

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
Regular Meeting of Council
Agenda

Monday, September 28, 2020, 7:00 p.m.

Glengarry Sports Palace -170 MacDonald Blvd, Alexandria, Ontario KOC 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

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 - September 14, 2020
 - b. Special Meeting of Council - September 17, 2020
5. **DELEGATION(S)**
6. **STAFF REPORTS**
 - a. Administrative Department
 - b. Community Services Department
 1. Community Services Department 2020 Work Plan – September Update
 - c. Treasury Department
 1. 2020 Workplan – Updated for September 2020
 2. 2020 Capital Budget Update
 3. Safe Restart Funding Agreement
 - d. Planning/Building & By-law Enforcement Department
 1. 2020 Work Plan
 - e. Fire Department
 1. Sell of 1995 GMC Tanker
 2. 2020 Work Plan
 - f. Public Works Department
 1. Budget 2020- RARE update
 2. Public Works Work Plan Update – September 2020
 3. Award of Tender PW 2020-07

4. WireIE Agreement

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Public Meeting of Council

Tuesday October 13, 2020 at 7:00 p.m. at the Glengarry Sports Palace, 170 MacDonald Blvd, Alexandria, Ontario.

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

13. CONFIRMING BY-LAW

- a. By-law 38-2020

14. ADJOURN

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday, September 14, 2020, 7:00 p.m.

Glengarry Sports Palace 170 MacDonald Blvd, Alexandria, Ontario K0C 1A0

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

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Deputy Clerk: Lise Lavigne
Director of Community Services: Anne Leduc
Director of the Building/By-law & Planning Services: Jacob Rhéaume
Planner: Kasia Olszewska
Acting Director of Public Works: Dean McDonald

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

Resolution No. 1

Moved by: Carma Williams

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on September 14, 2020 as amended.

Carried

- a. Additions to the agenda - Speeding Limit (under # 9 New business)

4. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Brenda Noble

Seconded by: Jeff Manley

That the minutes of the following meetings be adopted as circulated

Regular Meeting of Council - August 10, 2020

Special Meeting of Council - August 21, 2020

Special Meeting of Council - September 3, 2020

Carried

5. **DELEGATION(S)**

6. STAFF REPORTS

a. Community Services Department

1. Extension for CIP Application – 209-215 Main Street N., Alexandria

Resolution No. 3

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT Council receives the Staff Report No. CS-2020-17; and

THAT Council approves the recommendation from the Arts, Culture and Heritage Committee for an eight (8) month extension from March 16, 2020 to November 15, 2020 to the Program D – Public Art Component of the Community Improvement Plan project located at 209-215 Main Street North in Alexandria.

Carried

2. Community Grants Program

Resolution No. 4

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2020-19; and

THAT Council approves postponing the launch of the 2021 Community Grants Program until January 2, 2021.

Carried

3. Letter from Kenyon Agricultural Society

Resolution No. 5

Moved by: Brenda Noble

Seconded by: Johanne Wensink

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2020-18; and

THAT Council approves the disbursement of \$3,500 in funds from the Economic Development Sponsorship GL 1-4-1950-2034 for the Kenyon Agricultural Society.

Carried

b. Treasury Department

1. 2021 Budget Information

Resolution No. 6

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT Council accepts report TR2020-28 for information purposes only.

Carried

c. Planning/Building & By-law Enforcement Department

1. Zoning Amendment Z-04-2020

Resolution No. 7

Moved by: Brenda Noble

Seconded by: Jeff Manley

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-04-2020; and

That By-law Z-04-2020 be read a first, second, third time and enacted in Open Council this 14th day of September, 2020.

Carried

2. Zoning Amendment Z-05-2020

Resolution No. 8

Moved by: Jeff Manley

Seconded by: Brenda Noble

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-05-2020; and

That By-law Z-05-2020 be read a first, second, third time and enacted in Open Council this 14th day of September, 2020.

Carried

3. Zoning Amendment Z-06-2020

Resolution No. 9

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-06-2020; and

That By-law Z-06-2020 be read a first, second, third time and enacted in Open Council this 14th day of September, 2020.

Carried

4. Zoning Amendment Z-07-2020

Resolution No. 10

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-07-2020; and

THAT By-law Z-07-2020 be read a first, second, third time and enacted in Open Council this 14th day of September, 2020.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Resolution No. 11

Moved by: Jeff Manley

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

- a. Committee of Adjustment Minutes - November 25th, 2019
- b. Art, Culture and Heritage Committee Minutes - June 1, 2020
- c. Community Development Committee Minutes - June 24, 2020
- d. Public Meeting of Planning Minutes - July 27, 2020
- e. Planning Minutes - July 27, 2020

9. NEW BUSINESS

- a. Support Resolution from South Glengarry re: Long-term care home

Resolution No. 12

Moved by: Carma Williams

Seconded by: Brenda Noble

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care home in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes , and sound infection control measures are put in place at all Ontario long term care homes and that this resolution be forwarded to Premier Ford, the Ministry of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

Carried

b. Speed Limit

Councillor Manley explained that he was getting calls from residents about speed limit on different roads or streets. Council agreed that the Public Works Department should come up with a policy about speed limit on certain roads or streets.

10. NOTICE OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

Resolution No. 13

Moved by: Jacques Massie

Seconded by: Jeff Manley

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);

Litigation or potential litigation (as this matter deals with litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board they may be discussed in closed session under sections 239 (2)(e) of the Ontario Municipal Act);

And adopt the minutes of the Municipal Council Closed Session meeting of August 10, 2020, August 21, 2020 and September 3, 2020.

Carried

Resolution No. 14

Moved by: Carma Williams

Seconded by: Brenda Noble

That we return to the Regular Meeting of Council at 9:01 p.m.

Carried

13. CONFIRMING BY-LAW

Resolution No. 15

Moved by: Brenda Noble

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry receive By-law 36-2020; and

That Council adopt by-law 36-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 36-2020 be read a first, second, third time and enacted in Open Council this 14th day of September, 2020.

Carried

14. ADJOURN

Resolution No. 16

Moved by: Jeff Manley

Seconded by: Johanne Wensink

There being no further business to discuss, the meeting was adjourned at 9:03 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Special Meeting of Council

Thursday, September 17, 2020, 2:00 p.m.

Glengarry Sports Palace -170 MacDonald Blvd, Alexandria, Ontario K0C 1A0

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

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Director of the Building/By-law & Planning Services: Jacob Rhéaume
Planner: Kasia Olszewska
Duncan Ferguson
Christopher Ferguson
Jack Fraser
Dean MacGillivray

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

Resolution No. 1

Moved By Carma Williams

Seconded By Jeff Manley

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Thursday September 17, 2020.

Carried

- 4. ADOPTION OF PREVIOUS MINUTES**
- 5. DELEGATION(S)**
 - a. Glengarry Federation of Agriculture**

There was a discussion on the Township of North Glengarry Clear Cutting By-Law by the Glengarry Federation of Agriculture.

- 6. STAFF REPORTS**
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
- 9. NEW BUSINESS**
- 10. NOTICE OF MOTION**
- 11. QUESTION PERIOD**

12. **CLOSED SESSION BUSINESS**

13. **CONFIRMING BY-LAW**

14. **ADJOURN**

Resolution No. 2

Moved By Brenda Noble

Seconded By Carma Williams

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

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



STAFF REPORT TO COUNCIL

Report No: CS-2020-10

September 28, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – September Update

Recommended Motion:

THAT Council receives Staff Report No. CS-2020-10.

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 regarding the reopening of certain municipal installations.
- Staff members have coordinated activities in various sports organizations over the last months to ensure the safe reopening of these activities.
- Electrostatic disinfection units have been purchased for Island Park, the Glengarry Sports Palace, the Maxville & District Sports Complex and the Tim Hortons Dome to ensure proper sanitizing levels in the facilities.

Jump Start Grant – Staff has submitted a grant application for \$15,000 towards netting for the Maxville & District Sports Complex between the walking / running track and the courts on the arena slab (similar to what is at the Dome between the walking track and the turf).

Recreation Directors Meetings – Staff has participated in the SDG/Cornwall Recreation Directors Meetings mostly focusing on the safe opening of recreation facilities. Documentation, processes and best practices regarding programming and working with user organizations are shared as recreation facilities are progressively reopening.

Removal of Aquatic Vegetation – This process was completed and a report was filed with the Ministry. An application will be submitted in October to obtain the permit for 2021.

Request for Proposals – The RFP for Engineering and Project Management Services for the Glengarry Sports Palace was issued on September 11, 2020 with an expected closing date of October 2, 2020 at 2:00 pm (EDT).

Staffing – There has been a readjustment of staffing hours as additional installations (beach, splash pad) are now closed and that the park bathrooms will be closed as of Thanksgiving. Staff are now on fall / winter hours according to the needs of their facilities.

COMMITTEE AND WORKING GROUP ACTIVITIES

Alexandria Lagoon Working Group

- Participated in the August Alexandria Lagoon Working Group.

