

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
Committee of the Whole Meeting
Agenda

Wednesday, November 18, 2020, 3:00 p.m.
Via Zoom

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. DELEGATION(S)**
- 5. STAFF REPORTS**
 - a. Administration Department
 1. Respectful Conduct Policy
 2. Strategic Plan Update
 - b. Community Services Department
 1. Temporary conversion of the Maxville & District Sports Complex arena slab
 2. Community Services Department 2020 Work Plan – November Update
 3. 2021 Budget pre-approval to hire Development and Marketing Coordinator
 - c. Building/Planning and By-law Department
 1. Hobby Farms Housekeeping Zoning By-law Amendment
 2. 2020 Work Plan
 - d. Public Work's Department
 1. Public Works - Work Plan Update November 2020

e. Fire Department

1. 2020 Workplan

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

9. NOTICE OF MOTION

10. ADJOURNMENT

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: Wednesday, November 18, 2020

Moved by: Carma Williams

Seconded by: Jacques Massie

The Committee Members accepts the agenda of the Committee of the Whole on Wednesday November 18, 2020.

Carried

Deferred

Defeated

Mayor/Deputy Mayor

Section 4

DELEGATIONS

Section 5

STAFF REPORTS

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Jacques Massie

Seconded by: Brenda Noble

THAT the Committee of the Whole receives Staff Report AD: 2020- 17

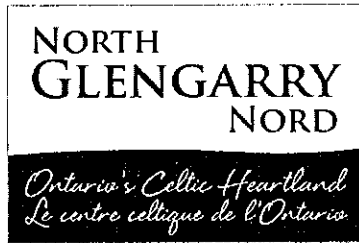
And THAT the Committee of the Whole directs Staff to develop at Respectful Conduct Policy to be brought back to Council for approval.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: 17

November 18, 2020

From: Sarah Huskinson, Chief Administrative Officer

RE: Respectful Conduct Policy

Recommended Motion:

THAT the Committee of the Whole receives Staff Report AD: 2020- 17

And THAT the Committee of the Whole directs Staff to develop at Respectful Conduct Policy to be brought back to Council for approval.

Background / Analysis:

The Township of North Glengarry is committed to maintaining a healthy, safe and supportive workplace for all township employees that is free from discrimination, harassment and workplace conflict. The Township currently has a Workplace Violence and Harassment Policy which applies to interactions between staff, as well as a Council Staff Relations Policy which applies to interactions between Council and Staff. However, there is no current policy for interactions between the public and Staff.

Staff are the face of the municipality and have daily encounters with the public. Some departments have more exposure to the public than others, and for many the interactions are more often negative than positive. Vexatious, frivolous and unreasonably persistent requests may compromise the Township's ability to deliver good customer service in an equitable, efficient and effective manner. Staff may be burdened with these requests, by one individual resident, which may cause them stress and hardship in their workplace. Despite their best efforts, the resident may continue with this behaviour. Currently, the Township does not have a policy which deals with this type of situation and how to handle it.

Under the Township's Workplace Violence and Harassment Policy it is the responsibility of every township employee to maintain a positive work environment by always acting in an appropriate manner in the workplace or at any work-related or employee social function. The policy also

states that the Township, as an employer, is committed to zero tolerance to do with discrimination, workplace harassment and workplace conflict, between employees. However, this policy does not apply to employee and resident relations but the same commitment to a harassment free workplace should apply to these relationships also. Currently, staff are utilizing this policy as the method to which to enforce a harassment free workplace with residents, however, any consequences are not really enforceable under this policy. Although staff could include residents in the Workplace Violence and Harassment Policy, rather than create an entirely new policy, for clarity, a new policy specific to residents should be developed.

Staff are recommending research be conducted and a policy developed for respectful conduct with respect to residents. The policy should include a procedure on how to report the incident(s) and the repercussions for the actions. With any policy and implementation, there would need to be good documentation and communication to the resident that their behaviour did not comply to the policy and that there would be consequences. These consequences could be anything from restricting contact with employees via phone and email to placing trespass orders.

The policy would not be intended for generally difficult residents, but rather those which are unreasonably persistent and unreasonable behaviour. This behaviour could be any of the following: covertly recording meetings and conversations, submitting falsified documents, refusing to accept a decision and arguing repetitively with staff, using offensive and hostile language, submitting obsessive request with a very high volume, and requesting information which lacks purpose or value.

In the development of the policy, Staff will be consulting with the Occupational Health and Safety Act, Ontario Human Rights Code, current Township policies, as well as any union agreements. Staff may also consult the Township lawyer to ensure that the restrictions and consequences section of the policy are enforceable and legal. Senior staff will be consulted, as well as the union steward.

Following the adoption of the policy, staff are recommending that a zero-tolerance campaign be launched. This will involve signage and postings on social media, such as Facebook and the website. This communication plan would make everyone in the community aware that the Township would no longer accept behaviour that constituted harassment, discrimination or conflict. Senior staff will share the policy with all their staff, and it will be posted, along side the Workplace Violence and Harassment Policy, on the Health and Safety Boards. Staff and Council will be trained on the policy and templates may be created the documentation requirements. The policy will also be included in any new employee training.

Alternatives:

Financial Implications:

None.

Attachments & Relevant Legislation:

Ontario Human Rights Code

Occupational Health and Safety Act

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Brenda Noble

Seconded by: Michael Madden

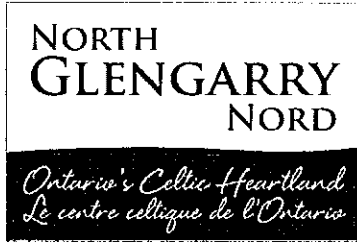
THAT the Committee of the Whole receives Staff Report No. 18 - Strategic Plan Update for information purposes only.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO THE COMMITTEE OF THE WHOL

Report No: 18

November 18, 2020

From: Sarah Huskinson, Chief Administrative Officer/Clerk

RE: Strategic Plan Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. 18 for information purposes only.

Background / Analysis:

The Strategic Plan was approved by Council in October of 2019. Despite COVID-19, Staff have made some great progress on many of the initiatives. The attached chart contains each of the strategic items, as well as progress on each item.

Financial Implications:

None.

Attachments & Relevant Legislation:

Strategic Plan Update – Chart.

Others Consulted:

Senior Management Team

Reviewed and Approved by:
Sarah Huskinson, CAO/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 | Winter 2021 | Nearly half of the residents are hooked up to the system. Staff are following up with those yet to begin the connection process. |
| 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 | Spring 2021 | Date collection will begin in the Winter of 2021, with completion in Spring 2021. This will include a detailed road study. |

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 redesign of main street. |

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 2021 | 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 | Spring 2021 | 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 2021 | This will be done in conjunction with the Development and Marketing Strategy. Will be reviewed/evaluated in the next few months. The GIS Technician completed a list of vacant lands that may have potential for development in Alexandria and Maxville. This includes a list of lands with a map highlighting the properties. |

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 | Ongoing | Facilities were progressively reopened and programming reinstated following Provincial and Public Health COVID-19 Directives. Ice users were amalgamated at the Glengarry Sports Palace. The Maxville arena slab was temporarily converted into a multi-sports pad. |

