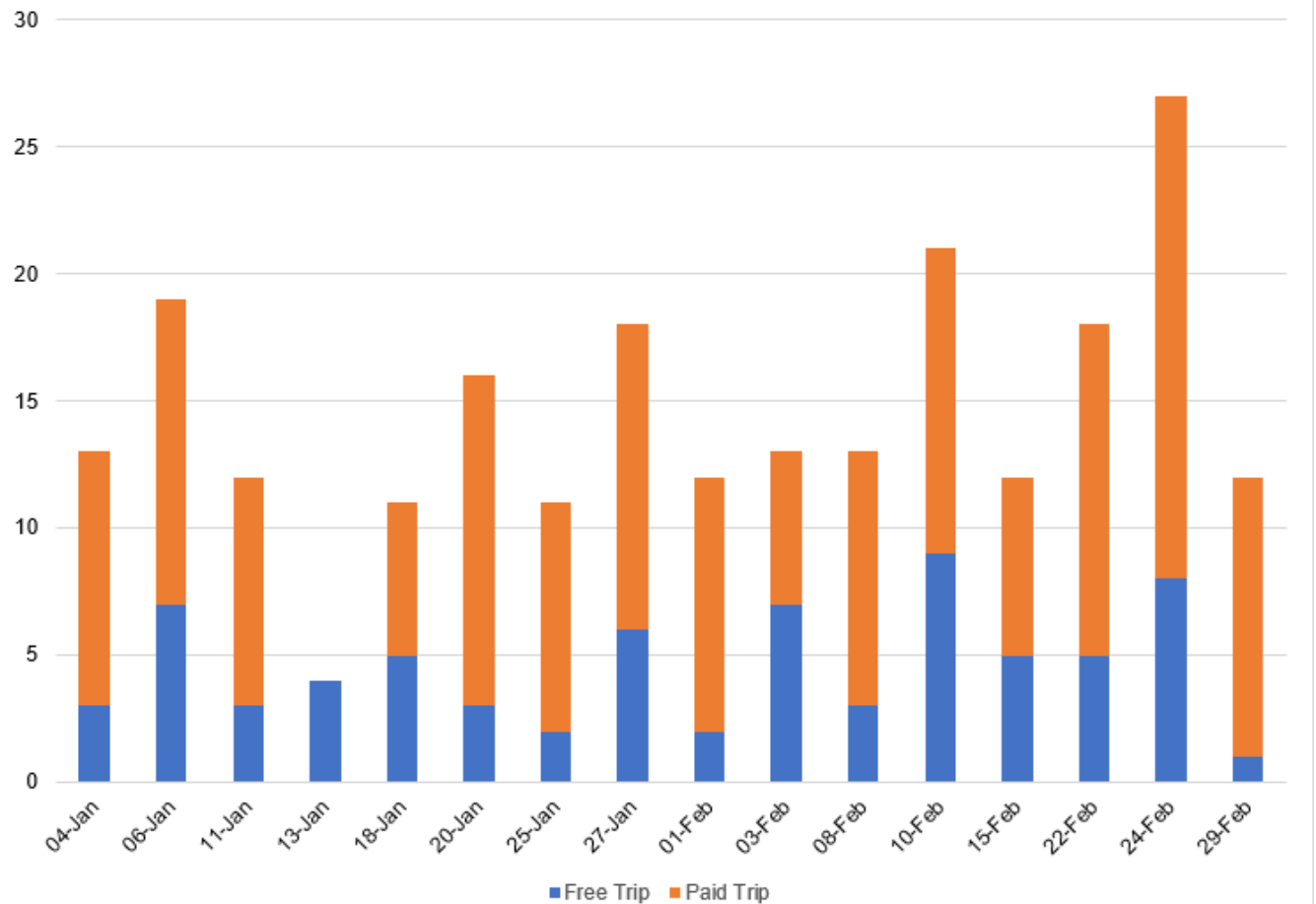
Lancaster

- Pull Sewage Pump At Lancaster Water Plant/ Clogged Pump
- Clean Lagoon Blower Station/Aluminum Sulfate Containment Area Hypo pump tubes changed
- Hydrant vandalism - left open overnight and caused low tower and clear well)
- WTP headers not working (2)
- Lagoon Flow Sensor Replacement
- Alum Dosage rate fluctuations (PRV replaced)
- Manta Ray Sent out for Repair (Lagoon)
- Building Pipe envelopes Clogged (Reamed and Flushed)
- Containment Pits Cleaned in Chemical Rooms

Waste Management Operations

Landfill Operating During Reporting Period: Beaver Brook

The number of trips to the landfill during the reporting period are summarized in the chart below. The free trips are residents using one of their households two free annual landfill trips that replaced the “free dump days” historically held in May / June.