Arts, Culture and Heritage Committee

- Participated in the September Arts, Culture and Heritage Committee
- Request for CIP extension was recommended by ACHC and approved by Council
- Request for \$3,500 in funding to the Kenyon Agricultural Society was recommended by ACHC and approved by Council
- Community Grants launch postponement to January 2nd, 2021 was recommended by ACHC and approved by Council.
- Finalized the Blue Plaque program revisions.
- Finalized the Alexandria Walking Tour.

Community Development Committee

- Participated in the August Community Development Committee Meeting.
- Update on Development and Marketing Strategy – draft report to be presented to Committee at September meeting.

EVENTS AND ACTIVITIES

Boys and Girls Club Activities – Summer Camp wrapped up on August 21st and the Tuesday and Thursday Fall / Winter programming will start in early October at the Gary Shepherd Hall.

Canada Day Activities – Township staff will be meeting with the organizers of the Canada Day Parade and activities to discuss logistics for the February 2021 date.

Yoga Programming – Make-up classes started on September 12th and the new Fall Yoga Session will start on October 5th. Registration is presently open.

Sportball – This activity at the Tim Hortons Dome will start on October 24th for 8 weeks. Registration is presently open.

FACILITIES

Community Centres

- An email was shared with the Recreation Associations regarding the reduction in gathering limits and the explanations surrounding an unmonitored event.

Glengarry Sports Palace

- The refrigeration plant maintenance contractor performed the plant start-up on September 22nd and ice making started as of September 23rd with an expected starting date of October 7th.
- Door closures were replaced on south middle hall doors.
- Ice rental contracts were issued on September 23rd.

Island Park

- Field maintenance was performed on the micros (top soil and seeding).
- Metal halide lights at the Tennis Court were replaced with LED lights.
- The beach is unmonitored by the EOHU since Labor Day. Summer monitoring results are as follows:

2020 Mill Pond Water Analysis Results

Geometric Mean of 5 samples E.coli (cfu/100 mL) *		
Date	Result	Comment
09-Jun-20	56	
16-Jun-20	33	
07-Jul-20	113	
14-Jul-20	484	Closed
16-Jul-20	> 1000	Closed
28-Jul-20	58	Re-opened
11-Aug-20	> 1000	Closed
13-Aug-20	897	Closed
18-Aug-20	11	Re-opened
25-Aug-20	10	
02-Sep-20	27	

* CFU stands for 'Colony Forming Units' and refers to the number of viable bacterial cells in a sample per unit of volume

± E. coli guidelines for fresh water beaches between 100 and 200 cfu/100 mL varying depending on the swimming-associated risk level deemed acceptable

Maxville & District Sports Complex

- The Plexiglas was installed at the bar area.
- The camera installation was finalized in this facility.
- The Program Coordinator and the Lead Hand have met to discuss activities on the arena slab which include:
 - Walking / running track
 - 3 pickleball courts (the summer league will be moving indoors)
 - 1 tennis court
 - 1 basketball court
- A ball stop netting system has been ordered to be placed between the basketball court and the first pickleball court.
- New tennis posts and a net were ordered.

- The Maxville Summer Pickleball League will be loaning their equipment to the facility.
- A youth ball hockey program will be offered in October for a 6 week period. Registration will open shortly.
- The Program Coordinator has been in contact with community groups, local schools, etc. to advise that this space is available for use.
- Other programming will be added gradually.

Tim Hortons Dome

- As reported to Council in August, the Dome had a soft reopening as of August 24th. As of September 28th, the Dome has resumed normal operating hours with its full complement of staff.
- Memberships for track, turf and court that were cut short in the spring due to COVID-19 were extended by the corresponding amount of unused time.
- The following table summarizes the activities in the Dome since its reopening:

TOTALS - August 24 to September 19

Activity	Quantity
Court Rentals (hours)	40.5
Walkers	369
New Senior Memberships	5
New Monthly Memberships	1
New Daily Passes	1

OTHER

Community Improvement Plan

- Staff is continuing to promote the CIP with qualifying North Glengarry property owners.
- Staff is working with the property owner at 88 St. Paul Street on the art components of their CIP project.
- Staff submitted 5 applications to the Fall 2020 SDG Regional Incentives Program.

Meetings (virtual or otherwise) – Staff has:

- Attended the Teeny Tiny virtual workshops.
- Participated in the SDG EDOs Working Group Virtual Meeting.
- Participated in the SDG Communications Working Group Virtual Meeting.
- Attended various OMAFRA, Ontario Chamber of Commerce, Ministry of Economic Development, Job Creation and Trade, the Ministry of Tourism, Sports and Culture’s Town Hall and others.
- Attended online seminar with MP Duncan on CEWS 2.0 program changes.
- Participated in the North Glengarry Health & Wellness Committee
- Attended the Maxville & District Chamber of Commerce’s Annual General Meeting.
- Attended the “Spark – Tourism Innovation Program” launch.

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.

- Shared information regarding numerous grants and funding opportunities with local businesses and community groups.

Press Releases / Videos / Ads

- Prepared Press Release on the gradual reopening of the Recreation Facilities.
- Prepared poster for the reopening of the Tim Hortons Dome.
- Prepared Press Release and video on recent upgrades to Alexandria Water Treatment Plant.
- Prepare speech and videoed the Mayor’s Back to School message.
- Created poster for By-election.

Website, Social Media and traditional media.

- Posted information to Facebook.
- Updated website as needed.

Search Tool on Website – A search tool was launched at the end of August 2020.

COMMENTS

This report is presented for information purposes only.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

N/A

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

	Community Services Tasks	Deliverable	Involvement	2020				2021
				Q1	Q2	Q3	Q4	
Strat Plan	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					
	Development and Marketing Strategy	Ongoing	AL					
	Communications plan	Completed	TK, AL, SH					
	Integration of Search Tool in Website	Ongoing	AL, SH					
Capital Projects	EcDev - Interpretive Panels	Deferred to 2021	TK					
	Dome - Membrane repairs	Completed	JD					
	EcDev - Remembrance Day Banners	Ongoing	TK					
	Glen Robertson Playground Equipment	Completed	AL					
	KingGpk - Electrical Panel	Deferred to 2021	JD					
	Millsq - Architectural Design	Ongoing	AL					
	MSC - Water lateral Connection	Completed	AL, JA					
Admin - Business & Community Awards Gala	Cancelled	AL, MD						
Admin - Grants - Celebrate Canada - Application 2020	Deferred to 2021	AL						
Admin - Grants - Seniors	Cancelled	AL						
Admin - Grants - Jump Start Reconfiguration Grant	Completed	AL						
Admin - Main Street Revitalization Grant	Completed	AL						
Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
Admin - Social Media Policy	Completed	SH, TA, AL						
Admin - Hiring of part-time staff for facilities	Ongoing	AL, JD, RW						
Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						
Admin - Creation of COVID-19 Reopening Plans for Island Park, Tim Hortons Dome, Maxville & District Sports Complex and Glengarry Sports Palace	Progressing	AL, SD, MD, JA, JD, RW						
Dome - Programming - 2019/2020 Women's Volleyball		AL, MD, JD, SD						
Dome - Programming - 2020 Flag Football		SD, JD						
Dome - Programming - 2020 Winter Boys & Girls Club	Ongoing	AL						
Dome - Programming - 2020 Youth Floor Hockey		JA, SD						
Dome - Programming - Competitive Soccer League		SD, JD						
Dome - Programming - Golf		SD, JD						
Dome - Programming - Nordic Track for Seniors	Ongoing	AL, JD						
Dome - Programming - Running Prog 2020 Winter Session	Ongoing	AL, JD						
Dome - Programming - Sportball	Ongoing	SD						
Dome - Programming - Virtual Soccer Skills Workshop	Completed	SD						
Dome, GSP, MSC, IP - Programming - 2020 Family Day	Completed	Rec Dept						
Dome, GSP, MSC, IP - Programming - 2020 March Break	Cancelled	Rec Dept						
EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, TK						
EcDev - COVID-19 Response - Facebook Postings & Website updates	Ongoing	AL, TK						