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 | Winter 2021 | The Planning Department held meetings with the Glengarry Federation of Agriculture and the Conservation Authorities. Two meetings were held with Council to review the DRAFT by-law with Council and agree on changes. Next steps include amending the draft by-law with the discussed changes, circulating it to Council for a review, and scheduling a second set of public consultation meetings, in person. |
| Investigate ways to increase the waste diversion rate. | Public Works | Spring 2021 | 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 | Complete | Development and Marketing Strategy adopted by Council on October 26, 2020. The Committee will be presenting information on next steps at the November Community of the Whole. |
| 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 | Complete | Development and Marketing Strategy adopted by Council on October 26, 2020. The Committee will be presenting information on next steps at the November |

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 | Economic Development/ | Complete | 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 | Staff are working on new policies, as well as a training plan. |

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 2021 | Early stage of discussion, will be evaluated in 2021. |
| Review current by-laws for enforcement. | Building/ By-law | Spring 2021 | 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: Wednesday, November 18, 2020

Moved by: Michael Madden

Seconded by: Johanne Wensink

THAT the Committee of the Whole receives staff report COTW CS-2020-16; and

THAT the temporary conversion at the Maxville & District Sports Complex of the arena slab into a multi-sports surface continue for the foreseeable future; and

THAT staff continue to monitor ice demands and changes to the Provincial and public health directives and communicate this information to Council.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



**COMMITTEE OF THE WHOLE STAFF REPORT
STAFF REPORT**

Report No: COTW CS-2020-16

November 18, 2020

From: Anne Leduc – Director of Community Services

RE: Temporary conversion of the Maxville & District Sports Complex arena slab

Recommended Motion:

THAT the Committee of the Whole receives staff report COTW CS-2020-16; and

THAT the temporary conversion at the Maxville & District Sports Complex of the arena slab into a multi-sports surface continue for the foreseeable future; and

THAT staff continue to monitor ice demands and changes to the Provincial and public health directives and communicate this information to Council.

Background / Analysis:

The ice rentals for the 2020 Fall season have been greatly impacted by COVID-19. Presently all ice users that wished to rent ice from the Maxville & District Sports Complex and the Glengarry Sports Palace have been accommodated at the latter facility. There are limited amounts of ice available to rent, mostly on Sunday mornings (see attached sample of schedule).

The recent round of directives issued under Section 22 Orders from The Eastern Ontario Health Unit has retained the group limits for organized sports on an ice surface to a maximum 50 players as well as a the modified return to play formula. As a result, there has been no increase in ice demands from any of the ice users at the Glengarry Sports Palace.

Giving the present environment with COVID-19, staff does not expect to see changes in these directives until the new year. Based on the above, staff recommends retaining the status quo for the multi-sports pad at the Maxville & District Sports Complex.

Information regarding user statistics and changes to the Provincial and Public Health directives will be communicated regularly to Council. Changes to the temporary conversion of the multi-sports pad, if need be, will be proposed by staff based on these modifications.

Alternatives:

THAT the temporary conversion at the Maxville & District Sports Complex of the arena slab into a multi-sports surface continue as is for the foreseeable future; and

THAT staff continue to monitor ice demands and changes to the Provincial and public health directives and communicate this information to Council.

Financial Implications:

The 2020 Operating Budget for the Maxville & District Sports Complex was revised in May 2020 to forecast the impacts of COVID-19 on the facility.

Attachments & Relevant Legislation:

Sample of ice rental schedule at the Glengarry Sports Palace

Others Consulted:

Kimberly Goyette – Director of Finance.

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

| | Monday 7 (Dec) | Tuesday 8 | Wednesday 9 | Thursday 10 | Friday 11 | Saturday 12 | Sunday 13 |
|----------|---|--|--|--|--|--|--|
| 8:00 AM | | | ICE MAINTENANCE 119484C (Ice Maintenance) Ice Maintenance | | | ALEXANDRIA MINOR HOCKEY... 1200008F (AMHA 2020) AMHA Hockey | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | MOM_TOTS 1200456B (Mom and Tots 2020) Mom_Tots | | KURT ZOLLINGER 1200593F (Benchwarmers 2020) | NORTH GLENGARRY BROOM... 1200553G (NG Broomball 2020) |
| 11:00 AM | | | | | | GLENGARRY GIRLS HOCKEY ... 1200054M (GGHA 2020) Girls Hockey | Broomball |
| 12:00 PM | | | | | | | PUBLIC SKATING GSP 1200482B (Puplic Skate 2020) Public Skating |
| 1:00 PM | LE RELAIS SPORTS ETUDE 1200781C (Sport Etude 2020) | LE RELAIS SPORTS ETUDE 1200781C (Sport Etude 2020) | | | LE RELAIS SPORTS ETUDE 1200781C (Sport Etude 2020) | | |
| 2:00 PM | | SENIOR SKATE 1200481C (Senior 2020) Mom_Tots | | | | | |
| 3:00 PM | | | SHINNY GSP 1210483C (Shinny 2021) | | | | |
| 4:00 PM | | D.A. MACMILLAN 1200033D (D.A 2020) | | LE RELAIS (SANDRA BERRY) 1200928B (Le Relais 2020) | D.A. MACMILLAN 1200033D (D.A 2020) | | EASTERN ONTARIO WILD/CO... 1200040D (Wild/Cobras 2020) Hockey Practice |
| 5:00 PM | | | ALEXANDRIA MINOR HOCKE... 1200008F (AMHA 2020) | ALEXANDRIA MINOR HOCKE... 1200008F (AMHA 2020) AMHA Hockey | | | GLENGARRY GIRLS HOCKEY ... 1200054M (GGHA 2020) Girls Hockey |
| 6:00 PM | ALEXANDRIA MINOR HOCKE... 1200008F (AMHA 2020) AMHA Hockey | GLENGARRY GIRLS HOCKEY ... 1200054M (GGHA 2020) Girls Hockey | EASTERN ONTARIO WILD/CO... 1200040D (Wild/Cobras 2020) Hockey Practice | | EASTERN ONTARIO WILD/CO... 1200040D (Wild/Cobras 2020) Hockey Practice | GLENGARRY GIRLS HOCKEY ... 1200054M (GGHA 2020) Girls Hockey | |
| 7:00 PM | | | ALEXANDRIA JR.B GLENS 120005F (Glens 2020) Jr.B Glens Practice | ALEXANDRIA MEN'S HOCKEY... 1200006D (Men's League 2020) Adult Hockey | ALEXANDRIA JR.B GLENS 120005F (Glens 2020) Jr.B Glens Game | | ALEXANDRIA JR.B GLENS 120005F (Glens 2020) Jr.B Glens Practice |
| 8:00 PM | SERGE PICARD 1200822B (Picard 2020) Adult Hockey | | DECOEUR 1200214E (Broomball 2020) | AJK ADULT HOCKEY 1200550F (AJK 2020) Adult Hockey | | MAXVILLE MUSTANGS 1201103D (Mustang 2020) Hockey Game | POIRIER 1200414D (Poirier 2020) Hockey Game |
| 9:00 PM | LAGGAN DEVILS MEN'S HOC... 1200561F (Laggan Devils 2020) Adult Hockey | FLAMES 1200358E (Flames 2020) Adult Hockey | | | | | |
| 10:00 PM | | | | | | | |
| 11:00 PM | | | | | | | |

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Johanne Wensink

Seconded by: Carma Williams

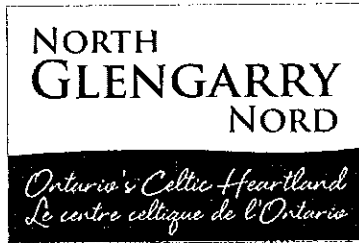
THAT the Committee of the Whole receives Staff Report No. CS-2020-17 - Community Services Department Workplan November 2020.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



**STAFF REPORT TO THE
COMMITTEE OF THE WHOLE**

Report No: CS-2020-17

November 18, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – November Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-17.

