

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday May 20, 2020 at 3:00 p.m. – Via zoom

Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions)
4. DELEGATION(S)
5. STAFF REPORTS

Clerk's Department

- a) Strategic Plan Update

Community Services Department

- b) Community Services Dept. Workplan Update
- c) Township of North Glengarry Communications Plan

Treasury Department

- d) Treasury's Dept. Workplan Update
- e) Penalty Forgiveness

Planning/Building & By-law Enforcement Department

- f) Planning/Bldg. & By-law Enforcement Dept. Workplan Update
- g) North Glengarry Zoning and Official Plan Designation Guide

Public Works Department

- h) Public Works Dept. Workplan Update

6. UNFINISHED BUSINESS
7. OTHER BUSINESS
8. MATTERS ARISING FROM STANDING COMMITTEES

Raisin Region Conservation Authority Update by Councillor Jacques Massie
Maxville Manor Update by Councillor Jacques Massie
Glengarry Pioneer Museum Update by Councillor Brenda Noble
Glengarry Archives Update by Mayor Jamie MacDonald
Arts, Culture & Heritage Update by Councillor Jeff Manley

County Council Update by Deputy Mayor Carma Williams
Friends of the Trails Update by Councillor Johanne Wensink
Community Development Committee by Deputy Mayor Carma Williams

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday June 17, 2020 at 3:00 p.m. via zoom

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT

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Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF

PECUNIARY

INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday May 20, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

DELEGATIONS

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2020-09 – Strategic Plan Update for information purposes only.

Carried

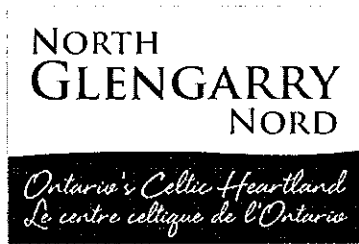
Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 5 (a)



STAFF REPORT TO COUNCIL

Report No: AD-2020-09

May 20, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Strategic Plan Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2020-09 for information purposes only.

Background / Analysis:

The Strategic Plan was approved by Council in October of 2019. COVID-19 has impacted many of the initiatives, however, staff are continuing to work on what can be done in the interim.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

Strategic Plan Update Excel Document

Others Consulted

Senior Management Team.

Sarah Huskinson
Chief Administrative Officer/ Clerk

Strategic Focus: Infrastructure

Strategic Objective: To enhance the critical infrastructure in the Township's settlement areas.

Actions	Department(s)	Timeline	Progress/Comments
Provide safe potable water to the residents of Maxville.	Public Works	End of 2020	The water system in Maxville is commissioned. Residents are hooking up, but COVID-19 may delay all users being hooked up. The upgrades to the Alexandria Water System are on-going and should be complete by August 2020.
Upgrade the wastewater treatment system in the Town of Alexandria to improve the process of removing toxins and meeting the Ministry of the Environment specifications and regulations.	Public Works	Contingent on Funding	Design is complete. Awaiting on funding from Senior Levels of Government

Strategic Objective: Improve the quality of Township's road network.

Actions	Department(s)	Timeline	Progress/Comments
Provide a cost benefit analysis of road types for each Township road.	Public Works	End of 2020	A high level cost/benefit analysis is projected to be ready for June 2020 which will provide general direction.

Strategic Objective: Divert heavy truck traffic from County and Township roads.

Actions	Department(s)	Timeline	Progress/Comments
Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Public Works	Ongoing	The County has initiated the Environmental Assessment Phase for the reconstruction of Main Street from County Road 10 to Elgin. The preliminary design includes initiatives to remove overhead utilities and make sidewalks more friendly.

Strategic Focus: Assets

Strategic Objective: Optimize the service and costs of the waste management practices in the Township.

Actions	Department(s)	Timeline	Progress/Comments
Conduct a cost benefit analysis for the RARE plant.	Public Works	Spring 2020	This project is on hold. The County, in partnership with all local municipalities, has initiated a study to find efficiencies related to solid waste management County-wide.
Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company	Public Works	End of 2020	This project is on hold. The County, in partnership with all local municipalities, has initiated a study to find efficiencies related to solid waste management County-wide.

Strategic Objective: Maximize taxation revenue and good land usage practices for municipally owned land.

Actions	Department(s)	Timeline	Progress/Comments
Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Clerk's Department/ Planning Department	Spring 2020	This will be done in conjunction with the Development and Marketing Strategy. Will be reviewed/evaluated in the next few months.

Strategic Objective: Ensure Township facilities used in an efficient manner.

Actions	Department(s)	Timeline	Progress/Comments
Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times.	Community Services	End of 2020	Suitable programming will be shifted to on-line and other programming may be given in person while respecting Public Health directives.

Strategic Objective: To promote and encourage environmental stewardship in the Township.

Actions	Department(s)	Timeline	Progress/Comments
Create a Tree Canopy by-law and permitting system.	Planning	Spring 2020	By-law, application, permit documents all created and ready to be presented to Council. It was requested to have some stakeholder meetings for members of the public to be able to express their concerns. COVID-19 has delayed this process and it is now "on hold" until the provincial restrictions are lifted.
Investigate ways to increase the waste diversion rate.	Public Works	End of 2020	This project is on hold. The County, in partnership with all local municipalities, has initiated a study to find efficiencies related to solid waste management, County-wide

Strategic Focus: Services

Strategic Objective: Ensure the Township is ready for business development and residential growth.

Actions	Department(s)	Timeline	Progress/Comments
Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Economic Development/ Planning/ Building	Spring 2020	Development and Marketing Strategy initiated with MDB Insight
Continue to be an active partner in the Eastern Ontario Regional Network advocating for improved broadband and cell gap coverage.	Economic Development/ CAO	Ongoing	Ongoing
Showcase the Township's readiness for industrial and commercial business through a marketing plan.	Economic Development	Spring 2020	Development and Marketing Strategy initiated with MDB Insight

Strategic Objective: Timely and relevant communications in the appropriate medium in a predictable and understandable way.

Actions	Department(s)	Timeline	Progress/Comments
Develop a communications plan to improve communications with residents and stakeholders.	Economic Development/ CAO	End of 2019	Presented to Council at May 20, 2020 Committee of the Whole

Strategic Objective: Establish a strong corporate environment of customer service.

Actions	Department(s)	Timeline	Progress/Comments
Provide training to all departments on excellence in customer service	All Departments	Ongoing	Ongoing

Strategic Objective: To be corporately responsible by ensuring the Township has the proper polices.

Actions	Department(s)	Timeline	Progress/Comments
Complete a development charges feasibility study.	Building/ Planning	Spring 2020	Early stage of discussion, will be evaluated in the next few months.
Review current by-laws for enforcement.	Building/ By-law	End of 2020	Clean Yards By-law and Livestock By-law have been passed by Council. A new Civic Number By-law was just passed and now working on Set Fines and Fees and Charges By-law updates. Animal Control By-law, Garage Sale By-law, property Standards By-law and Sign By-law are the next By-law to be reviewed or redone.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. CS-2020-06 Community Services Department Workplan Update.

Carried

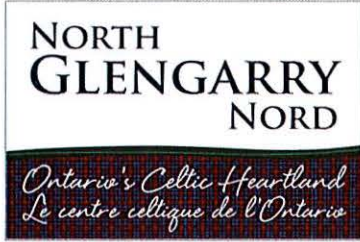
Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 5 (b)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2020-06

May 20, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – May Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-06.

Background / Analysis:

The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

ADMINISTRATION

COVID-19 – All Recreational Facilities, other than green space, remain closed as per the directives issued by the Province and the Eastern Ontario Health Unit. Playgrounds under the Township's jurisdiction still have signage indicating that the structures in the park are not sanitized and are closed. Signage does encourage people to use park space while respecting Public Health recommendations.

Disinfection and Sanitation Procedures

- In preparation for the reopening of the Township facilities, staff has attended a Infection Prevention & Control in The Recreational Facility Setting webinar which concentrated on best practices and techniques available to the industry.
- Staff has been working with the By-law Officer who is the Joint-chair of the Township's Health and Safety Committee to discuss process and procedures to ensure the safety of our facilities at present, with a view towards reopening to the public.

Geese Mitigation Program – Staff oiled eggs over a three week period. Three nests were located and a total of 18 eggs were oiled. At this point, staff has noticed four pairs of geese with goslings which indicates that there are fewer active nests but that these are in locations that are either not visible or cannot be accessed by staff. Again, the goal of this program is to mitigate geese, not exterminate the population. A report was filed with the Ministry of Natural Resources on the number of nests located and the number of eggs oiled.

Removal of Aquatic Vegetation – The Letter of Authorization was received from DFO on March 26, 2020 and shared with the Public Works Department. A meeting was held with the Director of Community Services, Manager of Transportation and the Working Foreperson regarding the condition of the Harvester. New pumps have been installed for the time being and the unit will be tested once the weather turns warm. An advisory was sent to the Department of Fisheries and Oceans advising that the removal will start on Monday, June 15th. Staff will monitor the removal and reintegration of aquatic species during this process and will report back to the Department of Fisheries and Oceans by December 1, 2020.

Staffing – An update on staffing levels was supplied in the April Work plan. Staffing levels remain the same at this time. Grass cutting (as needed) has started over the last two weeks.

EVENTS AND ACTIVITIES

Boys and Girls Club Activities – Even though the on-site programming has stopped, the Boys and Girls Club offer on-line programming once a day to their youth. This information is shared on the North Glengarry B&G's Club Facebook page.

Business & Community Gala – As per the budget that was presented on May 6th, staff has paused this activity.

Canada Day Activities – The festivities in Alexandria have been cancelled as well as in Apple Hill. Funding has been received from Celebrate Canada which allows for different uses such as virtual events or delaying the celebrations within a window ending March 31, 2021. Activities have to be approved by Celebrate Canada.

Ice Rental Reservation Forms – The forms have been emailed out to the organizations and renters of the Glengarry Sports Palace and the Maxville and District Sports Complex. The due date for the return of the reservation forms is Monday June 8, 2020.

Programming – Staff has been testing the appetite for online programming by launching four yoga / fitness videos on its Youtube platform and Facebook. So far, uptake has been good and staff is presently working on other types of programming that could be launched when appropriate

FACILITIES

Glengarry Sports Palace

- The south entrance to the Community Hall has been completely painted.
- The repair work in the coat vestibule was done.

Maxville & District Sports Complex

- Repainting of change rooms and lobby should be completed by end of May.
- The propane line feeding the arena has been relocated from the exterior wall of the building to underground after it was damaged in late winter by ice.

Tim Hortons Dome

- SOP for blower and generator testing was prepared.
- The Fire Suppression System was inspected by Viking.

OTHER

Development and Marketing Plan – The first meeting was held between MDB Insight and the Community Development Committee. The Project Charter was reviewed and the list of resource needs in respect to existing documentation was shared with the Township. A survey will be launched in the coming weeks and community consultations will be held by the last week in June.

Economic Development Meetings – The Director of Community Services and the Economic Development and Communications Officer have been participating in the weekly SDG Economic Development Meetings (including the City of Cornwall) to discuss initiatives and planned recovery. As part of the work that was done, the Economic Development staff at the Counties prepared a survey in **an effort to better** understanding of how COVID-19 has affected local businesses. 194 local businesses (of those 23 were businesses in North Glengarry) responded to the survey. The data and comments made by businesses will assist with the recovery planning for our community.

COMMENTS

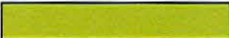
This report is presented for information purposes only.


	Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
	Strat Plan			Q1	Q2	Q3	Q4		
	Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times.	Ongoing	Rec Dept						
	Provide training to all departments on excellence in customer service.	Ongoing	All Depts						
	Marketing and Development Plan	Ongoing	AL						Fall 2020
	Communications plan	Ongoing	TK, AL, SH						Completed
Capital Projects									
	EcDev - Interpretive Panels	Ongoing	TK						
	Dome - Membrane repairs	Ongoing	JD						Spring / Summer
	EcDev - Remembrance Day Banners	Ongoing	TK						
	Glen Robertson Playground Equipment	Ongoing	AL						Equipment purchased - to be installed in the spring
	KingGpk - Electrical Panel	Ongoing	JD						On hold - Impacted by COVID-19
	Millsq - Architectural Design	Ongoing	AL						On hold - Impacted by COVID-19
	MSC - Water lateral Connection	Completed	AL, JA						
OTHERS									
	Admin - Business & Community Awards Gala	Cancelled	AL, MD						Cancelled - Impacted by COVID-19
	Admin - Grants - Celebrate Canada - Application 2020	Ongoing	AL						Received funding
	Admin - Grants - Seniors	Cancelled	AL						Impacted by COVID-19
	Admin - Main Street Revitalization Grant	Completed	AL						Report ready to file March 31st
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						


Dome - Programming - 2019/2020 Women's Volleyball		AL, MD, JD, SD					Impacted by COVID-19
Dome - Programming - 2020 Flag Football		SD, JD					Impacted by COVID-19
Dome - Programming - 2020 Winter Boys & Girls Club		AL					On hold - Impacted by COVID-19
Dome - Programming - 2020 Youth Floor Hockey		JA, SD					On hold - Impacted by COVID-19
Dome - Programming - Competitive Soccer League		SD, JD					On hold - Impacted by COVID-19
Dome - Programming - Golf		SD, JD					On hold - Impacted by COVID-19
Dome - Programming - Nordic Track for Seniors		AL, JD					On hold - Impacted by COVID-19
Dome - Programming - Running Prog 2020 Winter Session		AL, JD					On hold - Impacted by COVID-19
Dome - Programming - Sportball		SD					On hold - Impacted by COVID-19
Dome, GSP, MSC, IP - Programming - 2020 Family Day	Completed	Rec Dept					
Dome, GSP, MSC, IP - Programming - 2020 March Break		Rec Dept					Cancelled - Impacted by COVID-19
EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, TK					
EcDev - COVID-19 Response - Facebook Postings & Website updates	Ongoing	AL, TK					Sharing of information on Facebook & Website
EcDev - COVID-19 Response - Business Support	Ongoing	AL, TK					Working with Chambers to support local businesses
EcDev - COVID-19 Response - Employer Support	Ongoing	AL, TK					Working with various ministries & SDG EcDev to ensure that needs of business owners are heard at various government levels and shared back with owners

EcDev - COVID-19 Response - Ministry of Tourism, Culture and Heritage	Ongoing	AL, TK					Coordinating with Ministry to support organizations in North Glengarry that have received funding under the grant (reporting requirements & additional funding)
EcDev - Community Improvement Plan Public Consultation and Review	Ongoing	AL, TK					Fall 2020
EcDev - Community Grants	Ongoing	AL, TK					Adjustments to events impacted by COVID-19
EcDev - Glengarry Routes Tour	Ongoing	TK					September 19th
EcDev - NG Community Grants Café	Ongoing	AL, TK					February 20th
EcDev - NG Tourism Grants Café (September)	Ongoing	AL, TK					September 22nd
EcDev - Regional Incentives Program	Ongoing	TK					
EcDev - Teeny Tiny Summit (June)		AL, TK					On hold - Impacted by COVID-19
GSP - Audit	Ongoing	AL, MD					April/May
GSP - Programming - 4 on 4		MD, SD, RW					Cancelled - Impacted by COVID-19
GSP - Programming - Little Sens-type Programming		AL, MD					On hold - Impacted by COVID-19
GSP - Programming - Yoga 2020 Winter Session	Ongoing	MD, SD					
GSP - Programming - Youth Broomball	Ongoing	MD, SD, RW					
GSP, MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, RW, JA					Certificat obtained
IP - Aquatic Vegetation Removal Permit	Completed	AL					Permit obtained - to start no later than June 15th
IP - Geese Mitigation Program Permit	Completed	AL					Permit obtained and report filed
IP - Programming - 2020 Swimming Lessons	Completed	SD					Report to Council April 14, 2020
IP - Programming - 2020 Winter Boys & Girls Club		AL					May require adjustments - Impacted by COVID-19

IP - Programming - Summer Camp Boys & Girls Club		AL, SD, MD	Execution					May require adjustments - Impacted by COVID-19
MSC - Community Kitchen Program		AL, TK, SD	Execution					On hold - Impacted by COVID-19
MSC - Programming - Floor Hockey		MD, SD	Execution					On hold - Impacted by COVID-19
MSC - Glengarry Sports Hall of Fame		JA	Preparation					Waiting to hear if event will move forward
MSC - Programming - Kilt Skate 2021	Ongoing	AL, TK & Others	Complete				Execution	South Glengarry March 1, 2020

Preparation 

Execution 

Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. CS-2020-07;

THAT the Committee of the Whole recommends the Township of North Glengarry Communications Plan be forwarded to Council for its adoption.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (c)



COMMITTEE OF THE WHOLE

STAFF REPORT

Report No: COTW CS-2020-07

May 20, 2020

From: Sarah Huskinson – Chief Administrative Officer
Anne Leduc – Director of Community Services
Tara Kirkpatrick – Economic Development and Communications Officer

RE: Township of North Glengarry Communications Plan

RECOMMENDED MOTION:

THAT the Committee of the Whole receives Staff Report No. COTW CS-2020-07;

THAT the Committee of the Whole recommends the Township of North Glengarry Corporate Communications Plan be forwarded to Council for its adoption.

BACKGROUND / ANALYSIS:

The creation of a Communications Plan was identified as a priority item under the Township of North Glengarry's Corporate Strategic Plan. The Plan will serve as a guiding document to support external and internal communications practices through the implementation of a defined Communications Management Strategy.

The Plan also addresses public engagement and planned external communications actions and metrics.

This document is presented to the Committee of the Whole with the intention of bringing the Communications Plan for adoption at the next Council Meeting.

ALTERNATIVES:

Option 1 - That the Committee of the Whole recommends the Township of North Glengarry Corporate Communications Plan be forwarded to Council for its adoption.

OR

Option 2 – That the Committee of the Whole not recommend the adoption of the Township of North Glengarry Corporate Communications Plan

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS & RELEVANT LEGISLATION:

- Township of North Glengarry Communications Plan

OTHERS CONSULTED:

Kim Goyette – Director of Finance / Treasurer

Jacob Rheaume – Director of Building, By-law & Planning/CBO

Matthew Roy – Fire Chief

Doug Stitland – Director of Public Works

Signed by Sarah Huskinson – Chief Administrative Officer / Clerk

Township of
NORTH GLENGARRY

**CORPORATE
COMMUNICATIONS PLAN**
CREATED MAY 2020

**NORTH
GLENGARRY**

Ontario's Celtic Heartland

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Township of North Glengarry Corporate Communications Plan

(1.0) Overview

The purpose of the Township of North Glengarry Corporate Communications Plan is to provide a guiding document to support corporate communications practices. It will be used as a tool to help identify, develop and implement communications-related policies and procedures.

The Corporate Communications Plan will ensure that the Township of North Glengarry's communications practices are consistent, transparent and effective. Our residents, staff, volunteers, businesses and visitors all have very different communications needs. This document will serve as a guide to ensure that their respective needs are met.

This communication plan was identified as part of the Township's Corporate Strategic Plan as being a key component to ensure that information is more accessible. As a municipality, staff will best accomplish this by outlining a clear vision, goals, strategic objectives and actions to guide and enhance our future communications. This document will also account for the transformative nature of communications tools at staff's disposal, so that tactics can be adapted and adjusted as needed.

This plan applies to several forms of communications with the public, as well as internal communications within the Municipality.

(2.0) Definitions

External Communication: the transmission of information between an organization and another person or entity in the Municipality's external environment.

Internal Communication: the transmission of information between organizational members or parts of the organization. It takes place across all levels and units of a Municipality.

Media: includes traditional news media (print, radio and television), online (websites) and social media (blogs, Facebook, Twitter, YouTube, LinkedIn and other sites where content is generated by users).

Social Media: online communication channels in which the objective is to publicly share information and create interaction between two parties (e.g., the corporation and a resident, or a councillor and a resident). These channels can include Twitter, Facebook, YouTube, LinkedIn, as well as blogs, mobile applications, websites, photo boards, discussion boards or any other online location where commentary is publicly shared.

