

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday May 25, 2020 at 7:00 p.m. – via zoom

Draft Agenda

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. ACCEPT THE AGENDA (Additions/Deletions)

4. ADOPTION OF PREVIOUS MINUTES

- a) Regular Meeting of Council – May 11, 2020
- b) Committee of the Whole Meeting – May 20, 2020

5. DELEGATION(S)

6. STAFF REPORTS

CAO/Clerk's Department

- a) Glengarry County Archives
- b) Front Office Renovations

Treasury Department

- c) Penalty Forgiveness

Planning/Building & By-law Enforcement Department

- d) By-law Z-03-2020 – Zoning Amendment

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Strategic Plan Update
Community Services Dept. Workplan Update
Treasury's Dept. Workplan Update
Planning/Bldg. & By-law Enforcement Dept. Workplan Update
Public Works Dept. Workplan Update

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Public Meeting of Council
Monday June 8, 2020 at 7:00 p.m. via zoom
Note: Meeting are subject to change or cancellation.

11. QUESTION PERIOD (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).

12. CLOSED SESSION BUSINESS

Identifiable Individual (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Solicitor-client privilege (as this matter deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of January 13, 2020 and March 9, 2020.

13. CONFIRMING BY-LAW

a) By-law 23-2020

14. ADJOURN

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 25, 2020

MOVED BY: Brenda Noble

SECONDED BY: Johanne Wensink

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday May 25, 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 3

Section 4

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Carma Williams

SECONDED BY: Jeff Manley

THAT the minutes of the following meetings be adopted as circulated.

Regular Meeting of Council – May 11, 2020
Special Meeting of Council – 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 4

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
REGULAR MEETING OF COUNCIL

Monday May 11, 2020 at 7:00 p.m.

A Regular meeting of the Municipal Council was held on May 11, 2020 at 7:00 p.m., with Mayor Jamie MacDonald presiding.

The Regular Meeting of Council was conducted via zoom.

PRESENT: **Deputy Mayor** – Carma Williams
Councillor at Large – Jacques Massie
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Maxville Ward) – Johanne Wensink

ALSO, PRESENT: **CAO/Clerk** - Sarah Huskinson
Director of Community Services – Anne Leduc
Director of Finance/Treasurer – Kimberley Goyette
Planner – Kasia Olszewska
Director of Public Works – Doug Sitland

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

Mayor Jamie MacDonald declared pecuniary interest for the item 6(f) Zoning Amendment – Z-02-2020.

3. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved by: Brenda Noble

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday May 11, 2020.

Carried

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the minutes of the following meeting be adopted as circulated.

Regular Meeting of Council – April 27, 2020
Special Meeting of Council – May 6, 2020

Carried

5. DELEGATIONS

6. STAFF REPORTS

Clerk's Department

a) Glengarry County Archives Request

Resolution No. 3

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-08;

AND THAT the Council of the Township of North Glengarry approves a loan of \$21,000 to the Glengarry County Archives to be repaid by the end of the year.

Carried

Community Services Department

b) Renaming of the Glengarry Sports Palace Community Hall

Resolution No. 4

Moved by: Carma Williams

Seconded by: Johanne Wensink

THAT the Council of the Township of North Glengarry accepts report CS-2020-10 ; and

THAT Council endorses the renaming of the Glengarry Sports Palace's Community Hall to "Salle Communautaire Michel Depratto Community Hall"

Carried

c) Grotto Concerts

Resolution No. 5

Moved by: Brenda Noble

Seconded by: Jeff Manley

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2020-11; and

THAT Council approves the disbursement of \$3,500 in funds from the Economic Development Sponsorship GL 1-4-1950-2034 for the 2020 Grotto Virtual Concert Series.

Carried

Treasury Reports

d) Use of Federal Gas Tax Funds Policy

Resolution No. 6

Moved by: Carma Williams

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2020-14; and

THAT Council approves the Use of Federal Gas Tax Funds Policy dated April 12, 2020.

Carried

e) Release of Tax Information Policy

Resolution No. 7

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2020-15; and

THAT Council approves the Release of Tax Information Policy dated April 20, 2020.