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

- Staff has been keeping abreast of the information forwarded by the different ministries and Public Health.
- Plans to allow the public to access the municipality's facilities are modified in response to the directives from Public Health.
- Staff members have coordinated activities in various sports organizations over the last months to ensure the safe reopening of these activities.

Lifecycle of Refrigeration Plant Assets – Staff from the Glengarry Sports Palace and the Maxville and District Sports Complex have collaborated with our refrigeration specialists to establish an inventory of equipment in both facilities' refrigeration plant, the age of the equipment and the estimated lifecycle remaining for each piece. This will be used as a tool to guide staff in recommendations to the Capital Budget for future planned replacement of equipment.

Recreation Directors Meetings – Staff has participated in the SDG/Cornwall Recreation Directors Meeting on November 10th. This meeting mostly focused on the change of status for the EOHU region from Orange to Yellow. EOHU staff is also participating in the meetings.

Request for Proposals – The RFP for Engineering and Project Management Services has been reissued.

Staffing – Staff are now on fall / winter hours according to the needs of their facilities.

Training

- Several members of staff attended an in-person Ontario Recreation Facilities Association Legal Awareness 1 course given on October 22nd and 23rd at the Glengarry Sports Palace.
- Staff has participated in virtual Accessibility for Ontarians with Disabilities training.
- Staff has participated in virtual Workplace Violence and Harassment training.

User Fees and Charges – Council approved a temporary COVID-19 drop-in rate for the turf at the Tim Hortons Dome and the multi-sports pad at the Maxville & District Sports Complex. The fees are only applicable as of January 1, 2021 for Maxville. Staff has met to discuss how to handle the issuance of memberships, the implementation of the new rate and communication of the fee structure to the public.

COMMITTEE AND WORKING GROUP ACTIVITIES

Arts, Culture and Heritage Committee

- Participated in the November Arts, Culture and Heritage Committee
- A new application for signage at the Atlantic was recommended by ACHC and approved by Council.
- Community Grants Program application form is now available on the Township's website. The intake will start on January 2nd, 2021.
- The Committee expects to receive two submissions for the Blue Plaque Program.
- The Community Improvement Plan request for extension until December 31, 2021 has been approved by Council.

Community Development Committee

- Participated in the October Community Development Committee Meeting.
- The Development and Marketing Strategy from this Committee was approved by Council on October 26th.
- Staff will be presenting a report to the Committee of the Whole based on the next steps identified in the Development and Marketing Strategy.

EVENTS AND ACTIVITIES

Boys and Girls Club Activities – The Tuesday and Thursday Fall / Winter programming started in October but has been put on hold due to staffing issues.

Canada Day Activities

- Celebrate Canada will be contacted to advise that the Township will not be using the 2020 funds in February. One of the caveats for the migration of funds from July 1, 2020 to February 2021 was that the activity had to keep the same components (i.e., parade, fireworks, etc.) and the committee members are of the opinion that the safety of participants could not be ensured given the present environment.
- Staff has submitted an application for Canada Day 2021 which would concentrate of a virtual format similar to what was done through the Grotto Concerts series.

Sportball – This activity was scheduled to take place in late October at the Tim Hortons Dome but was cancelled.

Yoga Programming – Make-up classes were offered in September and the new in-person Fall Yoga Session started on October 6, 2020. On October 24, 2020, the classes were migrated to ZOOM with only 10 persons in attendance to respect the Section 22 orders from the EOHU.

Youth Floor Hockey – The activity was cancelled due to low registrations.

FACILITIES

Community Centres

- An email was shared with the Recreation Associations regarding the use of outdoor arenas and the guidelines surrounding the Yellow status.
- The MRAC will be meeting in person on November 18th, 2020 at the Glengarry Sports Palace.

Glengarry Sports Palace

- The facility has had ice rentals for a little over one month. So far the user groups (in majority) have been respectful of the procedures that have been implemented and adjustments have been made when necessary.

Island Park

- The splash pad was winterized.
- The air vents cleaned and heating system was serviced.
- Picnic equipment is gradually being relocated to their winter storage areas.
- Soccer fields were aerated. The minis were top dressed, seeded and fertilized.
- Wind screens and tennis nets were removed from the tennis courts.
- Graffiti was removed from the skate park.
- Christmas lights are being installed by staff and the larger trees will be decorated by KMAC again this year.

Maxville & District Sports Complex

- The furnaces and boilers have been serviced.

- The sport fields were aerated.
- Four defective re-circulating ceiling fans were changed over the arena area.
- The Maxville Manor is working with the EOHU on a plan to bring their day programs to the Community Hall.
- Soccer balls have been purchased as users have indicated that this would be a great option for youth.
- The following table summarizes the activities in the Complex since its temporary conversion:

TOTALS – October 13 to November 12, 2020

| Week | Oct 13 - 17 | Oct 18 - 24 | Oct 5 - 31 | Nov 1 - 7 | Nov 9 - 12 | TOTAL |
|----------------------------|-------------|-------------|------------|-----------|------------|-------------|
| Pickleball (Hours) | 16 | 16 | 16 | 16 | 16 | 80 |
| Tennis (Hours) | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 | 22.5 |
| Ball Hockey (Hours) | 4.5 | 4.5 | 4.5 | 4.5 | 91 | 109 |
| Walkers | 39 | 95 | 66 | 55 | 36 | 291 |

Tim Hortons Dome

- As reported to Council in August, the Dome had a soft reopening as of August 24th. As of October 10th, the Dome has resumed normal operating hours with its full complement of staff.
- The following table summarizes the activities in the Dome since its reopening:

TOTALS – August 24 to November 11, 2020

| Week | Aug 24 - 28 | Aug 31 - Sept 4 | Sept 8 - 13 | Sept 14 - Sept 19 | Sept 20 - 26 | Sept 27 - Oct 3 | Oct 4 - 10 | Oct 11 - 17 | Oct 18 - 24 | Oct 5 - 31 | Nov 1 - 7 | TOTAL |
|----------------------------------|-------------|-----------------|-------------|-------------------|--------------|-----------------|------------|-------------|-------------|------------|-----------|--------------|
| Court Rental (Hours) | 9.5 | 7 | 13 | 11 | 16.5 | 32.5 | 40.5 | 41 | 53.5 | 53 | 53 | 330.5 |
| Walkers | 60 | 98 | 83 | 128 | 110 | 174 | 140 | 144 | 217 | 220 | 209 | 1583 |
| Turf Rental (Hours) | | | | | | | | | | | 2 | 2 |
| Youth Turf Drop-In | | | | | | | | 1 | 4 | 14 | 29 | 48 |
| Adult Turf Drop-In | | | | | | | | 1 | 3 | 8 | 1 | 13 |
| Tennis Membership | | | | | 1 | | | | 1 | | | 2 |
| Track Seniors Memberships | | 1 | 3 | 1 | | 1 | | | 1 | | | 7 |
| Track Monthly Membership | | 1 | | | | 1 | 1 | 1 | 3 | 3 | 1 | 11 |
| Track Daily Pass | | 1 | | | | | | | 1 | | 2 | 4 |

OTHER

Community Improvement Plan

- Staff is continuing to promote the CIP with qualifying North Glengarry property owners.
- 5 applications that were submitted to the Fall 2020 SDG Regional Incentives Program were approved.

