

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

Monday, September 9, 2024, 6:00 p.m.
Best Western - 1515 Vincent Massey Drive, Cornwall
1515 Vincent Massey Drive

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 - August 12 2024
- 5. DELEGATION(S)**
 - a. Engineering designs for Maxville & District Sports Complex Arena slab replacement - EVB Structural Engineer, Greg Esdale
- 6. STAFF REPORTS**
 - a. Community Services Department
 1. Designation process for properties to the Municipal Register
 2. Review of Community Grants Program Guidelines
 - b. Treasury Department
 1. 2023 Audited Financial Statements Review
 - c. Public Works Department
 1. QMS Update-2024 Infrastructure Maintenance, Rehabilitation and Renewal Review
 2. Proclamation – Circular Economy Month
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
 - a. Public Meeting of Planning Minutes - October 23 2023
 - b. Public Meeting of Planning - November 27 2023
 - c. Public Meeting of Planning - January 29 2024
 - d. Public Meeting of Planning - February 26 2024
 - e. Public Meeting of Planning - April 8 2024

- f. Public Meeting of Planning - May 27 2024
- g. Committee of Adjustment - November 27 2023
- h. Committee of adjustment - January 29 2024

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday September 30 2024 at 6:00 p.m. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario.

Note: Meetings 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

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*;

As this matter deals with a proposed or pending acquisition or disposition of land by the municipality or local board they may be discussed in closed session under sections 239 (2)(c) of the *Ontario Municipal Act*;

And adopt the minutes of the Municipal Council Closed Session meeting of August 12 2024

13. CONFIRMING BY-LAW

- a. By-law 39-2024

14. ADJOURN

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday, August 12, 2024, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

PRESENT: Mayor: Jamie MacDonald
Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Jeff Manley
Councillor: Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Deputy Clerk: Jena Doonan
Treasurer & Director of Finance: Zoe Bougie

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

Resolution No. 1

Moved by: Jacques Massie

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday August 12th 2024.

Carried

4. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Carma Williams

Seconded by: Brian Caddell

THAT the minutes of the following meeting(s) be adopted as circulated.

Regular Meeting of Council - July 22 2024

Carried

5. **DELEGATION(S)**

a. Welch LLP - Chartered Professional Accountants: Ken Fraser

Account Manager Ken Fraser updated Council on the 2023 Audit.

6. STAFF REPORTS

a. Treasury Department

1. 2023 Audited Financial Statements

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Michael Madden

THAT the Council of the Township of North Glengarry receives Staff Report TR-2024-15, 2023 Audited Financial Statements; and

THAT the 2023 Audited Financial Statements be accepted by Council as presented by Ken Fraser, CPA from Welch LLP at open Council this 12th day of August 2024.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Resolution No. 4

Moved by: Brian Caddell

Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry receives the item(s) from the consent agenda for informational purposes only.

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

Resolution No. 5

Moved by: Carma Williams

Seconded by: Jacques Massie

Proceed "In Closed Session",

As this matter deals with labour relations or employee negotiations they may be discussed in closed session under sections 239 (2)(d) of the *Ontario Municipal Act*;

Carried

Resolution No. 6

Moved by: Jacques Massie

Seconded by: Gary Martin

THAT we return to the regular Meeting of Council at 6:51p.m

Carried

13. CONFIRMING BY-LAW

Resolution No. 7

Moved by: Michael Madden

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry adopts by-law 38-2024 being a by-law to adopt, confirm and ratify matters dealt with by Resolution; and

THAT By-law 38-2024 be read a first, second, third time and enacted in Open Council this 12th day of August 2024.

Carried

14. ADJOURN

Resolution No. 8

Moved by: Gary Martin

Seconded by: Jacques Massie

THERE being no further business to discuss, the meeting was adjourned at 6:52p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



Maxville & District Sports Complex Rink Slab Replacement

Council Update
September 9, 2024



Project Background

A general description of the Maxville and District Sports Complex:

- Single storey steel and masonry facility
- Approximate footprint of 36,000 ft²
- Comprised of a rink area, lobby and dressing room area, canteen, two washrooms, community hall and mechanical room
- A single approximately 200 ft x 85 ft Ice Surface Arena with bleachers on one side and some storage below
- An enclosed viewing area (the gondola) in the SE corner of the rink area

The ice surface and dasher board system remains untouched since initial construction in 1978. The refrigeration plant has had several upgrades to the existing compressors and associated equipment and a new condenser unit was installed in 2019. As such, the rink slab and dasher board systems are beyond their expected lifespan and their replacement is the focus of this project.

SLIDE 2



Scope of Work

The general scope of work for the current rehabilitation includes the following :

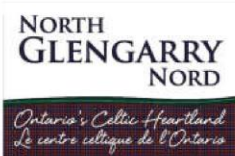
- Replacement of the existing dasher boards and glass, rink slab concrete and associated in-slab cooling piping, supply and return headers and under slab drain lines, and safety net surround,
- Include barrier free accessibility upgrades
- Safety upgrades to accommodate pass-through players benches, penalty boxes, and timekeepers box
- Removal and replacement of existing rubber flooring and ceramic tile in the benches, lobby, corridors, dressing rooms, and access to the ice surface.
- New barrier free access ramp and viewing area in the southwest corner of the rink
- A new gondola access stair.
- Painting of exposed wall surfaces in the rink area.
- Painting of rink slab lines

The design schedule intent is to have all design documents complete by September 30th, 2024 and be ready to proceed to tender in anticipation of federal and provincial funding opportunities.

SLIDE 3




Drawings



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

MAXVILLE & DISTRICT SPORTS COMPLEX RINK SLAB REPLACEMENT


25 FAIR STREET
MAXVILLE, ONTARIO




KEY PLAN
N.T.S.

DRAWING LIST

STRUCTURAL	ELECTRICAL
S0.1 GENERAL NOTES AND PHOTOS	E1.1 ELECTRICAL DEMOLITION PLAN
S1.1 REMOVALS PLAN	E1.2 ELECTRICAL RENOVATION PLAN
S1.2 EXISTING SECTIONS	MECHANICAL
S2.1 RENOVATION PLAN - RINK SLAB	M1 REFRIGERATION
S2.2 RENOVATION PLAN - NEW CASHIER BOARDS AND FLOOR PLAN	M2 HVAC - REMODELS
S2.3 RENOVATION PLAN - FLOORING	M3 HVAC - NEW
S2.4 RENOVATION PLAN - LINE PAINTING	
S2.5 RENOVATION PLANS AND SECTIONS - NEW RAMP AND CONDOLA STAIRS	
S3.1 NEW SECTIONS AND DETAILS	
S3.2 NEW SECTIONS AND DETAILS	



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, N0B 1P0
TEL: 813-828-3775 | FAX: 813-828-8453
WEBSITE: EVBengineering.com