Stakeholder: an individual, organization or group that has interest in an issue, or has the ability to affect a decision or outcome. Organizations include, but are not limited to, non-governmental organizations, government, institutions and businesses.

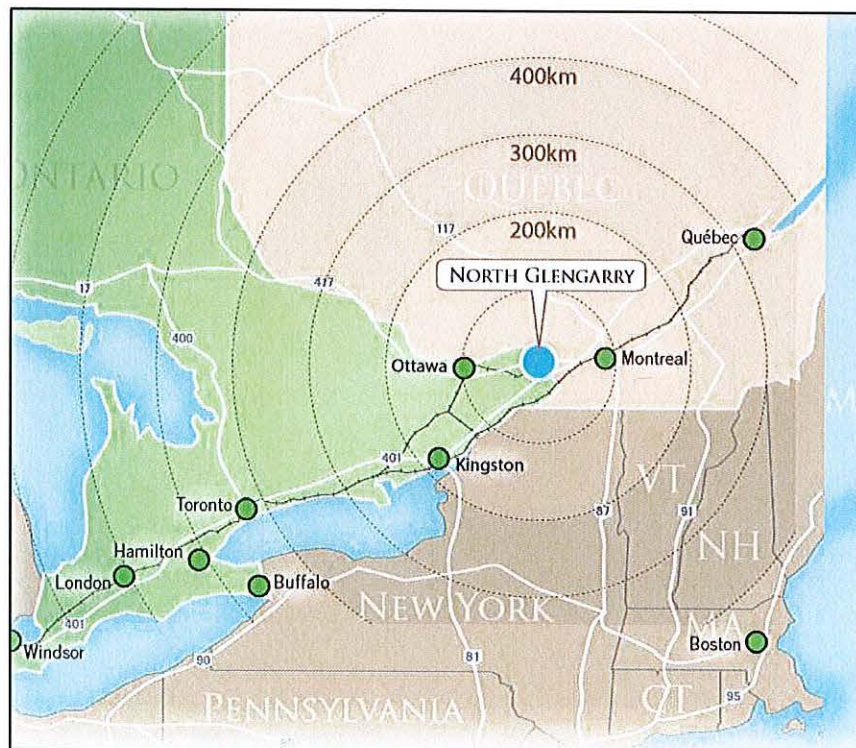
(3.0) Background

The Township of North Glengarry is located in eastern Ontario, roughly half way between Ottawa and Montreal, just south of the Highway 417 that links those two major urban centres.

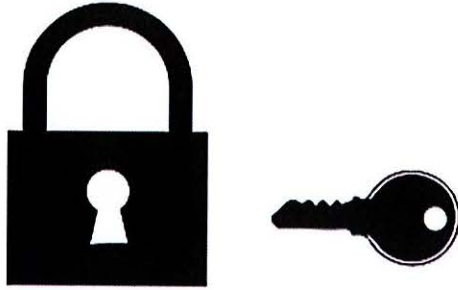
North Glengarry is one of the six townships in the United Counties of Stormont, Dundas and Glengarry, located just north of the City of Cornwall. The Township of North Glengarry traces its rich historical roots to the second half of the 18th Century. The area was first settled by Scottish Highlanders who emigrated from Scotland and later Loyalists who fled the American Revolution. French-Canadian farmers entered the mix and both Canada's founding cultures are seen and heard all over the township.

With its unique and vibrant community, the Township of North Glengarry possesses an enviable quality of life, which is reflected in its rural and small-town character. The Township is committed to preserving its agricultural and natural resources, its historical and cultural heritage, and its quality municipal services. The Council of the Township of North Glengarry is united in their desire to do what is right for the Township by building a foundation for a great future; and working with committed staff who are dedicated to making a difference.

The Township faces several challenges, but also has many exciting opportunities. We need to ensure the Township remains viable and sustainable in the future. This requires continued investment in our municipal assets and infrastructure, to ensure that we continue to offer exemplary services to the residents of North Glengarry. It also means that we need to work hard to ensure that our lines of communication are open and accessible to all.

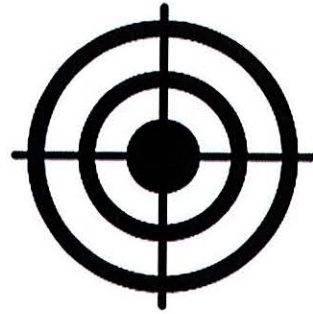


Communications Principles



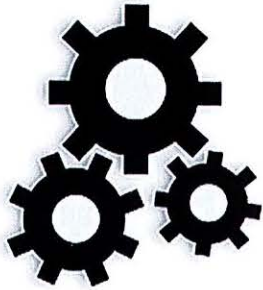
Accessible

Information will be easy to find and understand; and it will be readily available.



Accurate

Communications will always be based on facts. No matter what.



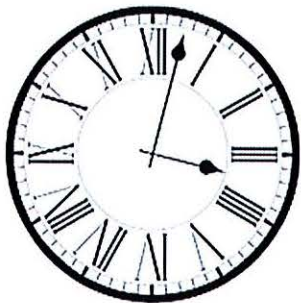
Consistent

Messaging stays on point, time and again, across all platforms and departments.



Relevant

Information that has direct impact to residents and stakeholders.



Timely

Quick responses without compromising facts.



Understandable

Plain language in all areas of the communication process.

(4.0) Communication Management Process

A key challenge of communication management is to address communications matters efficiently and to resolve problems quickly. This communication management process provides a structure for analyzing the issue and taking action to ensure a successful outcome.

It is also important to implement strategies that enable the improvement of the Township’s communications process to ensure that a robust system is in place in the event that the issue, or a similar issue, occurs again.

An additional benefit of a Communications Management Strategy is that it will assist staff in identifying issues that might be part of a risk pattern which can be proactively identified and managed through early risk assessment.



(4.1) Communications Management Strategy (CMS)

Front Line Staff

- Monitors and receives information of public and media interest and forwards it to the appropriate department. Basic information requests will be handled by each department and items of importance will be reported to Council in the monthly departmental work plans.
- More complex matters will be immediately reported to the Chief Administrative Officer (CAO). If immediate action is required, the CAO establishes a Communications Management Team (CMT).

Senior Management Team (SMT)

- The SMT meets regularly and strategically reviews upcoming projects and issues. The SMT establishes a CMT for each project / issue identified



The CAO notifies Council and Staff of the issue and asks them to refer questions from the public and media back to the CAO or to a designate of their choosing. This could include the Communications Officer or one or more of the members of Senior Management.

CMT defines the issue and analyses:

- The lifecycle from both an internal and external perspective
- Predicts areas of public and media interest;
- Considers risk exposure; and
- Opportunities and core strengths to leverage.

CMT defines:

- Those who have an interest in the issue's outcome;
- The desired outcome of managing the issue (operational objectives / reputation);
- Specific communications actions (methods of dissemination of information);
- Considers whether public participation will be required.

CMT creates a Communications Plan showing actions, responsible party(ies) and timelines.

CAO approves the Communications Plan

CAO sends Council the Communications Plan

CAO issues (or authorizes the issue of) information through identified dissemination methods

Spokesperson makes key position statements structured as follows:

- Empathy for the situation;
- What the municipality has done;
- What the municipality will do;
- Expected timeline (if applicable).

CMT monitors the situation and makes appropriate adjustments or changes if required. The process may be repeated if necessary, depending on outcome.

(5.0) Communications Plans

Communications Plans will vary depending on the circumstances. They typically fall into three categories:

- A planned event, activity or service change/interruption.
- A response to an emergent situation requiring immediate action.
- An emergency. In a situation where a “State of Emergency” is declared, or may be imminently declared, this document is superseded by the Township of North Glengarry’s Emergency Response Plan.

(5.1) Example of a Communications Plan related to a planned event, activity or service change / interruption.

Scenario: The Public Works Department is preparing for the annual flushing of the municipal hydrants.

As an annual event, this activity should be indicated in the shared municipal calendar of events, so that affected staff, including the Public Works Administrative Assistant, and Communications Officer, can prepare prior to the event occurring. In the case of annual events, this process should begin a minimum of 60 days before the commencement of the event or activity.

A **press release** is created or updated relating to the annual flushing of the hydrants.

- Wherever possible, all press releases should be translated into French.
- They should be posted on the website and sent to media one week before the event.

A **poster** detailing the imminent start of the flushing is created and shared on Facebook a few days prior to the commencement of flushing

- A reminder may be posted to Facebook the day flushing starts. This could include a photo/video of the work being conducted; or a reshare of the original poster.

A small **newspaper ad** will appear in a local newspaper (typically in The Glengarry News) the week that the flushing is scheduled to take place.

- This ad may be identical to the poster created for social media, or it may be a variation sized to fit traditional print media.

What happens if the start of the annual flushing is delayed due to weather or circumstances?

- The delay may only be posted to social media, unless the event is being rescheduled to take place at a significantly later date, in which case additional follow-up ads might be utilized.

(6.0) External Communications Guiding Principles

- Provides information in a clear, accessible and responsive manner.
- Provides information in multiple formats to respond to diverse needs.
- Ensures all departments work collaboratively to achieve effective communications with the public about policies, programs, services and initiatives.
- Supports opportunities to engage with the public and strive to achieve a culture of open communications.
- Respects the access to information and privacy rights of residents and employees.

(7.0) External Communication Methods

Communication Method	Details
Access E-11 Complaint Reporting Tool	<p>Access-E11 is a work management system used internally by the Public Works Department to track complaints and work that is being done, or needs to be done. The system is currently being used as a call-in system. Residents call the Public Works Administrator who enters their complaint into the system. The managers, foremen and administrator can also enter cases if necessary. The Public Works Administrative Assistant looks after the system, but the users have access to the data (past and present) and can monitor their own cases.</p> <p>There are additional tools available within the system that would allow a resident to log information directly in Access E11 which may be deployed in the future.</p> <p>Paper complaint forms are also available at the Township Office.</p>
Brochures	<p>Brochures are used by various departments to help simplify complex data and/or to promote services.</p> <p>Brochures are printed out and placed on the bulletin board at the Township Office and at appropriate satellite locations. Pdf versions are also available online.</p>
Community Events Calendar, "What's New in North Glengarry"	<p>"What's New in North Glengarry" is a half-page advertisement listing North Glengarry Community Events (for community groups and not-for-profits only). This ad typically appears in the Glengarry News on the first Wednesday of each month and is also posted on the North Glengarry Facebook Page. The listing is also printed out and placed on the bulletin board at the Township Office.</p>
Emails	<p>Emails are sent as required in response to information requests, complaints, etc.</p>
Letters	<p>Letters are issued as needed by various departments to address issues. Letters may also be sent by Council to communicate with upper tiers of government. Letters may be sent directly to individuals or as mass mailings.</p>
Municipal Newsletter / Tax Insert Information document	<p>The Community Newsletter is mailed annually with the final tax bills. Newsletters have also been used to provide updates on special municipal projects (For example: construction newsletters regarding capital projects). Newsletters are printed out and placed on the bulletin board at the Township Office and at appropriate satellite locations. Newsletters are posted to the Township's website and is also posted on the North Glengarry Facebook Page.</p>

Municipal website www.northglengarry.ca	The main source for information on municipal departments, services and programs. Includes pages for fire department burn permits, recycling, building permits, tax information, council reports and more.
Newspaper	Advertisements placed in local newspaper to announce , open houses, public notices, employment opportunities, etc. Newspaper reporters commonly attend Council meetings and other Municipal events and report to the public.
Phone Call-Out Tool “Call-em-all”	The subscription-based program called “call-em-all” is used for major advisories by the Public Works Department and is available for use in an emergency situation. It is primarily used to relay information such as a boil water advisory, or major construction event.
Press releases & Public Notices	Brief articles/announcements are released for various media to utilize and are shared with local newspapers and credible new agencies. Press releases and public notices are also posted to the Municipal website and social media accounts.
Hand-held Radio Communications	Used internally by the Fire Department and by the Public Works Department to communicate internally with staff and externally to other Emergency Services providers, including dispatch. The Fire Department Radio Communication technology is “Digital DMR Tier 2 Simulcast System.
Social Media	<p>The Township of North Glengarry has a Corporate Facebook page and YouTube channel. Social Media is used to get information out to a wide population quickly. The North Glengarry Fire Department has a dedicated Facebook Page and a Twitter Account.</p> <p>Questions and inquiries posted by residents to these forums are responded to in the same manner as any other communication. It is a particularly important tool for Emergency Management scenarios.</p> <p>North Glengarry’s YouTube channel was launched in late 2019 and is used largely as a venue to store videos created for Facebook and other platforms. Staff is exploring additional opportunities to take further advantage of the YouTube channel.</p>

(7.1) Examples of ads created to promote planned activities

- Ads created for social media and/or to be shared with media.

North Glengarry Water Works Department to begin Flushing & Maintenance Program on April 20

NORTH GLENGARRY NORD
*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

The Township will be flushing and cleaning the municipal water lines in Alexandria and Glen Robertson starting on April 20, 2020. Flushing will take 4 to 6 weeks to complete.

How Will Residents be Impacted?

- 💧 Your water may become cloudy or discoloured.
- 💧 Your water supply may be interrupted for short periods of time.
- 💧 You may experience lower than normal water pressure.

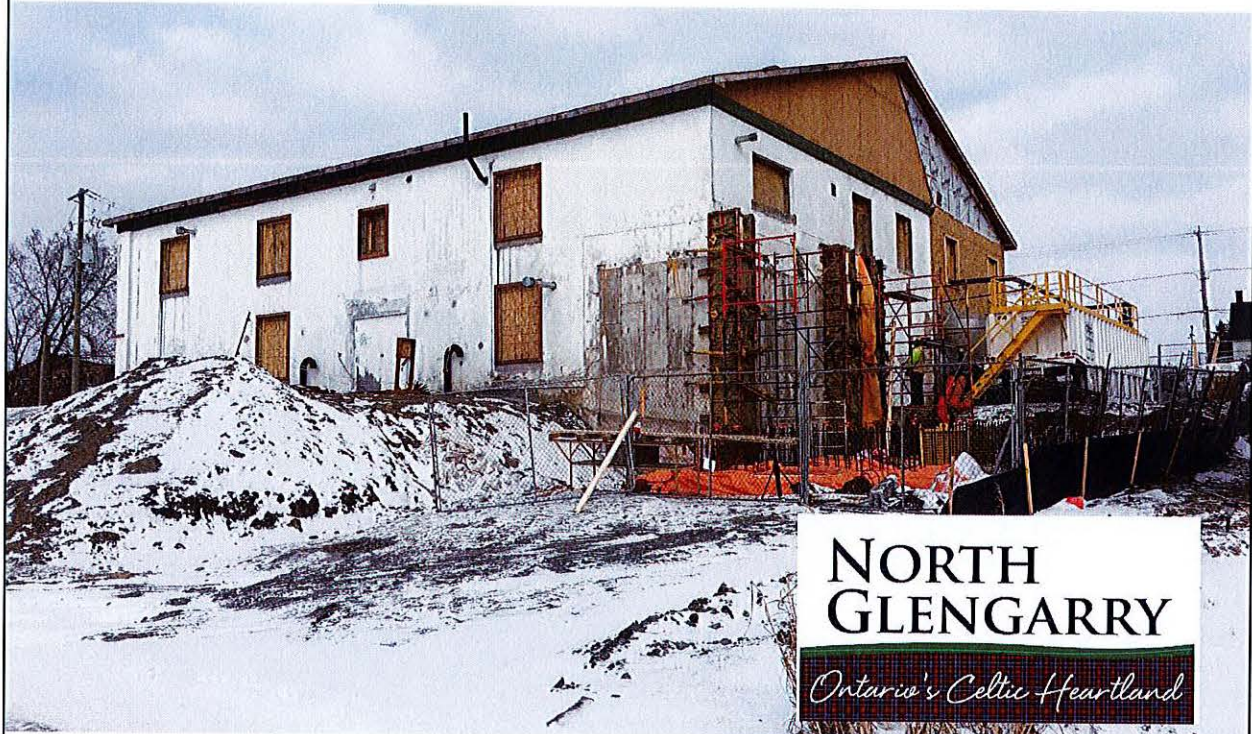
Concerned about your water? Contact our Public Works Department
pwadmin@northglengarry.ca
T. 613.525.3087

www.northglengarry.ca

This same ad would be duplicated in French and would be used online and for newspaper ads.

Important Water Announcement

On Monday, December 23, 2019 from 8 am to 8 pm, Alexandria Residents are asked to conserve water.



On Monday, December 23, 2019 the Township of North Glengarry will be temporarily shutting down the Alexandria Water Treatment Plant so that upgrades can be made to the equipment and infrastructure. This is part of an ongoing project to overhaul this facility. Work on this particular component of the project began on December 19, but was hindered by extremely cold weather. We apologize for any inconvenience this may cause.

Water will still be available to residents during this time, but we do ask that residents make a concerted effort to conserve water during this period. Normal water operations will resume following completion of this work, which is expected to be done by 8 pm.

Have questions? Contact Public Works at T.613-525-3087

Canton de
GLENGARRY NORD

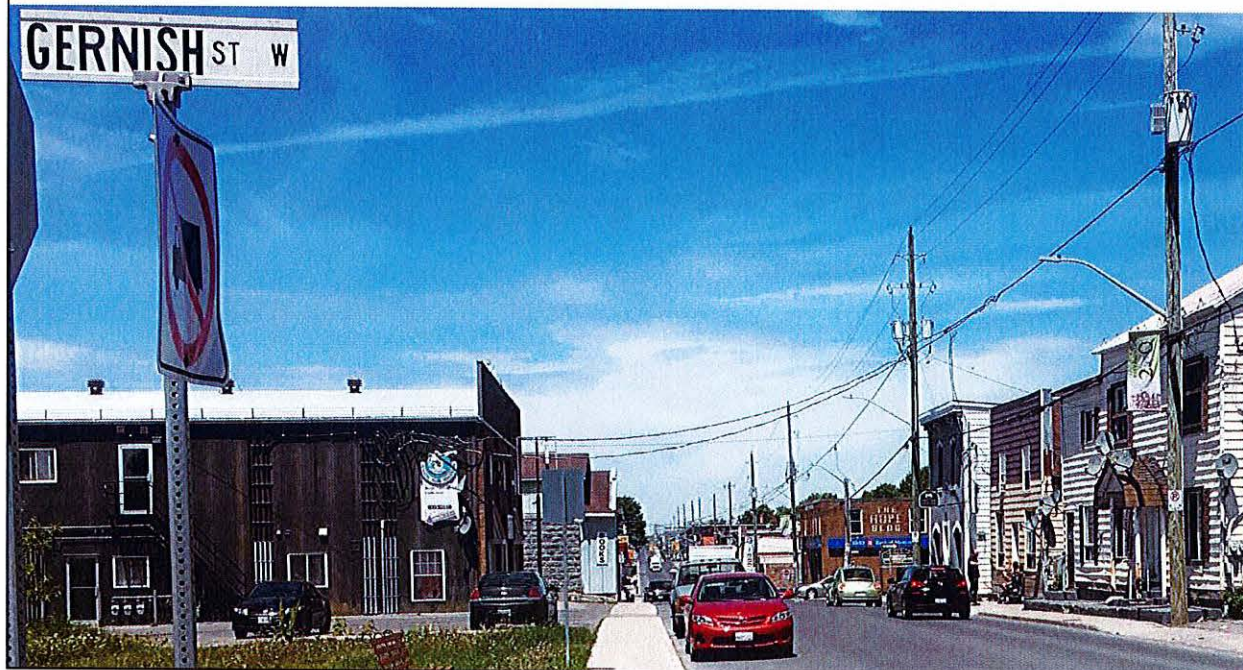
90 rue Main S., P.O. Box 700
Alexandria, Ontario, K0C 1A0
T: 613-525-1110
F: 613-525-1649
www.northglengarry.ca

Fermeture de chemin : Rue Alexandria Main Sud (Rue de Comté 34), le mardi 11 juin 2019 à 7 h du matin jusqu'à le vendredi 14 juin 2019

Veuillez noter que commencement le mardi 11 juin 2019 à 7 :00 h du matin jusqu'à le vendredi 14 juin 2019 (ou jusqu'à la fin de travaux), une section de rue Alexandria main sud entre chemin Gernish et chemin Centre sera fermé pour l'installations d'une canalisation d'eau. Rue main sud sera circulation locale uniquement entre chemin Kenyon et chemin Centre.