Carried

Planning/Bldg. & By-law Enforcement Department

f) Zoning Amendment – Z-02-2020

Resolution No. 8

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-15, and

THAT Council of the Township of North Glengarry adopt Zoning By-law Z-02-2020 and that by-law Z-02-2020 be read a first, second, third time and enacted in Open Council this 11th day of May, 2020.

Carried

Public Works Department

g) Award Tender – Supply of Granular

Resolution No. 9

Moved by: Jeff Manley

Seconded by: Brenda Noble

That Council accept Public Works Report PW 2020-24 – Award of Tender 2020-04 Aggregates; and further

That Council award the Tender to A.L. Blair at a unit price of \$9.69 per tonne for Granular “M”, excluding HST.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

- a) Community Development Committee Minutes – March 3, 2020
- b) Arts, Culture and Heritage Committee Minutes – April 6, 2020

Resolution No. 10

Moved by: Jacques Massie

Seconded by: Johanne Wensink

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION – Next Meeting of Council, Monday May 25, 2020

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

a) **By-law 22-2020**

Resolution No. 11

Moved by: Jeff Manley

Seconded by: Brenda Noble

That the Council of the Township of North Glengarry receive By-law 22-2020; and

That Council adopt by-law 22-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 22-2020 be read a first, second, third time and enacted in Open Council this 11th day of May, 2020.

Carried

14. ADJOURN

Resolution No. 12

Moved by: Brenda Noble

Seconded by: Johanne Wensink

There being no further business to discuss, the meeting was adjourned at 7:24 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

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

A Committee of the Whole Meeting was held on May 20, 2020 at 3:00 p.m., with Mayor – Jamie MacDonald presiding.

PRESENT: **Deputy Mayor** Carma Williams
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Maxville Ward) – Johanne Wensink

ALSO PRESENT: **CAO/Clerk** - Sarah Huskinson
Director of Community Services – Anne Leduc
Director of Finance / Treasurer – Kimberley Goyette
Planning/Building & By-law Enforcement Manager – Jacob Rhéaume
Planner - Kasia Olszewska
Public Work Manager – Douglas Sitland

REGRETS: **Councillor at Large** – Jacques Massie

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved by: Carma Williams

Seconded by: Brenda Noble

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

Carried

4. **DELEGATIONS**

5. STAFF REPORTS

CAO/Clerk's Department

a) Strategic Plan Update

Resolution No. 2

Moved by: Johanne Wensink

Seconded by: Jeff Manley

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

Carried

Community Services Department

b) Community Services Department Workplan Update

Resolution No. 3

Moved by: Carma Williams

Seconded by: Jeff Manley

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

Carried

c) Township of North Glengarry Communication Plan

Resolution No. 4

Moved by: Johanne Wensink

Seconded by: Jeff Manley

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

Treasury Department

d) Treasury's Dept Workplan Update

Resolution No. 5

Moved by: Brenda Noble

Seconded by: Carma Williams

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

e) Penalty Forgiveness

Resolution No. 6

Moved by: Jeff Manley

Seconded by: Carma Williams

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

Planning/Building & By-law Enforcement Department

f) Planning/Bldg. & By-law Enforcement Dept. Workplan Update

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Brenda Noble

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

g) North Glengarry Zoning and Official Plan Designation Guide

Resolution No. 8

Moved by: Johanne Wensink

Seconded by: Carma Williams

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.

Carried

Public Works Department

h) Public Works Dept. Workplan Update

Resolution No. 9

Moved by: Brenda Noble

Seconded by: Jeff Manley

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

Carried

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

Councillor Brenda Noble inquired about the re-opening of the Farmers Market, the Mayor was in contact with EOHU and is waiting for an answer.

Councillor Brenda Noble also inquired if she could contact other Municipalities in regard to milk & eggs quota. She was given the go ahead by Council to look into it.

8. MATTERS ARISING FROM STANDING COMMITTEES

Councillor Brenda Noble gave an update on the Glengarry Pioneer Museum.