Meetings (virtual or otherwise) – Staff has:

- SDG Regional Incentives Program Review.
- SDG Economic Development Program and Goals Review.
- Overview for the Trillium Foundation.
- Marsh Municipal Program - Temporary Closing & Re-Opening of Municipal Facilities.
- BDC's Forging the way forward: How entrepreneurs are adapting to the pandemic.
- BDC's Succeeding in a new reality: Plan your way out of the COVID-19 crisis.
- Selling Food to Ontario hosted by OMAFRA.
- Light up North Glengarry kick-off meeting.

Other Economic Development Activities – Staff:

- Provided the Maxville and Alexandria Chambers of Commerce with information related to a Digital Main Street Program information seminar and provided them with a copy of the newest newsletter from the Eastern Ontario Training Board regarding ongoing and upcoming training programs.
- Support property owners during the application process for the Community Improvement Plan and the Regional Incentives Program.
- Shared information regarding numerous grants and funding opportunities with local businesses and community groups.
- Shop Local campaign which will be published in the Glengarry News and The Review on November 25, 2020.
- Supported the SDG Tourism local radio series promoting North Glengarry (and other townships in SDG).

Press Releases / Videos / Ads

- Prepared a slide show on Remembrance Day
- Tenth anniversary of the Tim Hortons Dome

Website, Social Media and traditional media.

- Work is being done with eSolutions to integrate eScribe Council Agendas and Minutes directly into the Township's website.
- Posted information to Facebook on:
 - Winter parking
 - Remembrance Day
 - Leaf and Yard Waste
 - Time change
 - Shop Local participation requirements
 - Draft Clearcutting By-law meeting information

- Official opening of Cedar & Fern
- Grant for build at Groovy Yurts
- Created new webpages and updated website as needed.

COMMENTS

This report is presented for information purposes only.

Alternatives:

None

Financial Implications:

None

Attachments & Relevant Legislation:

None

Others Consulted:

None

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

| | Community Services Tasks | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|--|--|------------------|------------------------|------|----|----|----|----------------------------------|---|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | Communications plan | Completed | TK, AL, SH | | | | | | Approved by Council |
| | Development and Marketing Strategy | Completed | AL | | | | | | Approved by Council |
| | Development and Marketing Strategy Next Steps | Ongoing | AL + CDevCttee | | | | | | Report going to Committee of the Whole on November 18, 2020 |
| | Integration of Search Tool in Website | Completed | AL, SH | | | | | | Finalized |
| | Integration of eScribe into Website | Ongoing | AL, SH | | | | | | Project initiated and expected to be completed prior to end of 2020 |
| | 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 Departments | | | | | | |
| Capital Projects | Dome - Membrane repairs | Completed | JD | | | | | | Completed |
| | EcDev - Interpretive Panels | Deferred to 2021 | TK | | | | | | On hold - Impacted by COVID-19 |
| | EcDev - Remembrance Day Banners | Completed | TK | | | | | | Completed - installed for Remembrance Day |
| | Glen Robertson Playground Equipment | Completed | AL | | | | | | Completed |
| | KingGpk - Electrical Panel | Deferred to 2021 | JD | | | | | | On hold - Impacted by COVID-19 |
| | Millsq - Architectural Design | Ongoing | AL | | | | | | Process ongoing - SDG Counties |
| | MSC - Decommissioning of well | Ongoing | AL, JA | | | | | | Ongoing - waiting for contractor (may only be done in the Spring 2021) |
| | MSC - Water lateral Connection | Completed | AL, JA | | | | | | Completed |
| | Admin - Business & Community Awards Gala | Cancelled | AL, MD | | | | | | Cancelled - Impacted by COVID-19 |
| | Admin - Creation of COVID-19 Reopening Plans for Island Park, Tim Hortons Dome, Maxville & District Sports Complex and Glengarry Sports Palace | Ongoing | AL, SD, MD, JA, JD, RW | | | | | | Plans revised according to changing directives issued by the Province and Public Health |
| | Admin - Grants - Celebrate Canada - Application 2020 | Cancelled | AL | | | | | | Funds will be returned to Celebrate Canada |
| | Admin - Grants - Jump Start Reconfiguration Grant | Ongoing | AL | | | | | | \$4950 received and grant report submitted. |
| | Admin - Grants - Seniors | Cancelled | AL | | | | | | Reimbursement of funds to Ministry |
| | Admin - Hiring of part-time staff for facilities | Ongoing | AL, JD, RW | | | | | | Dome and GSP |
| | Admin - Main Street Revitalization Grant | Completed | AL | | | | | | Report filed May 5th. |
| | Admin - Recreation Policies and Procedures | Ongoing | AL, JA, JD, RW | | | | | | Documents reviewed annually |
| | Admin - Social Media Policy | Completed | SH, TA, AL | | | | | | Approved by Council |
| | Admin - Staff Regulatory Training | Ongoing | AL, JA, JD, RW | | | | | | Legal 1 course on October 22 & 23, 2020 |
| | Dome - Programming - 2019/2020 Women's Volleyball | On-hold | AL, MD, SD | | | | | | Waiting for Public Health Directives |
| | Dome - Programming - 2020 Flag Football | On-hold | SD, JD | | | | | | Waiting for Public Health Directives |
| | Dome - Programming - 2020 Winter Boys & Girls Club | Completed | AL | | | | | | Programming delivered |
| Dome - Programming - 2020 Fall Boys & Girls Club | Ongoing | AL | | | | | | Programming started October 2020 | |

| | | | | | | | | |
|-------|---|-----------|----------|--|--|--|--|---|
| Other | Dome - Programming - Competitive Soccer League | On-hold | SD, JD | | | | | Waiting for Public Health Directives |
| | Dome - Programming - Golf | Ongoing | SD | | | | | Available to the public |
| | Dome - Programming - Nordic Track for Seniors | On-hold | AL, SD | | | | | On hold until 2021 and changes to COVID-19 regulations |
| | Dome - Programming - Running Prog 2020 Winter Session | Ongoing | AL, JD | | | | | Interrupted due to COVID-19 |
| | Dome - Programming - Running Prog 2020 Fall Session | Ongoing | AL, JD | | | | | Exploring this option with course leader |
| | Dome - Programming - Sportball Spring 2020 | Cancelled | SD | | | | | Completed |
| | Dome - Programming - Sportball Fall 2020 | Cancelled | SD | | | | | Cancelled due to lack of registrations |
| | Dome - Programming - Virtual Soccer Skills Workshop | Completed | SD | | | | | 37 participants |
| | Dome, GSP, MSC, IP - Programming - 2020 Family Day | Completed | Rec Dept | | | | | |
| | Dome, GSP, MSC, IP - Programming - 2021 Family Day | Ongoing | Rec Dept | | | | | Planning stages for Family Day 2021 |
| | Dome, GSP, MSC, IP - Programming - 2020 March Break | Cancelled | Rec Dept | | | | | Cancelled - Impacted by COVID-19 |
| | Dome, GSP, MSC, IP - Programming - 2021 March Break | Ongoing | Rec Dept | | | | | Planning stages for March Break 2021 |
| | EcDev - Arts, Culture & Heritage Committee Support | Ongoing | AL, TK | | | | | Ongoing |
| | EcDev - Blue Plaques Program Review | Completed | AL, TK | | | | | Program reviewed and adjusted. |
| | EcDev - Community Development Committee Support | Ongoing | AL | | | | | Ongoing |
| | EcDev - Community Grants Events | Ongoing | AL, TK | | | | | Adjustments to events impacted by COVID-19 |
| | EcDev - Community Grants Review | Completed | AL, TK | | | | | Deferred launch to Jan 2, 2021. |
| | EcDev - Community Improvement Plan Public Consultation and Review | Ongoing | AL, TK | | | | | CIP extended until December 2021 and consultations will occur during that year. |
| | EcDev - COVID-19 Response - Business Support | Ongoing | AL, TK | | | | | Working with Maxville & Alexandria 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 - Facebook Postings & Website updates | Ongoing | AL, TK | | | | | Sharing of information on Facebook & Website |
| | 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 - Glengarry Routes Tour | Cancelled | TK | | | | | Cancelled - Impacted by COVID-19 |
| | EcDev - NG Community Grants Café | Completed | AL, TK | | | | | Event held February 20, 2020 |
| | EcDev - NG Tourism Grants Café (September) | Cancelled | AL, TK | | | | | Cancelled - Impacted by COVID-19 |
| | EcDev - Regional Incentives Program | Ongoing | TK | | | | | New intake in Feb/Mar 2021 |