Un détour sera en place, s'il vous plaît, s'attendre à des délais pendant ce temps.

Le Canton de Glengarry nord vous remercie de votre compréhension. Si vous avez des soucis où des questions, s'il vous plaît composez le 613-525-3087.



- Ad used to promote Emergency Preparedness Week (annual event, not a declared emergency). These ads are created for the Fire Dept. and approved by the Fire Chief and CAO.



Know the risks – Although the consequences of disasters can be similar, knowing the risks specific to our community and our region can help you better prepare.

Make a plan – It will help you and your family know what to do.

Get an emergency kit – During an emergency, we will all need some basic supplies. We may need to get by without power or tap water. Be prepared to be self-sufficient for at least 72 hours in an emergency.



North Glengarry Fire Department
fireadmin@northglengarry.ca / www.northglengarry.ca

- Public Notice to be circulated in the newspaper.

**NORTH
GLENGARRY
NORD**

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

Township of North Glengarry WINTER PARKING RESTRICTIONS

Notice is hereby given that no vehicle will be permitted to park on highways or part of a highway in the following areas of the Township, between the hours of 1 a.m. and 7 a.m. commencing November 15, 2017 and ending April 15, 2018.

**TOWN of ALEXANDRIA
VILLAGES of APPLE HILL, GLEN ROBERTSON and MAXVILLE
HAMLETS of DALKEITH, DUNVEGAN and GREENFIELD**

Any person contravening the provisions of the bylaw may be subject to fines of not more than \$60.00 and any vehicle parked during the prohibited time period may be towed at the owner's expense without notice. If a person has received a parking infraction notice, alleging that the parking provision of the bylaw has been contravened, that person may, within 15 days, present the parking infraction notice at the Township of North Glengarry municipal office located at 90 Main Street South, Alexandria between the hours of 8 a.m. to 4 p.m., and make payment of \$40.00 in which case the parking infraction will be deemed to be paid in full.

By order of Council
Bylaw Enforcement Department

**NORTH
GLENGARRY
NORD**

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

Canton de Glengarry Nord RESTRICTIONS RELATIVES AU STATIONNEMENT D'HIVER

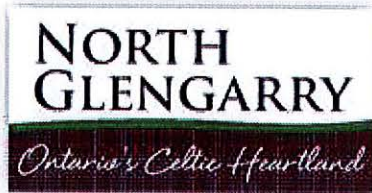
Avis est donné qu'il est interdit de stationner tout véhicule sur les voies publiques ou une partie de celles-ci entre 1 h et 7 h pour la période du 15 novembre 2017 au 15 avril 2018, aux endroits suivants:

**VILLE D'ALEXANDRIA
VILLAGES de APPLE HILL, GLEN ROBERTSON et MAXVILLE
HAMEAUX de DALKEITH, DUNVEGAN et GREENFIELD**

N'importe quelle personne qui va à l'encontre du règlement municipal pourrait recevoir une amende maximale de 60.00\$ et les véhicules stationnés durant ces heures pourront être remorqués aux frais du propriétaire sans aucun avis. La personne qui reçoit une contravention pour stationnement illégal peut dans les 15 jours suivants présenter le constat d'infraction au bureau municipal du canton de Glengarry nord située au 90 rue main sud, Alexandria et faire un paiement de 40.00 \$ qui fera en sorte que le billet est payé au complet.

Par ordre du conseil municipal
Département des règlements municipaux

- Excerpt of a press release detailing the commencement of the annual flushing of the municipal hydrants.



For immediate release

North Glengarry Water Works Department: Water mains and why we need to flush them?



ALEXANDRIA, April 20, 2020 – Delivering high quality drinking water to our residents remains a priority for the Township of North Glengarry. This means that we need to carry out a variety of maintenance jobs designed to keep our water works system in top shape. Regular maintenance also helps us to identify any problems that might need to be resolved during our summer construction projects.

One of these jobs is to periodically flush some of our water mains, particularly if we believe that natural sediments may have built up inside of the pipes.

On April 20, the Water Works Department is going to commence a comprehensive flush of the water mains located in Alexandria and in Glen Robertson. Crews will begin by flushing the water near the Alexandria Water Treatment Plant, which is located at 22 Gernish Street, in Alexandria. A similar process was completed in Maxville earlier this year, when that system became operational.

"We always start from where the water is cleanest and we push the water outwards. We are flushing out the system. Our team will be working in a very systematic order to get this done as quickly as possible," said Dean McDonald, Water Works Manager for the Township of North Glengarry.

Flushing of the water system is expected to take between four and six weeks to complete. A crew of two water specialists will be tasked with performing maintenance on more than 140 hydrants and close to 500 water valves.

During this process, residents can expect to see water running down affected streets. There may also be periodic dips in water pressure. In some cases, affected homeowners may find that their tap water is cloudy, or yellow in colour.

If your water clarity is affected, you are advised to turn on all of the taps in your residence and to allow your water to run for five to ten minutes. This will help to remove the sediment from your pipes. If after 20 minutes, you do not see an improvement in your water clarity, please notify the Water Works Department of the Township of North Glengarry.

(7.2) Example of a response to an emergent situation requiring immediate action

Scenario: A water main unexpectedly ruptures. Water must be cut off to affected residents.

Public Works Director or designate notifies CAO, who then notifies Council, as needed, depending on the situation.

Public Works Director or designate notifies the Communications Officer for assistance communicating this emergency to the public.

With input provided by the Public Works Director, or designate, the Communications Officer or designate :

- Prepares a short briefing to appear on Facebook. This is first vetted by the Public Works contact for accuracy. *CAO approval may be required, if the situation has been deemed sensitive in nature.*
- Where warranted, the Communications Officer may then go to the site of the incident to take photos. In some cases, photos will be provided by Public Works crews, or others, on scene.
- Where warranted, the Communications Officer may produce a video interview of a public works staff member or director, as identified and approved by the affected director and/or CAO.
- In some scenarios, videos are posted for educational purposes. Such as to showcase a particular technique being used, or a tool being utilized.
- Information is posted to social media and, depending on the severity, may be posted to the Township's Alert Banner on its website.
- Time permitting, a poster might be created and posted to social media. Otherwise it might be posted just as a text update, with a supplied, or stock photo.
- An English version will be posted immediately, to ensure residents are protected and aware of the situation. A translated version, when available, will be posted a short while later, but will not prevent the posting of the English version. The situation may change and require multiple, short updates. The Public Works contact or CAO may approve multiple messaging to appear throughout the situation, to ensure expediency, while also being careful to maintain accuracy.

After the situation has been resolved, an advisory will be issued on Facebook and, depending on the event, a press release might be created and sent out to the media. It will also be posted to the municipal website.

- (7.3) Examples of social media posts advising of unexpected emergency situations, that would not require a declaration of a State of Emergency.



Friday, October 4, 2019 (1:27 pm update) – At approximately 10 am today a gas leak was reported in Alexandria's downtown core. Emergency services and Enbridge Gas responded to the incident.

An area between Kenyon Street and Gernish Street was closed to traffic and people were asked to avoid the area.

The situation is under control and the leak has been fixed.

We have reopened Main Street to traffic and apologize for any inconvenience. Anyone displaced by this emergency can now return to the area.





North Glengarry

Posted by Tara Kirkpatrick

May 3, 2019 · 🌐



Water break update: effective at around 10 pm tonight, our crews managed to repair the main intake for the Alexandria Water Plant. The line was damaged yesterday, launching the municipalities Emergency Protocols and Procedures.

The system is now fully operational and the repairs have been completed. We thank everyone for their patience and we applaud the work of our employees for getting the system up and running again so quickly.



Write a comment...



(7.4) An emergency as defined by the North Glengarry Emergency Response Plan has occurred

In the event of an Emergency, the Communications Plan is superseded by the North Glengarry Emergency Response Plan. A copy of this plan is available online at <https://www.northglengarry.ca/en/community-info/resources/2020-Emergency-Plan-North-Glengarry.pdf>

(8.0) Public Engagement

North Glengarry Council members are legally responsible for municipal decisions that are intended to represent the interests and values of the community they serve. Public engagement offers many benefits to Council’s decision-making process. It represents a key component of open and transparent government and it represents an opportunity for residents to feel empowered and involved in the decision-making process. There are two primary types of engagement practices being utilized by the Township of North Glengarry:

- (a) Engagement mandated by legislation including Public Meetings, Notice Requirements, etc.
- (b) Other engagements, such as Workshops, Town Hall Meetings, Surveys, etc.



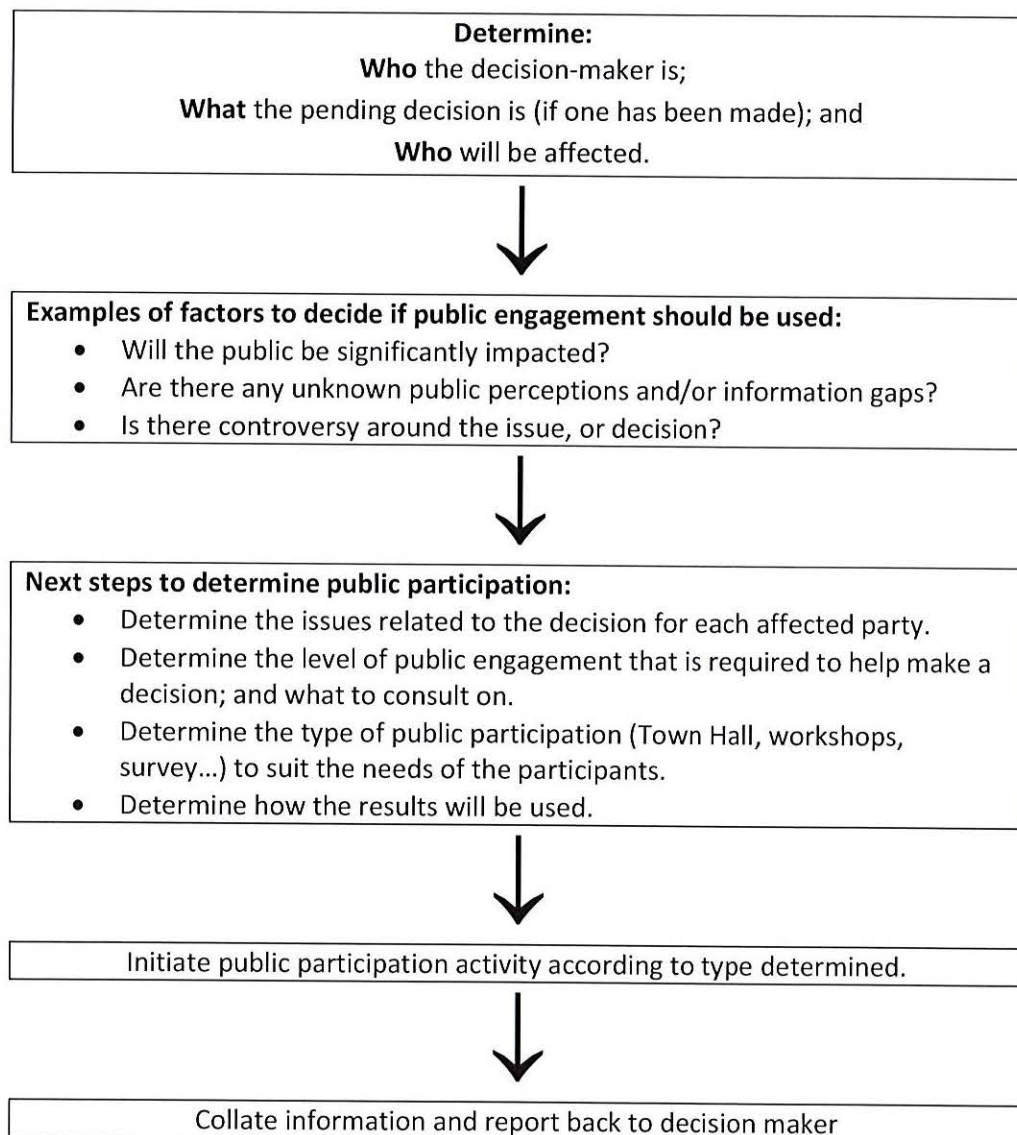
(8.1) Core values of Public Participation

- Public participation is based on the belief that two-way communication between Council and the public provides opportunities for open and constructive dialogue.
- Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of participants, including decision-makers.
- Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

- Public participation seeks out and facilitates the involvement of those potentially affected by, or interested in, a decision by being inclusive in nature and provides the information that is necessary to participate in a meaningful way.
- Public participation is designed to respect the opinions of all those who are involved.
- Public participation includes the promise that the public's contribution will be considered in the decision.
- Public participation communicates to participants how their input has affected the decision.

(8.2) Steps to design a Public Engagement Process

Public engagement should be used, like all communications tools, based on criteria that makes it the most effective means of transmitting a message and resolving an issue. Once it is decided that public participation should take place, staff will need to determine how to do so in a way that considers the needs of Council, residents and other interested parties.



(9.0) Internal Communications

Internal Communications is an essential component to maintaining engagement and keeping employees at all levels informed and focused on municipal priorities and matters of importance.

(9.1) Core values of Internal Communications:

- Ensures consistency in communication
- Provides a forum to strategize and plan communications (internal and external)
- Provides channels for feedback and ideas
- Encourages cross-departmental communication and collaboration
- Avoids communication overload
- Maintains transparency

(9.2) Internal Communications Summary Table

Communication Method	Details
Emails	Internal emails are critical for effective information sharing.
Information Boards	Health and Safety Board, Community Board, etc.
Meetings	<p><u>Council Meetings</u></p> <ul style="list-style-type: none"> • Staff reports are prepared for Council Meetings. Reports are remitted to the CAO for the Council Agenda. Staff responds to questions from Council during Council Meeting. These meetings are scheduled as per the Procedural By-law. <p><u>Committee Meetings</u></p> <ul style="list-style-type: none"> • Committee Reports are remitted to the Chair of the Committee for the respective Committee Agenda. Staff responds to questions from the Committee Members. Minutes are prepared and submitted for the Council Agenda. These meetings are scheduled as per the Procedural By-law. <p><u>Township Staff Meetings</u></p> <ul style="list-style-type: none"> • Township Staff Meetings are organized by the CAO and are used to discuss Council decisions, new initiatives / projects, health and safety updates, etc. These meetings are held as needed. <p><u>Senior Management Meetings</u></p> <ul style="list-style-type: none"> • The CAO provides information on meeting organizational goals/Council directives and Senior Managers have an opportunity to share information on department activities. These meetings are held as needed. <p><u>Department Meetings</u></p> <ul style="list-style-type: none"> • Department Heads meet with their staff to share information. These meetings are held as needed. <p><u>One-on-one Meetings</u></p> <ul style="list-style-type: none"> • This method is used to communicate information in a timely manner when only one or a small group of individuals is involved.

(10.0) Planned External Communications Actions and Metrics

Action	Metric
<p>Use of an internal calendar</p> <ul style="list-style-type: none"> • Populated by the various department heads, highlighting annual events and activities, such as: <ul style="list-style-type: none"> ○ Water main flushing ○ Recycling/Garbage changes ○ Household Hazardous Waste Day ○ Leaf & Yard Waste Collection ○ Family Day ○ Tax Insert ○ Winter Parking Restrictions ○ Council meetings, Committee meetings and changes to scheduled dates ○ All others as identified by staff. 	<p>Successful implementation by Summer 2020</p>
<p>Regular video updates</p> <ul style="list-style-type: none"> • Featuring the Mayor or a member of staff, possibly on a bi-weekly or monthly basis. <ul style="list-style-type: none"> ○ Video updates should be created and produced with the assistance of the Communications Officer and approved by the CAO. • Updates would be posted to social media and should be 30 seconds to 2 minutes in length. 	<ul style="list-style-type: none"> • Number of Council Videos • Number of views on social media
<p>Streaming of Council Meetings & other Public Meetings.</p> <ul style="list-style-type: none"> • Use of eSCRIBE to stream Council Meetings and other public meetings. 	<ul style="list-style-type: none"> • Implementation of eSCRIBE software by Fall 2020
<p>Website</p> <ul style="list-style-type: none"> • Promote site as an information resource 	<ul style="list-style-type: none"> • Continuous • Monitor analytics and use Facebook to promote number of hits on site
<p>Intranet site</p> <ul style="list-style-type: none"> • Resource for Council and staff Accessible through eSolutions portal 	<ul style="list-style-type: none"> • Implementation of eSolutions software by Fall 2020



Township of North Glengarry

90 Main Street South
Alexandria Ontario
K0C 1A0

www.northglengarry.ca

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report TR2020-16 – the Director of Finance/Treasurer 2020 Workplan updated as of May 13, 2020.

Carried

Defeated

Deferred

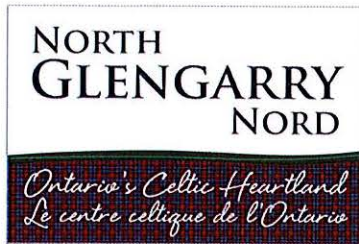
MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA

NEA

Section 5 (d)



STAFF REPORT TO COUNCIL

Report No: TR2020-16

May 13, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: 2020 Workplan – Updated for May 2020

Recommended Motion:

THAT the Council of the Township of North Glengarry accepts report TR2020-16 – the Director of Finance/Treasurer 2020 Workplan updated as of May 13,2020 for information purposes.

Background / Analysis:

The Treasury Department is presenting to Council their workplan updated as of May 13, 2020. There remains policy work to be done to ensure transparency and consistency. Policies that are in draft form include: water/wastewater billing and collections; accounts receivable; tax water relief. Due to the pandemic, these have been deferred for presentation to Council until Q3.

Asset Management Software needs to have the financial information regarding depreciation, asset values, etc. match the financial statements. Currently there is a gap. This will be balanced by December 31, 2020. I received verbal information that the deadline would be extended to December 31, 2020 and that the grant funding would be received at that point. A Request for Proposal was to go out in the early spring for facility assessments however this is delayed due to the current COVID situation.

The tax department will continue to be diligent with tax sales and arrears collections, once business gets back to normal.

The final CWWF federal portion of the Maxville water project claim has been submitted for March 31, 2020. However, there remains approximately \$3.5M in expenses to claim as the work is not complete. An extension was obtained until September of 2021 to complete the due to the COVID-19 situation. This will allow us to claim the full amount of the grant funds.

The year-end audit is currently underway. Staff is scanning documents or having the auditor pick up boxes of documentation for this to take place. I am hopeful for a June 30th completion date.

There will be new tax bills created for the final billing. They will now be printed on 8 ½ x 11" paper with details noted for extra charges. In the past there was no detail for things like drain maintenance, etc. There is also an option to change messaging on the bills, i.e. "Preauthorized payment plan in place. This is for information only". This will provide clarity to our customers. Also, there will be no tax inserts this year in order to save printing costs. Tax insert information will be posted on the website closer to final billing time.

Staff continue to safely distance themselves by arranging alternating times in the office.

Alternatives:

None.

Financial Implications:

None.


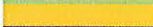
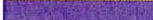
Attachments & Relevant Legislation:

None.