EcDev - COVID-19 Response - Business Support	Ongoing	AL, TK					
EcDev - COVID-19 Response - Employer Support	Ongoing	AL, TK					
EcDev - COVID-19 Response - Ministry of Tourism, Culture and Heritage	Ongoing	AL, TK					
EcDev - Blue Plaques Program Review	Completed	AL, TK					
EcDev - Community Grants Review	Completed	AL, TK					
EcDev - Community Improvement Plan Public Consultation and Review	Ongoing	AL, TK					
EcDev - Community Grants Events	Ongoing	AL, TK					
EcDev - Glengarry Routes Tour	Deferred to 2021	TK					
EcDev - NG Community Grants Café	Completed	AL, TK					
EcDev - NG Tourism Grants Café (September)	Cancelled	AL, TK					
EcDev - Regional Incentives Program	Ongoing	TK					
EcDev - Teeny Tiny Summit (June)	Cancelled	AL, TK					
GSP - Audit	Completed	AL, MD					
GSP - Programming - 4 on 4	Deferred to 2021	MD, SD, RW					
GSP - Programming - Little Sens-type Programming	Deferred to 2021	AL, MD					
GSP - Programming - Yoga 2020 Winter Session	Ongoing	MD, SD					
GSP - Programming - Youth Broomball		MD, SD, RW					
GSP, MSC - Refrigeration Plant Certification TSSA	Completed	AL, RW, JA					
IP - Aquatic Vegetation Removal Permit	Completed	AL					
IP - Aquatic Vegetation Removal Report	Ongoing	AL					
IP - Geese Mitigation Program Permit	Completed	AL					
IP - Geese Mitigation Program Report	Completed	AL					
IP - Programming - 2020 Swimming Lessons	Completed	SD					
IP - Programming - 2020 Winter Boys & Girls Club		AL, SD, MD					
IP - Programming - 2020 Fall Boys & Girls Club		AL, SD, MD					
IP - Programming - Summer Camp Boys & Girls Club		AL, SD, MD					
MSC - Community Kitchen Program		AL, TK, SD					
MSC - Programming - Lining of arena floor (tennis, pickleball, basketball, walking track)		AL, JA, SD					
MSC - Programming - Purchase of Tennis, basketball equipment for arena floor		AL, JA, SD					
MSC - Programming - Purchase of Ball Stop Netting for arena floor							
MSC - Programming - Floor Hockey		MD, SD					
MSC - Glengarry Sports Hall of Fame	Deferred to 2021	JA					
MSC - Programming - Kilt Skate 2021	Deferred to 2021	AL, TK & Others					



STAFF REPORT TO COUNCIL

Report No: TR2020-30

September 22, 2020

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2020 Workplan – Updated for September 2020

Recommended Motion:

THAT Council accepts report TR2020-30 – the Director of Finance/Treasurer 2020 Workplan as updated September 22, 2020 for information purposes.

Background / Analysis:

The Treasury Department is presenting to Council their workplan updated as of September 22, 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 Q4.

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. An RFP is underway for the Building and Facility Assessments to provide life cycle analysis and condition of our buildings for the Asset Management Software.

RealTax is now open and is starting on tax sale registrations on approximately 25 additional properties. Tax sales that were cancelled due to COVID in early April will again be advertised for tender in the near future.

The year-end audit is still in progress and is coming to a close. I should have a draft copy within the next two weeks for review.

Budget documents have been distributed to all Directors and it is currently in process. The hope is to have it presented to Council by the second week in December.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: TR2020-29

September 22, 2020

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2020 Capital Budget Update

Recommended Motion:

THAT Council of the Township of North Glengarry accept report TR2020-29 Capital Budget 2020 Update for information purposes only.

Background / Analysis:

In April Council approved the deferral of some capital projects in order to keep cash flow at a level needed during COVID-19. With some rate payers and utility users having a reduced income and thus inability to pay their bills in full, plus recreation/facilities closed, revenues for the Municipality have been reduced.

Furthermore, contractor availability and materials have also been delayed. Attached is a capital budget update which shows which was originally budgeted, what has been deferred, projected year end cost estimates and those projects which may straddle or be completed in 2021.

Alternatives:

This is for information purposes only. These items have all been approved during the 2020 budget process and deferrals subsequently approved by Council. Those noted as straddling 2021 will be requested as part of the 2021 budget presentation to Council.

Financial Implications:

Tax based items would simply have their funds moved to the appropriate reserves to be used in 2021. This would increase the 2021 budget in order to ensure needed infrastructure is maintained but would be funded from reserve funds and thus the 2021 tax base would not be increased to pay for these deferred items.

Attachments & Relevant Legislation:

None

Others Consulted:

All Directors

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

**CAPITAL BUDGET
2020
Updated September 22, 2020**

Budgeted Expenditure	Approved 2020 Budget	Deferrals	Council resolution	Revised 2020 budget	Projected Year end	Projects continuing in 2021	Funding Source	Notes
ADMINISTRATION								
Office Flooring	13,000	(13,000)		-	-	13,000	Tax Based	COVID covered front office, remainder needs to be done in future
Tables	2,500	(2,500)		-	-	2,500	Tax Based	Possible Deferral to 2021
Microphones	25,000			25,000	-	25,000	Reserves	To be done in 2021 based on COVID gathering rules
Computers	12,000			12,000	10,000		Tax Based	Replacement of old machines
License Upgrades	5,000			5,000	5,000		Tax Based	Required for Windows upgrade
Asset Management Building Assessment	20,000			20,000	-	20,000	Tax Based	RFP needs to be completed
ECONOMIC DEVELOPMENT								
Signage	15,000			15,000	15,000		Tax Based	Already spent at \$10,000
Interpretive panels	22,000	(22,000)		-	-	22,000	Grants	Deferred to 2021
Marketing Plan	30,000			30,000	30,000		Reserves	RFP already went out
Bench and Cement Munro McIntosh location	3,000	(3,000)		-	-	3,000	Tax Based	Deferred to 2021
Apple Hill Bi-Centennial Sign	1,000			1,000	1,000		Tax Based	Already ordered
Banner	5,000			5,000	5,000		Tax Based	Already ordered
Mural Lights Township office	2,500			2,500	2,500		Tax Based	Already ordered
FIRE								
Station Renovations	50,000			50,000	50,000		Reserves	
Bunker Gear	25,000			25,000	25,000		Tax Based	
Training Centre	40,000			40,000	20,000		Reserves	
Fire Wells	5,000	(5,000)		-	-	5,000	Tax Based	Defer to 2021
CEMC Outlets for Recreation Centres	10,000			10,000	10,000		Reserves	
Communications	165,000			165,000	165,000		Reserves	
Skyarm Fire Truck			40,000			32,130	Offset with sale of equipment revenues	Council resolution April 27, 2020
FLEET								
Tandem Truck Replacing #22 Roads	275,000			275,000	275,000		Long Term Debt	Tendered and ordered
Promac 48" Mulcher (Razor)	65,113			65,113	61,051		Tax Based	Purchased
Kubota Mower 7ft	15,000			15,000	13,800		Tax Based	Already purchased
Plate Tamper 1000 lb	16,282			16,282	13,788		Tax Based	Already purchased
Weed Harvester Engine Replacement	20,000			20,000	2,849		Tax Based	substantially lower
Pumper/Tanker Station 2 Apple Hill fire	450,000			450,000	427,392		Long Term Debt	Tendered and ordered
Pick up/SUV Fire	55,000			55,000	53,393		Tax Based	Already purchased
ROADS OTHER								
Sidewalk maintenance program	150,000			150,000	150,000		Tax Based	
Maxville Catch basin Marlborough ST	7,000			7,000	7,000		Tax Based	Significant drainage issue needs to be resolved
Maxville Storm Sewer Catherine ST. E.	50,000			50,000	-	50,000	Tax Based	Committed
Culvert replacement program	50,000			50,000	50,000		Tax Based	
Concrete Work	5,000			5,000	5,000		Tax Based	Recommend not to defer to address urgent needs
Line Painting	10,000			10,000	10,000		Tax Based	
Various Roads in Need	332,671			332,671	332,671		Tax Based	
HARD TOP MAINTENANCE								
Sinclair Street	38,939			38,939	38,939		Tax Based	
Graveling Resurfacing	266,936			266,936	294,515		Tax Based	This is an annual program. Continue maintenance to gravel roads is recommended to continue.
Graveling Resurfacing	8,064			8,064	8,064		FGTF	This is an annual program. Continue maintenance to gravel roads is recommended to continue.
Skye Road	60,000			60,000	60,000		Tax Based	Completed, awaiting invoicing
Concession 6	400,936		304,514	705,450	705,450		FGTF	June 22nd council resolution to add \$304,514 to this project as Dominion St was deferred
BRIDGES								
Not budgeted								
Not budgeted								
Creek Road Bridge Replacement Structure #26	1,898,799			1,898,799	100,000	1,798,799	Grant ICIF	Creek Road construction in spring
Creek Road Bridge Replacement Structure #26	227,671			227,671		227,671	Reserves	Creek Road construction in spring
Creek Road Bridge Replacement Structure #26	152,180			152,180		77,350	Tax Based	Creek Road construction in spring
Dominion Bridge Structure #59	315,061	(315,061)		-	10,623		FGTF	Dominion Street Bridge can be deferred with minimal risk or impact. The project is relatively simple. The design has not yet been implemented, but can be and construction can be completed in 2021.
Bridge Inspections	30,000			30,000	30,000		Tax Based	This is an annual regulatory requirement with some flexibility for urgent matters. Already spent
LANDFILL								
Landfill sampling, monitoring, reporting	87,671			87,671	-		Reserves	This is an operating expenses and already has a budget. This may have been an oversight due to staffing changes
MOE Requirements	30,000			30,000	20,000		Reserves	Budgeted for unforeseen circumstances and closure report
Monitoring wells Glen Robertson Landfill	20,000			20,000	20,000		Reserves	Committed
RARE								
Snow bucket for loader	4,250			4,250	-		Reserves	Committed
Duct work Insulation	21,332			21,332	-		Reserves	Committed
MRA'S								
<i>Total budget in one account but please charge the below noted for expenses 1-5-7000-8000</i>								
Alexandria	3,000			3,000	3,000		Tax Based	Required, field repairs and tennis courts
Apple Hill	3,000	(1,500)		1,500	-	3,000	Tax Based	Deferred
Dalkeith	21,800	(5,800)		16,000	4,637	17,163	Tax Based	Playgrounds deferred
Dunvegan	6,500	(1,200)		5,300	5,300	1,200	Tax Based	Garbage and recycling receptacles deferred
Father Gauthier	5,000	(3,000)		2,000	2,000	1,000	Tax Based	Items ordered
Glen Robertson	20,000	(4,000)		16,000	2,951	17,049	Tax Based	Building repairs reduced
Glen Sandfield	500			500	500		Tax Based	Already committed to spending
Greenfield	1,500			1,500	1,500		Tax Based	Already committed to spending
Laggan	1,000			1,000	1,000		Tax Based	Already committed to spending
Maxville	1,200			1,200	1,200		Tax Based	Already committed to spending
MAXVILLE SPORTS COMPLEX								
Water Connection	17,000	(9,000)		8,000	3,315	5,000	Reserves	Revised cost of \$8000, additional work in the spring
ISLAND PARK								
Flow Package	10,000	(10,000)		-	-		Tax based	Deferred to 2021
Chairs and tables	8,000			-	-		Tax Based	Deferred to 2021
Bleachers for Micros	6,000	(110)		5,890	5,985		Tax based	Under budget and already purchased
Interlocking sidewalk repairs	7,500			7,500	-	7,500	Tax based	Cannot do the work this year
DOME								
Wood change for foundation	7,000			7,000	1,655		Reserves	Required, structural issues
Wood change for foundation	8,000			8,000	8,000		Tax Based	Required, structural issues
Tennis court repatching	2,000	(2,000)		-	-	2,000	Tax based	Deferred to 2021
GLENGARRY SPORTS PALACE								
Engineering Plans	100,000			100,000	100,000		Tax Based	RFP currently underway
Electric Edger	6,000	(6,000)		-	-		Tax based	Deferred to 2021
	1,644,121	(65,110)	-	1,579,011	1,322,579	219,762	Tax Based	
	2,644,860	(337,061)	304,514	2,612,313	824,137	1,820,799	Grants	
	734,924	(9,000)	40,000	725,924	352,100	257,671	Reserves	
	725,000	-	-	725,000	702,392	-	Long Term Debt	
	5,748,905	(411,171)	344,514	5,642,248	3,201,208	2,298,232		