| | | | | | | | | |
|---|------------------|-----------------|--|--|--|--|--|--|
| EcDev - Teeny Tiny Summit (June) | Cancelled | AL, TK | | | | | | Cancelled - Impacted by COVID-19 |
| GSP - Audit | Completed | AL, MD | | | | | | Audit approved by Council in October |
| GSP - Programming - 4 on 4 | Deferred to 2021 | MD, SD, RW | | | | | | On hold - Impacted by COVID-19 |
| GSP - Programming - Little Sens-type Programming | Deferred to 2021 | AL, MD | | | | | | On hold - Impacted by COVID-19 |
| GSP - Programming - Yoga 2020 Winter Session | Completed | MD, SD | | | | | | Make-up classes in September 2020 |
| GSP - Programming - Yoga 2020 Fall Session | Ongoing | MD, SD | | | | | | Session started October 5, 2020. Has since been migrated to ZOOM with only 10 persons in attendance. |
| GSP - Programming - Youth Broomball | | MD, SD, RW | | | | | | Cancelled - Impacted by COVID-19 |
| GSP, MSC - Refrigeration Plant Certification TSSA | Completed | AL, RW, JA | | | | | | Certificat obtained |
| IP - Aquatic Vegetation Removal 2020 Permit | Completed | AL | | | | | | Permit obtained - Work completed |
| IP - Aquatic Vegetation Removal Report | Completed | AL | | | | | | Completed in July 2020 |
| IP - Aquatic Vegetation Removal 2021 Permit | Ongoing | AL | | | | | | Application submitted October 1, 2020 |
| IP - Geese Mitigation Program Permit | Completed | AL | | | | | | Permit obtained and report filed |
| IP - Geese Mitigation Program Report | Completed | AL | | | | | | Completed in May 2020 |
| IP - Programming - 2020 Fall Boys & Girls Club | Ongoing | AL, SD, MD | | | | | | Start has been postponed due to staffing issues. |
| IP - Programming - 2020 Swimming Lessons | Completed | SD | | | | | | Report to Council April 14, 2020 |
| IP - Programming - 2020 Winter Boys & Girls Club | Completed | AL, SD, MD | | | | | | Programming delivered |
| IP - Programming - Summer Camp Boys & Girls Club | Completed | AL, SD, MD | | | | | | Programming delivered |
| MSC - Community Kitchen Program | On hold | AL, TK, SD | | | | | | Waiting for Public Health Directives |
| MSC - Glengarry Sports Hall of Fame | Deferred to 2021 | JA | | | | | | Event booked for August 2021 |
| MSC - Programming - 2020 Fall Youth Floor Hockey | Ongoing | JA, SD | | | | | | Programming starting October 28th |
| MSC - Programming - Kilt Skate 2021 | Deferred to 2021 | AL, TK & Others | | | | | | January / February 2021 |
| MSC - Programming - Lining of arena floor (tennis, pickleball, basketball, walking track) | Completed | AL, JA, SD | | | | | | Conversion completed October 2020 |
| MSC - Programming - Purchase of Ball Stop Netting for arena floor | Completed | AL, JA, SD | | | | | | Netting purchased |
| MSC - Programming - Purchase of Tennis, basketball and soccer equipment for arena floor | Completed | AL, JA, SD | | | | | | Equipment purchased |

Preparation 
Execution 
Complete 

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT the Committee of the Whole receives Staff Report No. COTW CS-2020-15; and

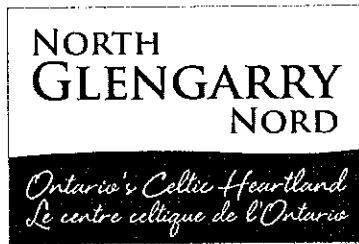
THAT the Committee of the Whole recommends that Council pre-approves the sum of \$80,000.00 in the 2021 Economic Development Capital budget to hire the Development and Marketing Coordinator to implement the Development and Marketing Strategy.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



**STAFF REPORT TO THE
COMMITTEE OF THE WHOLE**

Report No: COTW CS-2020-15

November 18, 2020

From: Anne Leduc – Director of Community Services

RE: 2021 Budget pre-approval to hire Development and Marketing Coordinator

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COTW CS-2020-15; and

THAT the Committee of the Whole recommends that Council pre-approves the sum of \$80,000.00 in the 2021 Economic Development Capital budget to hire the Development and Marketing Coordinator to implement the Development and Marketing Strategy.

Background / Analysis:

Council approved the North Glengarry Development and Marketing Strategy at its October 26th, 2020 meeting. The strategy's Action Plan is being implemented by staff under the Community Development Committee's guidance.

The next step determined by the Committee is the hiring of a Development and Marketing Coordinator, for a maximum period of up to one year, whose role it would be to implement the Development and Marketing Strategy. This individual will concentrate on launching the different action steps that are included as an attachment to this report and will ensure that the project continues without interruption.

The Township's Economic Development & Communications Officer, the Director of Community Services and the Chief Administrative Officer will be working with the Coordinator. In addition, the progress of this project will be closely monitored by the Community Development Committee at its monthly meetings.

The salary range is \$30.54 to \$35.90 based on a 37.5 hour week based on experience. The request for \$80,000.00 includes an estimated base salary of \$72,000.00 and approximately \$8,000 in benefits.

Once Council has approved the request, recruitment would start immediately for this position in order to have the individual in place for an early start in 2021.

Alternatives:

Recommended – THAT the Committee of the Whole recommends that Council pre-approves the sum of \$80,000.00 in the 2021 Economic Development Capital budget to hire the Development and Marketing Coordinator to implement the Development and Marketing Strategy.

OR

Not Recommended – That the Committee of the Whole not support this recommendation.

Financial Implications:

The funds to hire this individual would be pre-approved by Council and included in the 2021 Economic Development Capital Budget.