Mayor Jamie MacDonald gave an update on the Glengarry Archives.

Councillor Jeff Manley gave an update on the Arts, Culture & Heritage.

Deputy Mayor Carma Williams gave an update on the County Council.

Councillor Johanne Wensink gave an update on the Friends of the Trails.

Deputy Mayor Carma Williams gave an update on the Community Development

9. NOTICE OF MOTION – Next Committee of the Whole Meeting, June 17, 2020

10. CLOSED SESSION BUSINESS

11. ADJOURNMENT

Resolution No. 10

Moved by Johanne Wensink

Seconded by: Brenda Noble

There being no further business to discuss, the meeting was adjourned at 4:30 pm

Carried

CAO/Clerk/ Deputy Clerk

Mayor – Jamie MacDonald

Section 5

DELEGATIONS

Section 6

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-10;

AND THAT the Council of the Township of North Glengarry approves the additional funding to the Glengarry County Archives renovations project of \$26,000 to be funded from the working fund reserve.

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 6 Item a



STAFF REPORT TO COUNCIL

Report No: AD-2020-10

May 25, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Glengarry County Archives Additional Funding Request

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-10;

AND THAT the Council of the Township of North Glengarry approves the additional funding to the Glengarry County Archives renovations project of \$26,000 to be funded from the working fund reserve.

Background / Analysis:

Staff received the attached request from the Glengarry County Archives requesting additional funding and a loan for the Macdonell House Renovations for the future site of the archives.

Council approved the loan of \$21,000 to the archives at the last Council meeting. Subsequently, the Township of South Glengarry, our equal partner in the Archives project, approved the \$26,000 of additional funding at their council meeting.

Alternatives:

Option 1: THAT Council approves the additional funding to the Glengarry County Archives.

Option 2: THAT Council does not approve the additional funding to the Glengarry County Archives.

Financial Implications:

Staff are recommending that the additional funding be paid from the working fund reserve. The reserve has sufficient capacity to fund this initiative.

Attachments & Relevant Legislation:

Letter from the Glengarry County Archives

Others Consulted:

Director of Finance/ Treasurer.

Sarah Huskinson
Chief Administrative Officer/ Clerk

Macdonell House Renovation, What Remains – May 1, 2020

Background:

The Townships of South and North Glengarry purchased Macdonell House for the Glengarry County Archives in 2019 for \$140.0k. Since then, \$240.0k has been raised in the community in support of the renovation project. Renovation work began on January 6th of this year. All structural work is completed (under budget) and the stone work is a day or two from completion. It is anticipated that most of the renovation will be completed by the end of next month. The overall projected cost of the renovation is \$410.0k.

Upcoming:

(1) Trillium grant of \$32.4k will address accessibility requirements including a ramp and entrance power door, WC power door, EVB ramp plans and associated costs.

(2) SG and NG have each allocated \$35.0k in this year's budget to the renovation project. The \$70k will cover window, siding, roofing and drywalling costs.

(3) Remaining Costs

Include labour, electrical, remaining stone work, flooring, ceiling tiles, doors, trim, security, and miscellaneous. These costs amount to **\$93.0k** (tax incl) with an offset in the archives' bank account of **\$19.0k**.

(5) Projected Shortfall	NG	SG
Remaining costs	37k	37k
Contingencies	10k	10k
	<hr/>	<hr/>
	47k	47k

Request of Council

(1) The archives is requesting a loan of **\$21k** from each Township which will be repaid before the end of current fiscal year. Repayment will come from the following sources: HST refund; a committed pledge; and UCDSB's current rent forgiveness/upcoming lease cancellation.

(2) The archives is also requesting **\$26k** from each Twp. which together with a \$21k short-term loan will make up the projected shortfall.

Note: renovation work continues with the approval of NG's building inspector.