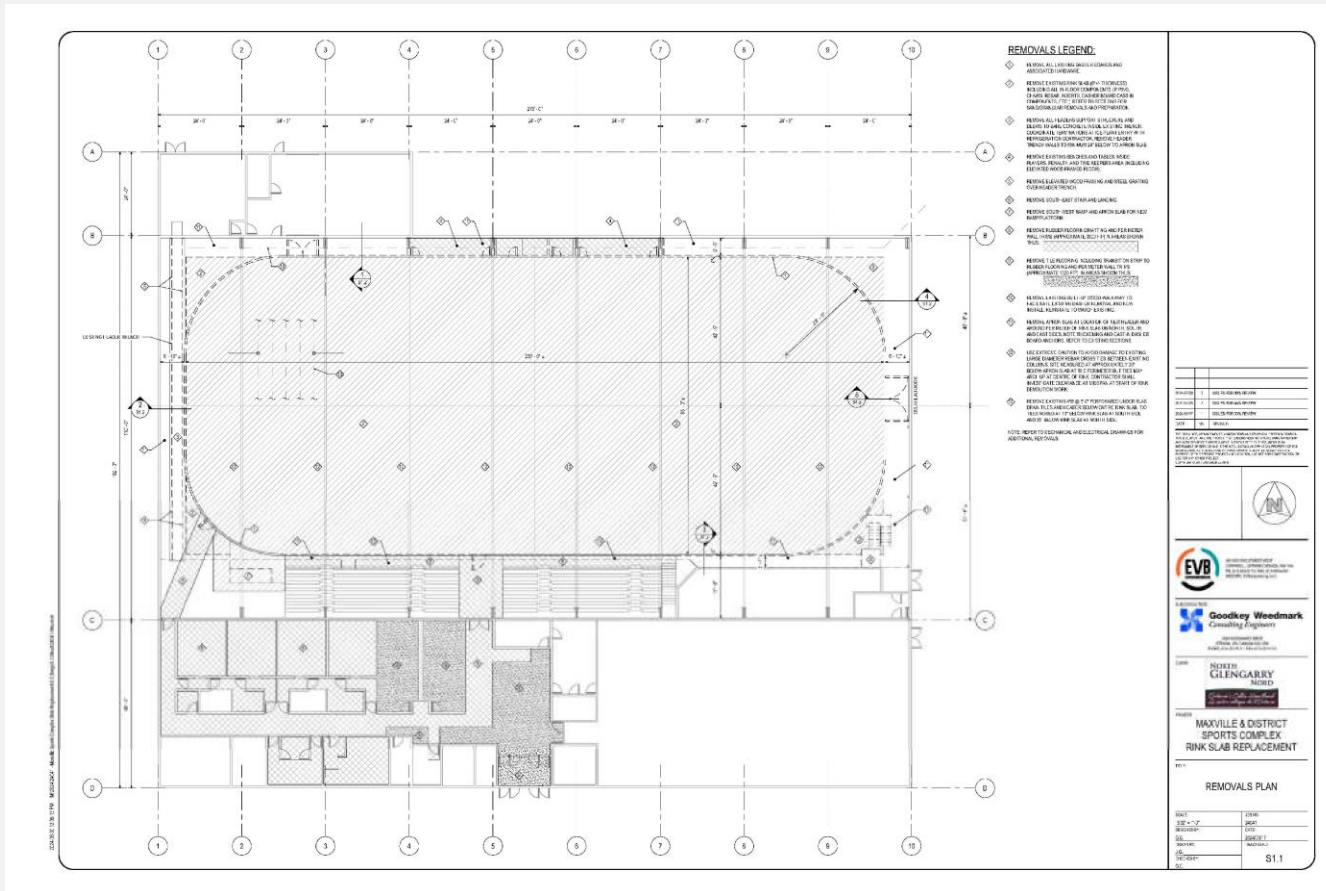


PROJECT NO.: 2011 - MAXVILLE & DISTRICT SPORTS COMPLEX RINK SLAB REPLACEMENT

SLIDE 4



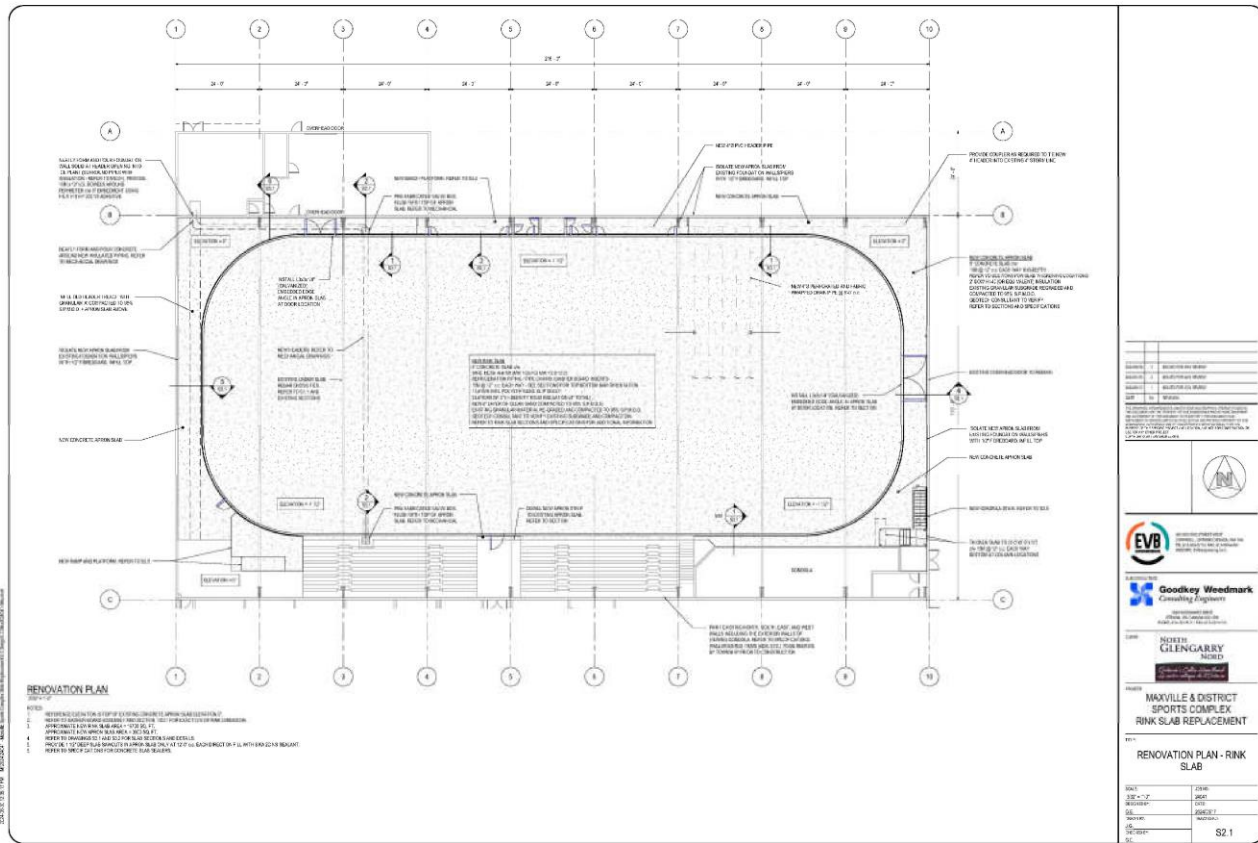
Removals



SLIDE 5



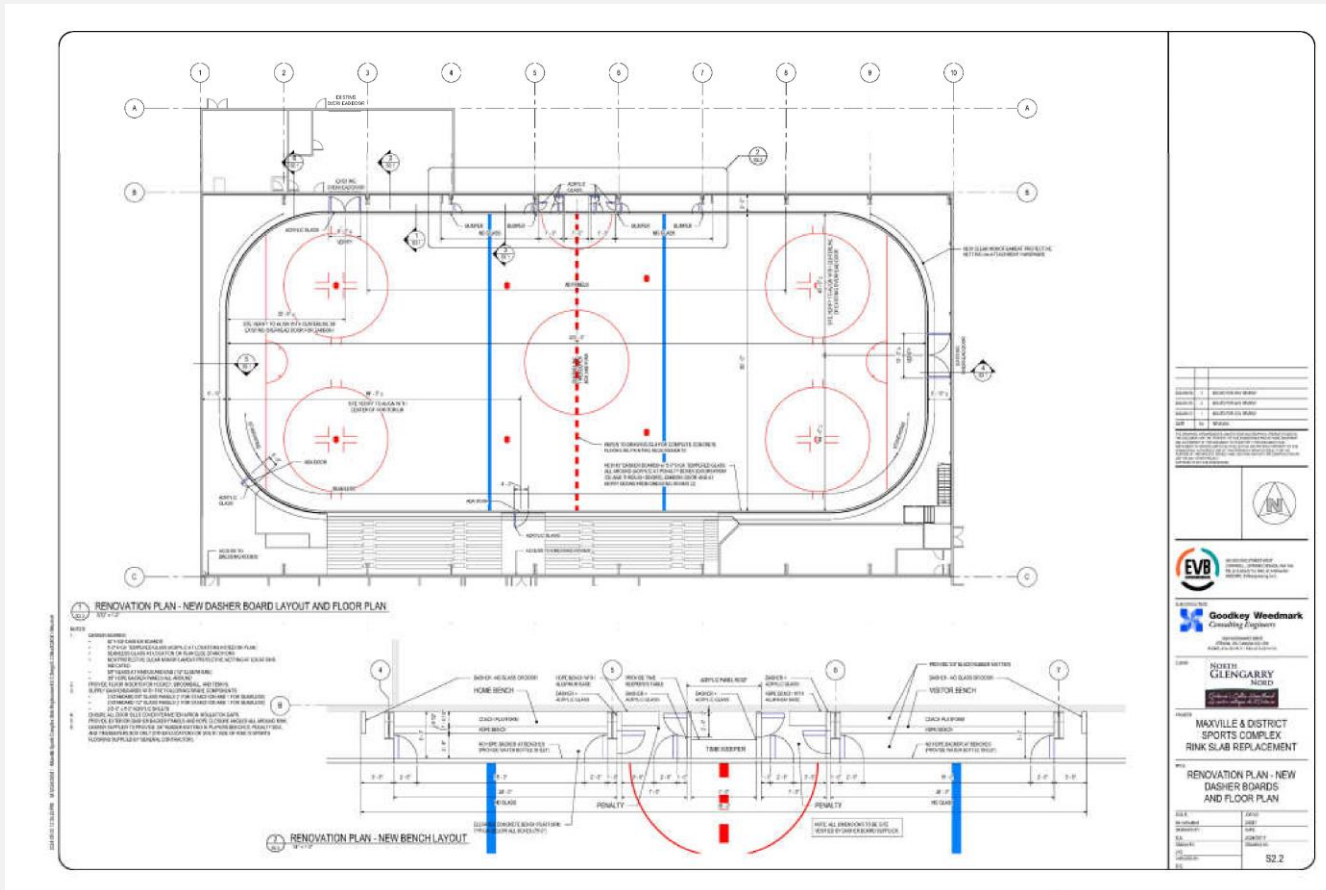
Renovation Plan



SLIDE 6



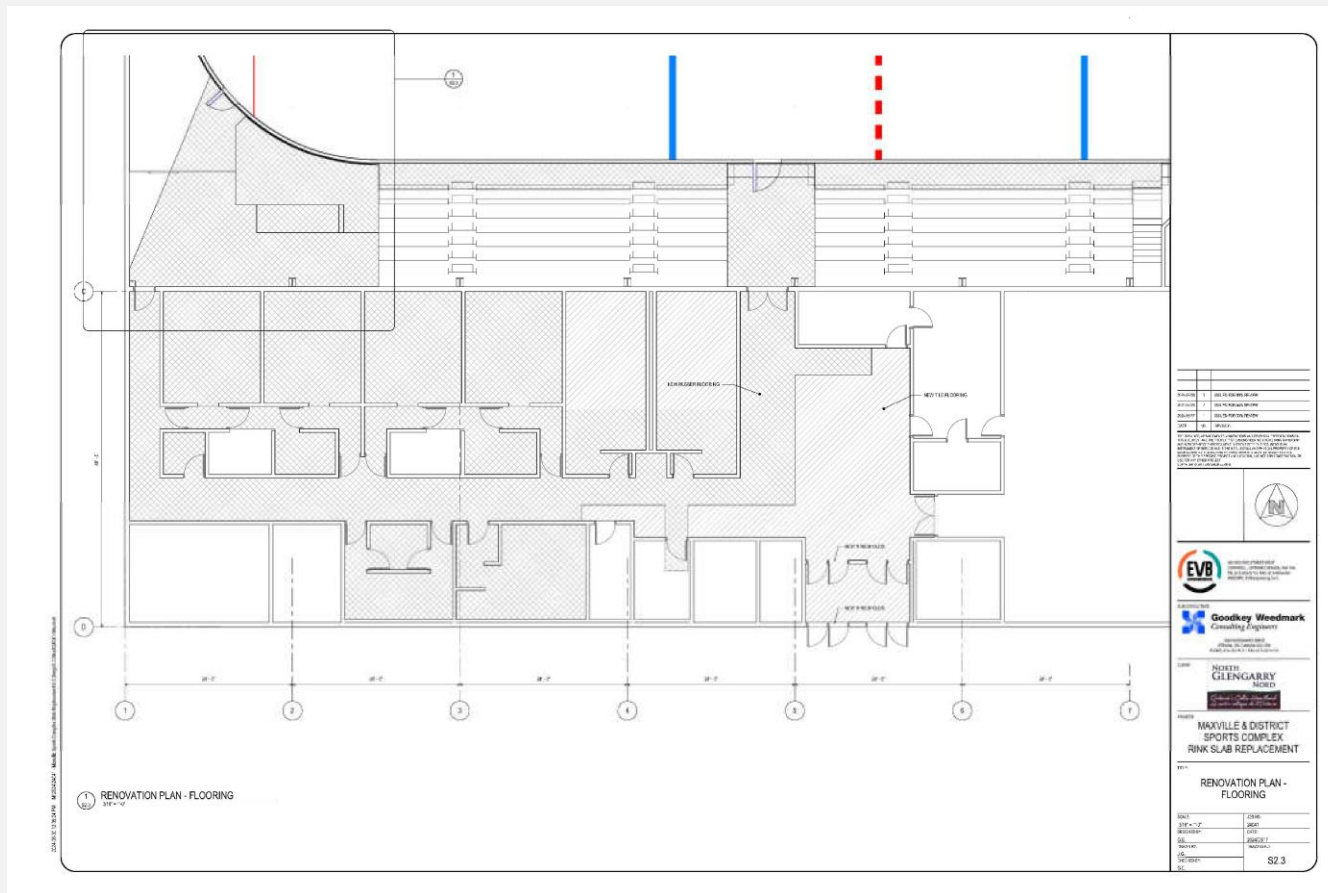
Dasher Boards and Bench Layout



SLIDE 7



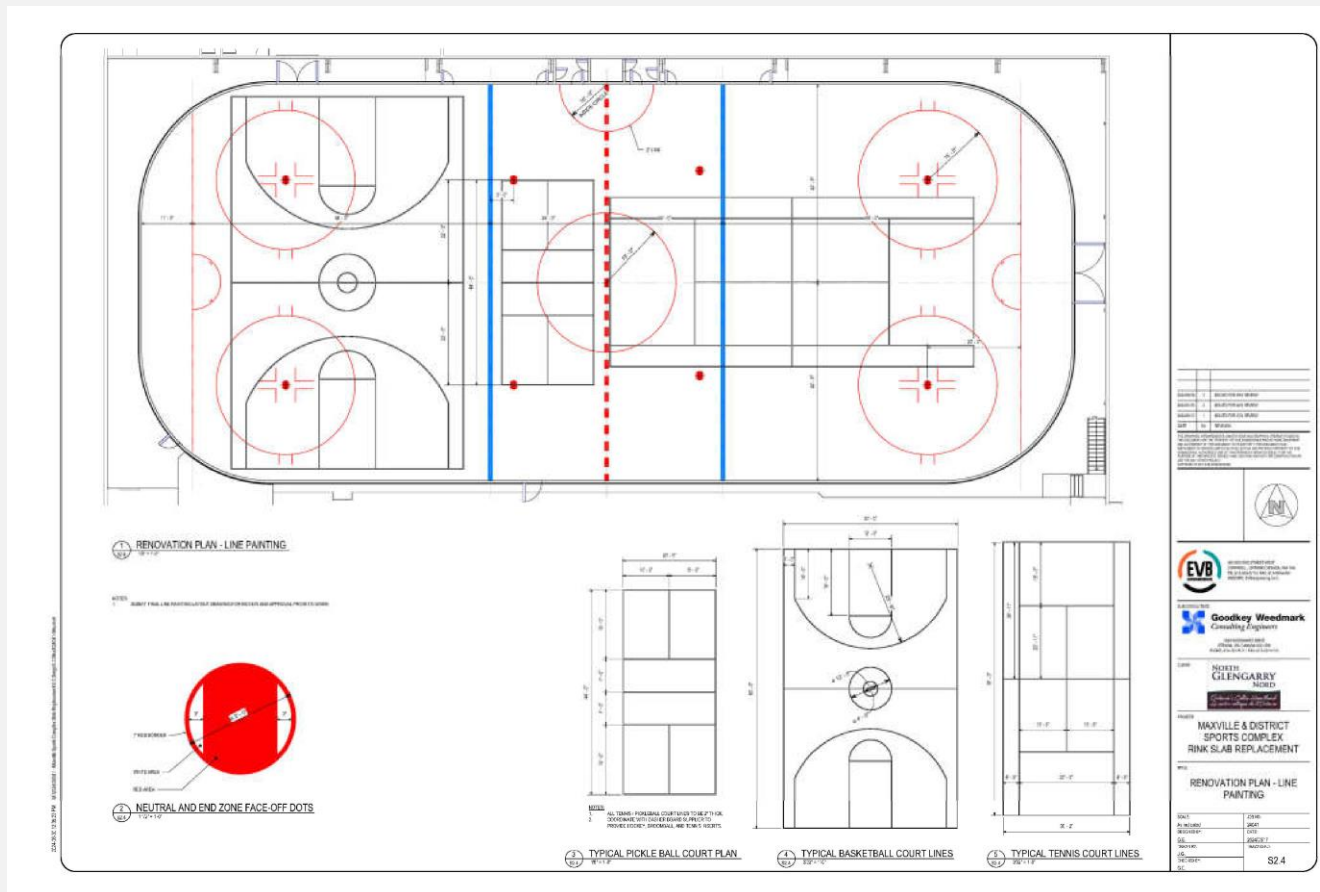
Flooring



SLIDE 8



Line Painting



SLIDE 9



Cost Estimate

Maxville Sports Complex - Rink Slab Replacement Class "A" Construction Cost Estimate		
ITEM #	DESCRIPTION	TOTAL AMOUNT
Aug-24		
CONSTRUCTION		
1	Division 01 - General Requirements (Includes O/H and Profit, Bonding, and Insurance)	\$200,000.00
2	Division 02 - Demolition - Existing Bleachers (Part)	\$20,000.00
3	Division 02 - Demolition - Apron and Rink Slab	\$150,000.00
4	Division 03 - New Concrete Apron Slab - (formwork, rebar, finishing)	\$80,000.00
5	Division 03 - New Concrete Rink Slab (formwork, rebar, finishing)	\$220,000.00
6	Division 05 - Misc Metals	\$60,000.00
7	Division 06 - Rough Carpentry	\$20,000.00
8	Division 07 - Thermal and Moisture Protection	\$130,000.00
9	Division 09 - Rink Slab Painting	\$25,000.00
10	Division 09 - Flooring	\$150,000.00
11	Division 13 - Ice Rink Refrigeration System	\$225,000.00
12	Division 13 - Ice Rink Refrigeration System - Additional Scope - Replace Control Panel	\$45,000.00
13	Division 13 - Dasher Board System	\$270,000.00
14	Division 23 - Mechanical	\$16,000.00
15	Division 23 - Mechanical- Additional Scope: Providing CO Monitoring	\$12,000.00
16	Division 23 - Mechanical- Additional Scope: Extending Exhaust for IR Heaters	\$20,000.00
17	Division 26 - Electrical	\$30,000.00
18	Division 31 - Excavation, backfill, sub-drainage	\$75,000.00
19	Contingency Allowance	\$200,000.00
SUBTOTAL		\$1,948,000.00
CONSTRUCTION ADMINISTRATION AND SITE INSPECTIONS		
1	Tendering, Contract Administration, and Site Instructions	\$45,000.00
2	Testing and Inspection (compaction, concrete, surveying etc.)	\$15,000.00
SUBTOTAL		\$60,000.00
TOTAL ESTIMATED CONTRACTOR COST		\$2,008,000.00
Notes: 1. Class A Estimate Definition: A Class 'A' estimate is prepared near the end of detailed design prior to tendering. It requires that the project systems be designed and specified to near completion, and is based on a realistic construction schedule as well as accurate labour and material costs. This is the final estimate before tender call or construction start. The expected degree of accuracy is 5-10%.		