Attachments & Relevant Legislation:

Relevant Documentation – North Glengarry Development and Marketing Strategy

Attached – Development and Marketing Strategy Action Table

Others Consulted:

Kimberley Goyette – Director of Finance

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

| | Critical Step | Responsibility | Budget | Timeline | Comments |
|----|---|--|---|--|--|
| 1a | Confirm Interest of Maxville Landowners to Pursue Subdivision Development <ul style="list-style-type: none"> Conduct due diligence with all landowners in Maxville with “subdivision-ready” land; be clear on the Township’s motivation and commitment; identify those to proceed with. | Contract Employee | \$TBD cost to hire contract employee \$5K – for incidentals / outreach (meetings, events, mileage) | Months 1 and 2 | |
| 1b | Country estate and infill properties in Alexandria, Maxville and other areas in North Glengarry <ul style="list-style-type: none"> Reaching out to the owners of larger vacant rural properties to gauge their interest in subdivision development. | Contract Employee | No additional costs | Months 1 and 2 | Follow similar process to the critical path identified for Maxville. |
| | <ul style="list-style-type: none"> Clarify the inventory of sellable infill properties | Contract Employee | No additional costs | Months 1 and 2 | |
| 1c | <ul style="list-style-type: none"> List properties on “real estate” portal (possibly at Township level if not yet possible at Counties level). | Contract Employee Support from SDG Counties | No additional costs | Months 1 to 12 Done in parallel with other projects | Portal can be an extensive undertaking and costly. Knowing that this is a possibility through the United Counties will save considerable time and money Portal costs would be shared with other townships & SDG |

 - Represent Critical Steps for Maxville Subdivision

 - Represent steps that are accomplished alongside the Critical Steps for Maxville

| | Critical Step | Responsibility | Budget | Timeline | Comments |
|---|---|---|---|----------------|---|
| 2 | Create Two Township Development Teams <ul style="list-style-type: none"> One team will consist of technical experts who will support the landowner and land developer in understanding the opportunities and challenges of the site which leads to a clear understanding of the site's development potential. Another team will consist of community-minded ambassadors who will be available to answer questions from potential home buyers about aspects of living in North Glengarry. | Township staff in consultation with Community Development Committee Members | \$2K – to support Team members' and Ambassadors' travel and meeting costs | Months 1 and 2 | <p>Early in the process – put together mandate for Ambassadors.</p> <p>Present report on creation of Technical Development Team and Community Ambassadors with proposed call for nominations to Council</p> |
| 3 | Develop a Prospectus and Secure Land Developer for subdivision <ul style="list-style-type: none"> Negotiate future activities and costs with landowner. | Contract employee | No additional costs | Months 3 and 4 | |
| | <ul style="list-style-type: none"> Develop prospectus. | Contract employee | \$5K to design prospectus and external printing. | Months 4 to 6 | |
| | <ul style="list-style-type: none"> Create list of potential land developers, communicate with them, and secure land developer. | Contract employee | No additional costs | Months 1 to 6 | |
| 4 | Initiate the Development Process for subdivision <ul style="list-style-type: none"> Support the completion of the Plan of Subdivision. | Township staff , Technical Development Team & Contract Employee | No additional costs | Ongoing | |
| | <ul style="list-style-type: none"> Leverage marketing / promotions / public relations campaigns for subdivision development. | Township Staff & Contract Employee | No additional costs | Ongoing | |
| 5 | Reaching out to Home Buyers & Real Estate Professionals for subdivision <ul style="list-style-type: none"> Negotiation with land developer on who does what when it comes to marketing, promotion and public relations. | <p>Contract Employee</p> <p>Township's broader support of living in North Glengarry is also highly variable and dependent on County support</p> | TBD depending on developer | Months 6 to 2 | Highly dependent on land developer's approach and their established in-house resources. |

| Other Steps | Responsibility | Budget | Timeline | Comments |
|--|---|---|------------------------------------|---|
| <p>Alexandria subdivisions</p> <ul style="list-style-type: none"> Reaching out to the owners of larger vacant rural properties surrounding Alexandria to gauge their interest in subdivision development. | <p>Contract Employee or Township Staff depending on timing</p> | <p>No additional costs</p> | <p>Dependant on lagoon upgrade</p> | <p>Follow similar process to the critical path identified for Maxville.</p> <p>Effort ramps up significantly once process enters step 3 of Critical Path</p> <p>Hard costs could be less or minimal if Maxville campaign has been successful and development interest is coming to North Glengarry.</p> |
| <p>Community Improvement Plan</p> <ul style="list-style-type: none"> Based on results, adapt Community Improvement Plan so it appeals to the target sectors. | <p>Township Staff in consultation with the Arts, Culture and Heritage Committee</p> | <p>Recurring costs included in the operating budget</p> | | <p>Must be completed prior to the end of 2021</p> |
| <p>Commercial gap analysis &</p> <ul style="list-style-type: none"> Prioritize the types of retail and services that the township could support at its existing population level and with more people once homes are built and occupied. | <p>Third party analysis</p> <p>Post-study implementation/sales support will require significant staff time and budget of minimum \$5k</p> | <p>TBD</p> | | <p>For the future if deemed necessary</p> |

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Jacques Massie

Seconded by: Brenda Noble

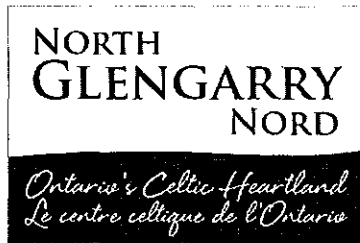
That the Council of the Township of North Glengarry receive Staff Report BP-2020-30 and provide Staff with direction to proceed with the proposed housekeeping Zoning By-law Amendment.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2020-30

November 18, 2020

From: Kasia Olszewska, Planner

RE: Hobby Farms Housekeeping Zoning By-law Amendment

Recommended Motion:

That the Council of the Township of North Glengarry receive Staff Report BP-2020-30 and provide Staff with direction to proceed with the proposed housekeeping Zoning By-law Amendment.

Background: As a result of increasing public interest regarding the desire to permit hobby farm uses on undersized agricultural lots and rural lots, Staff researched best practices and consulted OMAFRA.

Currently, the Township of North Glengarry Zoning By-law permits hobby farms only on rural zoned lots with an area of a minimum of 7.4 ac or 3 hectares, and agricultural zoned lots do not permit any hobby farm use regardless of size. Agricultural uses are permitted on agricultural zoned lots if the area is 74 ac or 30 hectares, or larger, therefore a hobby farm is currently only permitted on agricultural lands with an area of 74 ac or greater.

The proposed housekeeping zoning by-law amendment would be subject to zoning restrictions. It was determined that it would be desirable to amend the current Hobby Farm provisions to make it more accessible for residents.

Policy Implications: There are no restrictions in the SDG Counties Official Plan relating to these matters.

Staff consulted OMAFRA for a professional opinion on the matter. OMAFRA staff is supportive of permitting hobby farm uses on existing undersized agricultural lots.

Based on Township Staff's experience with the current Hobby Farm provisions and their association with the Nutrient Management Act, it was determined that a new and reduced provision to allow for a limited number livestock units would be appropriate to permit hobby farms on undersized agricultural and rural lots.

The permissions would be dependent on the size of the existing lot.

The following provisions are proposed for existing lots which are zoned Rural (RU) or General Agriculture (AG):

| | |
|----------------------------|--|
| 5.0 ac (2.0 ha) and larger | A maximum of five (5) nutrients units, as defined by the Minimum Distance Separation Document (MDS) Publication 853 are permitted provided that such animal(s) is/are housed in a building or structure specifically designed for such purposes. |
|----------------------------|--|

For more than five (5) nutrient units, a Hobby Farm is subject to an MDS II calculation and a Nutrient Management Strategy, required by the Ontario Ministry of Agriculture, Food and Rural Affairs. A Minor Variance would also be required to permit more than 5 nutrient units on lots with an area between 5 ac and 74 ac.

Alternatives: No alternatives.

Financial Implications: No financial implications to the Township.