Budgeted Expenditure	Approved 2020 Budget	Deferrals	Council resolution	Revised 2020 budget	Projected Year end	Projects continuing in 2021	Funding Source	Notes
	Tax levy	6,136,519						
	Percentage tax based deferrals	1.06%						
	Percentage total deferrals	6.70%						



STAFF REPORT TO COUNCIL

Report No: TR2020-32

September 24, 2020

From: Kimberley Goyette, Director of Finance/Treasurer

RE: Safe Restart Funding Agreement

Recommended Motion:

THAT Council of the Township of North Glengarry adopt the following resolution:

WHEREAS the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic;

AND WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19;

AND WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities;

AND WHEREAS the Township has been advised by SDG County, through the Ministry of Finance that COVID-19 related capital costs are ineligible for Safe Restart Agreement Funding;

THEREFORE, BE IT RESOLVED THAT the Township of North Glengarry urges Ontario to allow capital expenditures under the Safe Restart Agreement, and that a copy of this resolution be forwarded to Premier Doug Ford, Jim McDonnell, MPP and the Association of Municipalities of Ontario (AMO).

Background / Analysis:

In August of 2020, the Ministry of Municipal Affairs and Housing introduced the Safe Restart Program with \$295,200 coming to the Township to support financial pressures caused by COVID-19.

This agreement indicates that this funding is to support COVID-19 operating costs and pressures. In discussion with SDG County, they have contacted the Ministry of Finance for clarification of what are eligible expenses. They were advised that capital costs associated with facility retrofits to keep staff and public safe, were not eligible under the funding agreement.

Public health guidelines outline the need for staff and the public to maintain distance in addition to extra sanitizing costs to prevent the spread of COVID-19. This has caused the Township to change configurations of office space, provide barriers between staff and the public, potential HVAC system changes, additional protective gear for the fire department, etc. which are capital in nature.

Alternatives:

1. Council supports the recommended resolution.
2. Council does not support the recommended resolution.

Financial Implications:

Should the capital expense not be covered the Safe Restart Agreement, the Township will have to finance these unbudgeted costs. If the Province amends the eligibility requirements to include capital costs as part of the Safe Restart Agreement, it will reduce the financial burden that may be placed on municipalities.

Attachments & Relevant Legislation:

Safe Restart Funding Agreement

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: BP-2020-24

September 28, 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-2020-24 – 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

About 150 properties now have water but not all have 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 only for the usage. This is explained to the owners when we inspect. We have not started back the inspections and we are trying to schedule the most as we can, usually on Thursdays and Fridays.

Building Permit Application & Tracking Software

The Department is working with CGIS for a start date for using the new software. The GIS Tech is sending all the data to them, we also got all the required data from MPAC and from the Counties to get the process going.

Review of Sign By-law

The sign By-law will be reviewed in 2020-2021. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Building Permits

The Building Department received about 180 building permit applications in 2020, to compare this number with 2019, we had issued our 180th permit in 2019 on September 9. 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

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.

PLANNING

LPAT Appeal (MV-02-2020)

The Planning Department has been working closely 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.

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 will be submitting a Zoning By-law application for the lands north of County Road 43 to permit the residential development.

DRAFT Clear Cutting By-law

The Planning Department held meetings with the Glengarry Federation of Agriculture and the Conservation Authorities. Next steps include receiving reviewed comments from all members of

Council, and an in-camera Council meeting to agree on subsequent changes to the DRAFT by-law. A second round of public consultation will take place when larger public gatherings are permitted.

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. Council will receive a more detailed update on the process in October.

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 are still conducted via phone for safety reasons. The volume of files and requests has increased significantly in the last month.

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 will include a list of lands with a map highlighting the properties.

Alternatives:

n/a

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

Work Plan spreadsheet 2020

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



STAFF REPORT TO COUNCIL

Report No: FD 2020-09

September 28, 2020

From: Matthew Roy – Fire Chief

RE: Sell of 1995 GMC Tanker

Recommended Motion:

THAT Council of the Township of North Glengarry receives staff report FD-2020-09;

Background / Analysis:

On June 5th, 2020 the Fire Department took possession the new pumper/tanker for Station 2 – Apple Hill. As approve by council in staff report FD 2020-04 the surplus 1995 GMC Fire tanker was place for sell though Gov Deals. The truck was was auctioned and sold for the purchase price of \$45,087 (HST included).

The revenue of the sell will offset the approved purchase of the 1999 Piece Skyarm 100' aerial truck for the price of \$23,500 (USD).

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: FD 2020-08

September 28, 2020

From: Matthew Roy – Fire Chief

RE: 2020 Work Plan

Recommended Motion:

THAT Council receives Staff Report No. FD 2020-08 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: June 2020

COMMUNICATION

Phase 3 of the project paging system is underway; the equipment has been installed in the Maxville and Alexandria tower sites. Programming and testing will be completed over the next couple weeks. BearCom are currently conducting a propagation study to determine the wireless link sites to Cornwall Dispatch. Once, study is completed installation will begin to establish the wireless link to Cornwall dispatch, where we can remove the internet link currently causing a vast amount connection issues.

TRAINING FACILITY

The training facility project has resumed with completion in end of October. This facility will enable our department to enter into a training contract with the Ontario Fire College where we can train our members for NFPA Firefighter I & II.

AERIAL TRUCK

We are currently awaiting the delivery of the aerial truck from Brindlee Fire Apparatus. Once registration paperwork is completed, the truck will be sent for safety and ULC testing.

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.

FIRE PERMITS – OPEN AIR BURN PERMITS

Fire permit system continues to be successful since implementation on Jan 1, 2020.