Allan J. MacDonald
Project Manager

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Carma Williams

SECONDED BY: Johanne Wensink

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-11;

AND THAT the Council of the Township of North Glengarry approves the renovations at the Township Office in the amount of \$63,550 to be funded through the Social Services Relief Fund and the Working Fund Reserve.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

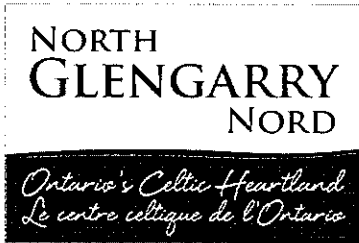
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 6 Item b



STAFF REPORT TO COUNCIL

Report No: AD-2020-11

May 25, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Front Office Renovations

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-11;

AND THAT the Council of the Township of North Glengarry approves the renovations at the Township Office in the amount of \$63,550 to be funded through the Social Services Relief Fund and the Working Fund Reserve.

Background / Analysis:

The Township Office has been closed to the public for 9 weeks due to the threat of COVID-19. With the Province allowing many businesses to open under Phase 1 and 2, it is expected that in the coming weeks staff will return to working at the office full time and the office will be open to the public. Guidelines have been provided to Staff and the businesses from the EOHU for infection control and risk mitigation, with the requirement for glass separation, hand sanitization stations, and stickers on the floor.

Based on these premises, a review was conducted of the Township Office front office area. It was determined that the current layout was not conducive to social distancing or the installation of plexiglass, and allowed for visitors to the office essentially roam free into staff areas. To reduce the risk, a plan for the complete renovation of the front office area was put together.

In the attachment, it shows the removal of the current receptionist desk, installation of a barrier with plexiglass, a new desk and flooring. A entryway to the back office would have a door installed with a key card system, that would allow staff to access the back area and residents who are arriving to meet with staff could be buzzed in. The new front office reception area would allow for social distancing and would have arrows and circles on the floor to control traffic. As a result of this installation of the front office barrier, a secondary exit is needed on the first floor, to comply with the Ontario Building Code.

In the attachment, it also indicates renovations necessary to close off the second story access to the public. This would be the addition of another door and a key card system, the same as will be installed on the first floor door. Once residents come in the building, and indicate to the receptionist they are visiting the second floor for business, the receptionist can buzz them in to allow them to access the second floor. This controls who enters the building for both infection control reasons and safety.

The City of Cornwall has been given funding from the Social Services Relief Fund for expenses due to COVID-19 incurred by each of the lower tier municipalities. A portion of the renovations, as indicated in the attachment, would be eligible for the funding. Staff have sent a preliminary estimate to the City for consideration. The remainder of the costs could be funded through the working fund reserve.

The renovations are necessary to ensure the safety of both Staff and the residents entering the building. The renovations would need to be started immediately to be completed by the time the office is open to the public.

Alternatives:

Option 1: THAT Council approves the Township Office renovations.

Option 2: THAT Council does not approve the Township Office renovations..

Financial Implications:

The renovations would be funded through the Social Services Relief Fund and the working fund reserve.

Attachments & Relevant Legislation

Front Office Renovations Excel document

Others Consulted:

Director of Finance/ Treasurer.