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Assist Department with financial information as needed							As required	
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KG		Yellow				
	Utility Billing Policy	Policy approved by Council	SM,KG		Yellow				
	Review Records Retention Policy	Policy approved by Council	KG, SH			Green			
	Cash Handling Policy	Policy approved by Council	KG		Yellow				
	Water Relief Policy	Policy approved by Council	KG		Yellow				
	Release of Tax Information Policy	Policy approved by Council	KG		Purple				
	Use of Federal Gas Tax Funds Policy	Council	KG		Purple				
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG			Green			
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC				Green		
	Merge of GSP to North Glengarry financials	Successful transfer	KG, RK, AL	Purple					
	2020 Budget	Approved budget	Council, KG	Purple					
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT			Green			
	Register 2020 properties for tax sale		KG, VT			Green			
	Vest Property to the Township		KG		Yellow				
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG		Purple				
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG	Purple					
	RBC Form 349	Form submitted to RBC	KG	Purple					
	Long Term Debt loan for fleet	Financing confirmed	KG	Purple					
	Final Tax Rates for 2020	Bylaw passed	KG	Purple					
	Municipal Audit	Audit Complete	KG, RK, SM, VT		Yellow				
	Year End Financial Processing	Audited financial statements	SM, RK, KG		Green				
	CWWF Claim Jan 1, 2020 to Mar 31, 2020	Claim submitted	KG	Purple				Last Claim	
	Annual Gas Tax reporting	Report sent	KG	Purple					
	OCIF Annual Reporting	Claim submitted	KG	Purple					
	Main Street Revitalization Grant reporting	Claim submitted	KG	Purple					
	Creation of cost centres for capital	Cost centres complete	KG, SMT	Purple					
	Creation of Tax Bill Inserts	inserts	KG, TK, SH		Yellow				
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG						
	Accounts Payable Procedures	Documented Procedures	RK, KG						
	Get rid of Vacancy rebates for taxes	Rebates eliminated	County		Green				
	Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG						
	Tile Drainage grant for Superintendent	Grant submitted	KG	Purple					
	Emergency Management ICS250 training	Certificate obtained	KG					Unknown at this time	
GL Account Descriptions and what to charge where	Finalized list	KG		Green					
Ensure TD1's for all employees	TD1's complete	KG, RK		Green					
Create shared files for Vadim Procedures	Procedures complete	KG, SDG Treasurers			Green				
Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL			Green				

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

That the Committee of the Whole recommends that Council of the Township of North Glengarry accept report TR2020-17 – the Director of Finance/Treasurer for penalty forgiveness and recommends that penalty and interest charges for taxes and water works arrears be extended for the month of June 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

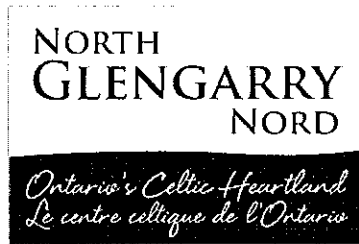
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (e)



STAFF REPORT TO COUNCIL

Report No: TR2020-17

May 14, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: Penalty Forgiveness

Recommended Motion:

That the Committee of the Whole recommends that Council of the Township of North Glengarry accept report TR2020-17 – the Director of Finance/Treasurer for penalty forgiveness and recommends that penalty and interest charges for taxes and water works arrears be extended for the month of June 2020.

Background / Analysis:

During the COVID-19 Pandemic, the Council of the Township of North Glengarry agreed to not place penalties or interest on outstanding tax and water works accounts for the months of April and May.

With May quickly coming to an end, residents are inquiring if Council wishes to forgive these amounts for the month of June or longer.

Alternatives:

1. No interest or penalties for taxes and water works accounts for the month of June (or longer should Council decide)
2. Penalties and interest to resume as normal starting June 1st, 2020.

Financial Implications:

Loss of interest averages about \$24,000 per month for taxes. Loss of interest for water works accounts are about \$1,500 per month.

Potential loss of interest revenues for April and May equate to about \$50,000.

Attachments & Relevant Legislation:

None.

Others Consulted:

Signed by: Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-16 – the Director of Building, By-law & Planning 2020 Work Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (f)

STAFF REPORT TO COMMITTEE OF THE WHOLE
Report No: BP-2020-16

May 20, 2020

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: 2020 Work Plan

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-16 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Council of the Township of North Glengarry with their work plan update for 2020.

BUILDING

Maxville Water Project

The CBO and the Technician from Water Works, a licensed plumber started to do some scheduled inspections for turning on the municipal water, about 40 are supplied by municipal water at this time. During this COVID-19 crisis, the Township has suspended all inspections on water meter and installation inside any dwelling units. About 20 to 30 properties now have water but have not been inspected at this time. When their meter installation gets inspected, the Township does a reading of the meter and provides the information to the Water and Sewer Collector, so the Township can back charge the owners. The plumbers are aware of that situation and they have informed most of the owners. I am easily accessible to discuss with any homeowner who applies at this time, or if they have any other questions, I will explain. We have received 2 applications for water connection since COVID-19.

Building Permit Application & Tracking Software

The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right decisions for future. The Township's decision to transfer VADIM data to the United Counties

will limit the options available to the Department for the software. The new IT/GIS technician will help greatly with this matter. We are currently looking into a software called CGIS already used by 3 Townships in SDG.

Review of Sign By-law

The sign By-law will be reviewed in 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Review of Civic Number By-law

The Civic Numbering By-law is was presented to Council on April 27, 2020 and was passed. The application for a civic number, and the set fines schedules has also been updated. The By-law needed a review as it now includes the new Farm 911/Emily civic numbering system, which will allow any entrance to have a civic number, even if there is no building on the property, which was not permitted before. The process for issuing and paying the civic number has also been changed and is now being implemented in the Fees and Charges By-law.

Building Permits

The situation has not changed regarding Building Permits; due to the COVID-19 crisis, the Township is currently not issuing permits, unless it is deemed “essential” or only under certain specific conditions. Here is the list of provided by the Provincial Government;

27. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
28. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
29. Critical industrial construction activities required for,
 - i. the maintenance and operations of petrochemical plants and refineries,
 - ii. significant industrial petrochemical projects where preliminary work has already commenced,
 - iii. industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.
 - 29.1 Construction projects that are due to be completed before October 4, 2020 and that would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products.
30. Residential construction projects where,
 - i. a footing permit has been granted for single family, semi-detached and townhomes

- ii. an above grade structural permit has been granted for condominiums, mixed use and other buildings, or
- iii. the project involves renovations to residential properties and construction work was started before April 4, 2020.

31. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

The Township is still accepting application and reviewing the applications. When the restrictions are lifted, the building permits will be issued. We currently have about 30 applications “on hold”.

BY-LAW ENFORCEMENT

Review of Garage Sale By-law

The sign By-law will be reviewed in 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

Ongoing Complaints

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

The By-law Enforcement had been very busy during the COVID-19 crisis to comply with all Provincial and Federal implementations regarding many restrictions/recommendations such as limiting distances and gatherings of people. He has also been disinfecting the main office daily to ensure our safety. He is also patrolling all municipal properties to ensure everything is safe and compliant. He is our main link between us and the OPP, trying to get as many people as possible to comply with the “stay home” orders. The By-law Enforcement Officer has placed an order and received some PPE for the Township, which will be required for many things moving forward.

PLANNING

Draft Zoning By-law Review (2020)

The detailed logs of past Minor Variances and Zoning By-law Amendments have been completed. The Zoning By-law schedules have been aligned with the SDG Official Plan designations in the GIS system. The planner held a conference call with JL Richards. The next steps will be to identify sections of the Comprehensive Zoning By-law (2000) that need to be aligned with the SDG Official Plan (2018), identify gaps, obtain municipal land use codes from MPAC for a legal non-conformity exercise and moving forward. We have also started to identify lands around Maxville that would be eligible for a “holding” designation removal, as they now have municipal water availability. A new layer for Zoning will also be made available for the public to consult.

Cannabis use - Zoning By-law Amendment

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The draft document for the Cannabis Zoning By-law Amendment is being finalized, the by-law amendment will be presented in front of Council when the COVID-19 crisis is over.

Main Street Renewal Project

Staff attended the meeting with BT Engineering. High level concept plans were reviewed. BT Engineering presented results from the initial "Community Café" where public comments regarding Main Street renewal were gathered. Township Staff provided comments regarding the proposed concept plans. The next step was a public meeting lead by BT Engineering with more detailed street designs on March 25th, 2020 but has been rescheduled on date to be determined.

Forest Conservation By-law

Due to COVID-19, this By-law has been put "on hold" until further notice.

LPAT Official Plan Appeal

The appeal is ongoing. The SDG Counties have hired a consultant to conduct a review of the agricultural lands study conducted by the provincial government. The SDG Counties' solicitors have submitted the necessary documentation for the upcoming pre-hearing late spring. The date is to be determined.

Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances

Also working on several files with applicants that will be forwarded to Council in due time. The meetings with customers are daily for pre-consultations, review of applications.

Due to COVID-19, there were some amendments that were put in place to provide relief for the Planning Departments of the Municipalities across Ontario. These amendments were then modified to give the Municipalities the option of either putting all the applications "on-hold" until the crisis is over, or if they wish, to keep processing the applications according to all regular standard procedures of the Municipal Act and the Planning Act. The Township of North Glengarry has opted to keep processing applications. Council passed By-law to delegate authority from the Committee of Adjustment, the Planning Committee and Council of North Glengarry onto the Chief Administrative Officer during the crisis. This is in case we need to expedite some applications or documents that are minor and only administrative in nature, and where there is no impact and are not controversial with the general public and are also non-sensitive to any neighboring properties or owners. Applications for Planning are still coming at a regular rate, like passed years.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:


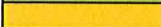

None.

Others consulted:

Todd McDonell, *By-law Enforcement Officer*
Kasia Olszewska, *Planner*

Signed by Sarah Huskinson – CAO/Clerk

Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Approved by Council	KO	Preparation	Preparation				
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH	Preparation	Execution				
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO	Preparation	Preparation				
	Complete a development charges feasibility study.	Approved by Council	JR	Preparation	Preparation				
	Review current by-laws for enforcement.	Approved by Council	JR, TM	Preparation	Execution				
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL	Preparation	Preparation				
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR	Execution	Execution	Execution	Execution		
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO	Preparation	Execution	Execution	Complete		
	Review of Civic Number By-law	Approved by Council	JR	Preparation	Complete				
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR	Execution	Complete				
	Review of Garage Sale By-law	Approved by Council	TK, JR		Preparation	Execution	Complete		
	Review of Sign By-law	Approved by Council	JR		Preparation	Execution	Complete		
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH	Execution	Execution	Complete			
Other		Ongoing Planning/ Public Works/ SDG project	KO, RM, TK	Preparation	Execution	Execution	Execution		
	Main Street Renewal Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK	Preparation	Execution	Execution	Execution		
	Town Core & Rural Cycling Project	Ongoing Planning	KO	Execution	Execution	Execution	Execution		
	Ongoing ZBA, MV	Ongoing Planning	KO	Execution	Execution	Execution	Execution		
	Ongoing Consent Applications	Ongoing Planning/ Township and SDG Appeal	KO	Execution	Execution	Execution	Execution		
	Ongoing OP Appeal (SDG)	IT building a new software for building permits and zoning references and tracking	RE, JR	Execution	Execution	Execution	Complete		
	Building Permit Application & Tracking Software	By-law Officer to overlook the entered date	TM, CL	Execution	Complete				
	Dog tags tracking	Easier and simpler tracking software for complaints	TM, CL	Execution	Execution	Execution	Complete		
	By-law/Complaint Software	Current contract to expire	TM, JR	Execution	Complete				
	Review Dog Catcher Duties	Ongoing By-law	TM	Execution	Execution	Execution	Execution		
	Ongoing By-law Complaints	Ongoing Building	JR	Execution	Execution	Execution	Execution		
	Ongoing Building Permit Applications	Ongoing Building	JR	Execution	Execution	Execution	Execution	Complete	
	Maxville Water Connections								

Preparation 
Execution 
Complete 



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2020-17

May 20, 2020

From: Kasia Olszewska, Planner

RE: North Glengarry Zoning and Official Plan Designation Guide

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-17, the North Glengarry Zoning and Official Plan Designation Guide.

Background / Analysis:

Under the guidance of the Planner, the IT/Asset Management Coordinator prepared a 'North Glengarry Zoning and Official Plan Designation Guide,' a resource to help the public easily access the Township of North Glengarry Zoning By-law information.

Since June 2019, the Planning Department has been working on updating the online zoning schedules to reflect the many Zoning By-law Amendments, and severances that were approved between the year 2013 and 2019. The zoning information is now up to date, and for the first time, accessible online to the public through the SDG Online Mapping Tool. The remaining Townships in the SDG Counties already have zoning information available to the public online. A range of information from natural features, civic addresses, official plan designation and zoning is available to the public.

To facilitate the access to this information, the North Glengarry Zoning and Official Plan Designation Guide was created. The guide will be posted on the Township website in a manner that is highly visible to the online user. The guide includes step by step instructions on how to access official plan designation and zoning information for specific properties. The guide will also be shared with developers, realtors and any agents requiring land use information.

Financial Implications:

No financial implications to the Township.

Attachments & Relevant Legislation:

North Glengarry Zoning and Official Plan Designation Guide

Others consulted:

Jacob Rheaume, CBO

Reviewed by

Sarah Huskinson – CAO/Clerk

NORTH
GLENGARRY
NORD

Ontario's Celtic Heartland
Le centre celtique de l'Ontario

Zoning By-Law and Official Plan Designation Information Guide

May 2020

Ontario's Celtic Heartland

SDG Explorer Community Maps


- To access **zoning** or **official plan designation information** regarding the property of interest, please [click this link](#) to be directed to the **SDG Explorer Community Maps** application.
- You should see a webpage load (see the picture on the right).

SDGExplorer Community Maps (Desktop)

Introduction Community Map Parks and Recreation Municipal Water & Sewer Map Official Plan In-Effect

Microsoft Word - Welcome to SDGExplorer Community Mapping ApplicationIntro.docx 1 / 1

Welcome to SDGExplorer Community Mapping Application



United Counties of SDG Administrative Building, 26 Pitt Street, Cornwall.

How to Use This Site:

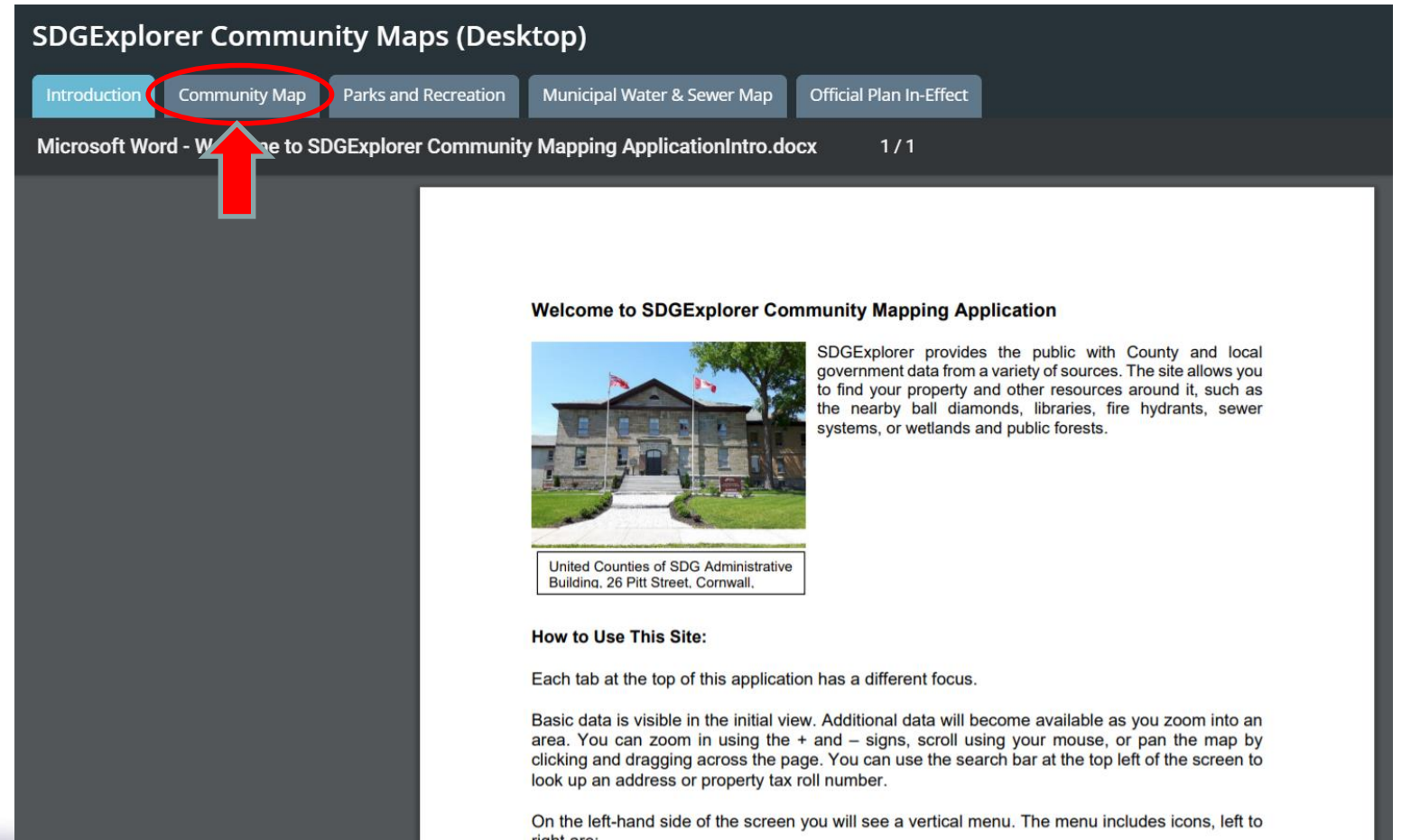
Each tab at the top of this application has a different focus.

Basic data is visible in the initial view. Additional data will become available as you zoom into an area. You can zoom in using the + and – signs, scroll using your mouse, or pan the map by clicking and dragging across the page. You can use the search bar at the top left of the screen to look up an address or property tax roll number.

On the left-hand side of the screen you will see a vertical menu. The menu includes icons, left to right are:

Accessing Zoning Information

- First, let's access some zoning information. In your newly opened webpage, click the Community Map tab in the top toolbar (seen here circled in red).




SDGExplorer Community Maps (Desktop)

Introduction **Community Map** Parks and Recreation Municipal Water & Sewer Map Official Plan In-Effect

Microsoft Word - Welcome to SDGExplorer Community Mapping ApplicationIntro.docx 1 / 1

Welcome to SDGExplorer Community Mapping Application



United Counties of SDG Administrative Building, 26 Pitt Street, Cornwall.