Current number of valid permits:

Agricultural – 0

Brush – 316

Recreational – 831

Total - 1147

COVID-19 – UPDATE

Cornwall, SD&G Paramedic tiered agreement remains unchanged since March 14, 2020. Our procedures in station and responding to incidents remain in place. Our training program is on-going with enhanced safety requirement to ensure the safety of our members. 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
				Q1	Q2	Q3	Q4	
Strat Plan								
Capital Projects	Bunker Gear	Project approved by Council	MR					
	Training Facility	Project approved by Council	MR					
	Firewells	Project approved by Council	MR					
	Station Renovations	Project approved by Council	MR					
	Fleet - Pumper/Tanker	Project approved by Council	MR					
	Fleet - SUV/Pick up	Project approved by Council	MR					
	Aerial Truck	Project approved by Council	MR					
Other	Policies and Procedures	Requires updating	MR					
	Record Management System	2018 Capital project	MR					
	Review By-laws establishing fire department		MR					
	Communication Project	2019 Capital Project	MR					
	Fire Permits	Updating	MR					
	COVID-19 - Update	Updating	MR					

Treasury Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan	Electronic ticketing system	System	All Departments					
	Internal Website	Implementation to Staff	SH, LL					
	Septic System re-inspection program	Report to Council	SH					
	Tax review and communications	Document	SH					
Policies	Corporate Asset Usage and Replacement Policy	Report to Council	SH					
	Donations and Gifts Policy	Report to Council	SH					
	Fees By-Law	Report to Council	SH					
	Financial Policy	Report to Council	SH					
	Kennel By-law	Report to Council	VL, NS					
	Records Management Procedure	Internal Document	VL, KA					
	Short Form Wording	Report to Council	VL					
	Social Media Policy	Report to Council	SH, VL					
	Tax Rate By-Law	Report to Council	SH					
	Transient Licence By-Law	Report to Council	VL, NS					
Winter Parking By-Law	Report to Council	VL						
Other	Accounts Receivable Billing	Ongoing	ML					
	Annual Report	External Document	SH					
	Asset Inventory	Internal Document	All Departments					
	Attend Council Meetings	Monthly	SH, VL, KA					
	Budget - Operating	Report to Council	SMT					
	Budget - Resubmission of Capital	Report to Council	SMT					
	Cemetary reporting	External Document	VL					
	Commissioner of Oaths	Ongoing	VL, KA, SH, JJ					
	Community Grant Application Review	Report to Council	SH					
	Customer Service Training	Training	All Departments					
	Election	Ongoing	VL, KA					
	Electronic Payments to Vendors	Process	SH, ML					
	Emergency Management	Ongoing	VL, KA, SH, ML					
	Final Audit	Process	Treasury					
	Financial Software RFP	System	SH					
	Financial Statements and FIR	External Document	SH					
	Information Technology Replacement Plan	Internal Document	LF, SH					
	Interim Audit	Process	Treasury					
	Investigation	Ongoing	SH					
	Legal Matters	Ongoing	SH, VL					
	Lottery Licences	Ongoing	VL, KA					
	Mayor's Breakfast	Event	KA, KG, SH					
	MFFIPA	Ongoing	VL, KA					
	Payroll Reporting (OMERS, T4's, etc)	External Document	JJ					
	Phase 2 of Asset Management Policy	Report to Council	SH, MT					
	Poundkeeper contracted services review	Report to Council	VL, NS					
	Poundkeeper statutory duties	Ongoing	VL, NS					
	Prepare agendas and minutes	Ongoing	VL, KA					
	Records Management	Electronic Filing	All, VL, KA					
	Tax Bills	External Document	JJ					
	Vital Statistics	External Document	VL, KA					
	Water and Sewer Billing	Ongoing	LF					



STAFF REPORT TO COUNCIL

Report No:

September 28, 2020

From: Linda Andrushkoff

RE: Budget 2020- RARE update

Recommended Motion:

THAT Council accepts this report for information purposes only

Background / Analysis:

Please find attached an updated G/L dated Sept 23, 2020.

For measurement and comparison purposes I'm calculating expenses and revenues as at 38 weeks (or 73.0%) into the fiscal year.

Revenues:

As usual I have removed grants from revenue (actual vs. budget) comparisons because we will only get our 3rd and 4th remittances in late December 2020 and March 2021. Overall, after removing grants from projected and actual revenue, total sales are at 89% of budget, with 27% of the year remaining.

We have not sold any aluminum this year as the prices have been so low. In the past two months, aluminum prices have started to rise as this commodity has become more rare in the marketplace. We expect the price to rise sufficiently to sell it in October or November. As of this writing, we have about 1½ loads in inventory. We will sell our aluminum inventory no later than December 2020.

Old Cardboard (OCC) revenue is 119.4% of projected total sales for this year. Pricing for this commodity is very volatile, ranging from a high of \$205/MT to a low of \$36/MT. Our average selling price has been approximately \$120/MT for 2020. The good news is that we have a lot of OCC to sell, and several buyers are clamouring for it. Newspaper quantities have fallen dramatically due to lower readership and residents using paper for other

purposes; therefore, we have very little of it to sell. However, the drop in newspaper is closely correlated to the increase in cardboard.

Old Newspaper (ONP) revenue is extremely poor as mentioned above. RARE continues to find customers as our material is very clean, but the both the quantity in the blue boxes and the pricing are depressed. Newspaper quantities and selling price will never recover. Fibre loads tipped at R.A.R.E. consist mostly of Old Cardboard (OCC).

Plastic prices are volatile and subject to ups and downs as material becomes needed for industry. We have managed to sell all our loads and plastic inventory is minimal. Plastic prices correlate strongly to the petrodollar.

Expenses:

Expenses are at 78.9% of the base budget, which positively correlates with the number of weeks into the year. We are holding costs down due to reduced staffing. We have not replaced several employees as they moved on to other jobs. Also, some of our utilities and equipment expenses have been reduced due to lower usage.

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No:

September 28, 2020

From: Dean McDonald, Acting Director of Public Works

RE: Public Works Work Plan Update – September 2020

Recommended Motion:

THAT Council receive report – PW 2020-21, Public Works Work Plan Update – September 2020 for information purposes only.

Background / Analysis:

COVID-19

Public Works staff have been reminded they still need to be vigilant and to practice social distancing. While working, staff work individually, whenever possible. When a task requires more than one person, they wear the appropriate PPE. Individuals are assigned to a specific vehicle to minimize risk of exposure.

Roads Department

Front Street and River Road Reconstruction

The reconstruction of Front Street and River Road is ongoing. The preparation and installation of any necessary culverts has been completed. The remaining work, including paving, is scheduled for the week of September 28th.

Weed Harvester

A new engine was purchased for the weed harvester. The engine was installed in-house by staff. Staff have spent roughly 50 hours on Mill Pond, removing approximately 60 tonnes of vegetation this season.

Roadside Maintenance

Brushing was completed on Kenyon Concession Road 3 and 4 using the new mulcher. Several other roads were completed earlier this year. Overall, the department received very little negative feedback on the mulcher. Most of the feedback received indicated that residents appreciated that the brush was cut back and more manageable.

Roadside mowing has been completed for the year in all areas of the Township. An initial and second pass were done to control the growth of the vegetation.

Line Painting

Due to time constraints and weather conditions, line painting was not completed in 2019 and rescheduled for the spring of 2020. Due to unforeseen circumstances, the line painting was only completed in late August.

Winter Maintenance

A three-year tender for the supply and delivery of stone dust was awarded to A.L. Blair Construction. A.L. Blair was the lowest bidder at \$61,440.00. The initial delivery of stone dust and salt was completed during the week of September 21st.

Kenyon Concession Road 6

The cold in place was completed on September 15th. The remaining work, including the asphalt, is tentatively scheduled to be completed during the week of September 28th.

Sandfield Avenue South Sidewalks

The Sandfield Avenue South sidewalk tender closed on September 17th. Three bids were received. A report with additional details will follow.

Roads Needs Study

A request was initiated by the previous Public Works Director for proposals for an updated Roads Needs Study. McIntosh and Perry has submitted a proposal. At this time, there are inquiries for a more in-depth study that will take additional information into consideration. This will allow for a better idea of the necessary maintenance and improvements that will be required for the Township's roads.

Speeding Issues

Staff will be meeting with the United Counties of SD&G to discuss several speeding issues that have recently been voiced by residents. It is anticipated that this discussion will help to determine a better course of action for dealing with these issues.

Fall Road Tour

Staff are in the process of organizing a road tour for October 8th. This will allow Council to review roads that may require maintenance in the coming years, as well as view recently completed projects around the Township.

Water and Sewer

Water and sewer operations continue to proceed as normal. Regulatory monitoring, reporting and maintenance is ongoing.

Alexandria Water Plant

Upgrades at the Alexandria Water Plant are ongoing. The remaining 2 filter upgrades have experienced delays. It is estimated that all filters and the new media/underdrain will be completed by the end of October. Staff have already noticed a decrease in chemical usage since

upgrading the flocculator and de-sludge systems. All the doors and windows in the water plant have been replaced as part of the upgrades.

Mill Pond Watermain Relining

The relining of the watermain under Mill Pond was slightly delayed. This was primarily due to contractor equipment breakdowns and prior commitments to other cities. This was a multi-stage project with a different work crew responsible for each stage.