SLIDE 12





STAFF REPORT TO COUNCIL

Report No: CS-2024-22

September 9, 2024

From: Anne Leduc – Director of Community Services

RE: Designation process for properties to the Municipal Register

Recommended Motion:

THAT Council receives Staff Report No. CS 2024-22 and

THAT Council directs staff to proceed with the designation process to the Municipal Register for the following properties as recommended by the Arts, Culture and Heritage Committee:

- Private Property – St-Elmo Presbyterian Church – 1992 County Rd 20, Maxville
- Private Property – St-Elmo Congregational Church – 18191 Kenyon Conc 19, Maxville
- Private Residence – 6 Church St, Maxville
- Private Residence – 101 Centre St, Alexandria
- Private Residence – 53 Dominion St, Alexandria
- Commercial Property – 209-215 Main St N, Alexandria

Background / Analysis:

Earlier in 2024, Council was informed that Bill 23 introduced changes to the *Ontario Heritage Act R.S.O 1990, c. O. 18, s 27* (the “Act”) meant to prevent non-designated properties from languishing indefinitely on heritage registers. The amendments gave municipalities two years to either designate or remove properties from their heritage registers. Since that time, amendments were passed providing municipalities with additional time, until January 1, 2027, to either designate or remove properties from their registry.

Even with the postponed deadline, staff thought that it was prudent to start exploring the designation process with a small group of properties in North Glengarry. In April 2024, the Arts, Culture and Heritage Committee met to discuss properties that could be part of this process. At that time, 5 properties were identified as part of the initial group though several other properties of interest were noted and should be considered in the next wave of designations:

- Private Property – St-Elmo Presbyterian Church – 1992 County Rd 20, Maxville
- Private Property - Congregational Church - 18191 Kenyon Conc 19, Maxville

- Private Residence - 6 Church St, Maxville
- Private Residence - 101 Centre St, Alexandria
- Private Residence - 53 Dominion St, Alexandria

Staff from the Township and the United Counties of Stormont, Dundas and Glengarry, along with Councillor Jeff Manley, acting as the Arts, Culture and Heritage Committee Representative, met either in person or virtually with the property owners, with the exception of the St-Elmo Presbyterian and Congregational Churches, to discuss the possibility of designating their properties. The information was well received and one of the property owners asked that a second property be added to the initial group.

This property is the 209-215 Main Street North property in Alexandria that houses several commercial businesses, including Fauxmagerie Zengarry.

Staff has prepared the designation documentation which includes the following for each property:

- The Heritage Listing
- The Notice of Intent to be delivered to the property owner

The ad sharing the information on the Notice of Intent which will be published in local newspapers and on the Township's website. Once the Notice of Intent is delivered to the property owner and the ad is published, the property owner has 30 days to object to having their property included on the registry.

Following this period:

- If no objection is received, staff will prepare a By-law to designate the heritage property to be approved by Council.
- The Township will then publish the notice of the By-law, giving the public an additional 30 days to object.
- The By-law comes into force once that period comes to an end, if no acceptable objection is received.

The Arts, Culture and Heritage Committee met on September 3, 2024, to review the designation documentation and recommends to Council to authorize staff to proceed with the designation process.

Alternatives:

Option 1 – Recommended – That Council directs staff to proceed with the designation process to the Municipal Register for the properties listed above as recommended by the Arts, Culture and Heritage Committee.

Or

Option 2 – Not recommended – That Council declines that staff proceeds with the designation process.

Financial Implications:

There are minimal costs associated with the designation process of properties on the Township's Municipal Register. Those costs would include fees for the SDG Planner and advertising costs. Staff is confident that once the initial group of properties is designated, they will have the ability to continue the process with minimal assistance from the SDG Planner, thus additionally reducing the cost.

Attachments & Relevant Legislation:

Attached - Notice of Intent to designate ad

Attached - Request for Designation Forms for the following properties:

- Private Property – St-Elmo Presbyterian Church – 1992 County Rd 20, Maxville
- Private Property – St-Elmo Congregational Church - 18191 Kenyon Conc 19, Maxville
- Private Residence – 6 Church St, Maxville
- Private Residence – 101 Centre St, Alexandria
- Private Residence – 53 Dominion St, Alexandria
- Commercial Property – 209-215 Main St N, Alexandria

Others consulted:

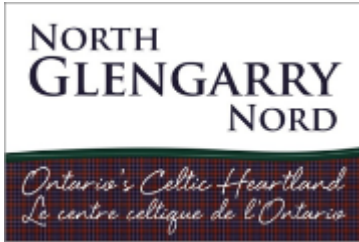
Arts, Culture and Heritage Committee

Lindsay Parisien – Planner for the SDG Counties

Ainsley Hunt – Economic Development Officer

Camille Charbonneau – Heritage Coordinator

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



NOTICE OF INTENT TO DESIGNATE

CONCERNING NON-DESIGNATED HERITAGE PROPERTIES WITHIN THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

TAKE NOTICE that the Council of The Corporation of the Township of North Glengarry intends to designate by municipal by-law a series of properties listed in this notice. The properties identified are being of cultural heritage value or interest in accordance with Part IV, Conservation of Property of Cultural Heritage Value or Interest under Section 29 of the *Ontario Heritage Act, R.S.O. 1990, Chapter O. 18.*, as amended.

THE SUBJECT PROPERTIES to which the Notice of Intent to Designate apply are as follows:

St Elmo Presbyterian Church, Maxville, 1996 County Road 20, Indian Lands, being CON 19 IL Part Lot 9. The Saint Elmo Presbyterian Church was built in 1836. This property has design and physical value as it is considered to be a rare and early example of a place of worship that was established within this region. It is a solid representation of the traditional Church of English brick design with a central Palladian window, returned eaves and gothic windows and is representative of how churches were constructed in Ontario during the 1830s. In addition, this property has historical and associated value with Reverend Donald Gordon who established one of the earliest congregations of his denomination which contributes to an understanding of this community.

St Elmo Congregational Church, Maxville, 18191 Kenyon Conc 19 Indian Lands, being Parts 1 & 2 on Reference Plan 14R-4358. The Saint Elmo Congregational Church was established in 1837. This property has design and physical value as it is a rare and early example of a place of worship that were established within this region. The square log cabin, closed porch, single entrance and low hipped roof was built by its Congregationalists and is representative of how Chapels were constructed in Ontario during the 1830s. In addition, this property has historical and associated value with Reverend William McKillican who emigrated to Canada in 1816 and established one of the earliest congregations of his denomination which contributes to an understanding of this community.

6 Church Street, Maxville, Plan 32, Block G, Part Lot 1. This property has physical value as its exterior façade is of cinder block cladding and contains intricate roof line with a unique trim works that includes a narrow cornice around the roof. This building was constructed in 1912 and exemplifies a type of material and construction method that represents this period. In addition, this property has historical value and has potential to yield information that contributes to an understanding of Maxville and supports the character of this area. Furthermore, this property has associated value of being the former residence of John McEwen who served as Maxville's first postmaster who was known to have conveyed her Majesty's mail over the country trails from Alexandria.

101 Centre Street, Alexandria, Plan 8 Lot 14 Part Lot 15 RCP 127 Lot 7, being Parts 1, 2,3 on Reference Plan 14R-4372. This property has design and physical value that represents early examples of the late Victorian style homes due to its red brick, stain-glass windows, and ornate woodwork along the porch with beadboard on its roof. The two-storey home was constructed in 1906 and contains a wrap-around porch on the main floor as well as a porch on the second floor. This property was the former residence of Dorothy Dumbrille between 1925 – 1981. She was the Author of Deep Doorways [1941] and All This Difference [1945] as well as several books of poetry. Therefore, in addition to the design and physical value of this property, 101 Centre Street possesses associated historical value.

53 Dominion Street North, Alexandria, Plan 5, Part Lots 47, 48, being Part 1 on Reference Plan 14R-3686. This property has design and physical value as its exterior façade represents an early example of mansard style homes in Alexandria as it was believed to be constructed in the 1850s based on a copy of the property deed. This building also displays a high degree of craftsmanship and artistic merit. This two-storey, red-bricked home contains a mansard style roof with a wrap-around porch on both sides of the home with corbels around the porch posts.

209-215 Main Street North, Alexandria, Plan 120, RCP Lot 1. This property holds significant design and historical value as it showcases a great example of early 20th-century military architecture. Erected in 1913, the building features a striking red brick façade complemented by detailed corbelling around the roof, reflecting the craftsmanship of the era. The simple gable roof and the decorative brickwork emphasize its traditional military design, which has been meticulously preserved. As the only armory in the region, it was crucial for training and supporting wartime efforts. Beyond its military function, the Armory became a central social venue, hosting numerous community events, including dances and political gatherings. Although it ceased operations in 1963, its legacy as a key historical and cultural hub in Alexandria endure, marking its place in both local history and community life.

The properties listed possess at least two or more significant features of having design, physical or contextual value and are considered to have cultural heritage value or interest based on the criteria set out in subsection 41.

ANY PERSON may within thirty (30) days after publication of this notice, dated September 11th, 2024, in The Review newspaper serve the Clerk notice of their objection to the proposed designation in accordance with the Ontario Heritage Act, setting out the reason for their objection and all relevant facts. Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024.

ADDITIONAL INFORMATION respecting to the Notice of intention to designate the subject properties listed in this notice is available from Monday to Friday between 8:00 a.m. and 4:00 p.m. at the Township Office located at 3720 County Road 34, Alexandria, Ontario, or by contacting the Planning Department at (613) 525-1116.

Dated at the Township of North Glengarry this 11th day of September 2024.

Anne Leduc
Director Community Services
Township of North Glengarry
3720 County Road 34, R.R. 2
Alexandria, ON, K0C 1A0
(613)-525-1625 (Phone)
(613)-525-1649 (Fax)
www.northglengarry.ca

Sarah Huskinson
Chief Administrative Officer/Township
Clerk
Township of North Glengarry
3720 County Road 34, R.R. 2
Alexandria, ON, K0C 1A0
(613)-525-1625 (Phone)
(613)-525-1649 (Fax)
www.northglengarry.ca



Saint Elmo Presbyterian Church
C/o The Presbyterian Church in Canada
50 Wynford Drive
Toronto, Ontario M3C 1J7

September 11th, 2024

Subject: Notice of Intent to Designate 1996 County Road 20, Maxville, Ontario.

To whom it may concern:

This Notice of Intent to Designate the Saint Elmo Presbyterian Church is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18.*

The Saint Elmo Presbyterian Church was built in 1836. This property has design and physical value as it is considered to be a rare and early example of a place of worship that was established within this region. It is a solid representation of the traditional Church of English brick design with a central Palladian window, returned eaves and gothic windows and is representative of how churches were constructed in Ontario during the 1830s. In addition, this property has historical and associated value with Reverend Donald Gordon who established one of the earliest congregations of his denomination which contributes to an understanding of this community.

Subject property: The Saint Elmo Presbyterian Church was formerly used as an institutional use and place of worship. Its municipal address is 1996 County Road 20, Maxville and is legally described as 1996 County Road 20, Indian Lands, Maxville, being CON 19 IL Part Lot 9.



If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North

Glengarry within thirty (30) days after publication of the notice, advertised in The Review newspaper, dated September 11th, 2024. Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.

If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon Ward

Township of North Glengarry | Canton de Glengarry Nord

3720 County RD 34

Alexandria ON K0C 1A0

T: 613-363-2789

E: jeffmanley@northglengarry.ca

W: www.northglengarry.ca

Anne Leduc

Director of Community Services

Township of North Glengarry | Canton de Glengarry Nord

3720 County RD 34

Alexandria ON K0C 1A0

T: 613-525-1110 x 350

E: anne@northglengarry.ca

W: www.northglengarry.ca



Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.
- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry, therefore, there are no direct costs to the property owner.

- A property's heritage designation does not directly increase your property taxes as property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation.
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- **Heritage designated properties are eligible for North Glengarry's Community Improvement Plan programs.**
- **The Township may develop additional Heritage Property Incentives:**
 - Designation provides the **fundamental and legal eligibility criteria** for municipalities to award various heritage incentives:
 - **Grants:** Financial assistance for restoration, repair, or conservation of designated properties.
 - **Planning Incentives:** Encouragement for adaptive reuse, compatible development, and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

[Ontario Heritage Trust](#)

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

[Township of North Glengarry Website](#)

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Leduc	<i>First name</i> Anne	
<i>Street address</i> 3720 County Road 34	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria	<i>Province</i> Ontario	<i>Postal code</i> K0C 1A0
<i>Telephone number</i> 613-525-1110	<i>Cell number</i> 613-363-7497	
<i>E-mail</i> anne@northglengarry.ca		

Property Information		
<i>Building/Site name</i> St-Elmo Presbyterian Church	<i>Roll number (as per tax bill)</i> 011101101573200	
<i>Civic address</i> 1996 County Road 20	<i>Unit number</i>	<i>Lot/Concession</i> CON 19 IL PT LOT 9
<i>Municipality</i> Maxville	<i>Province</i> Ontario	<i>Postal code</i> K0C 1T0
<i>Site Type</i> <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use (Commercial & Residential) <input type="checkbox"/> Residential <input type="checkbox"/> Community/Museum <input checked="" type="checkbox"/> Ecclesiastical <input type="checkbox"/> Agricultural		

Heritage Value Checklist	
1. <i>Age:</i> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date (or approximate construction date):</i> <u>1836</u>
2. <i>Visually apparent features:</i> <input checked="" type="checkbox"/> Contains historical materials and cladding <input checked="" type="checkbox"/> Contains historical architectural elements <input checked="" type="checkbox"/> Contains other period identifying features	
3. <i>Historical importance to community:</i> <input checked="" type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution <input checked="" type="checkbox"/> Defines, maintains, or supports the character of an area	

Visual Apparent Features (including information on style, major exterior features, environment, and condition). *If known, please specify the name(s) of associated architects/builders:*

Description of historical materials and cladding

Victorian red brick circa 1830s, arched glass windows in the gothic style.