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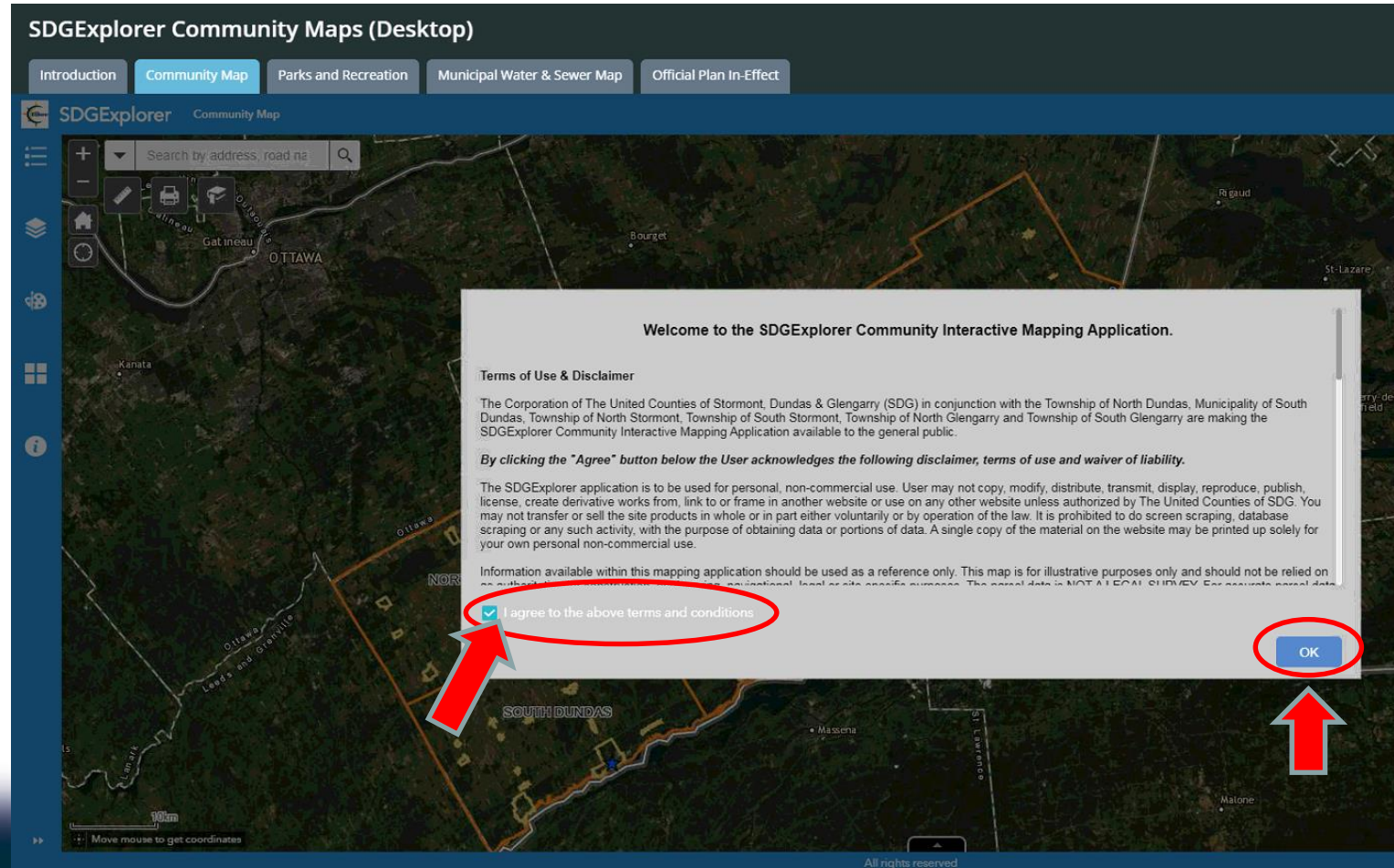
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Accessing Zoning Information

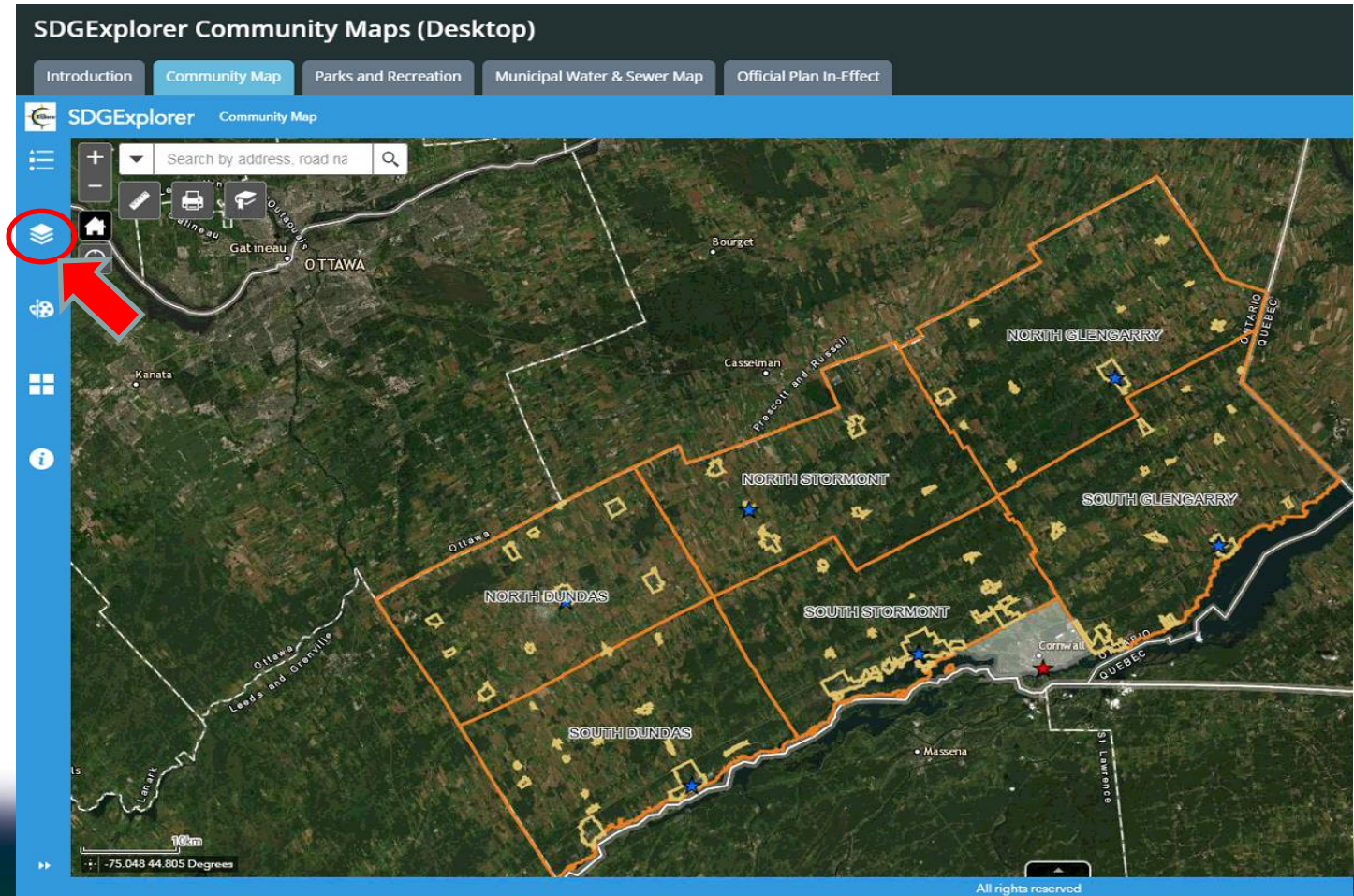
- The mapping application will load. Read the Terms of Use and Disclaimer. If you agree, **check the box** and select **OK**.



North Glengarry Nord

Accessing Zoning Information

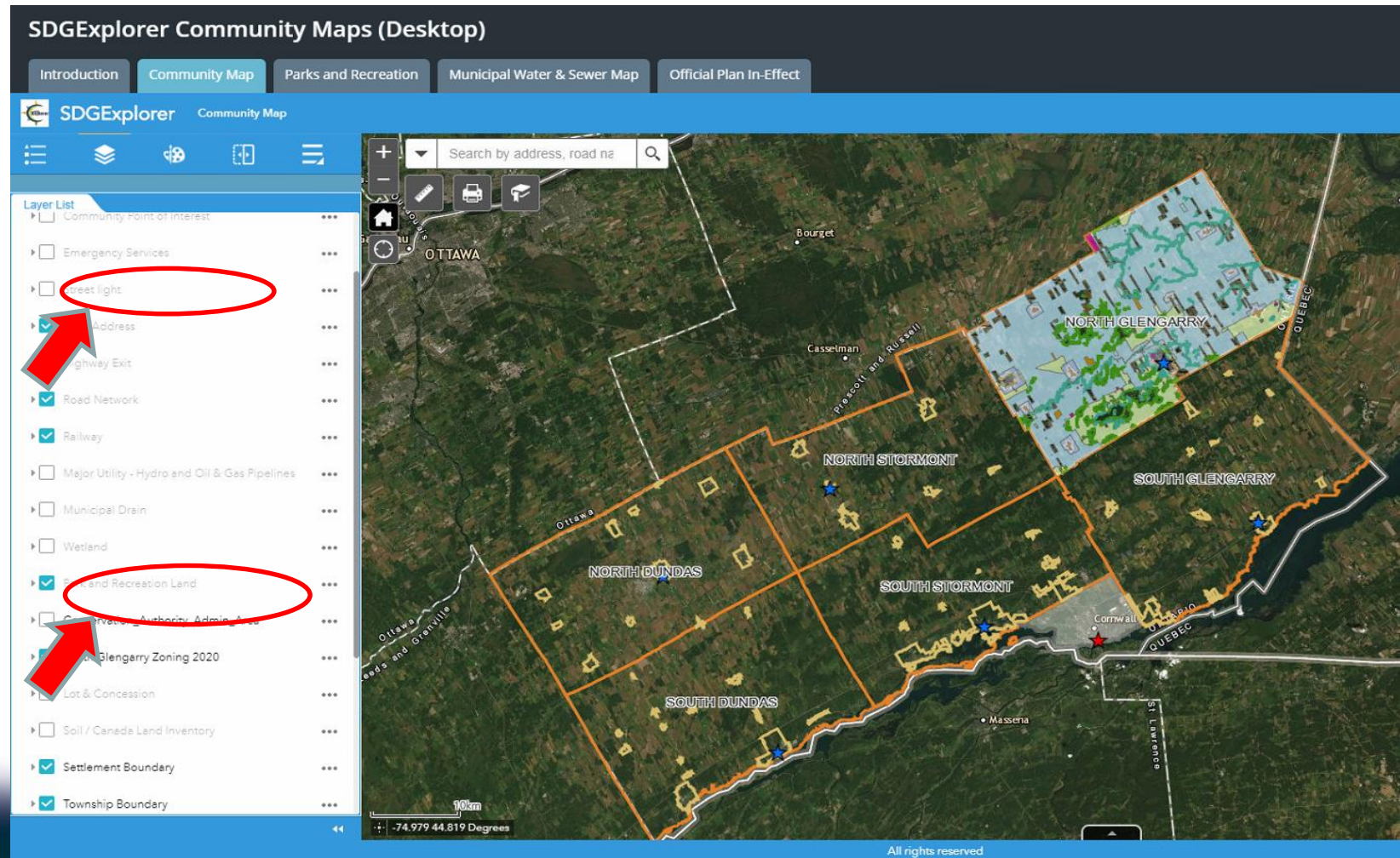
- In this mapping application, you will be able to see property boundaries and zoning information.
- Click the **Layers List** button on the left side of the screen. A list of the available map layers will appear.



North Glengarry Nord

Accessing Zoning Information

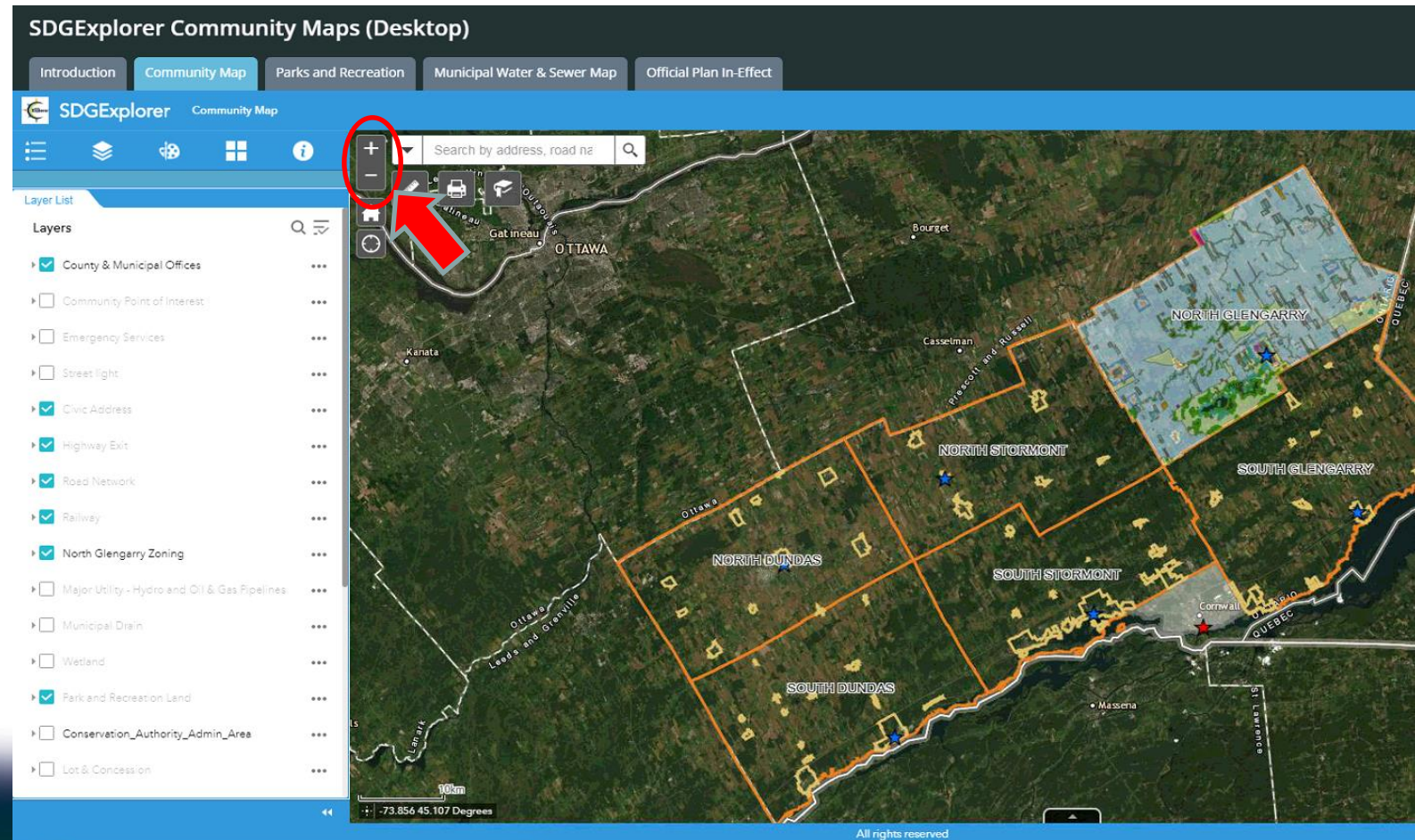
- Check the **North Glengarry Zoning 2020** box to display the zoning layer.
- Confirm that the **Civic Address** box is displayed as well.



North Glengarry Nord

Accessing Zoning Information

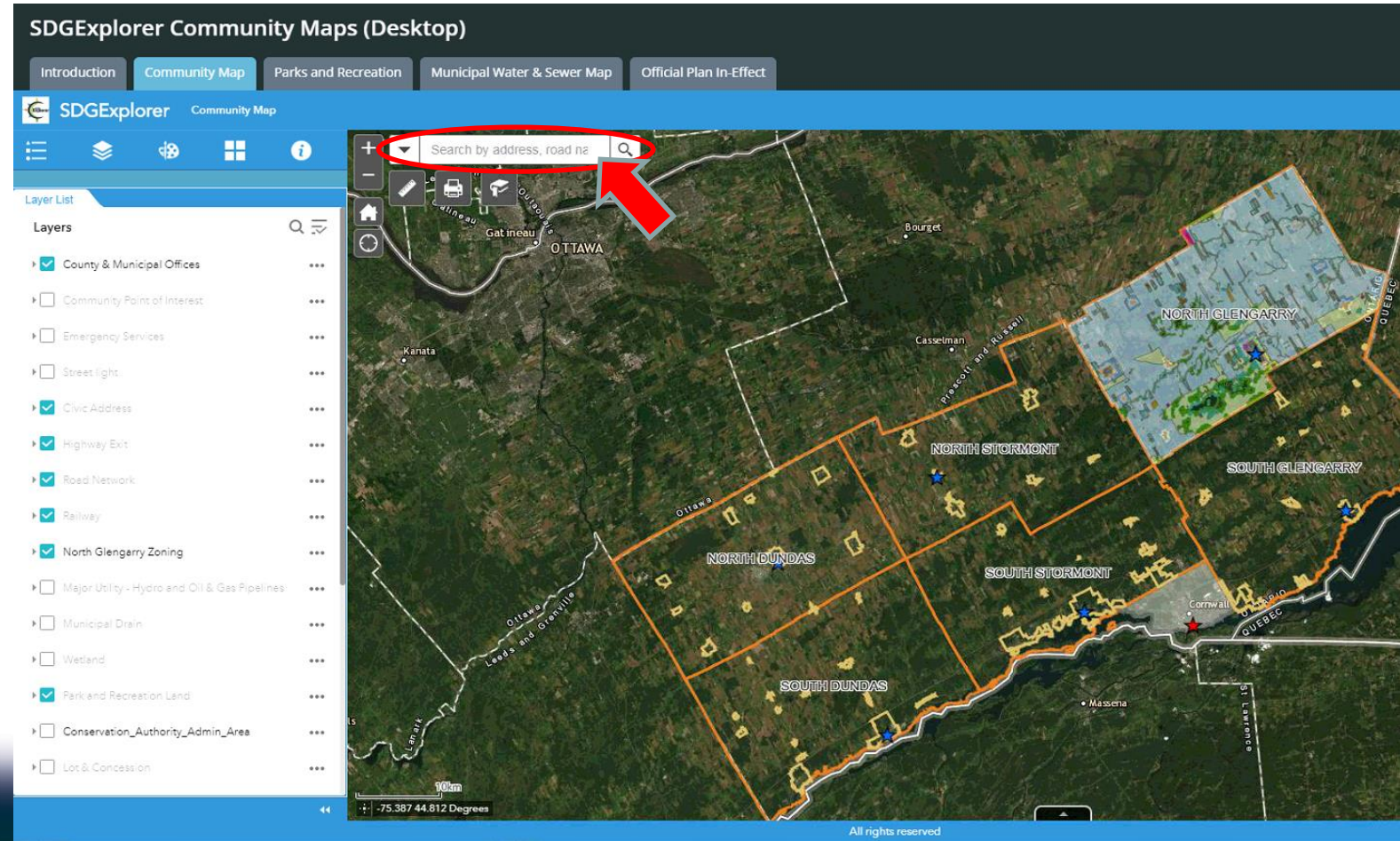
- Now that you can see the zoning layer, you can find the zoning of your property.
- There are two ways to locate your property: **scrolling manually** and using the **search bar**.
- To scroll manually, left click and drag on the map to pan towards your property's location. Then, use the **+** and **-** buttons (or your mouse wheel) to zoom in and out of the map.



North Glengarry Nord

Accessing Zoning Information

- To use the **Search Bar**, locate it as seen in the picture on the right. Enter the civic address or roll number of your property.
- In the picture below, you can see the Township Office address used as an example. Click the **magnifying glass** to zoom to that address.



North Glengarry Nord

Accessing Zoning Information

- You will see a pop-up appear connected to the red civic address point. Close this pop-up by clicking the **x**.
- You should be able to see your property's boundaries. Property boundaries are outlined in red.
- The different coloured areas represent different zones. If you click on a zone, a pop-up will appear displaying zoning information.