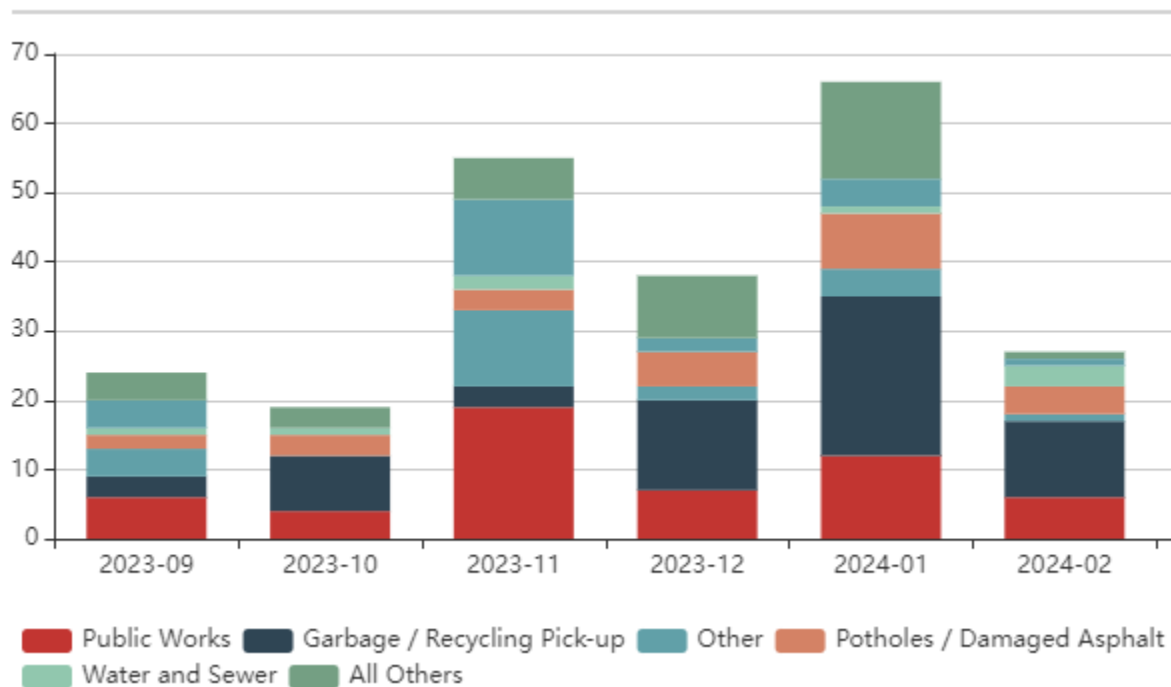
Infrastructure Administration

Customer Service

Infrastructure Services logs all written complaints (and many verbal complaints) through the Access E11 platform. The *Public Works* category is a catch-all which the public often uses when submitting through the online platform (<https://form.foreaction.cloud/submit/south-glengarry>). The *All Others* category includes low volume complaints which currently include missing signage, potholes, streetlights, and snow removal.

It is estimated that written submissions through E11 is capturing <30% of complaints and concerns that are handled through the administrative part of Infrastructure Services – with many being received and handled by phone or in-person.

Case Volume by Category (Open/Closed)



Permitting

- Entrance Applications: 5
- Municipal Consents: 3
- Locates: 17

Special Projects

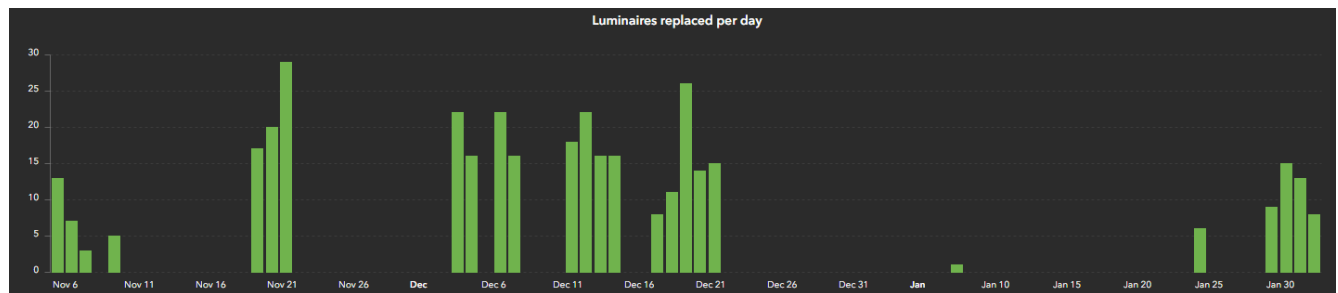
Special projects are activities that took multiple days of administrative staff time during the reporting period.

- 2024 Budget
- 2024 Tender Preparation
- Data for North Lancaster WDF Annual Report

Streetlight Project Update

The streetlight conversion project is underway with a few equipment delays. Locations completed include the Glen Dale Subdivision, Summerstown Estates, and parts of Riverview Subdivision.

- **Installed**, 317 Streetlights
- **Installed with Issue**, 51 Streetlights
- **No Replacement**, 17 Streetlight
- **Not Installed / No Access**, 2 Streetlights
- **Pending**, 7 Streetlights



Highlights

Health, Safety, Environment	Committees	Training
Booked First Aid Training for Corporation	-	<ul style="list-style-type: none"> • Drinking Water Quality Management Standard (S. McDonald) • Responsibilities under the Statutory Standard of Care – Safe Drinking Water Act (S. McDonald, D. Seguin)

Requests from Council

ID	Reference	Item	Status
2021-01	Council Mtg Oct 4, 2021	Traffic Calming Policy	On Hold
2022-01	Council Mtg Jun 6, 2022	Berish Purcell Agreement Drain	On Hold
2022-02	Council Mtg Dec 5, 2022	Wharf Assets – 10-year maintenance and rehabilitation plan (SR 193-2022)	On Hold
2023-01	Council Mtg Jun 5, 2023	Public Equipment on Private Road	On Hold
2024-01	Council Mtg Feb 5, 2024	Undertake Asset Rationalization for Municipal Road and Bridge Assets (SR 2024-13)	Ongoing
2024-02	Council Mtg Feb 20, 2024	Vessel Restriction Regulation Notify Transport Canada (SR 2024-24)	Complete

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: March 18, 2024

SUBJECT: Departmental Update – Corporate Services
(February 2024)

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

ADMINISTRATION:

- CAO's Office
 - Attended Council and Committee meetings.
 - Facilitated senior management team meetings.
 - Worked with senior management team to finalize draft 2024 budget and reviewed departmental budget presentations.
 - Addressed various HR matters, including recruitment for the position of GM Finance/Treasurer.
 - Attended meetings with solicitors for various legal files.
 - Research and preparations for upcoming strategic planning session.
 - Participated in interviews for Deputy Fire Chief.
 - Individual meetings with GMs and staff.
 - Attended Water & Wastewater team meeting.
 - Meetings with area CAOs regarding corporate matters of municipal interest.
 - Research/ meetings regarding Cornwall Regional Airport partnership.
 - Research/ meetings regarding Water & Wastewater reserve capacity sharing.
 - Liaison meetings with OPP regarding community matters and traffic concerns.
 - Meetings with ratepayers regarding property matters and development applications.
- Clerk's Division
 - Prepared agendas, took minutes and attended various Council and committee meetings.
 - Attended and took minutes for Senior Management Team meetings.
 - Liaised with legal on various litigation files.
 - Prepared General Government presentation for 2024 budget meeting.
 - Addressed various Health and Safety items at main office (6 Oak St.)
 - Continued implementation of StoneShare electronic records management system.
 - Issued marriage and lottery licences. Provided Commissioner of Oath services on request.

- Prepared content for Spring/Summer Community Guide.
- Daily website and social media content.
- Social media campaigns:
 - Pink Shirt Day – Bullying Awareness
 - Minor Sports Registration Promotions
 - Great Canadian Kilt Skate Promotions
 - Half Loads Season

TRAINING & EVENTS:

Chief Administrative Officer

- February 8th – Attended Training, Standards of Care – Safe Drinking Water Act
- February 15th – Attended Business Connection Breakfast hosted in South Glengarry
- February 22nd – Insurance Webinar – “Collapsing Basement Stairs, Expensive Balcony Repairs, Enclosed Patios & Unlawful Construction”
- February 23rd – Attended Glengarry Memorial Hospital Update with Municipal and Political Leaders

Clerk’s Division

- February 22nd - Insurance Webinar – “Collapsing Basement Stairs, Expensive Balcony Repairs, Enclosed Porches & Unlawful Construction”.
- February 1st and 8th - AMO Asset Management Webinar Series
- Deputy Clerk – commenced Municipal Law Program, Unit 1

COMMUNICATIONS STATS:

- YouTube Stats:
 - -1 Subscribers (total 213)
 - 481 Video Views
 - Most Watched Videos:
 - February 5th Regular Meeting (163 views)
 - February 20th Regular Meeting (68 views)
 - October 16th Regular Meeting (55 Views)
 - February 5th Committee of Adjustment (39 Views)
 - December 4th Regular Meeting (32 Views)
- Website Stats:
 - 260 Unique Searches
 - Most Popular Searches:
 - Tenders (15)
 - Burn Permit (6)
 - Zoning (5)
 - Property Taxes (4)
 - Garbage and Recycling (4)

- Facebook Stats:
 - Overall Reach: 12,497
 - Total followers:
 - New follows: 42
 - Unfollows: 3
 - Posts with highest reach:
 - Minor Sports Registration (5.8K)
 - Great Canadian Kilt Skate (post event) (4.4K)
 - Promo Great Canadian Kilt Skate (pre-event) (3.1K)
 - February Newsletter (2.9K)
 - Delayed Garbage Pickup, Family Day (2.8K)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: March 18, 2024

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

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

CURRENT PROJECTS

- Peanut Line Options Analysis
- Building Condition Assessments
- Cairn Island Interpretation Site
- CLRC Drainage Project

ADMINISTRATION

- Research and development of the 2024 departmental capital and operating budget
- SDG Library – Lease Agreement Working Group
- Preparing RFP 03-2024 – Grass Cutting Parks and Facilities
- ICIP Funding Reporting (Arena Floor Project)
- 2024 Great Canadian Kilt Skate
- Summer Student positions – posting, interviews and hiring
- Research CLRC Canteen ventilation options
- Community guide – departmental information submission
- Preparation for 2024 Minor Sport Program Season – registration software and volunteer role definitions.
- Facility bookings and coordination – 41 invoices created (does not include bookings added to existing invoices).
- CLRC – refrigeration plant water treatment research

OPERATIONS

- Tartan Hall bar operations – 7 Licenced Events
- Facility hall operations – 147 bookings
- Outdoor rink maintenance and monitoring

- Replacement of lighting at LAV Afghanistan Monument (Lancaster Legion)
- Replacement of pressure tank at Jack Danaher Park building
- Installation of internet connection in CLRC time keepers booth.
- 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: March 18, 2024

SUBJECT: Departmental Update – Planning, Building & Enforcement (February 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
- Conducted site visits
- Attended and organized public meetings
- Scheduled and Attended Committee of Adjustment Meeting
- Attended Council meetings
- Worked on land acquisition and disposition
- Conducted site visits and installed public notice signs for planning applications
- Preparation of 2024 budget
- Worked on new Comprehensive Zoning By-law

Building

- 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 (Erica Rose Burgess) on inspections and plans review
- Attended OBOA Golden Triangle Chapter meeting virtually
- Participated in SDG Next Generation 9-1-1 civic addressing working group meeting
- Attended BFL Canada “Case Studies in Ontario Building Code Litigation” webinar
- Attended OAFC Fire Prevention and Public Education Advisory Committee’s “Change of Use” webinar
- Received virtual training through RSM technical webinar series
- Reviewed 2021 open building permits and contacted applicants/property owners to assist in closing files
- 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
- Performed inspections as Health and Safety representative
- Reviewed map information for snow mobile club – Peanut Line (Recreation)
- Attended Health and Safety meeting
- Completed Snow Plow maps (Infrastructure)
- Attended Staff meeting
- Prepared for and attended Social and Wellness committee meeting
- Attended Mind Matters Workshop
- Attended MTO Webinar – HCMS
- Attended Next Generation 911 Webinar – with SDG Counties
- Attended OAFC Webinar on Change of Use