Description of historical architectural elements

Church of English brick design with a central Palladian window, returned eaves and gothic windows. Located near to the Congregational Church.

Description of period identifying factors

The large sanctuary is simple, typical of traditional Presbyterianism of the 1830s. The overall plan is rectangular with an arched doorway set in its base and large arched windows in the front that are taller than the door. The north and south sides feature identical arched windows, eight in all. The ends of the building rise to gables, which on the front is highlighted with a round window below the spire and lancet windows just above the central door.

Historical importance to community (additional information and supporting documents can be attached to this form). *Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable.*

Description on how the property is associated with a theme, event, belief, person, activity, organization, or institution

A Congregational parish was organized among Highland Scottish settlers around St. Elmo in 1823, and the hand-hewn cedar log building – standard construction for all buildings in the area at the time – was put up 14 years later. Congregationalism, wherein individual congregations maintain considerable independence, originated in 16th century England and found widespread support in pioneer-era Canada. There were 111 Congregational churches in Canada in 1925 when the Congregationalists voted to join the United Church of Canada.

Back in the mid-19th century, the St. Elmo Congregationalists became embroiled in the Canadian version of the long-running dispute between the official Church of Scotland and the breakaway Free Church of Scotland. In the 1860s, a Free Church minister, Rev. Daniel Gordon, was barred from the Congregational Church, and he did the only reasonable thing: he built his own church, that handsome red-brick Gothic Revival one just a stone's throw away.

Rev. Gordon's son, Charles Gordon, born at St. Elmo, became a minister himself, serving mostly in western Canada. But he became far better known under the pseudonym Ralph Connor as the author of dozens of widely-read adventure novels including some set in the St. Elmo area like *The Man from Glengarry* and *Glengarry School Days*. He's not much read today, outside Glengarry, but a century ago, he became Canada's first internationally successful novelist.

Reference Heritage Trust Ontario's website:

<http://www.heritagetrust.on.ca/en/index.php/plaques/reverend-charles-w-gordon-1860-1937>

Reverend Charles W. Gordon 1860-1937, The

A Presbyterian minister and missionary of Highland ancestry, Gordon was born in St. Elmo. He spent much of his life in western Canada and under the pen-name of Ralph Connor wrote some 30 popular novels, some of which were based on his memories of growing up in Glengarry County.

Location: On the grounds of Gordon Presbyterian Church, St. Elmo - north of Maxville on County Road 20

Municipality: Township of North Glengarry

Themes - • Arts and culture, • People • Religion

Description on how the property defines, maintains, or supports the character of an area

St-Elmo's is a landmark in accordance with the Ontario Archaeological and Historic Sites Board (Now the Ontario Heritage Trust)

The St-Elmo and Congregational Churches are some of the few remaining buildings that testify to St-Elmo's vibrant past.

The St. Elmo church had some good years, but its congregation dwindled around 1900 as fine new churches were built in nearby Maxville. The Gordon Church itself hung on until 1947 when it amalgamated with Maxville Presbyterian Church and was opened only a few times a year. Finally, in 2017, local parishioners, not sure what to do with the buildings and unable to support them, gave them to the Presbyterian Church in Canada national office.

Modifications to the property

Description of any modification made to the property

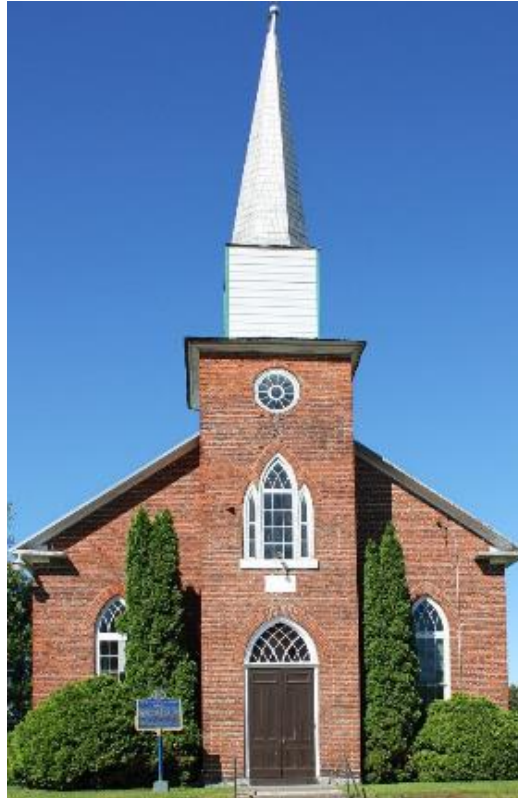
N/A

Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

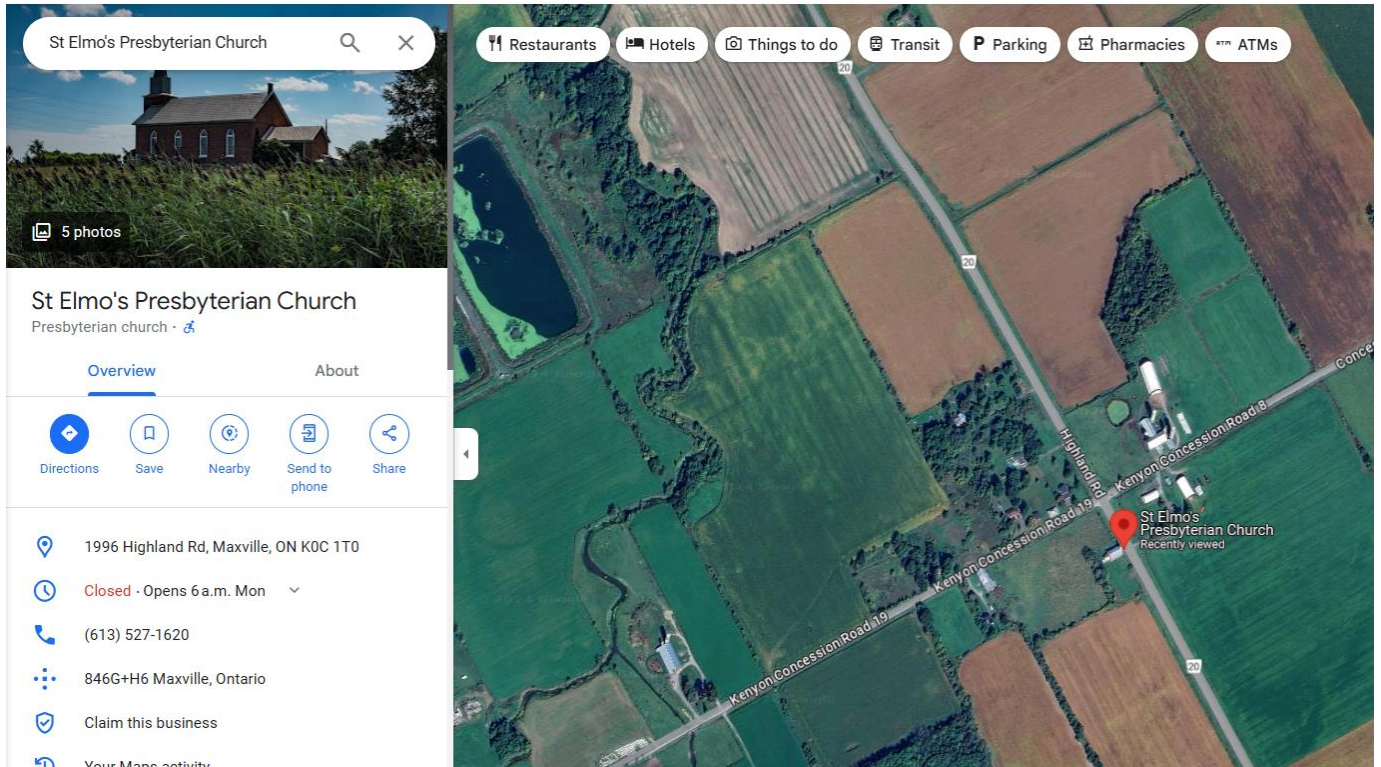
Signature

Date

Picture of the building



Indication of Geographic Location:



Supporting documentation

Publication Excerpts

The Churches of North Glengarry produced by the North Glengarry Heritage Group - page 70

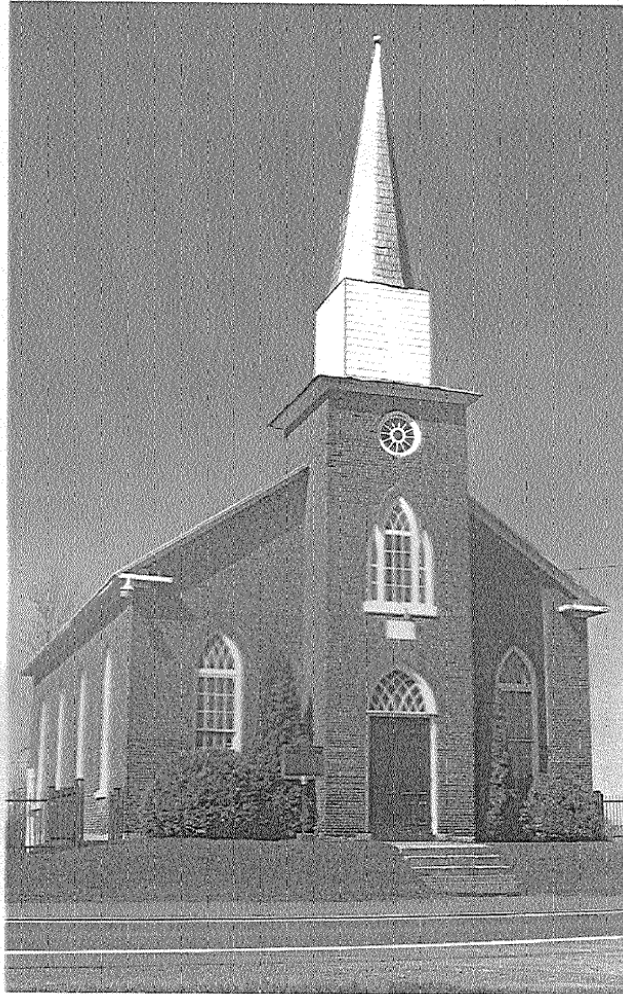
St. Elmo

Gordon Presbyterian Church L'église presbytérienne Gordon

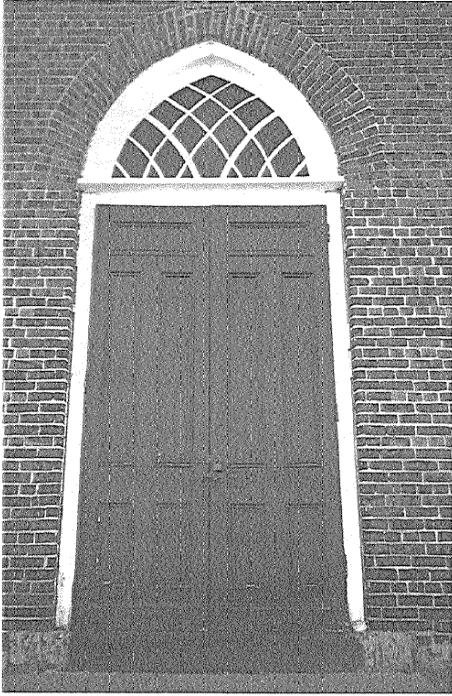
The church is named after its first minister, the Reverend Daniel Gordon, the Free Church minister from 1853 until 1871. The split in Scotland between the Church of Scotland and the Free Church created problems in Canada. In the 1850s both groups had been using the frame church that stood beside the cemetery on the 17th Concession of Indian Lands (later called The White Church). However one Sunday the Rev. Gordon arrived with his Free Church congregation and found that his key didn't fit the new lock. Being of a fiery temperament he kicked in the door and proceeded with the Sunday service. In court the judgement went against him although he was allowed to use the church for a time. Shortly afterwards the Free Church congregation decided to erect a new brick church at St. Elmo near its manse. It was completed in 1864. The popular novelist, Ralph Connor, was Rev. Gordon's son, and his memories of St. Elmo inspired his novels of Glengarry.

The church has a commanding position on a hilltop, enhanced by its front tower and wooden steeple. The Gothic windows, flanked by lancet windows on the tower, are set within fine brick arches. The church is still used for special services.