The screenshot displays the SDGExplorer Community Maps (Desktop) interface. The top navigation bar includes tabs for Introduction, Community Map, Parks and Recreation, Municipal Water & Sewer Map, and Official Plan In-Effect. The main map area shows a residential area with various colored zones and red civic address points. A search bar at the top left contains the text "90 Alexandria Main St S". A pop-up window is open over a red address point, displaying the following information:

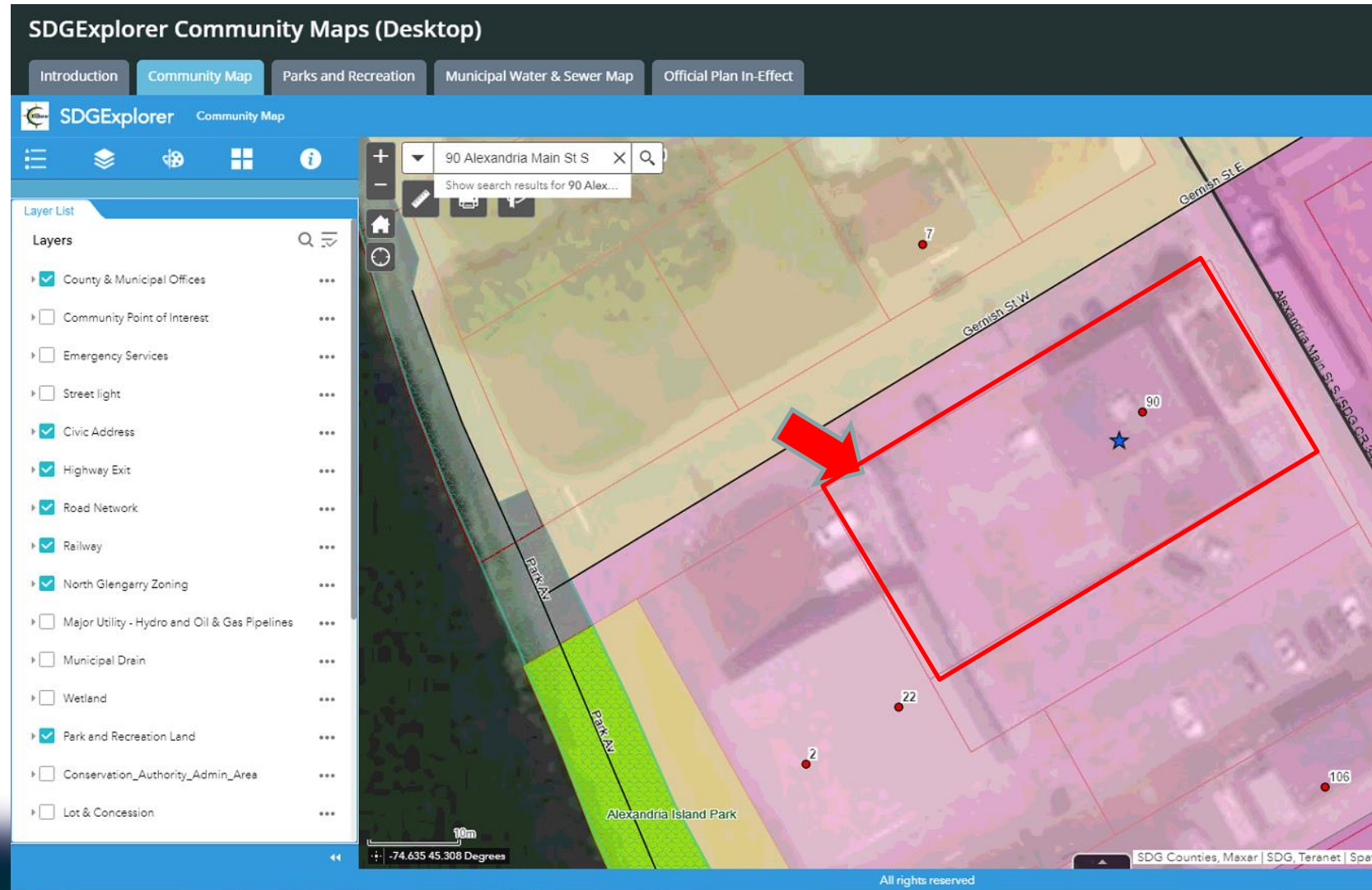
Civic Address:	
Address Number:	90
Unit Number:	
Unit Type:	
Street Name:	Alexandria Main St S
Street Name Alias:	S.D.G. County Rd 34
Settlement:	Alexandria
Municipality:	North Glengarry
Edit Date:	8/17/2017

The pop-up window has a close button (x) in the top right corner. The map interface includes a Layer List on the left with various layers checked, such as County & Municipal Offices, Civic Address, Highway Exit, Road Network, Railway, North Glengarry Zoning, and Park and Recreation Land. The map also shows a scale bar (40m) and coordinates (-74,636 45.307 Degrees).

North Glengarry Nord

Accessing Zoning Information

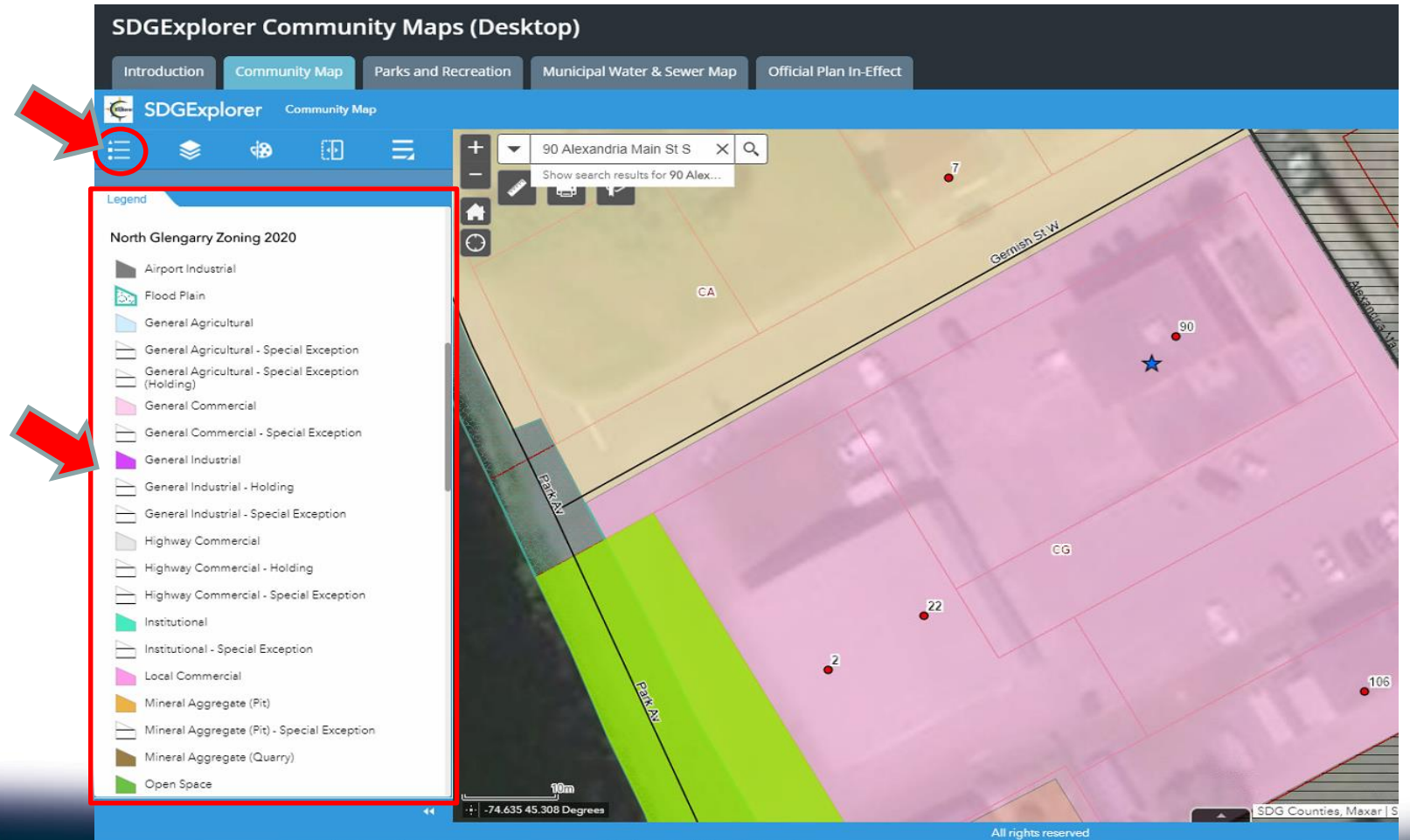
- Zoom into your property further if you can't see it well enough. In this example, the Township Office property boundaries are highlighted in a dark red for visual effect.
- You should be able to clearly see your property boundary.



North Glengarry Nord

Accessing Zoning Information

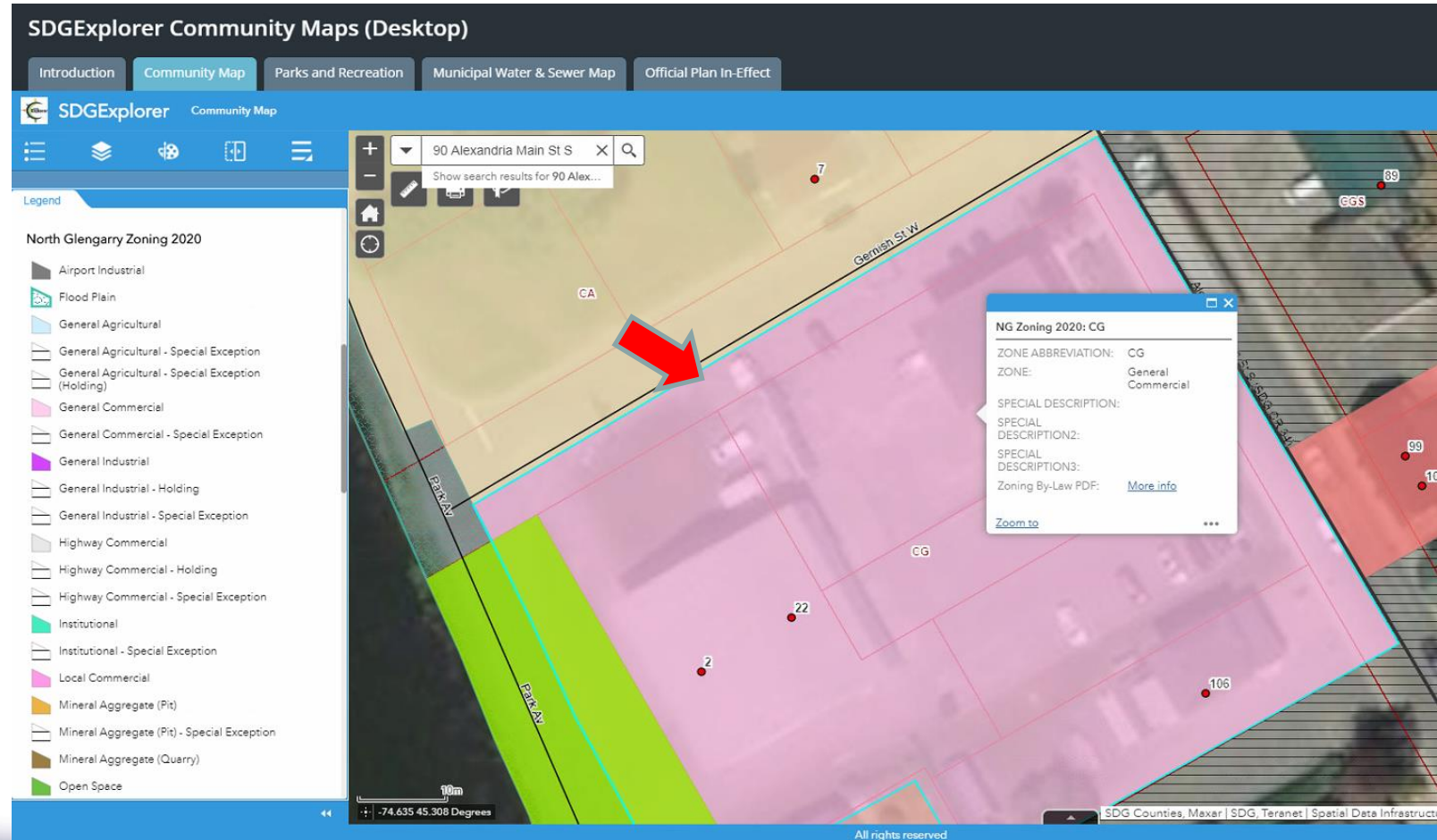
- If you are unsure what any colours, lines or symbols mean, you can also check the legend.
- Click the **Legend** button shown on the right and scroll through the various symbols to see what they mean.



North Glengarry Nord

Accessing Zoning Information

- Click on any zones that fall within your property. In this example, there is only one zone (the pink area). However, some properties can have two or more zones within them.
- After clicking, a pop-up will appear displaying the zone type and any additional information.
- The entire zone should appear highlighted in light blue.



North Glengarry Nord

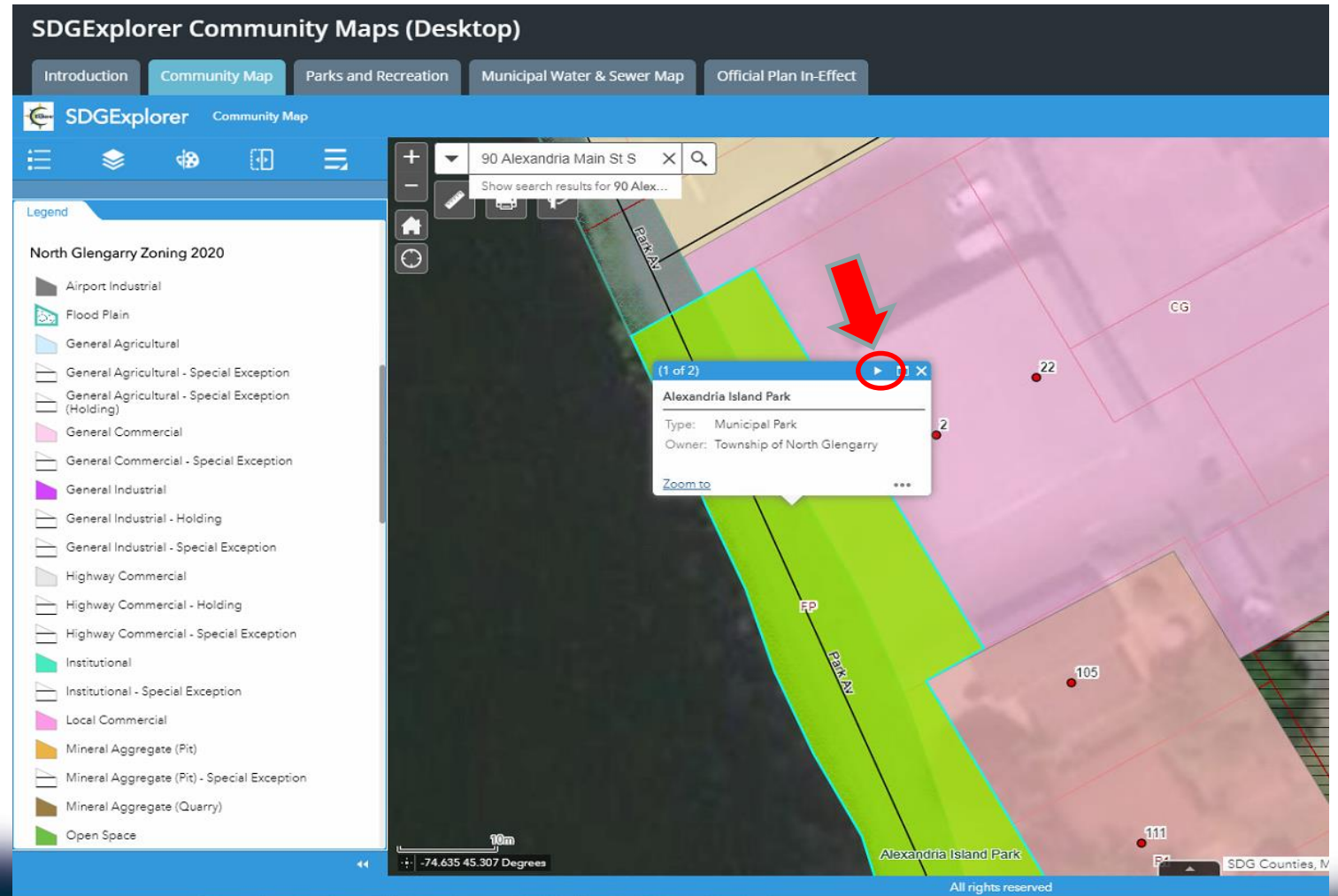
Accessing Zoning Information

- Look at the displayed pop-up
Make sure that the title is **NG Zoning 2020**.
- The **Zone Abbreviation** and **Zone** will be displayed. In this case, the zone in our area of interest is CG (General Commercial).
- The **Zoning By-Law PDF** link will allow you to search for more information about each zoning type.



Accessing Zoning Information

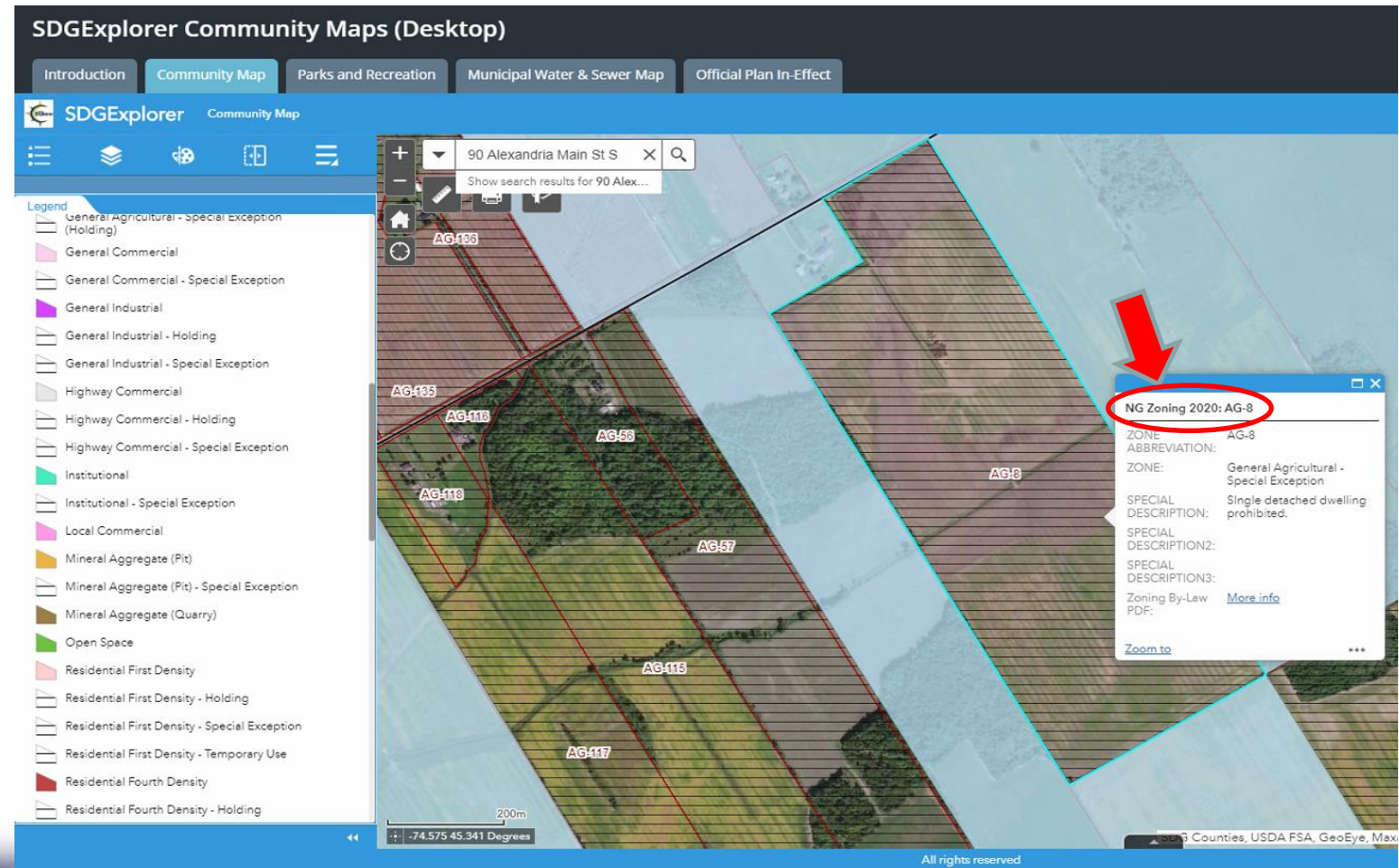
- In some cases you may click on an area that has more than one layer. In the example shown, the user has clicked on an area that has both a zoning layer and a parks layer.
- Click the **arrow buttons** in the pop-up to cycle through the layers until you reach **NG Zoning 2020**.