Director of Building, Planning and By-law

By-Law Enforcement and Health and Safety Officer

Sarah Huskinson
Chief Administrative Officer/ Clerk

OFFICE RENOVATIONS				
		Funding	Reserve	
Door to hallway	\$6,000.00	\$6,000.00	Solid core door to be install in existing opening in hallway to conference room/CAO's office. Door to have electromagnetic strike plate connected to Monique's office and to have magnetic swipe system for card access or push button codes, or similar device. Door installed for safety purposes regarding access to office. Price includes door and door frame, framing around door and wall finish.	
Exterior door	\$4,000.00		\$4,000.00	Exterior type door to be installed in Treasurer's office or in storage room to provide a second exit in main floor area for Ontario Building Code compliance. Price includes door, door frame, saw cut into brick and block wall to create new opening, block filling for structural purposes and wall finish.
Steel work	\$1,000.00		\$1,000.00	Steel beam and posts to provide for structural component of new opening under block wall, and steel angle to support existing brick veneer.
Exterior landing	\$1,000.00		\$1,000.00	New exterior "floating" PT wood deck for landing and stairs to exterior grade for new exit door.
Reception desk	\$20,500.00	\$20,500.00		Roughly as per attached example with uppers and lowers on the side, melamine interior, plam exterior, laminated tops, drawers with hanging files and locks. Includes front reception supply and installation and front reception glass for COVID-19 & security.
Flooring	\$6,350.00	\$6,350.00		Price include removal of existing ceramic, scraping ciment disposal, supply & install material to double floor where needed, new floor tiling using Vinyl Commercial Tiles, supply & install transition trim and jolly trim for base and vinyl base.
Electrical	\$2,000.00	\$2,000.00		Price for new electrical outlets to be installed to serve new installed desk as required. Electrical conduit and wiring "in desk" to be installed. All as per ESA requirements. No new switches or lighting fixtures are required.
Touch-ups	\$1,500.00	\$1,500.00		includes drywall, trims, mouldings, paint, etc.
Building, By-law & Planning Department desk	\$3,700.00	\$3,700.00		Existing reception desk to be moved on second storey to create same safety cubicle to protect access to office. Existing cabinetry will be made to fitwith existing colours and counters. Price included in "Reception desk" moved upstairs and glass for COVID-19 & security.
Existing main entrance lobby door removal	\$1,000.00		\$1,000.00	Existing door to be removed to create room for new door at bottom of stairs. Wall to be filled in to provide for entranceway passage only. Price includes framing around new opening and wall finish.
Second storey exit	\$7,500.00		\$7,500.00	Includes removal of existing railings and guards on roof, install new guards and new stair case to ground level from South part roof. All done as per OBC. Exit is required to bring building up to OBC requirements regarding existing from second storey.
Cleaning cabinet	\$1,000.00		\$1,000.00	Cabinet in second storey bathroom for cleaning products storage
Door at main entrance to second floor	\$8,000.00		\$8,000.00	Solid core door to be install at bottom of stairs leading to second storey. Door to have electromagnetic strike plate connected to Monique's office and to have magnetic swipe system for card access or push button codes, or similar device. Door installed for safety purposes regarding access to office. Price includes door and door frame, framing around door and wall finish.
TOTAL (no HST)	\$63,550.00	\$40,050.00	\$23,500.00	

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: **Brenda Noble**

SECONDED BY: **Jeff Manley**

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

Carried

Defeated

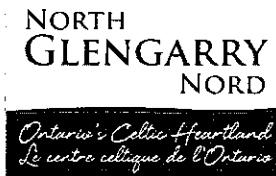
Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item c



STAFF REPORT TO COUNCIL

Report No: TR2020-17

May 25, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: Penalty Forgiveness

Recommended Motion:

That the Council of the Township of North Glengarry accept report TR2020-17 – the Director of Finance/Treasurer for penalty forgiveness and accept 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 25, 2020

MOVED BY: Carma Williams

SECONDED BY: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-18, and

THAT Council of the Township of North Glengarry adopt Zoning By-law Z-03-2020 and that by-law Z-03-2020 be read a first, second, third time and enacted in Open Council this 25th day of May, 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 6 Item d



STAFF REPORT TO COUNCIL

Report No: BP-2020-18

May 25th, 2020

From: Kasia Olszewska, Planner

RE: ZONING AMENDMENT Z-03-2020
LOCATION – Plan 32 BLK P Lots 3 and 4, Part Lots 1 and 2
46 Main Street South, Maxville
OWNER – Johanne Wensink

Recommended Motion: That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-03-2020

Background / Analysis: An application for a Zoning Amendment was presented to the Planning Committee on May 11th, 2020. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of May 11th, 2020, the application is being presented to Council this evening for adoption.