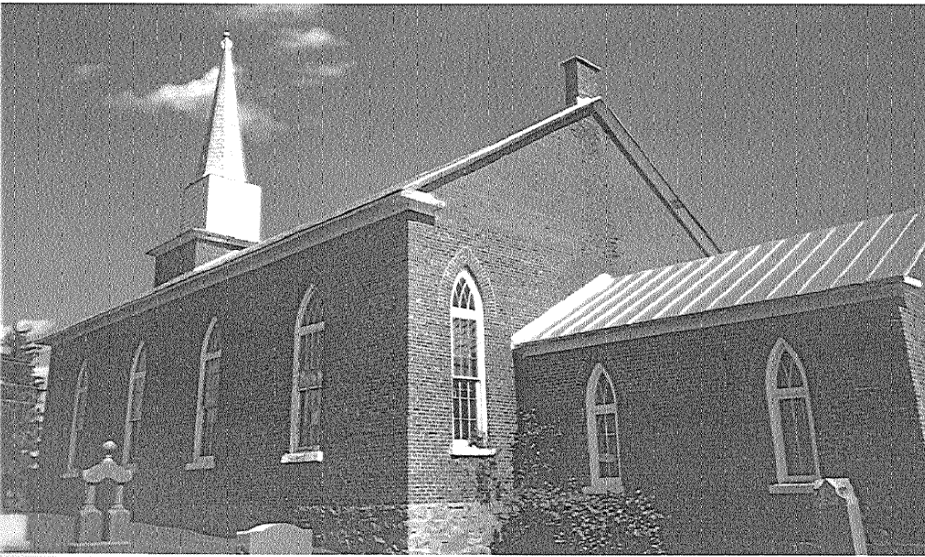
Elle fut nommée ainsi en l'honneur de son premier pasteur, le révérend Daniel Gordon, ministre de la congrégation «Free Church» de



Main entrance/Portail



Typical window/Fenêtre typique



Back view/Côté ouest

The Kirk in Glengarry by Donald N. MacMillan – pages 181 to 185

A decision to build a new church immediately was not easy to make. The Church of Scotland parties, being assured of legal possession, were prepared to approve a joint use of the old building. At a meeting on the 12th of February, 1862, the Presbytery of Glengarry in connection with the Church of Scotland unanimously assented to "a petition from certain adherents of the Canada Presbyterian Church in Indian Lands . . . to authorize the Trustees of the Church there to grant them the use of the building on alternate Sabbaths for the present year." ("The Presbyterian", 1862, p. 634)

Although seeing fit to use the building while circumstances offered no acceptable alternative, Mr. Gordon and his members had not given up the possibility of a new edifice. Quite apart from the vexing wrangles over the ownership, the old church had fallen more and more into a state of dilapidation, the people hesitating to repair what might not belong to them. Some insight into the opinion of the Gordon family

concerning its physical condition may be gained from the reference in 'The Man from Glengarry'. Although written at the turn of the century, the setting of the novel is in the 1860's during the construction and opening of the "new brick church" at the "the nineteenth crossroad". The minister's son is represented as telling his city cousin, when she expresses surprise about the condition of the church in the seventeenth: "We will soon be done with the ugly old thing". Of course, inasmuch as the "established Church" had obtained legal possession, the manse family may have been a little biased concerning the appearance of the structure. Other references in the novel describe it as "a huge wooden building" and as having "no steeple or tower". Most graphic of all is this sentence: "Its weather-beaten exterior, spotted with black knots, as if stricken with some disfiguring disease, had nothing but its row of uncurtained windows to distinguish it from an ordinary barn." This representation, although taken from the novel, is confirmed by the description in Croil's 1866 'Report'. He stated that there was "an old frame church here". (p. 81) It seems that the wooden building was never painted inside or out until the time of its major renovation in 1884. The use of the name, 'The White Church', would have been inappropriate prior to this date.

Having decided to build a new place of worship, the congregation did not spend much time in selecting a site. In the light of later developments, it is of interest that a committee appointed to consider the location, where the railway now intersects Maxville, reported that no building could ever be erected there. The desire to be some distance from the controversial 17th and the convenience in being near the manse were probably factors in the choice of the site at the 19th. That it was near the Congregational Church, which had been in the area for some forty years (their Log church having been built not far from the 19th Concession crossroads in 1837) was not considered a reason for locating elsewhere.

If the precise locations of the churches and the manses at the 19th Concession of Indian Lands seems perplexing, some help may be obtained from a letter by C. H. McKillican, a great-great-grandson of the pioneer Congregational minister, the Rev. Wm. McKillican. Dated the 15th of Oct., 1957, and addressed to the Editor of 'The Glengarry News', he wrote: "When the Gordon Free Church was built at St. Elmo, the old Congregational Church. . . stood on land which was surrounded by the Glebe of the Gordon Church. This made the geographical position rather confusing, and to confound the confusion, the Congregational manse . . . was behind the Gordon Church. . . . The Presbyterian manse was closer to the Congregational Church than to the Gordon Church."

Even for the second and third generations in a rural pioneer community, the construction and financing of a large place of worship

was a big task. It was the custom for the minister in such a situation to travel to more distant realms to solicit aid, but, although he had Presbytery permission, Mr. Gordon made no immediate plans to do so. The preliminary construction was begun in 1863. Ronald Chisholm, Alexandria, was awarded the contract for the foundation, brickwork and roof, and James Campbell, Laggan, had charge of the carpenter work. Some 127,000 bricks at \$4.25 per thousand were purchased from the near-by Dixon and Sinclair brickyards. In his 'Autobiographical Typescript', dictated when he was eighty years of age, Charles R. Sinclair recalled that at sixteen, while working in his father's brickyard, (Lot 34, 7th Conc., Kenyon, on the road leading east from St. Elmo and on the bank of the Scotch River), he cut his initials on some of the bricks while they were still soft. He said that the bricklayer, unknowingly — or was it intentionally? — placed one of them near the front door of the church. The brick may still be recognized in the wall, about two feet to the right from the top of the door. Sinclair made the comment: "By appearance it could still be there many years after I have crossed the bar, and my name forgotten." However, his 'Autobiographical Typescript', now in the Archives of Ontario, seems likely to outlast even the initialed brick. One inside feature which remained unchanged over many years was the two (only one now) iron wood-burning stoves at the back of the church and their long, iron smoke pipes running the length of the building to the chimney in the wall behind the pulpit. According to an old newspaper clipping, the pipes had never been cleaned and had never burnt out!

The "commodious and well-finished" Gordon Free Church was officially opened on Wednesday, 20th July, 1864. In the previous week, the ladies of the congregation took advantage of the Orange Lodges' celebration of the 12th of July to raise funds "by catering for their dinner". The opening service in the church was a most impressive one, the Rev. Donald H. MacVicar, later Principal of the Presbyterian College, Montreal, preaching from Romans 8:32. As Mr. Gordon characteristically expressed it, on the Sabbath following, the church "seemed doubly consecrated by the first communion".

Closely associated with the dedication of the new place of worship was the Great Revival which continued without interruption for more than a year. As this is described in our chapter, 'Revivals in Glengarry', it is only mentioned at this point.

At the end of April, 1865, the debt on the church property was \$1200, a surprisingly low amount in view of the scarcity of money in the community. The stipend was only \$520, and when the people were unable to raise the total amount, the minister discounted \$40. With the approval of the Church, Mr. Gordon went to Scotland in August, 1865, to recruit his health and to collect money to pay off the church debt. He had intended to be home by December or January,

but illness caused by the incessant and exhaustive labours of the two previous years became worse, and the Edinburgh Medical Doctor refused to sanction his return to work. The Indian Lands people were deeply concerned and urged him to take a longer leave of absence. Presentations were made to his family as a token of their attachment and practical support. The spiritual life and health of the Church was evident in that the prayer meetings continued to flourish, "being conducted by the elders and other office bearers, sometimes assisted by the younger members". The preaching services were provided by the occasional supply of neighbouring ministers. There was much rejoicing when Mr. Gordon arrived home ready to take up his work once again.

During the last few years of his pastorate, there were many indications of a happy pastoral relationship. Numerous presentations were made expressing the warmest sentiments of esteem for Mr. and Mrs. Gordon and gratitude for the manner in which both of them had promoted the spiritual welfare of the congregation. At all times, there had been able support from a splendid group of elders — Charles McDonald, Malcolm McGregor, Donald McKercher, John McNaughton, John Cameron, Donald Ferguson, James McGregor, Alex. N. McDonald, William McIntyre, Duncan McKercher and John Carpenter Ban McRae.

A man of strong emotions and outspoken convictions, Mr. Gordon was often the centre of controversy involving not only the ministers and members of the sister Presbyterian denomination connected with the Church of Scotland, but also those of his own Church and his own congregation. Sometimes, members of his congregation were refused certificates of membership, notwithstanding repeated applications, and finally obtained them only by petition to Presbytery. When sections of the pastoral charge wished to be detached and recognized as separate stations, (Kenyon in 1853, Roxborough in 1864 and Notfield in 1865), the minister was reluctant to grant the request. At one meeting, a complaint having been received concerning "his conduct and speech at a communion season at Kenyon", the Presbytery expressed disapproval of the terms he acknowledged having used, and expressed the hope that, in his future intercourse with the Kenyon members and members of the Church generally, he would avoid the use of terms and forms of speech objectionable in themselves and likely to cause needless irritation. On still another occasion, the Presbytery had to deal with a complaint from the Session of a neighbouring Church against the Gordon Session to the effect that Mr. Gordon had administered baptism to the infant presented by a member of the other congregation, without first receiving a certificate and without ascertaining whether the parent presenting the child was under Church discipline. On the other hand, the Presbytery had occasion to thank him for settling satisfactorily a dispute between the minister and the

people of a Highland congregation in the Eastern Townships of Quebec. Mr. Gordon's involvement in the Presbytery and the Synod debates concerning the use of the organ brought some triumphs and some reverses, and in the end he had to acknowledge defeat. As this theme is covered in detail in our Chapter XIX, the reader is referred to the appropriate pages. In general, one is left with the impression that the Church Courts would have been much less interesting and, probably less efficient, without the passionate presence of the Rev. Daniel Gordon.

The end of his eighteen-year Glengarry ministry is succinctly summarized in a minute of the Free Church Presbytery of Montreal, 5th-7th of April, 1871: "The Rev. D. Gordon of Indian Lands, having accepted a call from the congregation of Harrington, in the Presbytery of Stratford, the Presbytery of Montreal agreed to loose Mr. Gordon from his present charge, and appoint the Rev. A. F. McQueen to preach at Indian Lands on Sabbath, 18th June next, and declare the pulpit vacant. . ." In bidding farewell to Mr. Gordon, his fellow presbyters recorded a minute expressive of their feelings toward him: "He proved himself to be a diligent pastor, zealous for the spiritual good of the flock and in maintaining the discipline of the Church, and an earnest and effective preacher of the Gospel. . ."

The History of Gordon Church St. Elmo by Wallace MacKinnon

THE HISTORY OF GORDON CHURCH
ST. ELMO

Between 1815 and 1820, Scottish people came from Perthshire, Scotland, and settled in the 15th, 16th, 17th, 18th and 19th Concessions of the Indian Lands in Glengarry County which is now north-west Kenyon Township. The first minister to come to the 19th Concession was the Congregational Church minister from Scotland, the Rev. William McKillican, who settled on a farm at Breadalbane. He came to provide a ministry for congregational church people who had come from the Perthshire area and settled in the north of Glengarry county including the 19th Concession, Indian Lands. The Congregational Church people under the leadership of the Rev. William McKillican built a log church on a site donated by John Fisher on his farm at the 19th Concession road just west of the intersection with the road running north from Maxville. With Presbyterians assisting the Congregationalists, the church was built of cedar logs in 1837, and no doubt Presbyterians worshipped there in fellowship with the Congregationalists.

In 1824 the Presbyterians from Scotland who settled in the 17th concession, Indian Lands, built a church of beech logs in the area across the road from where the Maxville Cemetery is. In 1826 they built a second church of frame structure and larger than the first church built of beech logs. In this instance Congregational and Baptist people associated with the church building and it was available for the use of Baptists and Congregationalists for services of Divine Worship. In the 1830's the deed to the church property was registered in the name of the Church of Scotland. At that time the Baptists became interested in establishing at the 16th Concession Indian Lands (Notfield) and the Congregationalists at the 19th Concession of

HISTORY OF
GORDON CHURCH
ST. ELMO



Indian Lands (St. Elmo). The frame church at the 17th Concession was left unfinished both inside and outside until 1884 when it was renovated and painted white and became known as the "White Church". Worship services were held in this frame church by the Rev. Archibald Connell, the Presbyterian minister at Martintown. On occasions the Presbyterians from Indian Lands went to worship at Martintown. Mr. Connell died in 1836.

At the request for a minister from Scotland made by the Martintown Congregation, the Rev. Daniel Clark, a licentiate in theology was sent in 1838 to Martintown to serve as stated supply for one year for Martintown and the Indian Lands Presbyterians. He preached in the Indian Lands and at the 4th Concession of Roxborough (Gravel Hill), the 6th Concession of Roxborough (South-west of Moose Creek) and in Kenyon (Dunvegan). At the end of the year's term as stated supply, the Martintown Congregation presented a call to Daniel Clark, and the Presbyterians of Indian Lands also presented a call to him. He accepted the call to the Indian Lands which included Kenyon (Dunvegan) and the 4th and 6th Concessions of Roxborough. Daniel Clark was inducted at Indian Lands on August 28, 1839. The manse and glebe was on 170 acres about a mile east of Maxville.