North Glengarry Nord

Accessing Zoning Information

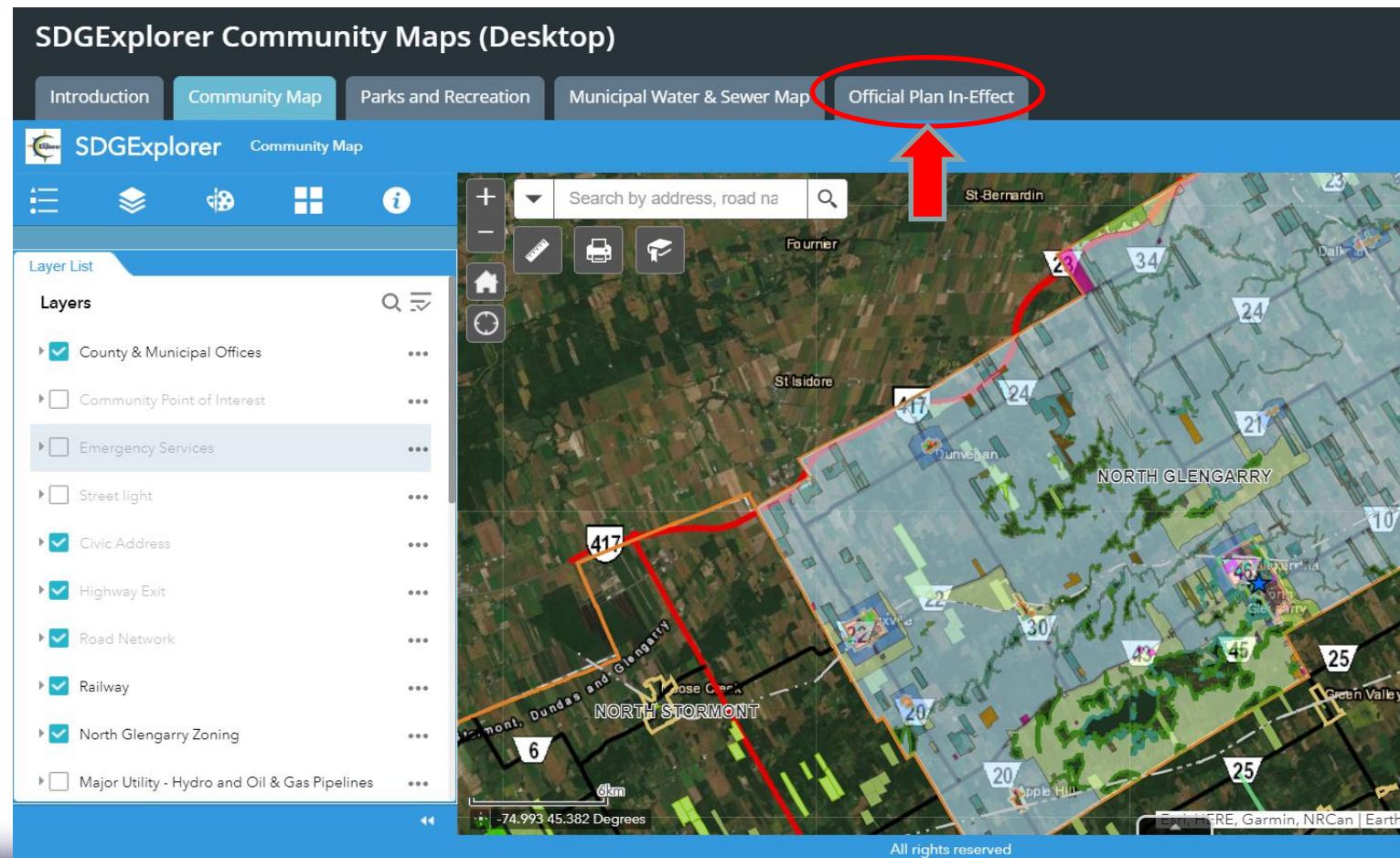
- In some cases a zone may be considered to be a **Special Exception**. In the image on the right, the zone selected is called AG-8.
- Special Exceptions are zones which differ from the terms of the original Zoning By-Law.
- The **Special Description** sections of the pop-up reveals additional information for this zone.
- Refer to the Zoning By-Law for all other information regarding General Agricultural zones.



North Glengarry Nord

Accessing Official Plan Designation Information

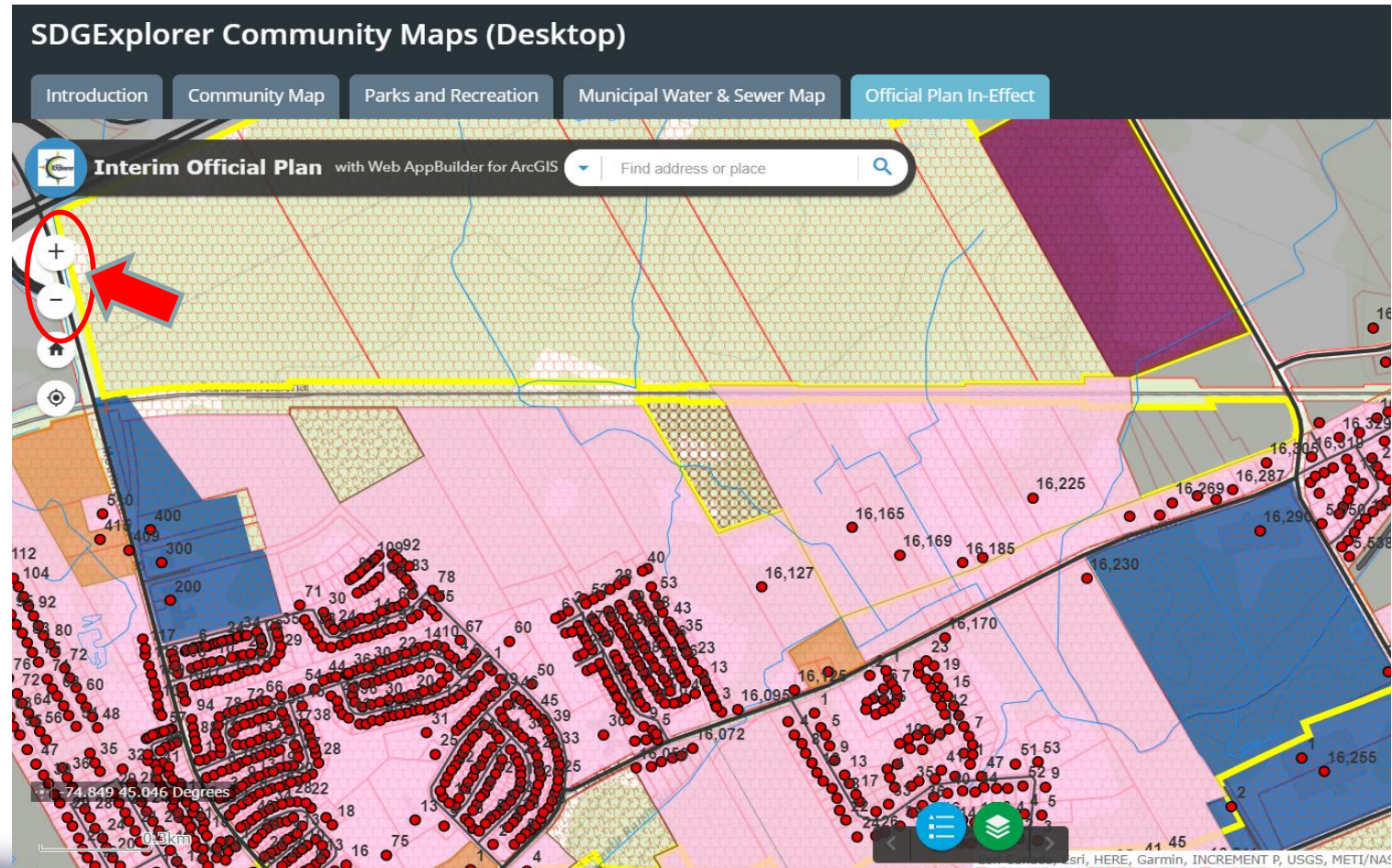
- If you would like to view the **SDG Official Plan designation information**, click on the **Official Plan In-Effect** tab located in the top toolbar.
- If a splash screen appears, read the information. If you agree to the terms of use, accept it.



North Glengarry Nord

Accessing Official Plan Designation Information

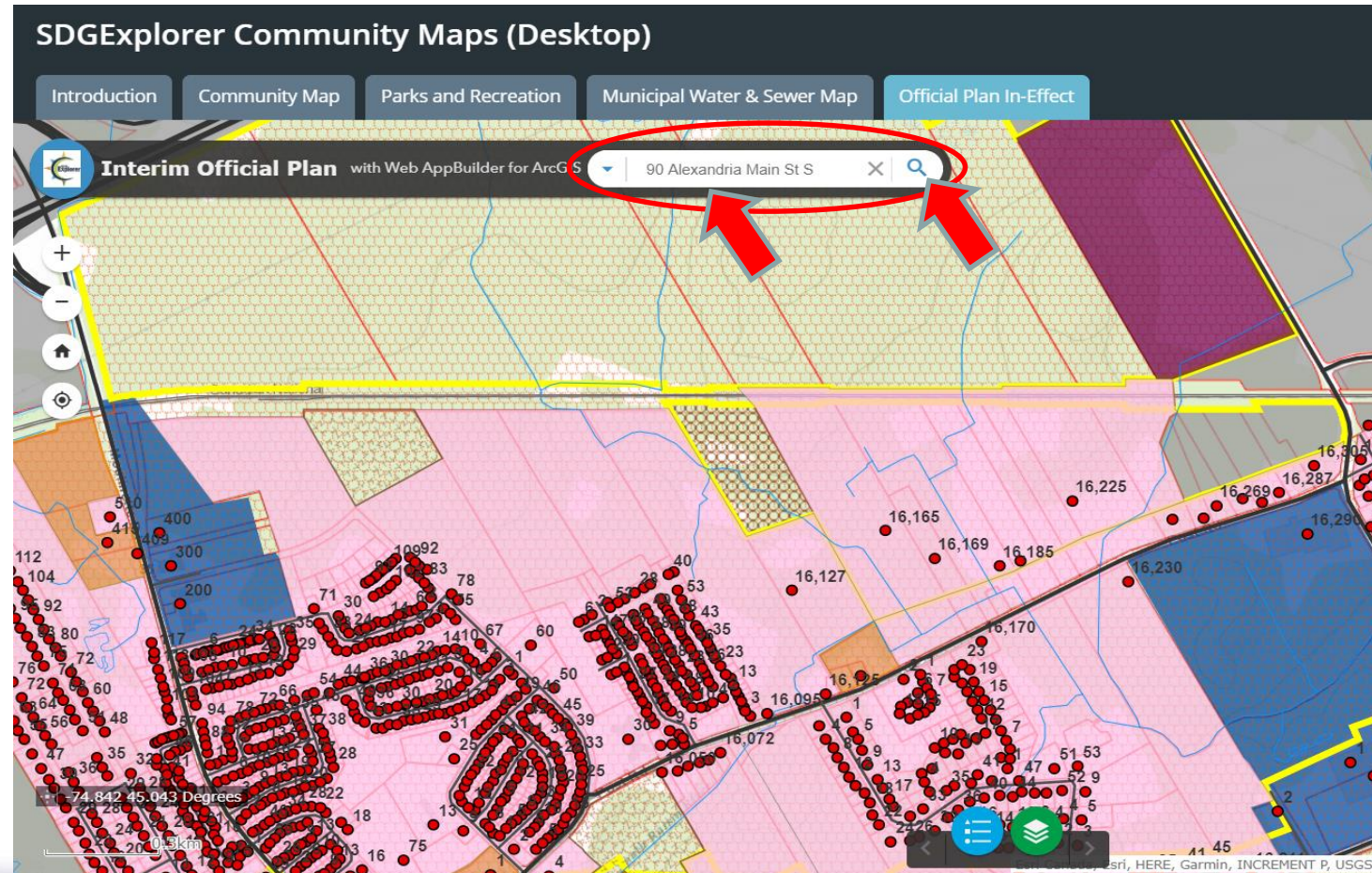
- The webpage should load as seen in the picture on the right.
- By clicking and dragging, you can pan around the map.
- By using the **+** and **-** buttons (or the mouse wheel), you can zoom in and out.
- One way of locating your region of interest is by zooming and panning manually.



North Glengarry Nord

Accessing Official Plan Designation Information

- Alternatively, you can use the **Search Bar** by entering a civic address or roll number.
- The Township Office address is used in this example. Click the **magnifying glass** to zoom to that location.



North Glengarry Nord

Accessing Official Plan Designation Information

- Close the pop-up that appears by clicking the **x** button.
- You will need to zoom out three times to see property boundaries.

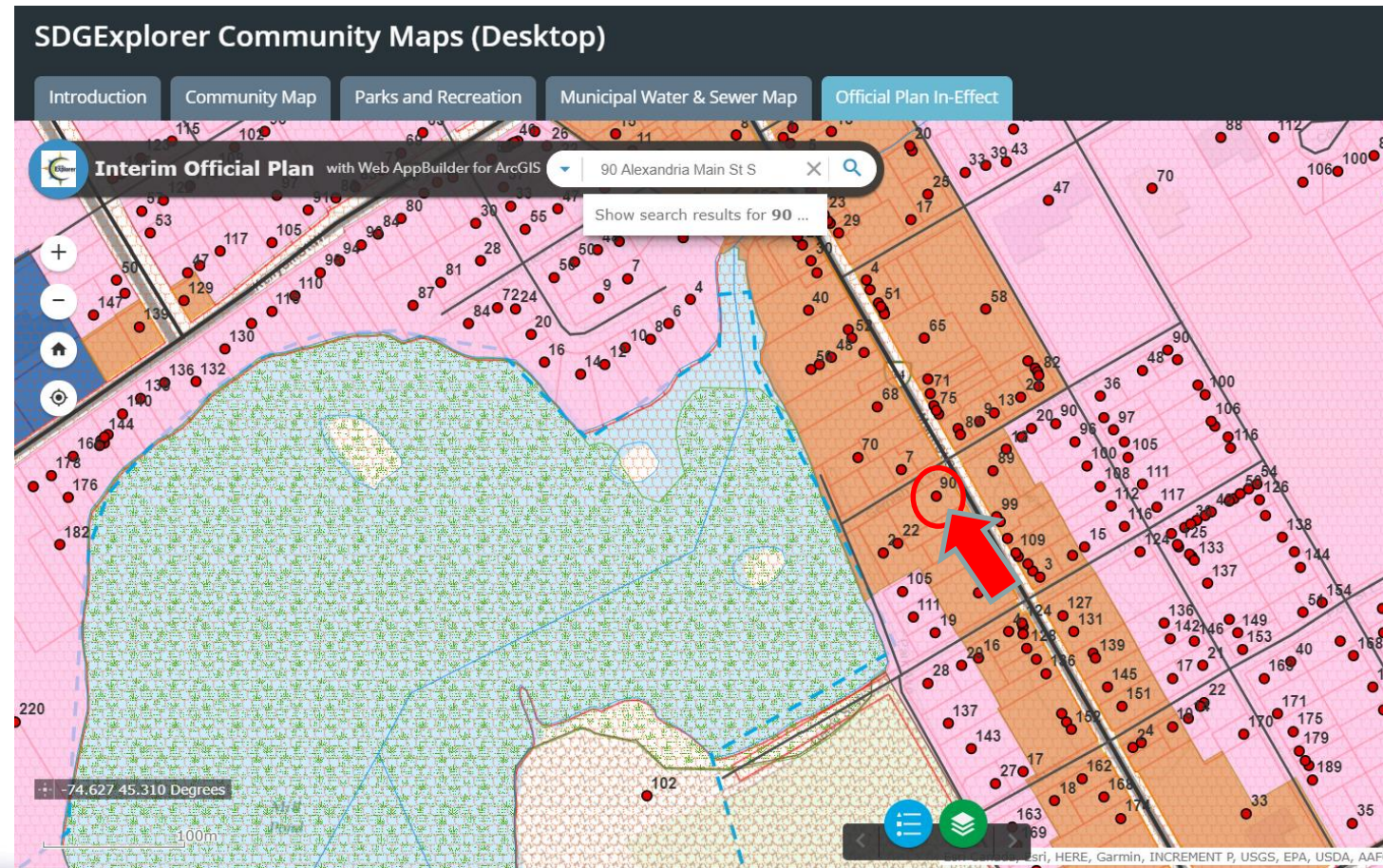
The screenshot displays the SDGExplorer Community Maps (Desktop) interface. The top navigation bar includes tabs for Introduction, Community Map, Parks and Recreation, Municipal Water & Sewer Map, and Official Plan In-Effect. The main map area shows a search for "90 Alexandria Main St S" with a search bar and a "Show search results for 90 ..." button. A pop-up window titled "SDG_CivicAddress_Public: NG_80555" is open, displaying property details. A red circle and arrow highlight the close button (x) in the top right corner of the pop-up window. The map shows a street layout with a red dot indicating the search location. The bottom left corner shows the coordinates "-74.633 45.308 Degrees" and a "10m" scale bar. The bottom right corner features a legend and a scale bar.

SDG_CivicAddress_Public: NG_80555	
Unique_ID	NG_80555
SDGCivicID	80,555
Address_Nu	90
Civic_Num	90
UnitNum	
Unit_Type	
Street_Nam	Alexandria Main St S
StrNamAlia	S.D.G. County Rd 34
Settlement	Alexandria
Municipali	North Glengarry
Label	90
AddDate	9/6/2016, 8:00 PM
EditDate	8/17/2017, 8:00 PM
Zoom to	90 Alexandria Main St S

North Glengarry Nord

Accessing Official Plan Designation Information

- You should see a screen similar to the one on the right.
- The various coloured areas represent different designations in the Official Plan.
- If you click anywhere on the orange surrounding the Township Office, a pop-up will appear.