By- Law Enforcement

- Responded and investigated By-Law complaints.
- Arranged and attended meetings with the public.
- Closed several complaints files.
- Responded to inquiries from the public.
- Working on Property Standards By-Law
- Dog Kennel Renewals and Inspections
- Pool enclosure reviews

Economic Development

- Attended 3-day EDCO Conference in Toronto
- Co-hosted a Breakfast Connections event with the CBEC.
- Attended SDG Counties EDO Working Group meeting.
- Business visits with County staff to promote the RIP program.
- Reviewed RIP applications and prepared a Municipal Summary for each.
- Responded to property/site selection inquiries for commercial or industrial properties.
- Interviewed a local business owner to write editorial and design ad for Cornwall Living Magazine.
- Drafted and designed monthly business newsletter.
- Met with local business owners to promote the CIP program.
- CRM software implementation complete
- Attended business related development meetings with Planner.
- Worked with new business leads.
- Met with business owners to discuss planned projects.
- Promoted government grants and loans to business owners.
- Attended Rural Economic Development Summit

Emergency Planning

- Monitored all EMO situation reports and updates
- Held Emergency Planning Meeting with Fire Chief and Alternate CEMC



MEMORANDUM

To: Township of South Glengarry, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 29, 2024
Subject: RRCA Board of Directors meeting highlights (February 15, 2024)

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

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

February 15, 2024 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the January 15, 2024 meeting can be found at <http://www.rrca.on.ca/page.php?id=15>
- Board received an update on the new *Conservation Authorities Act* regulation, Ontario Regulation 686/21, which prescribes a suite of plans, strategies, and inventories to be completed by December 31, 2024 (e.g. ice management plan, operation and asset management plans for flood and erosion infrastructure, land inventory, conservation area strategy, and watershed-based resources management strategy).
- Board awarded a contract for the Pointe-Mouillée Restoration - Remedial Action Plan Project to restore and enhance part of the Bainsville Bay Marsh.
- Board received a timeline report for permits issued under Section 28 of the *Conservation Authorities Act*.
- Board received the RRCA's 2024 Flood Contingency Plan developed to locally administer the provincial Flood Forecasting and Warning program.
- Board received an update on RRCA forestry initiatives which will plant 56,000 trees in the region in 2024.
- Board approved the submission of three funding applications to support wetland restoration and to plant an additional 3,500 trees.
- Board appointed representatives to various committees.

Next RRCA Board meeting date: March 21, 2024

March 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of February 27, 2024
Member Motion 8.1.9 - Councillor Gilliland; Re: Council/Committee Meeting
Structure Under Strong Mayor Powers**

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas the Province expanded Strong Mayor Powers to municipalities over 50,000 in population, who committed to a housing pledge in the fall of 2023 to help address the housing crisis, but was not mandatory to accept with a housing pledge; and

Whereas the Town of Aurora head of council has the discretion whether to use the strong mayor powers, except for those dealing with the budget; and

Whereas strong mayor powers permit the head of council the ability to create new committees of council made under the *Municipal Act, 2001*, where all members are council members, and assign their functions. The head of council is also able to appoint the chairs and vice-chairs of such committees of council;

- 1. Now Therefore Be It Hereby Resolved That Council requests that the Mayor reconsider using strong mayor powers to alter the current structure of Council and/or committee meetings, but rather remains the same as officials were originally elected to do; and**
- 2. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill, Dawn Gallagher Murphy, MPP Newmarket—Aurora, and all Ontario municipalities.**

The above is for your consideration and any attention deemed necessary.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michael de Rond', written in a cursive style.

Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill
Dawn Gallagher Murphy, MPP Newmarket—Aurora
All Ontario municipalities



8. Standing Committee Reports

Moved by Councillor Thompson

Seconded by Councillor Gaertner

That the Standing Committee Reports, items 8.1 and 8.2, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.8, 8.2.1, 8.2.4, 8.2.6, and 8.2.8, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.1 General Committee Meeting Report of February 6, 2024

8.1.9 Member Motion - Councillor Gilliland; Re: Council/Committee Meeting Structure Under Strong Mayor Powers

Whereas the Province expanded Strong Mayor Powers to municipalities over 50,000 in population, who committed to a housing pledge in the fall of 2023 to help address the housing crisis, but was not mandatory to accept with a housing pledge; and

Whereas the Town of Aurora head of council has the discretion whether to use the strong mayor powers, except for those dealing with the budget; and

Whereas strong mayor powers permit the head of council the ability to create new committees of council made under the *Municipal Act, 2001*, where all members are council members, and assign their functions. The head of council is also able to appoint the chairs and vice-chairs of such committees of council;

1. Now Therefore Be It Hereby Resolved That Council requests that the Mayor reconsider using strong mayor powers to alter the current structure of Council and/or committee meetings, but

rather remains the same as officials were originally elected to do; and

2. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill, Dawn Gallagher Murphy, MPP Newmarket—Aurora, and all Ontario municipalities.

Carried

March 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of February 27, 2024
Member Motion 8.2.8 - Councillor Gilliland; Re: Legislative Amendments to
Improve Municipal Codes of Conduct and Enforcement**

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas all Ontarians deserve and expect a safe and respectful workplace; and

Whereas municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and

Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst municipal members of councils across Ontario; and

Whereas these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

Whereas municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

Whereas municipal governments have limited abilities in their toolkit to adequately enforce compliance with municipal Codes of Conduct; and

Whereas the most severe penalty that can be imposed on a municipal member of council is the suspension of pay for 90 days, even when egregious acts are committed and substantiated; and

Whereas AMO has called on the government to table and pass legislation that reflects the following recommendations:

- **Updating municipal Codes of Conduct to account for workplace safety and harassment**
 - **Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario**
 - **Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province**
 - **Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner**
 - **Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office;**
1. **Now Therefore Be It Hereby Resolved That the Town of Aurora supports the call of action the Association of Municipalities of Ontario (AMO) has submitted to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and**
 2. **Be It Further Resolved That the legislation encompasses the Association of Municipalities of Ontario's letter of recommendations which includes options for enforcing compliance by council members with municipal Codes of Conduct such as**
 - **Updating municipal Codes of Conduct to account for workplace safety and harassment**
 - **Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario**
 - **Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province**
 - **Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner**
 - **Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and**

- 3. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill, and Dawn Gallagher Murphy, MPP Newmarket—Aurora, the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, and all 444 Ontario municipalities.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill
Dawn Gallagher Murphy, MPP Newmarket—Aurora
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
All Ontario municipalities



8. Standing Committee Reports

8.2 General Committee Meeting Report of February 20, 2024

8.2.8 Member Motion - Councillor Gilliland; Re: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Moved by Councillor Gilliland

Seconded by Councillor Gallo

Whereas all Ontarians deserve and expect a safe and respectful workplace; and

Whereas municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and

Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst municipal members of councils across Ontario; and

Whereas these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

Whereas municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

Whereas municipal governments have limited abilities in their toolkit to adequately enforce compliance with municipal Codes of Conduct; and

Whereas the most severe penalty that can be imposed on a municipal member of council is the suspension of pay for 90 days, even when egregious acts are committed and substantiated; and

Whereas AMO has called on the government to table and pass legislation that reflects the following recommendations:

- Updating municipal Codes of Conduct to account for workplace safety and harassment

- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
 - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
 - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
 - Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office;
1. Now Therefore Be It Hereby Resolved That the Town of Aurora supports the call of action the Association of Municipalities of Ontario, (AMO), has submitted to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and
 2. Be It Further Resolved That the legislation encompasses the Association of Municipalities of Ontario's letter of recommendations which includes options for enforcing compliance by council members with municipal Codes of Conduct such as
 - Updating municipal Codes of Conduct to account for workplace safety and harassment
 - Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
 - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
 - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
 - Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and

3. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill, and Dawn Gallagher Murphy, MPP Newmarket—Aurora, the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, and all 444 Ontario municipalities.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

February 28, 2024

SENT VIA EMAIL: Premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

RE: Town of Lincoln Council Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 26, 2024, passed the following motion regarding an Urgent Need for Increased Funding to Libraries and Museums in Ontario:

Resolution No: RC-2024-23

Moved by Mayor Easton; Seconded by Councillor Mike Mikolic

WHEREAS the provincial funding for public libraries is currently based on population levels from 25 years ago, which fails to reflect the substantial growth and changing needs of our communities. The Town of Lincoln Council wishes to draw your attention to the "Overdue" report of 2023 from the Canadian Urban Council, which emphasizes the pivotal role libraries play in various aspects of community life, including knowledge distribution, culture, health, reconciliation, belonging, and our democracy; and

WHEREAS libraries, situated at the heart of our communities, serve as multifaceted institutions catering to diverse needs. They provide essential services such as access to culture and information, refuge for those experiencing domestic violence, election information centers, job search facilities, health clinics, language learning centers for newcomers, and spaces for educational and community events. Despite their vital role, public libraries in Ontario have not seen an increase in provincial funding for over 25 years, leading to a decrease in the value of the province's investment by over 60%; and

WHEREAS the Town of Lincoln Council urges the Provincial Government to

consider increasing provincial funding for Ontario's public libraries to address critical shared priorities and community needs. While over 90% of library funding comes from local municipal governments, provincial operating funding is crucial for providing stability to library budgets, especially in times of inflation, technological changes, and increasing demands on libraries as community hubs; and

WHEREAS the Town of Lincoln Council would like to bring to the Provincial Government's attention the pressing need to increase the funding envelope for the Community Museum Operating Grant (CMOG). The Town of Lincoln currently receives \$25,000 annually, the maximum amount through this grant, but the funding envelope has remained stagnant for over 15 years. This limitation hampers the ability of community museums to offset increasing operational expenses, impacting their role in preserving and promoting local stories, attracting cultural tourists, supplementing school curriculum, and contributing to vibrant and vital communities; and

WHEREAS the Lincoln Museum and Cultural Centre is a community hub critical to the health and vibrancy of our community. An increase in CMOG funding will enable our museum to continue its valuable service to the community, creating a sense of place, attracting cultural tourists, and preserving local stories that define our unique identity; and

WHEREAS Cultural institutions, particularly museums, play a vital role in shaping and preserving our community's identity. They contribute to tourism, social participation, senior well-being, skill-building, and learning. As the largest government funder for most of Ontario's smaller museums, municipalities create value in their communities through the work of these institutions.


THEREFORE, BE IT RESOLVED THAT the Town of Lincoln Council urges the Provincial Government to support increasing funding to both public libraries and community museums. Recognizing these institutions as national assets and strategically investing in their potential will contribute significantly to renewing post-pandemic social cohesion, economic well-being, and community resilience; and

BE IT FURTHER RESOLVED THAT this resolution be circulated to the Province, the Minister of Tourism, Culture and Sport, Association of Municipalities of Ontario (AMO), the Niagara Region, the 12 Local Area Municipalities in Niagara and all municipalities of Ontario for endorsement.

CARRIED

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,



Julie Kirkelos

Town Clerk

jkirkelos@lincoln.ca

JK/dp

Cc: Premier of Ontario
Minister of Tourism, Culture and Sport
Association of Municipalities of Ontario (AMO)
Ann-Marie Norio, Clerk, Niagara Region
Local Area Municipalities
All Ontario Municipalities

March 5, 2024

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

The Honourable Andrea Khanjin
Minister of the Environment, Conservation and Parks
Via E-mail: minister.mecp@ontario.ca

Re: Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 4, 2024 supported the following resolution from the Township of Perry regarding the above noted matter;

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

And Whereas 'ineligible' sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Municipality of Chatham-Kent hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

And further that Council hereby request the support of all Ontario Municipalities;

And further that this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, Local MPP all Ontario Municipalities.