Attachments & Relevant Legislation:

Reviewed by
Sarah Huskinson – CAO/Clerk

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Brenda Noble

Seconded by: Jeff Manley

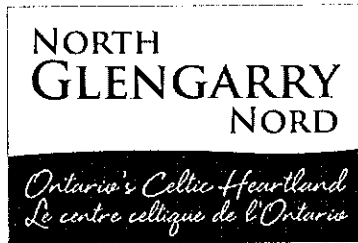
THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-31 – the Director of Building, By-law & Planning 2020 Work Plan.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO THE COMMITTEE OF THE WHOLE
Report No: BP-2020-31

November 18, 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-2020-31 – 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

When the 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 charge the owners accordingly, whether simply on monthly fees or if overcharges are due. The department conducted all outstanding inspections and we are now “up-to-date” with the inspections. We have started to do the inspections as the requests comes in so there are no more back log and people do not get overcharged.

- Completed inspections to date: 141
- Scheduled/Require Inspection: 3
- In Process/Not Connected: 45 (this included water lines run into residences, but not yet connected)
- No Action to Date: 172 (this includes known areas with exceptions: Campbell Cres, Villeneuve Ave, Grant Ave, and Mechanic St East)
- Vacant Lots/No Action Required: 52

Building Permit Application & Tracking Software

The Department is working with CGIS for some training as the new system is up and running.

Building Permits

The Building Department received about 226 building permit applications in 2020, to compare this number with 2019, we had issued our 226th permit in 2019 on November 15. The numbers are very similar to last year numbers.

Office Desks

We blocked the access to the office with a temporary door. We have signs with instructions at the front, hand sanitizer and stickers on the floor for social distancing, very similar to what you would see in any other commercial space available to public. We will now be starting to get prices for the installation of 2 “security” doors installed so people have only access to the lobby, having to get “buzzed” in by the receptionist.

BY-LAW ENFORCEMENT

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.

PLANNING

IHA Projects

The Planning Department is working with the SDG Counties Planning and Engineering departments on the IHA projects for assisted living south of County Road 43 on the hospital lands, and the senior village project north of County Road 43 across from the hospital lands. The proponent submitted a Zoning By-law application for the lands north of County Road 43 to permit the mixed use residential ‘Glengarry Hills’ development. The zoning amendment will be adopted by Council on November 23, 2020.

DRAFT Clear Cutting By-law

The Planning Department held meetings with the Glengarry Federation of Agriculture and the Conservation Authorities. Two meetings were held with Council to review the DRAFT by-law with Council and agree on changes. Next steps include amending the draft by-law with the discussed changes, circulating it to Council for a review, and scheduling a second set of public consultation meetings, in person.

LPAT Appeal (MV-02-2020)

The Planning Department has been working on the LPAT Appeal application for Minor Variance MV-02-2020 (Franz Suter). A Joint Book of Documents was assembled with all the required documentation (a total of 550 pages). The book was shared with LPAT authorities, and legal counsels of the appellant, applicant and Township. The hearing date is set for September 24, 2020. LPAT stated that their goal is to provide a decision within 8 weeks of the hearing date, this should be by November 24, 2020.

Draft Zoning By-law Review (2020)

The zoning information has been updated until 2019 with the latest zoning by-law amendments and minor variances. The information is available online to the public through the SDG Counties Mapping tool. The Planning department also created a dedicated planning page on the Township of North Glengarry website, it can be accessed by clicking “Planning, Development and Zoning.” On the bottom left hand corner of the Township website main page. The GIS technician has completed the draft 2020 zoning schedules in PDF form, this will be an attachment to the new zoning by-law for public reference. The next steps in the zoning by-law review include conducting site verifications to ensure compliance with zoning compared to actual on the ground uses.

LPAT Official Plan Appeal

The appeal is ongoing. The process has been further delayed by COVID 19. The SDG Counties received the review of an independent agricultural consultant regarding the proposed revisions to the Agricultural and Rural designations in the Official Plan. The report has been adopted by Council to be presented at LPAT with it’s conclusions and recommendations. The SDG Counties and the six Townships are awaiting a date for the LPAT Hearing.

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

The Planning Department is working on several files with applicants that will be forwarded to Council in due time. Pre-consultation meetings can still be conducted via phone for safety reasons. The volume of files and requests remains elevated for this time of the year.

Inventory of vacant lands in Alexandria and Maxville

The GIS Technician completed a list of vacant lands that may have potential for development in Alexandria and Maxville. This includes a list of lands with a map highlighting the properties.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

- Excel Spreadsheet

Others Consulted:




Todd McDonell, *By-law Enforcement Officer*

Kasia Olszewska, *Planner*

Reviewed and Approved 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 | Preparation | | | |
| | Create a Tree Canopy by-law and permitting system. | Approved by Council | KO, JR, SH | Preparation | Execution | Execution | Execution | 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 | Preparation | Preparation | | |
| | Complete a development charges feasibility study. | Approved by Council | JR | Preparation | Preparation | Preparation | Preparation | Preparation | |
| | Review current by-laws for enforcement. | Approved by Council | JR, TM | Preparation | Execution | Execution | Execution | Execution | |
| | Provide training to all departments on excellence in customer service. | Approved by Council | JR, TM, KO, CL | Preparation | Preparation | Preparation | 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 | Complete | 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 | Execution | | |
| | Review of Sign By-law | Approved by Council | JR | | Preparation | Execution | Execution | | |
| | Creation of Tree Canopy By-law | Approved by Council | KO, JR, SH | Execution | Execution | Execution | Execution | | |
| Other | Main Street Renewal Project | Ongoing Planning/ Public Works/ SDG project | KO, RM, TK | Preparation | Execution | Execution | Execution | Execution | |
| | Town Core & Rural Cycling Project | Ongoing Planning/ Ec. Dev./ SDG project | KO, TK | Preparation | Execution | Execution | Execution | | |
| | Ongoing ZBA, MV | Ongoing Planning | KO | Execution | Execution | Execution | Execution | | |
| | Ongoing Consent Applications | Ongoing Planning | KO | Execution | Execution | Execution | Execution | | |
| | Ongoing OP Appeal (SDG) | Ongoing Planning/ Township and SDG Appeal | KO | Execution | Execution | Execution | Execution | | |
| | Building Permit Application & Tracking Software | IT building a new software for building permits and zoning references and tracking | RE, JR | Execution | Execution | Execution | Complete | | |
| | Dog tags tracking | By-law Officer to overlook the entered date | TM, CL | Execution | Complete | | | | |
| | By-law/Complaint Software | Easier and simpler tracking software for complaints | TM, CL | Execution | Execution | Execution | Complete | | |
| | Review Dog Catcher Duties | Current contract to expire | TM, JR | Execution | Execution | Complete | | | |
| | Ongoing By-law Complaints | Ongoing By-law | TM | Execution | Execution | Execution | Execution | | |
| | Ongoing Building Permit Applications | Ongoing Building | JR | Execution | Execution | Execution | Execution | | |
| Maxville Water Connections | Ongoing Building | JR | Execution | Execution | Execution | Execution | Execution | | |

Preparation 
Execution 
Complete 

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Jeff Manley

Seconded by: Michael Madden

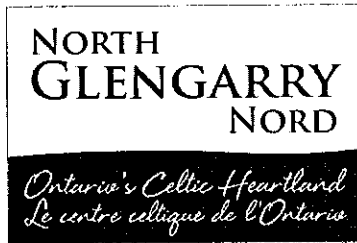
THAT the Committee of the Whole receives report PW 2020- 28, Public Works Work Plan Update – November 2020 for information purposes only.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: PW 2020-28

November 18, 2020

From: Dean McDonald, Acting Director of Public Works

RE: Public Works - Work Plan Update November 2020

Recommended Motion:

THAT the Committee of the Whole receives report PW 2020- 28, Public Works Work Plan Update – November 2020 for information purposes only.