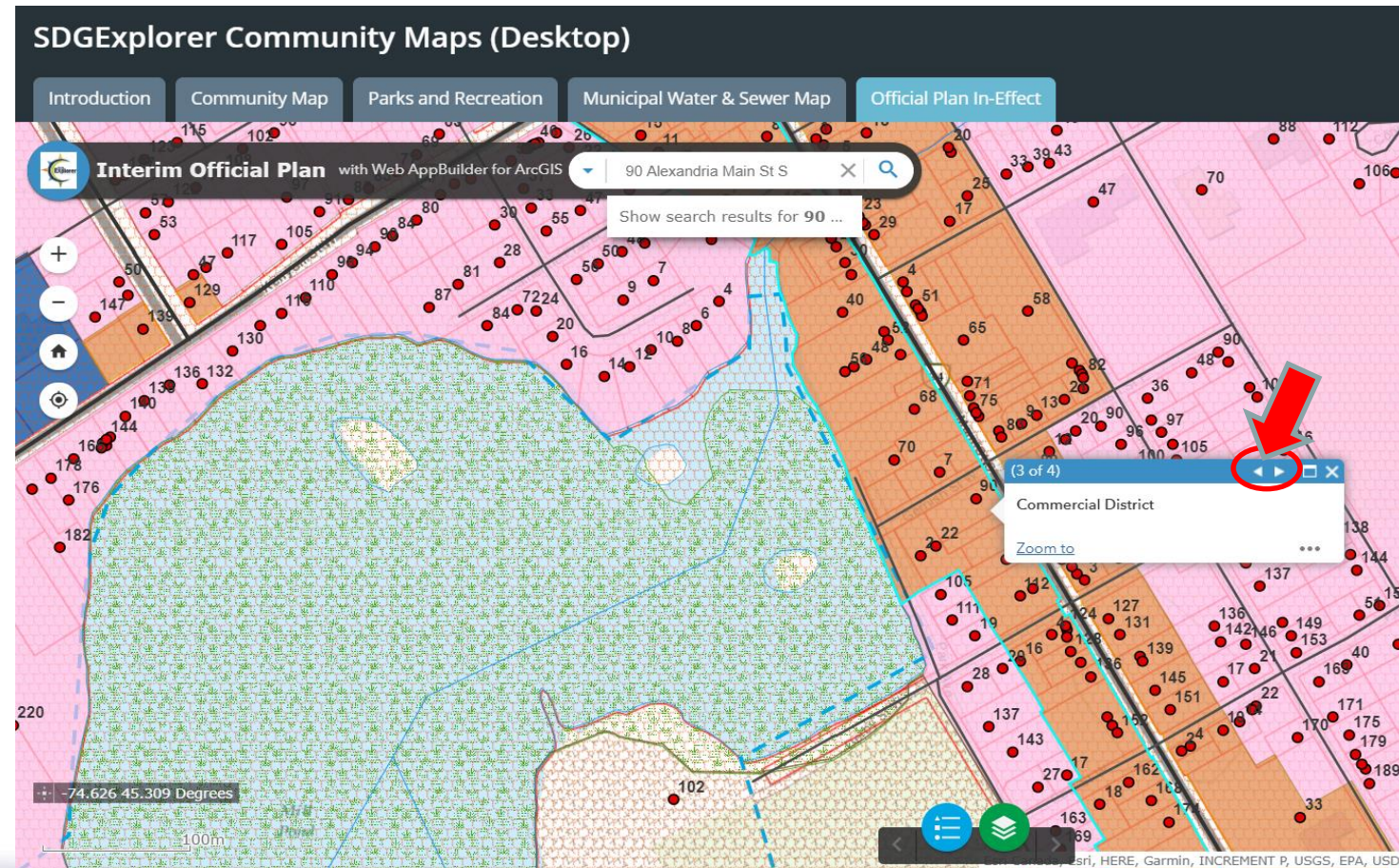


North Glengarry Nord

Ontario's Celtic Heartland
Centre celtique de l'Ontario

Accessing Official Plan Designation Information

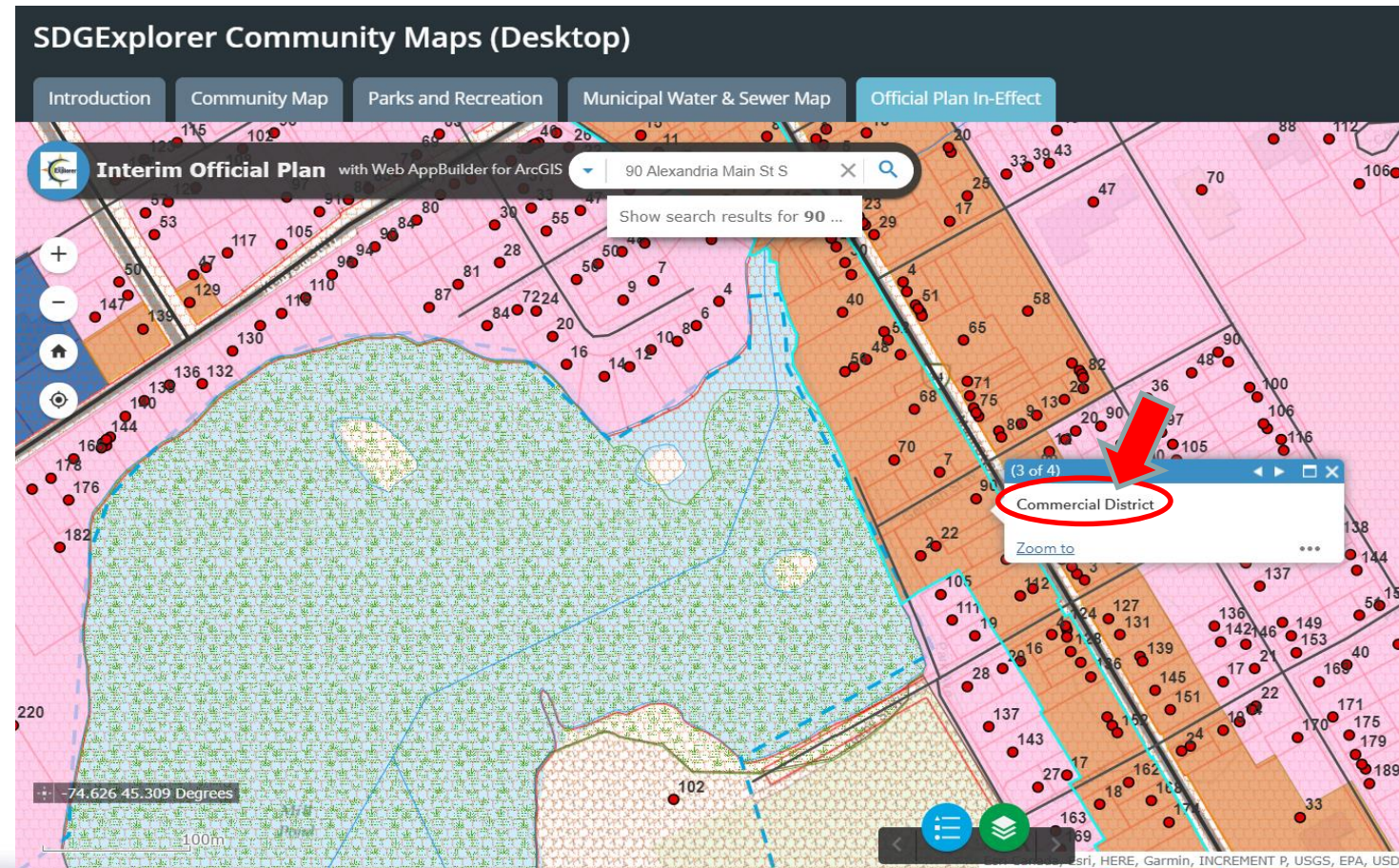
- There are several layers underlying the map. To cycle through them, use the **left and right arrows** in the pop-up.
- The current layer you have selected will be highlighted in light blue.
- Cycle through the layers until you see the official plan **designation** highlighted. In this example you will see Commercial District.
- This layer represents the Official Plan for this region.



North Glengarry Nord

Accessing Official Plan Designation Information

- In summary: locate the area you are interested in, click it and cycle through the layers until you view the official plan designation.

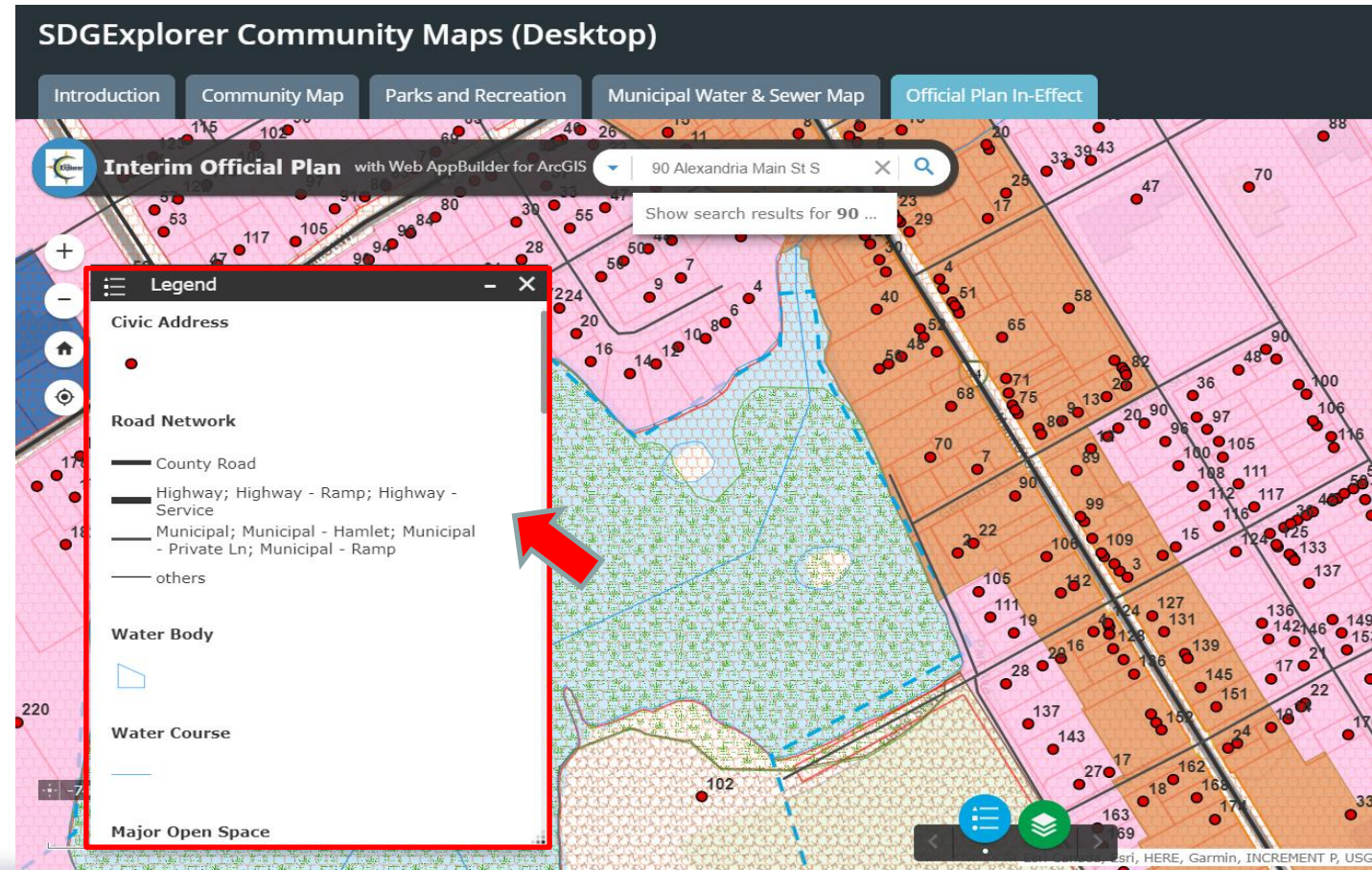


North Glengarry Nord

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Centre celtique de l'Ontario

Accessing Official Plan Designation Information

- If you are ever unsure about what the various points, colours or lines represent, click the **Legend** button and scroll through the symbols.



North Glengarry Nord

Accessing SDG Counties Official Plan Designation and Township of North Glengarry Zoning By-law Information

- You may refer to the full Zoning By-Law text at the following link:
- <https://www.northglengarry.ca/en/town-hall/resources/Zoning-By-law-and-Schedules/ZONING-By-law-39-2000.pdf>
- You may refer to the SDG Counties Official Plan here:
- <https://www.northglengarry.ca/en/town-hall/resources/Zoning-By-law-and-Schedules/ZONING-By-law-39-2000.pdf>

North Glengarry Nord

Ontario's Celtic Heartland
Centre celtique de l'Ontario

Contact Us

- If you have any questions or require further clarification, please contact the Township of North Glengarry and ask for the Township Planner, Kasia Olszewska.
- **Planner Email:** planner@northglengarry.ca
- **Township Office:** 613-525-1116 x. 250

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. PW-2020-05 -
Public Works Workplan update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

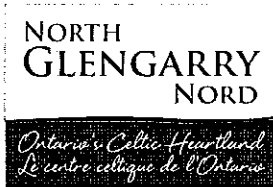
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (g)



Report – PW- 05

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: May 20, 2020, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works - Work Plan Update – May 2020

Recommended Motion:

That Report – PW - 05, Public Works – Work Plan Update – May 2020 be received for information only.

Background / Analysis:

COVID – 19

The Covid-19 Pandemic has had some impacts on operations of the Department. Fortunately, Spring operations can be preformed by individual employees for the most part, or where more than one employee are required, employees can “social distance” on the job and where appropriate PPE.

Water and Sewer employees are each assigned to a specific sub-system and thus are effectively isolated in the workplace. When a task requires more than one person, appropriate PPE is utilized.

Roads and Fleet employees are each assigned to a specific plow truck/pick-up/machine. Tasks that require more that one person (pot hole filling), each employee uses their assigned pick-up and when working in proximity, employees use PPE.

RARE employees, by the nature of their work, must work in close proximity to each other. Employees are provided PPE and are encouraged to take breaks and wash their hands often.

Administrative staff are “working from home”, attending to the office as required.

Across the Department, accommodations are being made for employees requiring staggered start time, breaks, etc. In some instances, minor changes in start times to accommodate worker family related responsibilities have been made.

While having 2 vehicles attend to a pot hole repair is not “efficient”, generally there has been minimal impact on operations.

For the time being, the hiring of summer students has been put on hold. One student is typically dedicated to watering of flowers for the summer season. This activity will still get completed, but may be done using existing Township staff recognizing the labour capacity that will be available without having to deliver the various “programming” activities over the summer of 2020.

Roads and Fleet

Winter control activities have come to an end. Seasonal maintenance has been completed and trucks are ready for summer operations. Grading has been completed on all gravel roads at least twice. The gravel tender has been awarded and gravel application will start shortly (if it has not already started). Application of Calcium Chloride will follow shortly after gravel application. Small activities like bench painting, stop bar painting, etc. have started and are nearing completion.

A new Transportation Manager was hired – Michel Cuerrier, and the process to replace the Alexandria Foreperson is underway.

Water and Sewer

Operations are proceeding as normal. Regulatory monitoring and reporting is on-going.

The spring thaw in Maxville saw very high sanitary flows. Part of the problem may be a higher than normal ground water level which may be attributable to reduced water taking from the local aquifer. Additional investigation is required.

Spring Hydrant flushing is scheduled to be completed the week of May 18 with very few issues/complaints.

Sewer flushing and CCTV began the week of May 4. Some areas were found to be dirtier than expected and as such, some additional flushing will be required.

Landfill Operations

The operational landfill in Glen Robertson has been busy with activity. The active dump area has been moved to the north entrance as the other active area is still too wet for access.

Drainage

Beaver activity and complaints have been fairly high in volume. We are tracking complaints and following up in a timely manner. Repairs and clean-up from Drain Maintenance activity over the winter is on-going.

RARE and Waste Collection

Operations are proceeding as normal. In response to complaints of windblown garbage around the site and neighborhood, employees are taking time to do a community walk around and pick up refuse.

Waste Collection continues as normal. Council did indicate that during the COVID-19 Pandemic, residents could place additional refuse at the curb. There is some additional

material being placed at the curb which is resulting in some incremental costs and for the most part, residents are being respectful.

Capital

The Alexandria Water Treatment Plant is on schedule. Siding and roofing are scheduled to start May 20 and work on the sludge removal system is on-going.

All department equipment purchases have been completed. The repair to the weed harvester was really a "maintenance item" and assuming that maintenance item is the problem, the weed harvester should operate as intended.

The Creek Road Bridge will go to tender in June with construction to be completed by the fall. The Dominion Street Bridge has been deferred to 2021. Design may proceed in 2020.

Road construction projects have not yet started, but are generally in-house work.

Work with respect to RARE and Work Plan Initiatives with respect to waste collection and RARE are on hold. The County, in partnership with all local municipalities, is initiating a County wide study to look at alternatives for service delivery. The study is expected to be complete around January 2021. The kick-off meeting with the consultant is scheduled for May 21.

Alternatives:

N/A

Financial Implications:

As for general operations, there are some incremental costs related to COVID -19 as follows:

- A minor incremental cost for waste collection and disposal.
- A minor incremental cost associated with contracting for labour during water/sewer repairs – ensures our employees are "isolated"

Contractor costs for major projects may increase due to a general contractor having to make allowances for incremental PPE for employees and modifying work methods to account for physical distancing. To date, the contractor working on the Alexandria Water Plant repairs has not claimed for an extra related to COVID-19.

Others consulted:


Internal Department Staff

Attachments:

Work Plan Update

Signed by Sarah Huskinson - CAO/Clerk

	Public Works Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Provide safe potable water to the residents of Maxville.	Water quality monitoring	PW/WW					Project essentially complete. Seasonal Deficiencies and minor items remain. Connections on-going	
	Upgrade the wastewater treatment system in the Town of Alexandria	Plant upgrade	PW/WW/ENG.					Contingent on Funding, Tender document complete. MECP inspection and report to be addressed.	
	Cost benefit analysis of road types for each Twp. road.	Report	PW					Report to be presented in June 2020	
	Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Engineer Report	PW					Ongoing study. PIC scheduled for March 25, 2020 delayed due to COVID-19. While the work in this phase is delayed, it is unclear what impact this will have as the project moves to the design and construction phase	
	Cost benefit analysis for the RARE plant.	Report	PW					County has initiated a study relating to Waste Management. As of end of February 2020, no other municipalities sending material to RARE. This Strategic Plan item is deferred pending County wide initiative	
	Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company	Report	PW					County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative	
	Investigate ways to increase the waste diversion rate.	Report	PW/RARE					County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative	
	Pump needs study		EVB/water dept.					Part of the master service plan	
	Pump Flow testing		EVB/water dept.					Part of the master service plan	
	Harrison/Mill square water main	Watermain upgrade	Roads/water dept					Complete	
	Valve and Hydrant replacement	Updated maintenance logbook	all water staff					On-going	
	Watermain air relief valves		all water staff					Complete	
	Polymer and Coagulant pump		all water staff					Forms part of the Alexandria water treatment plant upgrades	
	Forcemain air relief valve		all water staff						
	Sewage pumps		all water staff					Work not complete and no completion date set at this time	
	Sewage pumping station roofs		all water staff						
	Alexandria water treatment plant upgrade		EVB/WW/Const.					Contract awarded to Bourgon Construction, Completion 2020	
	Maxville distribution system		EVB/WW/Const.					Complete	
	Maxville Water Tower		EVB/WW/Const.					Maxville Tower has been commissioned	
	Maxville booster station		EVB/WW/Const.					Maxville booster station has been commissioned	
	Maxville transmission main		EVB/WW/Const.					Maxville transmission main has been commissioned	
	Bishop St. Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Report from Engineer received	
	Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Report from Engineer received	
	Dominion St. South Bridge	Major Rehab	PW/Eng/Const.					Report from Engineer received. COVID -19 impact.	
	Sidewalk Repair/Replacement	New Sidewalks	PW/Const.					Sandfield Sidewalk, Spring 2020	
	Skye Road (Phase 1)	Road Section Rehabilitation						± 3.2 km road section rehabilitation (pavement to be completed in Spring 2020, road base is soft)	
	Creek Road Bridge - RFP Bridge Design	Engineering Services						Design on-going. Tender June 2020	
	GPS System Upgrade							To be reviewed - No budget identified for 2020	
	RARE - South Wall and Dock Repairs	Asset Management	RARE					On hold - Operation Review	
	RARE - New Gate	Regulatory	RARE					On hold - Operation Review	
	2020 Capital Program		All Staff					Budget approved for 2020. Implementation required	
	Land Purchase - Glen Robertson Landfill	CAZ	PW					Purchase complete, register land as CAZ	
	Fleet Management Plan - Township	Internal document	PW/Other Depts.					2020 Review	
	Legal matter - slip and fall		PW/CAO					Ongoing - Mediation set for May 14, 2020	
	Update Winter Maintenance Policy	Regulatory	PW					2020 Review/Update	
	Union Negotiations - Water	Internal Document	Utilities/PW					New Contract for Water and Sewer	
	Bridge Inspections	Internal Document	PW/Eng.					Field inspections completed, report ongoing for 2019 inspections. Inspections to be arranged for 2020	
	Alexandria Landfill Closure	External document	PW/Eng.					Jp2g Engineering study/report	
	Gravel Road Conversion Candidates	Internal document	PW					2020 Review	
	Road Needs Study Update	Internal document	PW					2020 Review	
	Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.	
	Monitoring Well Development/Install	Monitoring reports	PW/Eng.					Jp2g Consultants Inc. to install monitoring wells on newly purchase property (CAZ) Glen Robertson	

Preparation 
Execution 
Complete 

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 20, 2020

MOVED BY: _____

SECONDED BY: _____

There being no further business to discuss, the meeting was adjourned at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 10