Alternatives: Option #1 That Council adopt the by-law as presented

OR

Option #2 Council does not adopt the by-law

Financial Implications: No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law Z-03-2020
- Resolution of May 11th, 2020
- Planning Committee Report from May 11th, 2020

Signed by Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-03-2020

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000

WHEREAS By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, County of SD & G;

AND WHEREAS the Council of the Corporation of the Township of North Glengarry deems it advisable to amend By-Law 39-2000 as hereinafter set forth;

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

1. Notwithstanding the provisions of Section 5.1 to the contrary, on the lands described as being Concession 7 Part Lot 11 (Plan 32 BLK P Lots 3 and 4, Part Lots 1 and 2 (46 Main Street South, Maxville) Township of North Glengarry zoned Residential First Density (R1) on Schedule "A" attached hereto, the following provisions shall apply:
 - i) Special Exception R1-5: recognize the existing single detached 720 square foot building on the lands as a secondary dwelling structure, and permit a long-term rental within the structure. Long term rental is defined as 28 days or longer.
2. That Schedule "D" of By-Law 39-2000 is hereby amended by changing the R1 zone Symbol of the lands to "R1-5" on the Schedule "A" hereto.
3. That Schedule "A" attached hereto is hereby made fully part of the By-Law.

This By-Law shall come into effect on the date of passing hereof subject to the provisions of the Planning Act.

READ a first, second, third time and enacted in Open Council, this 25th day of May, 2020

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

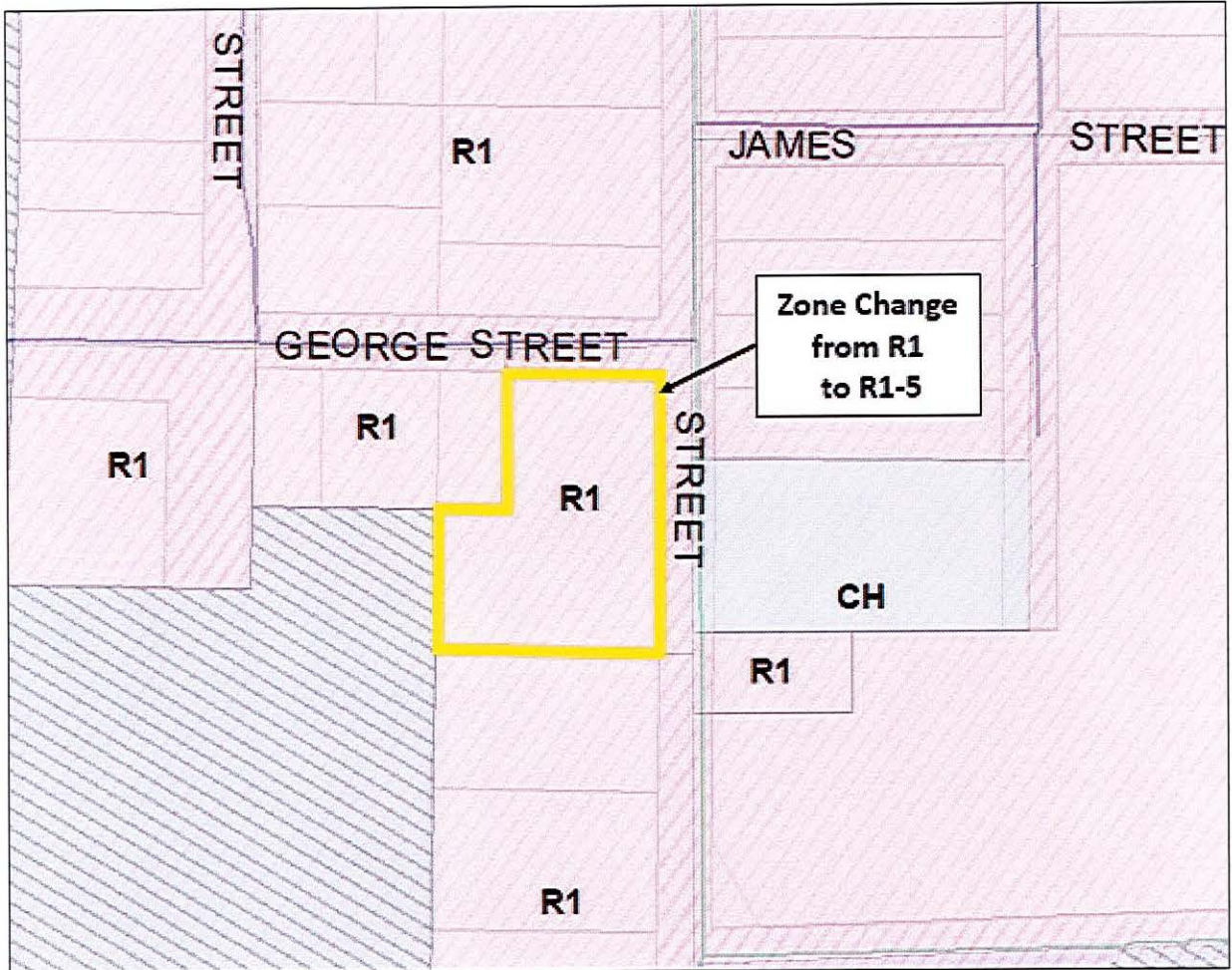
I, hereby certify that the forgoing is a true copy of By-Law No. Z-03-2020, duly adopted by the Council of the Township of North Glengarry, on the 25th day of May, 2020