The first stage was to have a section of the pipe cut out to prepare the pipe. After this, the pipe was videoed and any services along the line were blocked off. Interestingly, the contractor found a service connection under Mill Pond that had been abandoned. After the services were blocked, the liner was pulled through the existing pipe. It is formed and “cooked” with hot water to give it the structural stability that is necessary. The line was videoed a second time, and all active services were drilled out.

On September 22 and 23, under staff supervision, the super chlorination of the pipe was conducted. This was followed by sampling as per Ministry Regulations. It is expected that the line will be back in service by September 30th

Lochiel Street East

A service break on Lochiel Street East, which was repaired temporarily earlier this summer, required additional repairs. This was necessary to prevent future issues and complete the required paving. During the repair, main valves had to be shut and reopened. While doing so, two of the valves began leaking and a third valve seized in the partially open/close position. All the valves along the intersection were replaced and upsized for future upgrades. Paving, sidewalk repair and curbing replacement is scheduled for the week of September 28th.

Mill Pond and the Alexandria Lagoon

During the week of September 14th, scuba divers were on site at Mill Pond to clean around the intake. They also investigated the requirements to dredge out upstream of the intake to improve flow to the intake screen. While they were on site, they were also able to complete maintenance on a section of piping at the Alexandria lagoon.

Drainage

The 2019 assessments were completed and billed to residents. A total of 16 drains were assessed. All private beaver management charges were invoiced. The agricultural grant was applied for through OMAFRA.

Landfill

There was no substantial increase in the use of the landfill during COVID-19. Due to COVID-19, residents were invoiced rather than accepting cash at the landfill site. This was met with no negative feedback.

RARE and Waste Collection

The waste collection operations are proceeding as normal with few complaints. An additional report will be brought to Council with a more detailed review of the financials.

Alternatives:

N/A

Financial Implications:

N/A



Attachments & Relevant Legislation:

Others Consulted:

Michel Cuerrier, Manager of Transportation
Linda Andrushkoff, Manager of RARE
Zoe Bougie, Public Works Specialist
Internal Department Staff

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

	Public Works Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Provide safe potable water to the residents of Maxville.	Water quality monitoring	PW/WW					Project essentially complete. Seasonal Deficiencies and minor items remain. Connections on-going. Inspections	
	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					In talks with M&P	
	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. County arranging to move forward with "virtual" PIC	
	Cost benefit analysis for the RARE plant.	Report	PW					County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021	
	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 estimated to be complete in Q1 - 2021. The existing Collection Contract expires July 31, 2020 and staff will be proposing to extend at least until July 21, 2021.	
	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 estimated to be complete in Q1 - 2021	
Pump needs study		EVB/water dept.					Part of the master service plan. Will revisit in 2021		
Pump Flow testing		EVB/water dept.					Part of the master service plan. Will revisit in 2021		
Valve and Hydrant replacement	Updated maintenance logbook	all water staff					On-going , some of this work has been contracted out due to COVID		
Polymer and Coagulant pump		all water staff					Forms part of the Alexandria water treatment plant upgrades		
Forcemain air relief valve		all water staff					2 valves replaced in Glen Robertson. 2 to be installed in Maxville on sewage forcemain		
Sewage pumps		all water staff					Work not complete and no completion date set at this time. Deferred to 2021 budget due to COVID		
Sewage pumping station roofs		all water staff							
Alexandria water treatment plant upgrade		EVB/WW/Const.					On going, filter upgrades remaining. Completion August 2020		
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.					Replacement of the structure is recommended solution. Project deferred until at least 2021		
Sidewalk Repair/Replacement	New Sidewalks	PW/Const.					Sandfield Sidewalk, Spring 2020		
Skye Road (Phase 1)	Road Section Rehabilitation						Completed		
Creek Road Bridge - RFP Bridge Design	Engineering Services						Design on-going. Tender closed... spring 2021 start		
GPS System Upgrade							To be reviewed - No budget identified for 2020..possibility of joint tender with Counties 2021		
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					Projects proceeding except as has already been reported to Council		
Fleet Management Plan - Township	Internal document	PW/Other Depts.					2020 Review		
Legal matter - slip and fall		PW/CAO					settled		
Update Winter Maintenance Policy	Regulatory	PW					Initial report provided June 2020		
Bridge Inspections	Internal Document	PW/Eng.					2019 Report received. Inspections complete, added dam on McCormick to report		
Alexandria Landfill Closure	External document	PW/Eng.					Jp2g Engineering study/report		
Gravel Road Conversion Candidates	Internal document	PW					Geotechnical work in summer 2020. Initial report to come forward in July 2020		
Road Needs Study Update	Internal document	PW					Report received, in talks to have a more indepths study completed		
Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.		
Monitoring Well Development/Install	Monitoring reports	PW/Eng.					completed in fall/winter for access		

Preparation 
Execution 
Complete 

Community Services Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan								
Capital Projects								
Other								

Fire Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan								
Capital Projects								
Other								

CAO/Clerks Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan								
Policies								
Other								

Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan								
Policies								
Other								

Treasury Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan								
Policies								
Other								

Treasury Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan	Electronic ticketing system	System	All Departments					
	Internal Website	Implementation to Staff	SH, LL					
	Septic System re-inspection program	Report to Council	SH					
	Tax review and communications	Document	SH					
Policies	Corporate Asset Usage and Replacement Policy	Report to Council	SH					
	Donations and Gifts Policy	Report to Council	SH					
	Fees By-Law	Report to Council	SH					
	Financial Policy	Report to Council	SH					
	Kennel By-law	Report to Council	VL, NS					
	Records Management Procedure	Internal Document	VL, KA					
	Short Form Wording	Report to Council	VL					
	Social Media Policy	Report to Council	SH, VL					
	Tax Rate By-Law	Report to Council	SH					
	Transient Licence By-Law	Report to Council	VL, NS					
Winter Parking By-Law	Report to Council	VL						
Other	Accounts Receivable Billing	Ongoing	ML					
	Annual Report	External Document	SH					
	Asset Inventory	Internal Document	All Departments					
	Attend Council Meetings	Monthly	SH, VL, KA					
	Budget - Operating	Report to Council	SMT					
	Budget - Resubmission of Capital	Report to Council	SMT					
	Cemetary reporting	External Document	VL					
	Commissioner of Oaths	Ongoing	VL, KA, SH, JJ					
	Community Grant Application Review	Report to Council	SH					
	Customer Service Training	Training	All Departments					
	Election	Ongoing	VL, KA					
	Electronic Payments to Vendors	Process	SH, ML					
	Emergency Management	Ongoing	VL, KA, SH, ML					
	Final Audit	Process	Treasury					
	Financial Software RFP	System	SH					
	Financial Statements and FIR	External Document	SH					
	Information Technology Replacement Plan	Internal Document	LF, SH					
	Interim Audit	Process	Treasury					
	Investigation	Ongoing	SH					
	Legal Matters	Ongoing	SH, VL					
	Lottery Licences	Ongoing	VL, KA					
	Mayor's Breakfast	Event	KA, KG, SH					
	MFFIPA	Ongoing	VL, KA					
	Payroll Reporting (OMERS, T4's, etc)	External Document	JJ					
	Phase 2 of Asset Management Policy	Report to Council	SH, MT					
	Poundkeeper contracted services review	Report to Council	VL, NS					
	Poundkeeper statutory duties	Ongoing	VL, NS					
	Prepare agendas and minutes	Ongoing	VL, KA					
	Records Management	Electronic Filing	All, VL, KA					
	Tax Bills	External Document	JJ					
	Vital Statistics	External Document	VL, KA					
	Water and Sewer Billing	Ongoing	LF					



STAFF REPORT TO COUNCIL

Report No:

September 28, 2020

From: Dean McDonald, Acting Director of Public Works

RE: Award of Tender PW 2020-07

Recommended Motion:

THAT Council passes a resolution authorizing the Mayor and CAO/Clerk to enter into an agreement with Ottawa D-Squared Construction Limited for the reconstruction of sidewalks on Sandfield Avenue South in the amount of \$144,278.40 including HST.

Background / Analysis:

This report is being provided to Council in order to award a contract for the replacement of the sidewalks on Sandfield Avenue South between St Paul Street and County Road 10. The sidewalks along Sandfield Avenue South are in poor condition with several hazards that pose a risk to pedestrians.

This work will include the removal of the existing concrete sidewalks, preparation of granular "A" base and the placement of the monolithic concrete curbs and sidewalks.

Staff issued a tender for a total of 760m² of sidewalk reconstruction. The tender resulted in 3 bidders responding as indicated below.