In 1843 the Church of Scotland experienced the Disruption and the Free Church was formed. The churches in Canada were also affected by what took place in the Church of Scotland. The Rev. Daniel Clark was the only one of nine ministers of the Presbytery of Glengarry to make the decision to serve as a minister of the Free Church. He became a member of the Free Church Presbytery of Montreal. In 1849 the Church of Scotland through the Presbytery of Glengarry took title to the Church and Manse in the 17th Concession

Indian Lands (Maxville). Previous to 1849 the Rev. Daniel Clark continued to use the property at 17th Concession (Maxville) ministering to the Presbyterians at Maxville, Notfield, St. Elmo, Kenyon (Dunvegan) and the 4th and 6th Concessions of Roxborough and the property at 17th Concession (Maxville) was available to him until his retirement from the ministry in 1852 at which time he began to teach school. After retiring from teaching school he went to live in Dalkeith where he died on July 14, 1872.

On August 17, 1853 the Rev. Daniel Gordon was inducted into the Indian Lands pastoral charge by the Free Church Presbytery of Montreal. The Rev. Daniel Clark gave a message in Gaelic at the induction service. Daniel Gordon was born on March 22, 1822 at Tum-melside, near Blair Atholl in Perthshire, Scotland. He came to Canada in July 1849 and was ordained as a missionary at Linguick in the Eastern townships of Quebec. In 1851 he married Mary Robertson, daughter of the Congregational Church minister at Sherbrooke, Que. For about a year following the induction in 1853, Rev. Daniel Gordon and Mrs. Gordon lived in the manse in the 17th Concession (Maxville) until he was required by legal procedure to vacate the manse. The Presbyterians in the 19th Concession Indian Lands (St. Elmo) secured for a glebe 27 acres from John Fisher on lot 9, Concession 19 Indian Lands and in three weeks in 1854 built a log manse north of the Congregational Church and Mr. and Mrs. Daniel Gordon took up residence there in 1854. In the early 1860's a more commodious home was built at the same location of frame and brick structure.

In 1856 Kenyon Congregation (Dunvegan) separated from the pastoral charge and secured Mr. Adam F. McQueen, a theological student to serve them as their minister. Later Adam F. McQueen was ordained

and inducted as the minister of Kenyon Church.

In 1860 the Free Church was granted permission by the Presbytry of Glengarry to use the Church of Scotland Church building at Maxville on alternate Sundays. There were disputes with the Rev. Daniel Gordon over the use of the Church building and on one occasion Mr. Gordon found the church locked and a new lock on the church door. The arrangement had proved unsatisfactory for the Free Church and Mr. Gordon, and plans were made to build a new Free Church. As the manse was at St. Elmo, the Free Church Presbyterians decided to build the new church at St. Elmo. Construction of the new church was begun in 1863. Ronald Chisholm of Alexandria was given the contract for the foundation, the frame and brickwork and the roof. James Campbell of Laggan was in charge of the carpentry work. 127,000 bricks were bought from the Sinclair-Dixon brickyards at \$4.25 per thousand. The brickyard was located on lot 34 in the 7th Concession of Kenyon, 2 miles east of St. Elmo, on the banks of the Scotch River at the north west corner of the farm owned by Donald Sinclair. The church was officially dedicated and opened for Divine worship on Wednesday July 20, 1864. Rev. Donald H. MacVicar, who later became Principal of the Presbyterian College, Montreal, preached the sermon on the text of Romans 8:32. The first Communion Service was held in the church on the following Sunday.

During the week previous to the church dedication, prayer meetings were held daily with a large number of people attending. Previously, "week of prayer" services were held in January 1862-1863-1864. In 1863 and 1864 the prayer meetings continued until the break-up of the roads in the spring. The purpose of the prayer meetings in the week before the church dedication was "that God would be pleased to accept

the house we were about to dedicate to His service and that He would seal the acceptance and consecrate the house to Himself by the birth of souls." The series of meetings began on Monday July 4th in the Congregational Church and were to continue until the new church was dedicated and ready for Divine worship. The prayer meetings were well attended and within a few days "inquirers and converts" presented themselves. Then, for 12 months without a break the doors of the church were open and for the period of July, August and September three to four hundred people came and stayed in the meetings until ten, eleven, or twelve o'clock each night. In his messages, Rev. Daniel Gordon stressed the Scriptural foundation for spiritual awakening. The nucleus of the band of inquirers and converts were members of Mrs. Gordon's bible class. The good old psalms of David were sung. At Communion Service on the first Sunday in January, 1865, sixty new communicants were received as members of Gordon Church. Among the spiritual fruits of this revival was the establishing of the Bethel Hill Seminary for instructing candidates for the ministry in preparation for theological studies. These classes were held in the vestry of the Church. There is a report that the blackboard used for the classes at the seminary is still in the wall of the vestry but covered over. Among those who attended the classes were: Thomas Bennett, who later became the field secretary for the Bible Society in Ontario and Quebec; Donald McKercher; John M. McIntyre; Donald B. McRae; James Stewart; Colin McKercher; and D.W. McRae.

Daniel Gordon went to Scotland in August 1865 to improve his health and to collect money to clear the church debt of \$1200.00. The prayer meetings continued to flourish in his absence and were led by the elders, the office bearers, and young men of the Congregation. The elders at this time were Charles McDon-

ald, Malcolm McGregor, Alex N. McDonald, William McIntyre, Duncan McKercher and John Carpenter Ban McRae.

In 1865 the Roxborough area of the pastoral charge separated and became a pastoral charge on its own. Notfield also separated at this time. It was during this period that organs were being introduced into the churches for worship. Daniel Gordon argued against the use of the organ for church worship, but he lost the debate.

In 1871 Daniel Gordon was called and he accepted the call to the congregation at Harrington (Zorra, Ont.). The pastoral vacancy continued for 4 1/2 years. During this period the various branches of the Presbyterian Church across Canada came together and united to form the Presbyterian Church in Canada. The Presbytery of Glengarry in August 1875 decided the two congregations in the Indian Lands which included Maxville, St. Elmo and Notfield-Dominionville as one pastoral charge with one Kirk-Session and one staff of Deacons or Board of Managers. In December 1875 the Rev. Kenneth McDonald, a native of Glengarry, was inducted as the minister of the new pastoral charge. Near the end of 1877 Kenneth McDonald was called and inducted as the minister of the Martintown and Williamstown Congregations.

The Rev. John Fraser was inducted as the minister of the Indian Lands Pastoral Charge in 1878. (At this time two pews were reserved in Gordon Church for the two medical doctors who worshipped there). In 1880 the St. Elmo W.M.S. was organized and plans were made for a new post office at the 19th Concession Indian Lands and the location was given the name St. Elmo. The minister's daughter suggested the name from reading a novel called "St. Elmo".

In 1883 a new frame church was built and dedicated at Dominionville. Charles Sinclair led the choir at the dedication service. (This church was later bought by the Baptists, moved to Maxville and bricked and is now the Anglican Church in Maxville). In 1883 the Glengarry Presbyterian W.M.S. was organized at a meeting at St. Elmo. In 1884 the frame church at Maxville was finished inside and outside, painted white and was called the "White Church". The Maxville manse and glebe was sold. In 1885 a report to the Presbytry of Glengarry stated there were four Sabbath Schools in the St. Elmo Congregation, a missionary society, and prayer meetings were being held. In 1887 Rev. John Fraser concluded his ministry at Indian Lands.

In 1888 Maxville and Dominionville became one pastoral charge as also did Gordon Church, St. Elmo. Fifty-two communicants including two elders transferred their membership from Gordon Church to the Maxville Church.

In 1888 Rev. Malcolm McLennan was inducted into the St. Elmo pastoral charge. The manse was repaired and redecorated for the new bride who was a niece of Mrs. (Dr.) McDermid. Malcolm McLennan resigned from the pastoral charge in 1891. On December 22, 1891, Rev. Neil McKay was inducted at St. Elmo and served as minister for four years and in 1895 accepted a call to Marsboro, Quebec.

In May 1897 the Rev. Hugh D. Leitch was inducted at St. Elmo and ministered to the pastoral charge for nine years concluding his ministry on April 29, 1906. During his ministry, Mr. Leitch was instrumental in organizing and promoting the Literary Society at St. Elmo. In August 1904 the Church steeple was struck by lightning. The fire was contained and kept from do-

ing any damage other than that in the upper part of the spire. On December 4, 1906, the Rev. Archibald Lee was inducted as minister at St. Elmo and concluded his ministry in December 1913.

The Rev. John Lennox was inducted at St. Elmo on May 29, 1914, and concluded his ministry in the charge on April 28, 1918. The Rev. G. Watt Smith, a Congregational minister from Scotland, was in Canada for his health, and while in the Maxville area preached for a call and was called and inducted as the minister of Gordon Church in 1918, concluding his ministry in 1925. In 1920, Gordon Church leased the Congregational Church building for use as a church hall, the lease being for 99 years. Rev. G. Watt Smith's son was killed in the First World War, and his daughter Mary, who taught school at Athol and then went to Queens University, Kingston, died very suddenly at Kingston. Margaret, the second daughter of Dr. and Mrs. Smith graduated from the University of Toronto Medical College and married Dr. William A. Arkininstall, who graduated from the Queens University Medical College, and they served under the United Church of Canada as pioneer medical missionaries at Hearst, Ontario. Dr. Smith, in 1925, became a minister of the United Church of Canada. The family of Mr. and Mrs. Wm. T. Arkininstall along with other families of Gordon Church transferred their memberships to the United Church of Canada.

In 1926, the Rev. William B. McCallum of Shawville, Quebec, was inducted as the minister of Gordon Church. He and Mrs. McCallum and their family took up residence in the manse at St. Elmo. There were two sons and three daughters in the McCallum family, Ross, Samuel, Isabel, Annie and Helen. The McCallum family were a "singing" family and added a great deal to the choir singing at worship and to programs of enter-

tainment in the community. Mr. McCallum was helpful to the needy in the difficult years of the 1930's. He always had a reply ready for any lively exchange in conversation. On one occasion when he preached a very good sermon on Sunday morning and a church member said to him, "Why don't you preach those good sermons every Sunday", he was heard to reply, "you can't have cream all the time". Mr. McCallum died in 1938 and Mrs. McCallum went to live in Maxville as the family were then all away from home. Both Mr. and Mrs. McCallum are buried at St. Elmo. During his ministry, the Ladies Guild was organized (in 1932) with the purpose of assisting the Board of Managers with regard to upkeep and improvements of the Church property.

In 1939, Mr. Hugh K. Gilmour came as stated supply to minister to the congregation and was later ordained and inducted as the minister of the pastoral charge and concluded his ministry to the congregation in 1945.

Dr. Howard A. Doig, who was the inducted minister at Maxville became stated supply for the St. Elmo Congregation in September 1946. In 1947, Maxville and St. Elmo became one pastoral charge under the ministry of Dr. Doig with an early morning worship service at St. Elmo in the summer and an afternoon service in the winter. He then went into the Chaplaincy service of the Canadian Armed Forces in 1950 and served as a Chaplain during the war in Korea. The Rev. J.C. McLean-Bell was the minister of St. Andrews Church, Maxville, and Gordon Church St. Elmo from May 2, 1952 to September 30, 1957.

The Rev. Iver D. McIver was called from Scotstown, Quebec and inducted as the minister of the pastoral charge on November 18th, 1958, and retired from the

active ministry on November 6th, 1978. During Dr. McIver's ministry, the St. Elmo congregation decided to close the Gordon Church and worship with the congregation of St. Andrews Church, Maxville, with the understanding that an Anniversary Service and a Communion Service would be held in Gordon Church each year.

During the period from November 1978 to May 1982, visiting ministers supplied the pulpit ministry along with student ministers. Duncan Scott Kennedy, a graduate in Theology from the Presbyterian College, Montreal, was appointed by the General Board of Missions to provide an ordained ministry for the pastoral charge. On May 9th, 1982, the Presbytery of Glengarry ordained Mr. Kennedy and recognized him as the minister of the pastoral charge for the next two years. Duncan S. Kennedy is a native of Kenyon Township, and his home was, in his youth, three miles east of St. Elmo. Early in 1985 he became the assistant minister at Knox Church, Ottawa, and is at present the minister of St. Giles Presbyterian Church, Ottawa. The Rev. Garry Van Bruchem was called and inducted as the minister of the pastoral charge in February, 1986.

In the history of Gordon Church, St. Elmo, the following have offered themselves for the ministry of the Christian Gospel:

1864 - Thomas Bennett, Donald McKercher, John M. McIntyre, Donald B. McRae, James Stewart, Colin McKercher, and D.W. McRae as fruits of the 1864 Revival.

Rev. Charles W. Gordon (Ralph Conner), son of Rev. Daniel and Mrs. Gordon.

Rev. Harry Lennox, son of Rev. John and Mrs. Lennox.

Rev. Angus G. McMillan, son of John J. MacMillan and Catherine Sutherland, who died after a short ministry in January, 1929.

Rev. Wallace MacKinnon, son of Alex R. and Christena MacKinnon, of St. Elmo East.

Miss Wilhelmina (Minnie) Grant Fraser, daughter of Rev. John and Mrs. Fraser, a medical graduate of Queens University, and served in India in the 1890's.

Dr. William A. Arkinstall, son of Mr. and Mrs. William T. Arkinstall of Athol, and

Dr. Margaret (Smith) Arkinstall, daughter of Rev. G. Watt and Mrs. Smith, both of whom served as medical missionaries, pioneering at Hearst, Ontario, with the United Church of Canada.