Background / Analysis:

Roads Department

Winter Maintenance

The harnesses have been installed on the snowplows and they are ready for any inclement weather. Staff salted all the roads in the Township during the first snow fall on November 2 and November 3 due to the icy conditions.

MacDonald Boulevard

Staff have completed the storm drain on MacDonald Boulevard earlier in the month. There were no complaints received. Staff will investigate adding an additional catch basin to catch more surface water on the roadway at a later date.

Skye Road

Last week, staff installed cement barriers on Skye Road to widen the road on the cross-culvert (Attachment 1). This was necessary to give proper shouldering as the previous conditions were dangerous.

Sandfield Avenue South Sidewalks

The sidewalk replacement on Sandfield Avenue South will be delayed until spring 2021. Due to Covid-19 and ongoing delays, the contractor will not be able to perform the work any sooner. The 2020 tender prices will be honored.

Speeding Issues

Staff met with the United Counties of SD&G to review their speed policy and discuss how speeding issues should be handled. The Counties were able to provide several important documents and practices that the Township can use to ascertain whether there is an issue with the speed of the road.

Through the Counties, the Township has purchased the Canadian Guidelines for Establishing Posted Speed Limits from the Transportation Association of Canada. This document provides guidance as well as enhances consistency with evaluating speed limits. The document also includes a program that determines if the speed of the road is acceptable depending on several factors. Staff will continue to review this document as well as the information from the Counties and report to Council at a later date with their findings.

Sidewalk Study

Staff were asked to look into a study on the Township's sidewalks. As per the Minimum Maintenance Standards (MMS) Section 16.1, it is mandatory to complete a review of sidewalks once every calendar year to check for surface discontinuity. After speaking to neighboring municipalities, staff contacted Safesidewalks Canada to obtain more information. Safesidewalks Canada put together a proposal that will evaluate all sidewalks in the Township. Staff will be including this as a capital item in the 2021 budget. After the inventory and inspection of the sidewalks, any issues found will be addressed at that time.

Training

In the coming week, four staff members will be participating in a four-day grader course. This course will teach them proper skills to operate the grader for road maintenance as well as how to operate the grader for winter maintenance. The course is comprised of one day of in class theory and three days of hands on experience with qualified instructors.

Miscellaneous Activities

Staff replaced two failed culverts on Kenyon Concession Road 15 I.L. Banners were put up across the Township for Remembrance Day during the first week of November. The banners will be replaced with snowflakes later in the month. Staff have been busy grading and patching roads. Due to the mild weather, staff have also had the opportunity to pour sidewalks and curbs recently.

Water and Sewer

Winter Preparation

Staff have completed all required work this fall and are prepared for winter. All hydrants have been winterized.

Alexandria Water Plant

The remaining major work at the water plant has been completed and staff have noticed a reduction in chemical usage.

Water and Sewer Breaks

There have not been any recent breaks. Paving as been completed for past breaks on Lochiel Street, Kenyon Street, Clement Street, East Boundary Road and Harrison Street.

Training

Staff have continued to complete the required training to maintain their licenses. Due to Covid-19, training is now held primarily online.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

Attachment 1 – Skye Road Photos

Others Consulted:

Michel Cuerrier, Manager of Transportation
Zoe Bougie, Public Works Specialist

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk







**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

Date: Wednesday, November 18, 2020

Moved by: Michael Madden

Seconded by: Johanne Wensink

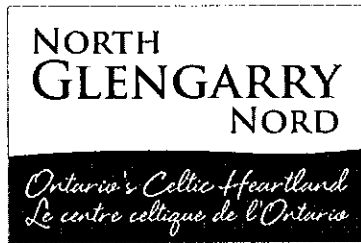
THAT the Committee of the Whole receives Staff Report No. FD 2020-12 the Fire Chief's 2020 Work Plan update.

Carried

Deferred

Defeated

Mayor/Deputy Mayor



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: FD 2020-12

November 18, 2020

From: Matthew Roy – Fire Chief

RE: 2020 Workplan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. FD 2020-12 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: October 2020

COMMUNICATION

Phase 3 of the project paging system is now completed and will be making minor adjustments to both the Alexandria and Maxville Tower site to improve our coverage. BearCom are currently conducting a propagation study to determine the wireless link sites to Cornwall Dispatch. Once, study is completed we'll review the options of a wireless link to Cornwall dispatch, where we can remove the internet link currently causing a vast amount connection issues.

TRAINING FACILITY

Work at the training centre is on-going and progressing well.

AERIAL TRUCK

The aerial truck has undergone the mechanical safety, emissions and is now plated. We are scheduling ladder testing to take place in the coming weeks. We are starting driver and operator training with a small cohort of firefighters. Cornwall Dispatch has been updated on the new piece of equipment; at this time this apparatus will not be utilized for any mutual aid incidents.

RECRUITMENT

Our recruitment drive is completed, we are conducting orientation, aptitude and physical testing on November 21. We anticipate on-boarding 8-10 new recruits at the beginning of the new year (2021), where they will be course loaded on our recruit program for 1-year.

AID AGREEMENTS, F.D. REVIEW, BY-LAW REVIEW

Currently conducting a review of all by-laws specifically:

- Establishing a fire department – under review to new OFM standard.
- Review of Open Air Fire – By-Law 48-2019 (December)

COVID-19 – UPDATE

Safety Bulletins continue to be issued to update protocols for incident response, fire prevention, training.

Alternatives:**Financial Implications:****Attachments & Relevant Legislation:**

2020 Workplan

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

| Fire Department Tasks | | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|-----------------------|---|-----------------------------|-------------|-------------|-------------|-------------|----------|------|--------------------------|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Capital Projects | Bunker Gear | Project approved by Council | MR | Complete | | | | | Completed |
| | Training Facility | Project approved by Council | MR | Preparation | Preparation | Preparation | Complete | | |
| | Firewells | Project approved by Council | MR | Preparation | Execution | Execution | Complete | | Deferred 2021 |
| | Station Renovations | Project approved by Council | MR | Preparation | Execution | Complete | | | Completed |
| | Fleet - Pumper/Tanker | Project approved by Council | MR | Preparation | Complete | | | | Completed |
| | Fleet - SUV/Pick up | Project approved by Council | MR | Preparation | Complete | | | | Completed |
| | Aerial Truck | Project approved by Council | MR | Preparation | Execution | Execution | Complete | | Completed |
| | | | | | | | | | |
| | | | | | | | | | |
| Other | Policies and Procedures | Requires updating | MR | Execution | Execution | Execution | Complete | | New SOP created, ongoing |
| | Record Management System | 2018 Capital project | MR | Complete | | | | | Completed |
| | Review By-laws establishing fire department | | MR | Execution | Execution | Complete | | | |
| | Communication Project | 2019 Capital Project | MR | Preparation | Preparation | Preparation | Complete | | Phase 3 Completed |
| | Fire Permits | Updating | MR | | | | | | |
| | COVID-19 - Update | Updating | MR | Execution | Execution | Execution | | | |
| | Recruitment | | MR | | Preparation | Execution | Complete | | |
| | | | | | | | | | |
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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: Wednesday, November 18, 2020

Moved by: Jeff Manley

Seconded by: Johanne Wensink

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

Carried

Deferred

Defeated

Mayor/Deputy Mayor