Date Certified

Clerk / Deputy Clerk

SCHEDULE "A"
TO BY-LAW NUMBER Z-03-2020

Legend
Subject Property
Zone Change from "R1" to "R1-5"



Plan 32 BLK P Lots 3 and 4, Part Lots 1 and 2
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry

This is Schedule "A" to By-Law Z-03-2020
Passed this 25th day of May, 2020

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

DATE: May 11th, 2020

RESOLUTION # _____

MOVED BY: Brenda Noble

SECONDED BY: Jacques Massie

That the Planning Committee recommend approval of Zoning Amendment Z-03-2020 and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

Defeated

Deferred



MAYOR / DEPUTY MAYOR

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

YEA

NEA

**TOWNSHIP OF NORTH GLENGARRY
STAFF REPORT
PLANNING COMMITTEE MEETING**

Date: May 11th, 2020

To: Planning Committee Members

From: _____
Kasia Olszewska, Planner

Sarah Huskinson - CAO/Clerk

Re: Zoning Amendment Z-03-2020

Owner: Johanne Wensink

Property Location: Plan 32 BLK P Lots 3 and 4, Part Lots 1 and 2 (46 Main Street South, Maxville)

Official Plan designation: Residential District

Zoning designation: Residential First Density (R1)

Purpose of application: re-zone the property from Residential First Density (R1) to Special Exception Residential (R1-5) to recognize the existing single detached 720 square foot building on the lands as a secondary dwelling structure, and to permit a long-term rental within the structure. Long term rental is defined as 28 days or longer.

Discussion: The subject land area is 0.57 acres. The surrounding lands are zoned Residential First Density (R1) to the north, south and west, Highway Commercial (CH) and Residential First Density (R1) to the east. The lands are connected to municipal sanitary servicing and will be connected to municipal water servicing this year. The main dwelling and the secondary dwelling structure will have separate connections to municipal water servicing. The two building already have existing separate connections to sanitary municipal servicing. The applicant will also be required to obtain a change of use building permit to recognize the secondary structure as a residential dwelling, under the Ontario Building Code (OBC).

The lands were subject to a previous Temporary Zoning By-law Amendment (ZT-01-2012) for a period of five years, to permit a granny suite use within the existing 720 square foot building solely for the use of the current owner. The Temporary Zoning By-law Amendment lapsed in 2017.

Provincial Policy Statement (2020)

The proposed use is consistent with the Provincial Policy Statement (2020):

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

a) efficiently use land and resources;

The proposed zoning amendment makes efficient use of existing structures on the subject lands.

b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;

The proposed zoning amendment makes efficient use of the existing municipal sanitary and water servicing.

The application conforms to the SDG Counties Official Plan (2018), Section 3.5 permits a full range of low, medium and high-density housing.

Recommendation: It is the recommendation of the Planning Department that the application Z-03-2020 be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Section 7

UNFINISHED

BUSINESS

Section 8

CONSENT AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Jacques Massie

SECONDED BY: Johanne Wensink

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

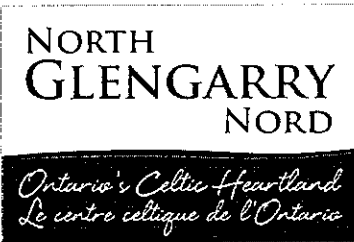
Defeated

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 8



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.