Sincerely,

**Judy
Smith**

Digitally signed by
Judy Smith
Date: 2024.03.05
10:19:56 -05'00'

Judy Smith, CMO
Director Municipal Governance/Clerk

C

Local MPP
Ontario Municipalities

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

February 14, 2024

Re: Catch and Release

At its Council Meeting of February 13, 2024, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS this council believes that the safety of our community and its protection from crime in all its forms is of utmost importance.

WHEREAS our taxpayer-funded judicial system exists to protect the public, who in return for their tax dollars are entitled to a system that works.

WHEREAS the number of charges laid for failure to comply with court orders – primarily failure to comply with the terms of a promise to appear, undertaking, recognizance, probation order, or peace bond – are steadily on the rise in the province of Ontario.

WHEREAS there has been a notable increase in the number of violent offences committed in the province of Ontario by individuals who are concurrently subject to release orders.

WHEREAS the Ontario justice system is backlogged, court systems under strain, and police and prosecutors overwhelmed by their caseloads.

WHEREAS we have seen a dramatic lowering of the threshold for release, resulting in violent, serious, or repeat offenders who should by rights have been reasonably detained in custody, released on supervision plans that are increasingly deficient.

WHEREAS the general sense among the criminal population is that breaching bail conditions will not result in much by way of consequence for the offender, as evidenced by a clear pattern province-wide of unjustifiable release, a pattern which is bound to continue given insufficient resources to conduct Crown bail reviews, surety bond estreatment hearings, and ensure the subsequent collection of surety bond funds after judgment.

WHEREAS a 'catch and release' system constitutes a failure of government to perform a core function of its existence, that being the protection of public safety and that this failure constitutes a clear and present danger to the public.

WHEREAS the current hard drug crisis has contributed to a desperate criminal element that is exacting a significant financial and emotional toll on communities across Canada including Cambridge.

WHEREAS our police services are being demoralized by expending precious time and resources having to manage the repeated arrests of these habitual criminal offenders within a system that limits their ability to effectively protect the public.


AND WHEREAS this ineffective follow-through by our judicial system unfairly erodes the public's trust in our police services, who consequently become the target of frustrated and angry residents who feel they are no longer being protected from crime.

AND WHEREAS the increasing erosion of public faith and trust in our judicial system ultimately brings the administration of justice in the province of Ontario into disrepute and leads to a growing feeling amongst residents that they are no longer protected by a system perceived to prioritize the rights and freedoms of the criminal over the rights and safety of themselves and their families.

NOW THEREFORE BE IT RESOLVED, that the City Clerk for the City of Cambridge send a letter to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Arif Virani, Minister of Justice and Attorney General of Canada, Attorney General of Ontario Doug Downey, Ontario Solicitor General Michael Kerzner, the Honourable Doug Ford Premier of Ontario, MP Bryan May, MP Valerie Bradford, MPP Jess Dixon, MPP Bryan Riddell, Police Chief Mark Crowell, Waterloo Regional Police Service, all Ontario Police Associations and Police Departments, Ontario Provincial Police, all Ontario MPPs and MPs, and all municipalities throughout Ontario for their endorsement consideration, requesting additional funding in Ontario's legal system to support a meaningful resistance to the current "catch and release" practice, including hiring sufficient court staff, with a specific focus on additional assistant Crown Attorneys.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Hon. Prime Minister Trudeau
Hon. Minister of Justice and Attorney General of Canada
Attorney General of Ontario
Ontario Solicitor General
Hon. Premier Ford
Ontario Police Associations
Ontario Police Departments
Ontario MPPs and MPs
All Ontario Municipalities



Hon. Todd McCarthy
Minister of Public and
Business Service Delivery
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
VIA EMAIL:

Todd.McCarthy@pc.ola.org

MPP Jill Dunlop
Unit 9

575 West St. S
Orillia, Ontario L3V 7N6
VIA EMAIL:

Jill.Dunlop@pc.ola.org

Jim Cassimatis, BAO Interim
CEO/Registrar
100 Sheppard Avenue East,
Suite 500
Toronto, ON M2N 6N5
VIA EMAIL:

info@thebao.ca

MPP Brian Saunderson
Suite 28

180 Parsons Rd.
Alliston, ON L9R 1E8
VIA EMAIL:

Brian.Saunderson@pc.ola.org

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

February 22, 2024

RE 6.2 Clearview Township Support Resolution Cemetery Administration Management & 6.3 Tay Township Support Resolution Cemetery Administration Management Support

Please be advised that Township of Puslinch Council, at its meeting held on January 10, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-003: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.2 and 6.3 listed for January 10, 2023 Council meeting be received for information; and

Whereas Puslinch Council supports the Resolutions from Tay Township and Clearview Township regarding Cemetery Administration Management, that staff be directed to send a support resolution accordingly.

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: Ontario Municipalities



Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, 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;

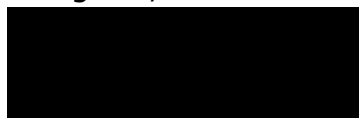
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend 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; Page 6 of 7
- 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 that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities

To: Mayor and Council

From: Sasha Helmkey, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; 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;

Now Therefore Be It Resolved that Council of the Township of Clearview 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:

- Amend 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 that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

Background

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.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend 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.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Governance

Financial Implications

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

Report Appendices

Not applicable.

Approvals

Submitted by:	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
Reviewed by:	Krista Pascoe, Deputy Clerk
Financial Implications Reviewed by:	Kelly McDonald, Treasurer
Approved by:	John Ferguson, CAO

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0



December 21, 2023

Hon. Todd McCarthy
Minister of Public and Business Service Delivery
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

sent via email Todd.McCarthy@pc.ola.org

Dear Hon. Todd McCarthy,

Re: Provincial Cemetery Management Support Request – Tay Township

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

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;

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0



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;

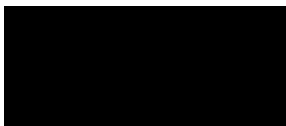
Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- 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 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.