Alternatives:

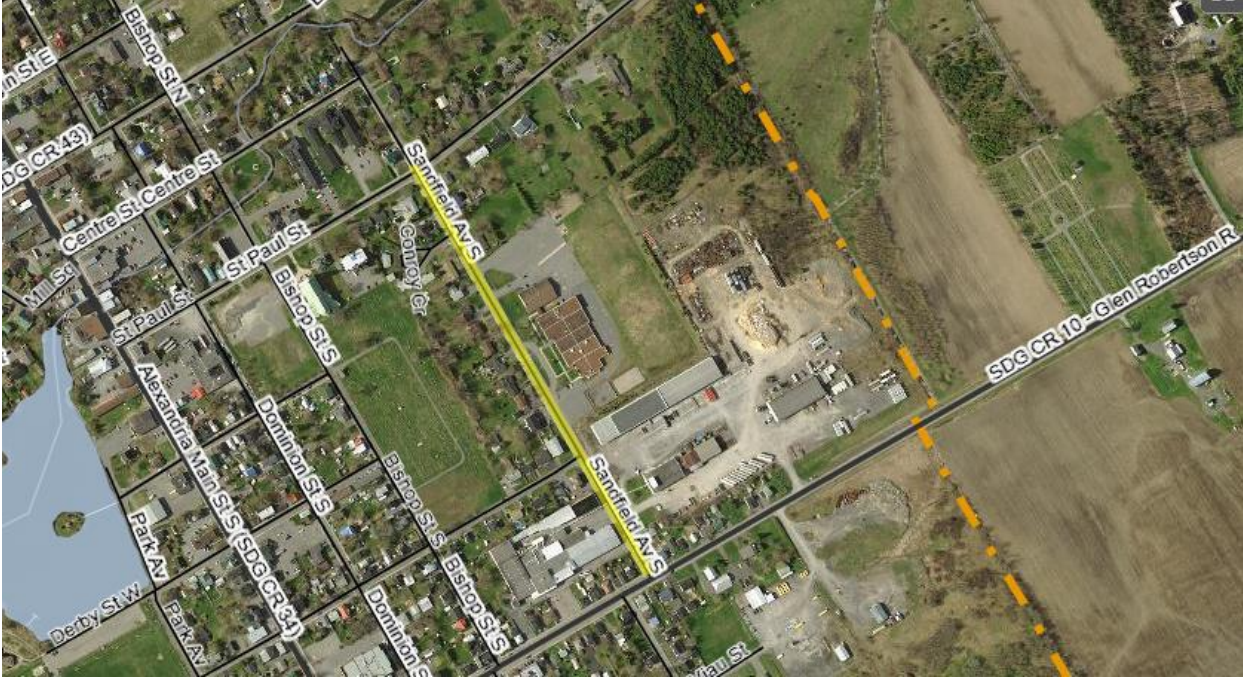
N/A

Financial Implications:

Company	Bid Price (including HST)
Ottawa D-Squared Construction	\$144,278.40
Neptune Security Services Inc	\$171,760.00
Signature Contractors	\$366,707.60

The 2020 Capital Budget allocates \$150,000 for the replacement of sidewalks on Sandfield Avenue South.

Attachments & Relevant Legislation:



Others Consulted:

Michel Cuerrier, Manager of Transportation

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No:

September 28, 2020

From: Dean McDonald, Acting Director of Public Works

RE: WireE Agreement

Recommended Motion:

THAT the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter into an agreement with WireE for the installation of communications equipment on the Alexandria water tower,

AND THAT Council adopt by-law 37-2020, being a by-law to enter into an agreement with WireE;

AND THAT by-law 37-2020 be read a first, second and third time and enacted in Open Council this 28th day of September 2020.

Background / Analysis:

This report is being provided to Council in order to enter into an agreement with WireE. In 2014, WireE approached the Township to install communications equipment on the Alexandria water tower. The agreement was mutually cancelled in July of 2020. Shortly after the cancellation, WireE determined that there was still a need for the installation of their communications equipment on the water tower.

Alternatives:

N/A

Financial Implications:

The original 2014 agreement with WireE stipulated a monthly rent of \$450.00. The monthly rent will be increased to \$600.00 per month adjusted by ten percent each term for a three-year term. At the end of this period, the monthly payable can be reevaluated for an additional three-year term.

Attachments & Relevant Legislation:

By-Law No. 37-2020

Tower License Agreement with Wire Holdings International Inc.

Others Consulted:

Sarah Huskinson, CAO/Clerk

Lise Lavigne, Deputy Clerk

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 37-2020

A **BY-LAW** to enter into an Agreement with Wire Holdings International Inc. (WireIE).

WHEREAS the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Township of North Glengarry desires to execute a Tower License Agreement in Alexandria.

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

1. That an Agreement be executed with Wire Holdings International Inc. (WireIE) in accordance with the agreement attached to this By-law.
2. The Mayor and CAO/Clerk are hereby authorized to execute all documents as required to effectively carry out this Agreement.

READ a first, second and third time and enacted in Open Council, this 28th day September, 2020.

CAO/Clerk / Deputy Clerk

Mayor

I hereby certify that the foregoing is a true copy of By-law No. 37-2020, duly enacted by the Council for the Corporation of the Township of North Glengarry, on the 28th day of September, 2020.

Date Certified

CAO/Clerk/ Deputy Clerk

TOWER LICENSE AGREEMENT

THIS AGREEMENT made effective this 28th day of September, 2020.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF
NORTH GLENGARRY**

(Hereinafter called the "Licensor") of the First Part

AND

**WIRE HOLDINGS INTERNATIONAL INC. (WireIE) A
division of:**

WIRE HOLDINGS INTERNATIONAL INC.

(Hereinafter called the "Licensee") of the Second Part

RECITALS

1. The Licensor owns the water tower and the land it is erected upon in the former Village of Alexandria, now the Township of North Glengarry, described as Concession 3 E Part Lots 2, RP14R3035; Part 3.
2. The Licensee wishes to erect Equipment ("the Equipment") for telecommunications purposes on the Licensor's Water Tower;
3. The parties wish to enter into this Agreement to further define their rights and obligations with respect to the Equipment and its anticipated operations.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the license fees, covenants and agreements hereinafter reserved and contained on the part of the Licensee to be paid, observed and performed, the Licensor hereby demise and license unto the Licensee, space on the water tower located in Alexandria , in North Glengarry.

WATER TOWER APPROVAL

1. The Licensee shall be entitled to erect and maintain the Equipment on the Tower together with its appurtenances as described in Schedule "B" attached hereto and forming part of this Agreement, at its own cost, and at a location to be approved by the Licensor subject to the Licensee mutually agreeing with all other or subsequent licensees on technical requirements with regards to transmission, receiving and interference. The terms and technical specifications for the Water Tower as agreed to, are defined in Schedule "A" attached hereto and forming part of this Agreement. It is understood by the Licensee that its use of the Licensor's Water Tower is not exclusive. The Licensee covenants that the Licensee's operation of the Equipment shall not cause interference or degradation of any other signals transmitted or received within or on the premises (including any existing equipment). If such interference or degradation is reasonably demonstrated to the Licensee, the Licensee forthwith upon receiving notice from the Licensor shall immediately correct the problem, at Licensee's sole cost and expense. If any such interference necessitates a visitation to the premises by a representative of the Licensor, to correct the problem or if any other related costs are incurred by the Licensor, all costs of and relating to such visitation and all such other costs shall be reimbursed by the Licensee to the Licensor forthwith upon request.

TOWER LICENSE AGREEMENT -2-

Further, the Licensee agrees to install all the Equipment in accordance with the engineered specifications and any required third party review, as applicable. Costs incurred by the Licensor for third party reviews shall be paid by the Licensee.

2. Any maintenance work to the Equipment shall only be carried out with the consent of the Licensor, or its agents, which consent shall not be unreasonably withheld, however, maintenance work shall be entirely at the risk of the Licensee and the indemnification of the Licensor by the Licensee as provided in this Agreement will apply.

TERM

3. The term of this lease shall be for three (3) years commencing on the 1st day of October, 2020 and ending on the 30th day of September, 2023 unless terminated earlier pursuant to the terms of this Agreement.
4. If the Licensee duly and regularly pays the rent and performs all covenants, and agreements contained herein on the part of the Licensee to be performed, the Licensor shall, at the expiration of the term hereof, on a written request of the Licensor three months prior to the termination of this Agreement, grant to the Licensee, an extension of this Agreement for a further period of three (3) years, upon the same terms as contained in this Agreement. The extension of this Agreement shall not include a further right of extension, and shall include an adjustment for the license fee for the period of the extension.

MONIES PAYABLE BY LICENSEE

5. The License Fee to the Licensor for the use of the Water Tower is \$600.00 (the "License Fee") per month adjusted by ten percent each term. In addition, the Licensee shall be responsible for any utility installations.

ADDITIONAL LICENSEE OBLIGATIONS

6. The Licensee shall:
 - i) At their own expense obtain and maintain satisfactory insurance until the termination or expiry of the Agreement and provide the Licensor with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate from and against all claims which might arise from the services performed by the Licensee, its officers, employees and agents under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

Such insurance shall add the Township of North Glengarry as Additional Insured with respect to the operations of the Licensee. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Licensor.

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss.