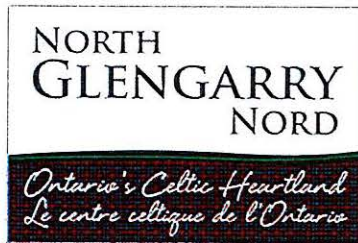
Actions	Department(s)	Timeline	Progress/Comments
Develop a communications plan to improve communications with residents and stakeholders.	Economic Development/ CAO	End of 2019	Presented to Council at May 20, 2020 Committee of the Whole

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.



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.

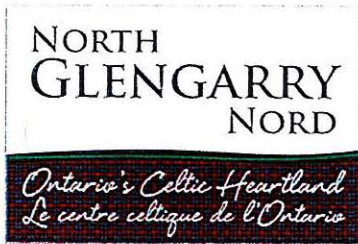
Community Services Tasks	Deliverable	Involvement	2020	2020	2020	2020	2021	Progress
Strat Plan			Q1	Q2	Q3	Q4		
Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times.	Ongoing	Rec Dept						
Provide training to all departments on excellence in 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 



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:

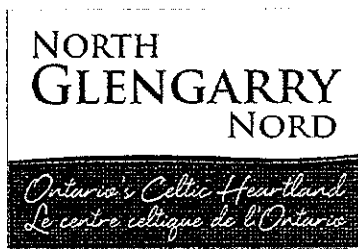
None.

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						
	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						
	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							
Create shared files for Vadim Procedures	Procedures complete	KG, SDG Treasurers							
Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL			Green				

Preparation 
Execution 
Complete 



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:


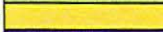

None.

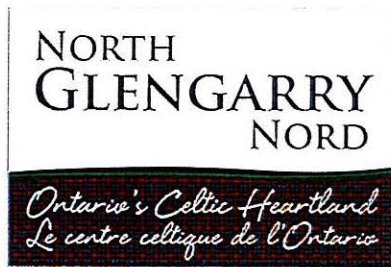
Others consulted:

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	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK	Preparation	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	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	Complete	

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:

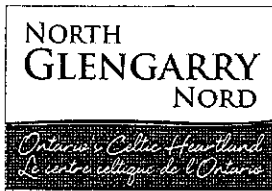
North Glengarry Zoning and Official Plan Designation Guide

Others consulted:

Jacob Rheaume, CBO

Reviewed by

Sarah Huskinson – CAO/Clerk



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 performed 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 than 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 complt. 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 9

NEW BUSINESS

Section 10

NOTICE OF MOTION

Section 11

QUESTION PERIOD

Section 12

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Carma Williams

SECONDED BY: Jacques Massie

Proceed "In Closed Session",

Identifiable Individual (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Solicitor-client privilege (as this matter deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of January 13, 2020 and March 9, 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 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

Adopt Minutes of "Closed Session"

That the minutes of the Municipal Council "In Camera" session meeting of January 13, 2020 and March 9, 2020 be adopted as printed.

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 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Carma Williams

That we return to the Regular Meeting of Council 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 12

Section 13

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Jeff Manley

SECONDED BY: Brenda Noble

That the Council of the Township of North Glengarry receive By-law 23-2020; and

That Council adopt by-law 23-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 23-2020 be read a first, second, third time and enacted in Open Council this 25th day of May, 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 13 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 23 - 2020
FOR THE YEAR 2020**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

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

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

THEREFORE, the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. **THAT** the action of the Council at its regular meeting of May 25, 2020 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-Law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 25th day of May 2020

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 23-2020, duly adopted by the Council of the Township of North Glengarry on the 25th day of May 2020.

Date Certified

CAO/Clerk / Deputy Clerk

Section 14

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 25, 2020

MOVED BY: Brenda Noble

SECONDED BY: Johanne Wensink

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

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 14