Sent on behalf of Tay Township Council.

Yours truly,



Katelyn Johns, MPPA
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No.

94

Title:

Enbridge Gas Inc.

Date:

Tuesday, February 13, 2024

Moved by

J. DeMarsh

Seconded by

J. Flieler

WHEREAS access to natural gas is important to residents and businesses in our community for affordability and reliability;

AND WHEREAS the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Municipality of Tweed;

AND WHEREAS Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, as is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk;

NOW THEREFORE BE IT RESOLVED:

THAT the Municipality of Tweed supports a measured approach to Ontario's energy transition;

AND FURTHER, that the Municipality of Tweed recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification;

AND FURTHER, that natural gas must continue to play an integral role in meeting the energy needs of Ontario;

AND FURTHER, that the Municipality of Tweed supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy;

AND FURTHER, that this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Ric Bresee, Member of Provincial Parliament for Hastings-Lennox and Addington, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition, and submitted to municipalaffairs@enbridge.com.

Carried



Legal Services / Clerk's Department

789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801

Toll-free: 1-866-324-6912

Fax: 519-845-0818

February 23, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

Re: Lambton County Council Motion

Please be advised that at its regular meeting of February 07, 2024, Lambton County Council Passed the following resolution:

#25: Ferguson/Bradley:

WHEREAS the Province of Ontario has agreed to assume responsibility for the Gardiner Expressway and the Don Valley Parkway from the City of Toronto, which will be uploaded to the Province of Ontario;

WHEREAS like the City of Toronto, The Corporation of the County of Lambton and all municipalities in the Province of Ontario are experiencing significant financial and budgetary pressures including those related to infrastructure development, maintenance and repairs, and are seeking reasonable solutions to address the same while balancing their financial books;

WHEREAS the uploading of municipal highway infrastructure to the Province of Ontario or, alternatively, appropriately increasing the Ontario Community Infrastructure Fund to Ontario municipalities will assist municipalities in addressing such financial challenges;

THEREFORE, BE IT RESOLVED:


- a) That the Province of Ontario: (i) upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation; or (ii) alternatively, if uploading is not the preferred option of the Province and/or local municipality, to appropriately increase the

Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities.

- b) That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Sarnia-Lambton MPP, Bob Bailey; the Ontario Minister of Transportation, the Hon. Prabmeet Singh Sarkaria; and the Premier of Ontario, the Hon. Doug Ford.

Carried.

Kind Regards,

DocuSigned by:

5897867E2272445...

Olivia Leger
Clerk/County Solicitor

Encl #CC 04-10-24

cc: Association of Municipalities of Ontario
All Ontario Municipalities
Bob Bailey, M.P.P. Sarnia-Lambton Riding
Hon. Prabmeet Singh Sakaria, Ontario Minister of Transportation

CITY OF HAMILTON

MOTION

Council: February 14, 2024

MOVED BY COUNCILLOR C. CASSAR.....

SECONDED BY COUNCILLOR M. WILSON.....

Support for the Decision of the Ontario Energy Board to End the Gas Pipeline Subsidy

WHEREAS, residents are struggling with energy bill increases and need relief;

WHEREAS, natural gas is no longer the cheapest way to heat homes because electric heat pumps are now much more efficient, can provide all heating needs even in the cold climates, and result in far lower energy bills over the long term compared to gas heating;

WHEREAS, natural gas is methane gas, which is a fossil fuel that causes approximately one-third of Ontario's GHG emissions, and must be phased out because it is inconsistent with all climate targets, while heat pumps result in the lowest GHG emissions and are consistent with a zero-carbon future;

WHEREAS, the Ontario Energy Board ("OEB") decided to end a subsidy for methane gas pipelines to be built in new construction developments, effective 2025, finding that this would lower energy bills for existing gas customers and improve affordability for new homebuyers, but this decision is at risk of being overturned by the provincial government;

WHEREAS, the OEB decision will help lower energy bills and encourage heating systems that are consistent with climate targets and plans;

WHEREAS, the construction of *new* methane gas pipelines, which have 60-year lifetimes, should not be subsidized because they are inconsistent with the City's climate targets and will result in higher carbon emissions, higher energy bills, higher future decarbonization retrofit costs to get off fossil fuel heating, and a continued financial drain as dollars leave the province to pay for fossil fuels extracted in other jurisdictions;

WHEREAS, Hamilton City Council declared a climate emergency in 2019;

WHEREAS, transforming our buildings by supporting actions that improve the energy efficiency and GHG profile of new buildings within the City is one of 5 low-carbon transformations from ReCharge Hamilton, the City's Community Energy and Emissions Plan (CEEP); and

WHEREAS, the City of Hamilton is actively working to support the decarbonization of heating and cooling systems in existing and future building stock within the community, as demonstrated by the Better Homes Hamilton Home Energy Retrofit Pilot Program, which will provide 0% interest loans to up to 50 Hamilton homeowners to enable them to transition away from fossil-fuel powered heating and cooling equipment to low carbon air or ground source heat pump systems.

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton expresses its support for the decision of the Ontario Energy Board to end the gas pipeline subsidy and requests that the Ontario Government allow the decision to stand; and
- (b) That this resolution be circulated to the President of Association of Municipalities of Ontario, Colin Best; Premier of Ontario, Doug Ford; Minister of Energy, Todd Smith; Minister of Finance, Peter Bethlenfalvy and all Ontario Municipalities requesting support for the proposed changes.