- ii) The Licensee agrees that the Licensor shall not be liable for any injury or damage (including death) to the person or any officer, employee or agent of the Licensee and for loss of or damage to the Equipment of the Licensee or its officers, employees or agents in any manner based upon, occasioned by or in any way attributable to the Licensee's use of the Licensed Lands under this Agreement unless the injury, loss or damage is caused by the negligence of an officer or employee of the Licensor while acting within the scope of employment.
- iii) The Licensee agrees that it will at all times indemnify and save harmless the Licensor, its officers, employees and agents from and against all claims, demands, losses, costs, damages actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Licensee, its officers, employees or agents in connection with services performed, purportedly performed or required to be performed by the Licensee under this Agreement.
- iv) The Licensee shall comply with the regulations of the Workplace Safety and Insurance Board of Ontario and shall provide proof of coverage to the Licensor prior to the commencement of work.
- v) All access to the Water Towers and surrounding area shall meet the minimum requirements of the Occupational Health and Safety Act and regulations.
- vi) All specifications (design and installation) must be approved by a qualified engineer.
- vii) Upon removal of the Equipment, repair any damage to the Water Tower caused by the presence of the Equipment, regular wear and tear excepted;
- viii) Immediately repair any damage occasioned by the Equipment be it to the Water Tower or the surrounding area when possible; in event that immediate repair to surrounding area is not possible, repairs shall be made within sixty (60) days from receipt of written notice;
- ix) Remove the Equipment, if it interferes with the operation of the Water Tower, or the Licensor deems it in the best interests of the public that it should be removed, upon providing the

TOWER LICENSE AGREEMENT -4-

Licensee with sixty (60) days written notice if an alternate placement of the Equipment cannot be agreed upon between the parties. Upon removal of the Equipment, and upon fulfilling all obligations under this Agreement, this Agreement shall terminate, save and except for indemnification pursuant to subsection 6(iii).

- x) Prepare and submit to the Licensor for its approval, prior to any initial or subsequent installation, engineered drawings and specifications pertaining to the Equipment and associated equipment;
- xi) Not to assign any right under this agreement without leave of the Licensor, acting reasonably;
- xii) Agree to and abide by the terms and conditions contained in any policy and/or regulations for use of radio transmission sites, as amended;

HEADINGS

7. The headings of the sections of this Agreement are inserted for convenience of reference only, and do not constitute a part of this Agreement and shall not affect the interpretation or construction of this Agreement.

JURISDICTION

8. This Agreement shall be construed and enforced in accordance with, and rights of the parties shall be governed by, the laws of the Municipality, the Province of Ontario and the laws of Canada applicable thereto. Each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Ontario.

FURTHER DOCUMENTATION

9. Each of the parties, hereto covenants and agrees that he, his heirs, executors, administrators, successors and assigns will sign such further Licenses, assurances, papers and documents, do and perform or cause to be done and performed such further and other acts and things as may be necessary or desirable from time to time in order to give full effect to this Agreement and every part thereof.

NOTICE PROVISIONS

10. Any notice, report, direction, request or other documentation required or permitted to be given to either party hereto shall be in writing and shall be given by personal service, fax, email or mail, to be addressed as follows:

To the Licensee: WireIE (Canada) Inc.
35 Leek Crescent, 2nd Floor
Richmond Hill ON L4B 4C2
Attention: Nicholas Parker
Facsimile: 905-882-4660

TOWER LICENSE AGREEMENT -5-

To the Licensor: The Corporation of the Township of North Glengarry
90 Main Street S, P.O. Box 700
Alexandria ON K0C 1A0
Attention: Ms. Sarah Huskinson, CAO/Clerk
Tel: 613-525-1110

Either party may by notice in writing, advise the other Parties hereto, of a new address for notice, which shall then be used by the party to whom it is addressed.

11. Any notice, report, direction, request or other document delivered personally, by mail, email or facsimile in accordance herewith shall be deemed to have been received by and given to the addressee on the day of delivery or transmission. Any notice, report, direction, request or other document mailed as aforesaid shall be deemed to have received by and given to the addressee on the third (3rd) business day following the date of mailing, provided that for such purposes no day during which there shall be a strike or other occurrence which shall interfere with normal mail service shall be considered a business day.

TIME OF ESSENCE

12. Time shall be of the essence of this Agreement and every part hereof.

BREACH OF TERMS

13. No waiver on behalf of any party of a breach of any of the covenants, conditions and provisions herein contained shall be effective or binding upon such party unless the same shall be expressed in writing and any waiver so expressed shall not limit or affect such party's rights with respect to any other future breach.

FINAL LICENSE AGREEMENT

14. This Agreement expresses the final Agreement between the parties hereto with respect to all matters herein and its execution has not been induced by, nor by any of the parties hereto rely upon or regard as material any representations or promises whatsoever not incorporated herein or made a part hereof, and any alteration, amendment or qualification thereof shall be null and void and shall not be binding upon any such party unless made and recorded as aforesaid.

AMENDMENTS TO BE IN WRITING

15. No amendment or variation of this Agreement or of any of the terms herein contained shall be binding upon the parties unless it is in writing and signed by all the parties. Similarly any waiver of rights by any party shall be in writing.

NOT TRANSFERABLE

16. No transfer of this Agreement may be made by the Licensee without the prior written consent of the Licensor not to be unreasonably withheld,

TERMINATION

17. Except as otherwise provided herein, the termination of this Agreement may be initiated by either party with one hundred and eighty (180) days written notice served to the parties as outlined in Section 10; at which time all obligations of the Licensee shall be null and void upon termination of the Agreement, save and except for indemnification pursuant to subsection 6(iii) and compliance with section 21. This Agreement shall terminate at the Licensor's sole option upon breach of the terms of this Agreement by the Licensee, although the Licensee's obligations pursuant to subsection 6(iii) and section 21 shall remain in full force and effect.

ACCESS

18. The Licensee, its employees, agents, servants or contractors, shall have the right of access to its fixtures, erections and equipment, 24 hours per day, 7 days per week, throughout the entire term of this Agreement excepting when the licensed premises are inaccessible due to acts of God, acts of the Queen's enemies, riot, military or usurped power, sabotage, vandalism, wanton or negligent acts or accidents on the part of persons not under, or by causes beyond the control of the Licensor. The Licensee shall be given the right of access under the above noted circumstances at the sole liability of the Licensee, and at the reasonable discretion of the Licensee. Sufficient notification by the Licensee to the Licensor shall be provided for any scheduled repairs or maintenance as required.

Notwithstanding the foregoing, the Licensee acknowledges the right of the Licensor to maintain and repair the Water Tower or surrounding areas, without any right to compensation, on the part of the Agreement which may interrupt the delivery and/or access of the Licensee's service upon at least 30 days prior notice by the Licensor, save in the case of emergency. The Licensor shall give immediate notification of any plans to maintain or repair the Water Tower or the surrounding area in order to ensure minimal disruption of service to the Licensee's clients or to limit non-accessibility to the Licensee's Equipment in case of emergency maintenance.

REPAIR OF DAMAGE

19. Any damage or injury to the Water Tower, shelters, or lands or any other covenant as agreed to for the purpose of this Agreement, which was directly caused by the Licensee, its employees, agents, servants or contractors, for the duration of this Agreement, shall be repaired by the Licensee within thirty (30) days written notice from the Licensor, and be repaired, rebuilt, replaced and/or restored by a qualified engineer as provided by the Licensee to the reasonable satisfaction of the Licensor, and in default of which the Licensor may take measures necessary to acquire quotes from qualified personnel, to repair such damage or injury and the Licensee shall forthwith repay and reimburse the Licensor for all costs and expenses connected herewith or incidental thereto.

COMPLIANCE WITH ALL LAWS

20. The Licensee shall comply with all federal, provincial and municipal laws, regulations, rules and by-laws applicable to the installation, operation, maintenance or removal of the Equipment (including the obtaining of all necessary permits and licenses) and shall indemnify and save harmless the Licensor from and against its failure to do so.

REMOVAL UPON TERMINATION

21. Upon termination of this Agreement, the Licensee shall at its own risk and expense remove the Equipment from the said lands within sixty (60) days from the date of such termination, leaving and restoring the said lands as nearly as possible in as neat and as clean a condition as originally found. In the case of the failure of the Licensee to remove the Licensee's property, it shall become the property of and shall vest in the Licensor without any right to compensation on the part of the Licensee therefor.

LICENCE ONLY

22. The permission herein granted is to operate solely as a License Agreement and does not transfer any exclusive possessory right or leasehold interest to the Licensee.

BINDING NATURE

23. This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this License on the date first above written.

Licensor:
The Corporation of the Township
of North Glengarry

Licensee:
WireIE (Canada)

Per: _____
Mayor,
Jamie MacDonald

Per: _____

Per: _____
CAO/Clerk,
Sarah Huskinson

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 38- 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 September 28, 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 28th day of September 2020

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 38-2020, duly adopted by the Council of the Township of North Glengarry on the 28th day of September 2020.

Date Certified

CAO/Clerk / Deputy Clerk