Ontario Energy Board Fossil Fuel Removal for New Developments

A critical development concerning the Ontario Energy Board's (OEB) decision to eliminate fossil fuel subsidies for fossil fuel infrastructure in new developments was discussed. Kent Elson, representing Elson Advocacy, and supports Environmental Defense with OEB discussions shed light on the OEB's ruling, Minister Smith's response, and the significance of this issue for Ontario municipalities.

The OEB made a landmark decision on December 21st, 2023, with far-reaching implications for both decarbonization efforts and energy cost reductions in Ontario. This decision addresses a little-known fossil fuel subsidy, funded by all Enbridge customers, aimed at expanding fossil fuel infrastructure into new developments. It's essential to note that the OEB is primarily a consumer protection organization rather than an environmental body. The OEB decision to remove the fossil fuel subsidy came after extensive consultations through a robust multi-stakeholder process.

The crux of the OEB's decision is to terminate the subsidy for constructing methane gas pipelines in new building construction, effective in 2025. Previously, this subsidy amounted to an average of approximately \$4,500 per home for developers. The OEB's rationale for ending the subsidy is twofold: it is detrimental to both existing gas

customers, who bear the cost through higher energy bills (an annual burden exceeding \$250 million), and new homebuyers, as it incentivizes the installation of expensive fossil fuel equipment. Consequently, this subsidy results in higher energy bills for both groups and encourages continued fossil fuel use. Its elimination promises to benefit existing gas customers, new homebuyers, and the environment by reducing carbon emissions.

Presently, developers lack the proper financial incentives to prioritize electrification for building heating. They don't bear the costs associated with expanding fossil fuel infrastructure; these costs are borne by the rate base. This approach risks creating stranded assets, as it can take up to 60 years to recoup the expenses of fossil fuel infrastructure. Additionally, there has been misinformation regarding the affordability of heat pumps, leading the Competition Bureau to investigate Enbridge's claims about fossil fuels being the cheaper heating option.

The Ontario government's response to the OEB decision was unprecedented. The morning after the ruling, they announced their intention to overturn it through legislation. This has sparked significant backlash, both in terms of rate base costs and concerns about the independence of the OEB's decision-making process.

Enbridge may have reached out to your municipalities seeking support to lobby against the OEB decision. However, it's crucial to emphasize that the OEB's decision is beneficial on multiple fronts: it reduces costs for existing gas customers by over \$1 billion in four years, and it encourages the consideration of heat pump installations for new homebuyers, resulting in energy savings and a transition away from

fossil fuels. The OEB ruling applies to both greenfield and infill developments.

A draft resolution/motion and background report has been created for Ontario Climate Caucus (OCC) members to use in advancing this important conversation within their municipal councils.

Is there any updates regarding incentives for incentivize new developments to advance electric heating options, similar to the Greener Homes program but tailored for new developments. This decision does help to level the playing field between how fossil fuel and electricity infrastructure is costed out and in that way help increase consideration of cost effective building heating via air source, or ground source heat pumps or other lower carbon options. But yes there would be benefit to advancing the electrification of building heating at the cheapest time to do so - the time of construction. Thereby reducing future costly retrofits.

Gaby Kalapos from Clean Air Partnership (gkalapos@cleanairpartnership.org) or Adrian Currie from Environmental Defense (acurrie@environmentaldefence.ca) are available to do deputation on this topic as they are advanced across Ontario municipal councils.

February 16, 2024

Please be advised that during the regular Council meeting of February 13, 2024 the following resolution regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates was carried.

RESOLUTION NO. 2024-81

DATE: February 13, 2024

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Hirsch

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 per cent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 (\$1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line (\$3,091 per month)

WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

WHEREAS the poverty risk profile for Prince Edward County created by Vital Signs states that 10.1% - 13.5% of County residents are living on low income;

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County joins the Town of Orangeville to calls on the Provincial Government to urgently:

- a) At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
- b) Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
- c) Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Prince Edward Lennox and Addington Social Services, the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Hirsch, and Marcia Wallace, CAO

**The Corporation of the Municipality of St. Charles
RESOLUTION PAGE**



Regular Meeting of Council

Agenda Number: 10.9.

Resolution Number 2024-043

Title: Resolution stemming from January 17, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #8

Date: February 21, 2024

Moved by: Councillor Lachance

Seconded by: Councillor Pothier

WHEREAS municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortages, which will only be exasperated over the next three (3) to five (5) years, which will cause the levels of service that municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment;

BE IT THEREFORE RESOLVED THAT the Corporation of the Municipality of St.-Charles supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND BE IT FURTHER RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles, calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND BE IT FURTHER RESOLVED THAT, a copy of this Resolution be forwarded to the Minister of Labour, Training, Immigration and Skilled Trades, David Piccini; our local Member of Provincial Parliament; the Association of Municipalities of Ontario (AMO); the Association of Ontario Road Supervisors (AORS); and all Ontario Municipalities.

CARRIED


MAYOR



Date: February 20, 2024

Resolution COU-2024-063

Moved By: Councillor Byron Faretis

Seconded By: Councillor Jeff Wheeldon

Whereas, the Municipality of Brighton faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community;

And Whereas Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

And Whereas, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

And Whereas, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

Therefore, Be It Resolved that the Municipality of Brighton Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

Be It Further Resolved that the Municipality of Brighton Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Northumberland; and all six neighbouring Northumberland lower-tier municipalities, and all Ontario municipalities.

Carried ☐ OR Defeated ☐

Mayor

Recorded Vote		<u>For Clerks Use Only</u>			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Byron Faretis					
Councillor Anne Butwell					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					
Carried <input checked="" type="checkbox"/> Defeated <input type="checkbox"/>					Clerk's Initials <div>CD</div>

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 2024-16
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 March 18th, 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 18TH DAY OF MARCH 2024.***

MAYOR: _____ **CLERK:** _____