Gordon Church, St. Elmo in 1988

At present, Gordon Church Congregation consists of fifteen households and thirty-five communicant members. The financial situation is good and the congregation oversubscribes its allocation for the General Assembly, maintains in good condition the two Church buildings and the cemetery, and gives at least one bursary, and some years two, to theological students from Glengarry Presbytry, amounting to 150-300 dollars a year from the Hugh Cameron Memorial Bursary Fund. In addition, one of the members is giving an annual memorial gift of \$500.00 to the Presbyterian College, Montreal, for academic awards or prizes. The church was completely redecorated in 1982. In 1987 five special services of worship were held in Gordon Church: in June, a Communion Service; in August, a Memorial Service and an Anniversary Ser-

vice observing the 150th anniversary of the Congregational Church built in 1837 and now the Church Hall; and the 123rd Anniversary Service for Gordon Church in September. The Maxville and District Masonic Lodge held a special service of worship in Gordon Church as part of the 100th Anniversary of the Masonic Lodge on the last Sunday of September.

In 1988 there are five elders of the Kirk - Session: Clerk of Session - Douglas McLennan, Hugh Fisher, Margaret Billinghamurst, Alex R. MacKinnon and Wallace MacKinnon. The St. Elmo W.M.S. is very active with twelve members with Mrs. Jack McKay, president, Mrs. John Billinghamurst, vice president, Mrs. Lester Lavigne, secretary-treasurer. The same membership and Executive carries on the work of the Ladies Guild through the Annual Bazaar and other fund raising projects, such as catering.

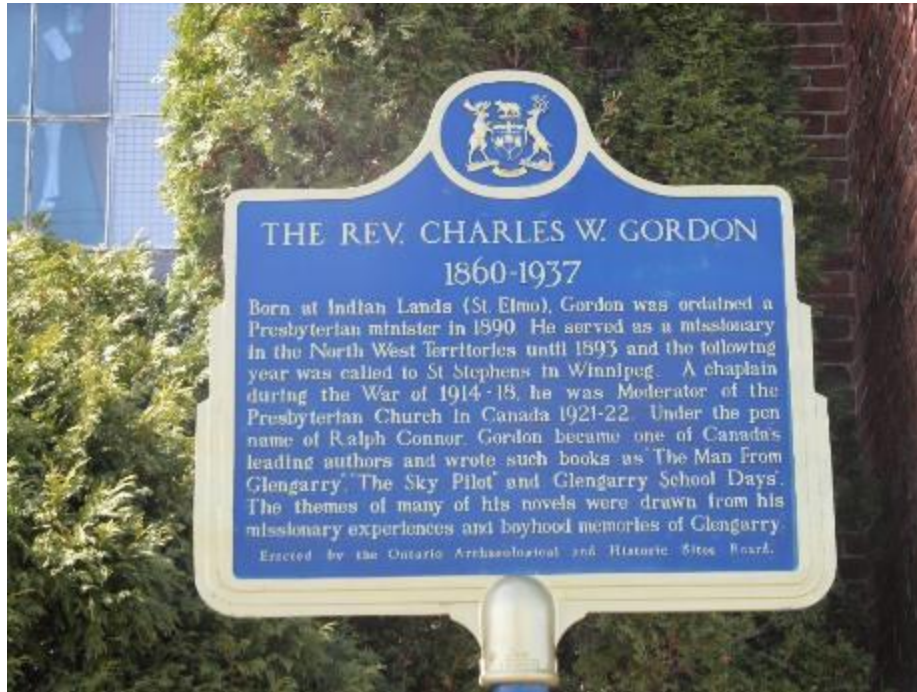
I have newly returned to living in the St. Elmo community, and I am greatly surprised and encouraged by the enthusiasm and generous effort of the members of the congregation with which they support Gordon Church.

Acknowledgements:

I wish to express my appreciation for material for this short history of Gordon Church which has come from Donald N. MacMillan's book "The Kirk of Glengarry" and to the Maxville Women's Institute re their "History of Maxville and Community". Readers are referred especially to "The Kirk of Glengarry" for more details and actual sources of the historical information. The quotation on page 4 of this copy re the Church revival is from page 432, "The Kirk of Glengarry".

Wallace MacKinnon

Ontario Historical Plaque



Reference Heritage Trust Ontario's website:

<http://www.heritagetrust.on.ca/en/index.php/plaques/reverend-charles-w-gordon-1860-1937>

Reverend Charles W. Gordon 1860-1937, The

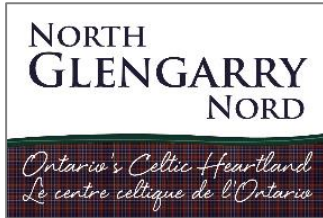
A Presbyterian minister and missionary of Highland ancestry, Gordon was born in St. Elmo. He spent much of his life in western Canada and under the pen-name of Ralph Connor wrote some 30 popular novels, some of which were based on his memories of growing up in Glengarry County.

Location: On the grounds of Gordon Presbyterian Church, St. Elmo - north of Maxville on County Road 20

Municipality: Township of North Glengarry

Themes -

- Arts and culture
- People
- Religion



Saint Elmo Congregational Church
C/o The Presbyterian Church in Canada
50 Wynford Drive
Toronto, Ontario M3C 1J7

September 11, 2024

Subject: Notice of Intent to Designate 18191 Kenyon Concession 19 Indian Lands, Maxville, Ontario.

To whom it may concern:

This Notice of Intent to Designate the Saint Elmo Congregational Church is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18*.

The Saint Elmo Congregational Church was established in 1837. This property has design and physical value as it is considered to be a rare and early example of a place of worship that were established within this region. The square log cabin, closed porch, single entrance and low hipped roof was built by its Congregationalists and is representative of how Chapels were constructed in Ontario during the 1830s. In addition, this property has historical and associated value with Reverend William McKillican who emigrated to Canada in 1816 and established one of the earliest congregations of his denomination which contributes to an understanding of this community.

Subject property: The Saint Elmo Congregational Church was formerly used as an institutional use and place of worship. This property is situated west of SDG County Road 20 and has frontage along Kenyon Concession Road 19. Its municipal address is 18191 Kenyon Concession 19 Indian Lands, Maxville and is legally described as Part Lot 9, being Parts 1 & 2 on Reference Plan 14R-4358.



If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North Glengarry within thirty (30) days after publication of the notice, advertised in advertised in The Review newspaper, dated September 11th, 2024. Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.



If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon Ward
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria ON K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca

Anne Leduc
Director of Community Services
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria ON K0C 1A0
T: 613-525-1110 x 350
E: anne@northglengarry.ca
W: www.northglengarry.ca

Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.
- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry, therefore, there are no direct costs to the property owner.
- A property's heritage designation does not directly increase your property taxes as property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation.
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- **Heritage designated properties are eligible for North Glengarry's Community Improvement Plan programs.**
- **The Township may develop additional Heritage Property Incentives:**
 - Designation provides the **fundamental and legal eligibility criteria** for municipalities to award various heritage incentives:
 - **Grants:** Financial assistance for restoration, repair, or conservation of designated properties.
 - **Planning Incentives:** Encouragement for adaptive reuse, compatible development, and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

[Ontario Heritage Trust](#)

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

[Township of North Glengarry Website](#)

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Leduc	<i>First name</i> Anne	
<i>Street address</i> 3720 County Road 34	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria	<i>Province</i> Ontario	<i>Postal code</i> K0C1A0
<i>Telephone number</i> 613-525-1110 x 352	<i>Cell number</i> 613-363-7497	
<i>E-mail</i> anne@northglengarry.ca		

Property Information		
<i>Building/Site name</i> St-Elmo Congregational Church	<i>Roll number (as per tax bill)</i> 011101101576200	
<i>Civic address</i> 18191 KENYON CONC	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Maxville	<i>Province</i> Ontario	<i>Postal code</i>
<i>Site Type</i> <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use (Commercial & Residential) <input type="checkbox"/> Community/Museum <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Ecclesiastical <input type="checkbox"/> Agricultural		

Heritage Value Checklist	
1. <u>Age:</u> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date (or approximate construction date):</i> <u>1837</u>
2. <u>Visually apparent features:</u> <input checked="" type="checkbox"/> Contains historical materials and cladding <input type="checkbox"/> Contains historical architectural elements <input type="checkbox"/> Contains other period identifying features	
3. <u>Historical importance to community:</u> <input checked="" type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution <input checked="" type="checkbox"/> Defines, maintains, or supports the character of an area	

Visual Apparent Features (including information on style, major exterior features, environment, and condition). *If known, please specify the name(s) of associated architects/builders:*

Description of historical materials and cladding

A simple square log building made of hewn cedar logs dating from the 1830s.

Description of historical architectural elements

This log building with a closed porch and low hipped roof is the oldest remaining chapel in Ontario built by Congregationalists. Single sash wooden windows and single entrance through the lean-to-porch.

Description of period identifying factors

Austere building built of rough hewn cedar logs, typical of this period.

Historical importance to community (additional information and supporting documents can be attached to this form). *Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable.*

Description on how the property is associated with a theme, event, belief, person, activity, organization, or institution

The Rev. William McKillican came to Canada in 1816 with a number of families from his Congregational Church in Perthshire. He settled in Breadalbane but many of this congregation came to the Indian Lands of northern Kenyon and Roxborough. He regularly walked the 20 miles from his home in Breadalbane to Indian Lands for services. The Rev. William Peacock preached here; his son, born in St. Elmo, became Sir Edward Peacock, the first non-British director of the Bank of England. After 1912, the building fell into disuse and was acquired by the Gordon Church in 1912 as its church hall. It remained in use until recently.

Description on how the property defines, maintains, or supports the character of an area

The Congregational Church is a landmark in accordance with the Ontario Archaeological and Historic Sites Board (Now the Ontario Heritage Trust)

The Congregational and St-Elmo Churches are some of the few remaining buildings that testify to St-Elmo's vibrant past.

This property has design and physical value as it is considered to be a rare and early example of a place of worship that were established within this region. The square log cabin, closed porch, single entrance and low hipped roof was built by its Congregationalists and is representative of how Chapels were constructed in Ontario during the 1830s.

In addition, this property has historical and associated value with Reverend William McKillican who emigrated to Canada in 1816 and established one of the earliest congregations of his denomination which contributes to an understanding of this community.

Modifications to the property

Description of any modification made to the property

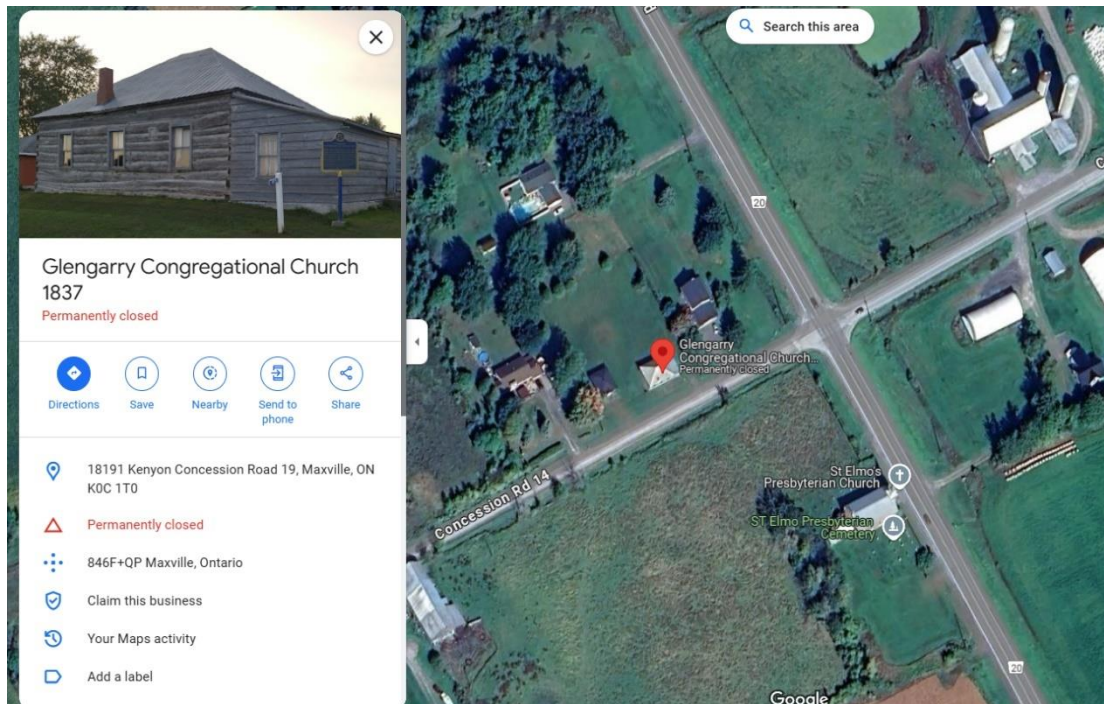
Renovations have been done from time to time in keeping with the existing style of architecture.

Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

Signature

Date

Indication of geographical location



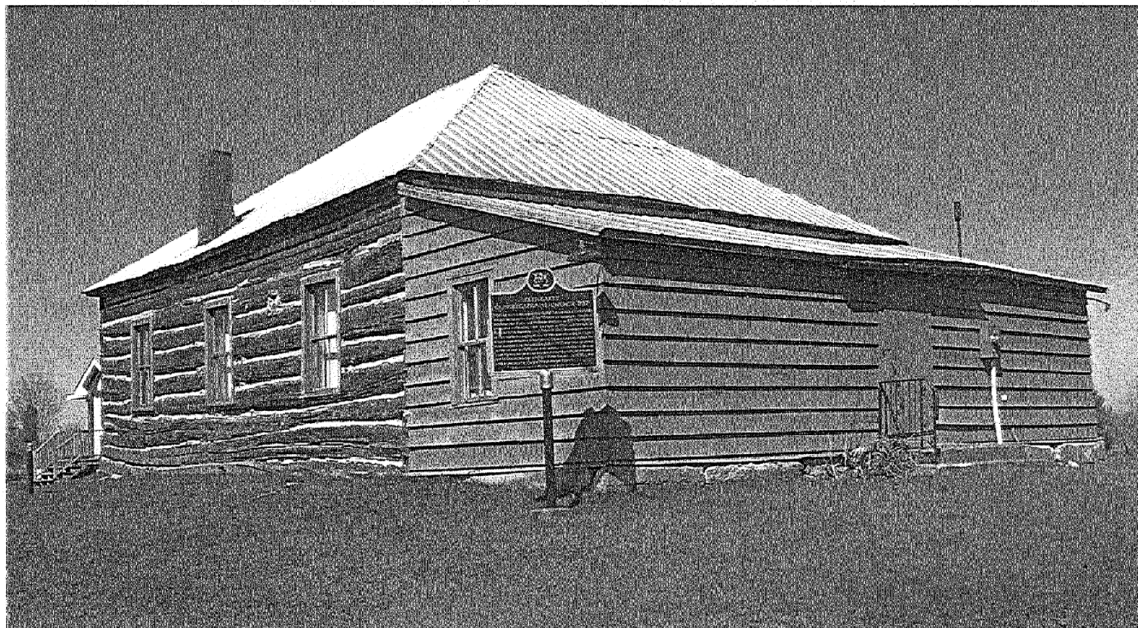
Supporting Documents

The Churches of North Glengarry produced by the North Glengarry Heritage Group - page 68

St. Elmo

Glengarry Congregational Church

L'église congrégationaliste de Glengarry

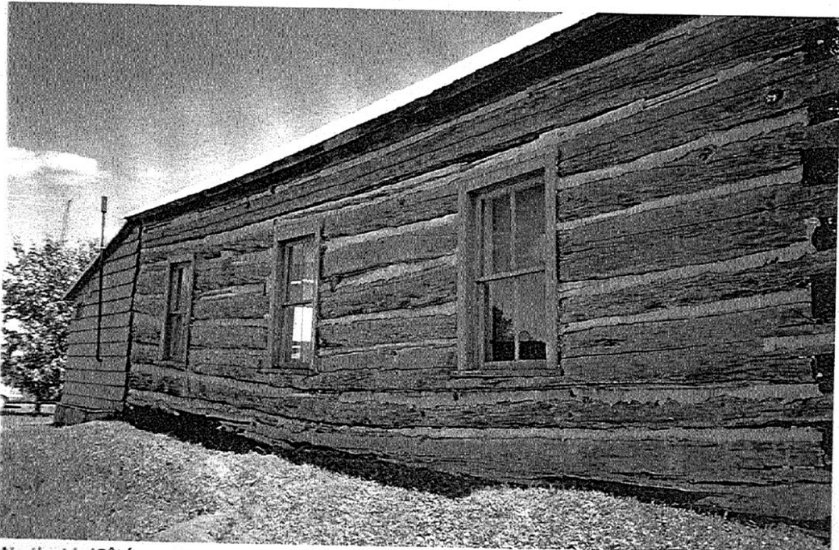


The Rev. William McKillican came to Canada in 1816 with a number of families from his Congregational Church in Perthshire. He settled in Breadalbane but many of his congregation came to the Indian Lands of northern Kenyon and Roxborough. He regularly walked the twenty miles from his home in Breadalbane to Indian Lands for services. The Congregational Church was organized at Indian Lands in 1823, and by 1837 the members had built this austere but functional log church on the 19th Concession, later St. Elmo. A simple square structure of hewn cedar logs, its single entrance is through the lean-to porch. In the 1870s the Rev. William Peacock preached here; his son, born in St. Elmo, became Sir Edward Peacock, the first non-British director of the Bank of England. After about 1912 the building fell into disuse, and in 1920 it was acquired by the nearby Gordon Presbyterian Church as its church hall. It remains in use today. "The St. Elmo Church is the oldest Congregational Church still in existence today used for Church purposes though not for regular worship." (A.G.Reynolds, United Church archivist-historian).

The only entrance/L'unique porte



Single sash window/Fenêtre à guilotine



North side/Côté nord

INDIAN LANDS (DOMINIONVILLE, NOTFIELD,
MAXVILLE and ST. ELMO)

When townships, concessions and lots were being planned for the settlement of the Loyalists in the area to the north of the St. Lawrence River, a narrow strip, more or less rectangular, varying from one and a half to two miles in width and extending inland approximately twenty-five miles and comprising some twenty-one concessions was reserved on the western edge of Glengarry. Pringle states that it was originally intended for Sir John Johnson who had sacrificed much for the British Crown. ('Lunenburgh', p. 194) When he declined to accept it, it was held, probably at his suggestion, as a compromise to settle the claims of the Indians to some of the land. As aborigines, they had sold timber on the river front to the French Canadians; they had fished and hunted in the region; and they had roamed through the district in their travels between the St. Lawrence and Ottawa Rivers. In any event, Sir John Johnson, sympathetic both to the Indians and to the Loyalists, agreed to the reservation within what came to be known as the County of Glengarry.

The Indians appear to have made little or no use of the reservation in fulfilment of the intended purpose. However, when settlements were made on the adjoining lands, they were not averse to granting leaseholds to the Scots, some of whom had become squatters, on the basis of a small annual rent. Later, arrangements were made for absolute titles on the payment of a lump sum. Being far from markets and inaccessible at certain seasons because of intersecting swampy strips, the rear concessions were the last to be settled. Probably, because so many of the churches in the northern concessions were built on the reserved land, the name, 'Indian Lands' came to be applied more or less exclusively to the northern or far inland concessions.

There is a local tradition that Scottish immigrants from Perthshire,

Originally, both the Beech church and the 1826 frame one served all Protestants. Presbyterians, mainly connected with the Church of Scotland, and some families with Congregational or Baptist affiliation had contributed money, material and work. When the time came for securing a deed for the frame church, there was a difference of opinion as to the name by which the property should be registered. The majority of the people being Presbyterians connected with the Church of Scotland, the deed was thus registered. The resulting dissension led to the loss of the support of the Congregationalists and the Baptists, and probably was a factor in the former erecting their church in the 19th Concession in the 1830's and the latter building their church a few miles to the south in the 15th some time later.

By the early 1830's there were plans for a humble place of worship. The times, however, were not propitious. Frost damage to the crops occurred two years in succession. Money was scarce and placing a mortgage on a church property was utterly unacceptable. Nevertheless the members were anxious to do what they could and others were willing to assist. In the depths of winter, the pastor went to Montreal and received some money as well as "nails, putty and glass". A number of Presbyterians in the area are said to have given practical help and to have contributed according to their means. One of them, John Fisher, gave the site in the 19th Concession. Cedar trees were plentiful in the area, and the men knew how to hew. The gathering of the material was spread over several years, and the actual construction was done in the fine weather of late spring, summer and early autumn. In the manuscript, 'Glengarry Congregational Church History', penned in 1903, the Rev. John McKillican stated that the church "was built over 66 years ago". This is the evidence usually accepted for the date, 1837, on the Historical Plaque unveiled outside the building in July, 1964.

Like their fellow Scots in other Glengarry communities, the early Congregationalists of the Indian Lands had used their own skills and the timber of the area to build a decent place of worship, austere inside and out but nevertheless functional. Some twelve years later, the rough seats were replaced by more comfortable ones, and a "pulpit of wood" took the place of the table that previously had been used. Still later, a good hardwood floor was put on top of the original planks.

The primitive place of worship constructed by the Congregationalists at the 19th Concession has long been a source of interest to Glengarry visitors. In September, 1894, 'The Montreal Daily Witness' reporter who came to the county for the 100th Anniversary of the Lochiel Settlement, made a trip to St. Elmo to see the old log church: "a curiosity, both outside and in. The exterior shows an old, square log building, with a delapidated shed by way of porch. The inside quite corresponds with the outside. The pews are straight and narrow and so close together that a man with long legs must sit sideways. The pulpit is a small box high up on the wall, and should the preacher be tall his head would come perilously near to the ceiling." About 1912, two or three decades after the congregation had built a church in the near-by village of Maxville, and because many members were finding it more convenient to worship there, the Congregational services in the old building came to an end. Then in 1920, the historic place of worship was acquired by the neighbouring Gordon Presbyterian Church as a church hall. The structure has been

renewed from time to time, the renovations being in keeping with its style of architecture. Like its neighbour, the 1864 Gordon church, the log church is more and more highly esteemed, not only locally, but by Canadian Churchmen. As the United Church Archivist-Historian, Arthur G. Reynolds, has pointed out, the place of worship of the early Indian Lands congregation may not be "the earliest Congregational Church erected in Upper Canada, but it still remains true that the St. Elmo Church is the oldest Congregational Church still in existence today used for Church purposes although not for regular worship." (Letter, Feb. 11, 1964)

Ontario Historical Plaque



Reference Heritage Trust Ontario's website:

<http://www.heritagetrust.on.ca/en/index.php/plaques/glengarry-congregational-church-1837>

Glengarry Congregational Church 1837, The

The oldest remaining chapel in Ontario built by Congregationalists, this log church served the region for some 75 years.

Location On the grounds of the church in St. Elmo, north of Maxville, on County Road 20

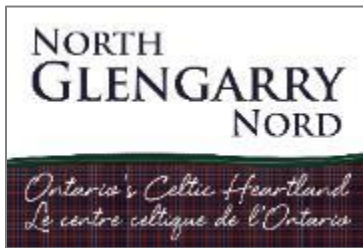
Region: Eastern Ontario

County/District: United Counties of Stormont, Dundas and Glengarry

Municipality: Township of North Glengarry

Themes

- Buildings and structures
- Religion



Colin Bayne & Gina Dragone
6 Church Street, P.O. BOX 1478
Maxville, Ontario
K0C 1A0

September 11th, 2024

Subject: Notice of Intent to Designate - 6 Church Street, Maxville, Ontario.

Colin Bayne & Gina Dragone:

This Notice of Intent to Designate 6 Church Street is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18*.

This property has physical value as its exterior façade is of cinder block cladding and contains intricate roof line with a unique trim works that includes a narrow cornice around the roof. This building was constructed in 1912 and exemplifies a type of material and construction method that represents this period. In addition, this property has historical value and has potential to yield information that contributes to an understanding of Maxville and supports the character of this area. Furthermore, this property has associated value of being the former residence of John McEwen who served as Maxville's first postmaster who was known to have conveyed her Majesty's mail over the country trails from Alexandria.

Subject property: This single-detached dwelling is a private residence which is situated at the east of Spring Street and west of Maxville Main Street South (County Road 20) and has frontage along Church Street. Its municipal address is 6 Church Street, Maxville, Ontario and is legally described as, Plan 32, Block G, Part Lot 1.

If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North Glengarry within thirty (30) days after publication of the notice, advertised in The Review newspaper, dated September 11th, 2024.



Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.

If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon Ward
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca



Anne Leduc
Director of Community Services
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca

Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.
- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry, therefore, there are no direct costs to the property owner.

- A property's heritage designation does not directly increase your property taxes as property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation.
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- **Heritage designated properties are eligible for North Glengarry's Community Improvement Plan programs.**
- **The Township may develop additional Heritage Property Incentives:**
 - Designation provides the **fundamental and legal eligibility criteria** for municipalities to award various heritage incentives:
 - **Grants:** Financial assistance for restoration, repair, or conservation of designated properties.
 - **Planning Incentives:** Encouragement for adaptive reuse, compatible development, and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

[Ontario Heritage Trust](#)

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

[Township of North Glengarry Website](#)

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)

NORTH GLENGARRY



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Bayne	<i>First name</i> Colin	
<i>Street address</i> 6 Church Street	<i>Unit number</i>	<i>Lot/Concession</i> Plan 32, Block G, Part Lot 1
<i>Municipality</i> Maxville (North Glengarry)	<i>Province</i> Ontario	<i>Postal code</i> K0C 1T0
<i>Telephone number</i> 613-697-1035	<i>Cell number</i> 613-282-0375	
<i>E-mail</i> colinbayne@hotmail.com		

Property Information		
<i>Building/Site name</i>	<i>Roll number (as per tax bill)</i> 01 11 014 001 082 00	
6 Church Street	<i>Unit number</i>	<i>Lot/Concession</i> Plan 32, Block G, Part Lot 1
<i>Municipality</i> Maxville	<i>Province</i> ON	<i>Postal code</i> K0C 1T0
<i>Site Type</i> <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use (Commercial & Residential) <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Ecclesiastical <input type="checkbox"/> Community/Museum <input type="checkbox"/> Agricultural		

Heritage Value Checklist	
1. <i>Age:</i> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date:</i> 1912
2. <i>Visually apparent features:</i> <input checked="" type="checkbox"/> Contains historical materials and cladding <input type="checkbox"/> Contains historical architectural elements <input checked="" type="checkbox"/> Contains other period identifying features	<i>If known, please specify the name(s) of associated architects/builders:</i>
3. <i>Historical importance to community:</i> <input type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution	<i>Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable:</i>

Defines, maintains, or supports the character of an area

Visual Description (including information on style, major exterior features, environment, and condition)

A two storey Foursquare residential home with a rectangular imprint. The front porch extends along the entire width of the house. The main building material is cinder block, which extends from the basement to the roof. There is a narrow cornice around the roof, which appears to be cement. The large, covered front porch is supported by cinder block pillars.

Brief Historical Summary (additional supporting documents can be attached to this form)

A centennial home. Likely one of the earliest (first) houses to be built within Maxville.

Character-defining Features (include any historical material, cladding, or architectural elements)

Cinder block cladding. Intricate roof line with interesting trim work that includes a narrow cornice around the roof.

Modifications to the Property

The Garage and addition were added on to the property 25 to 30 years ago.

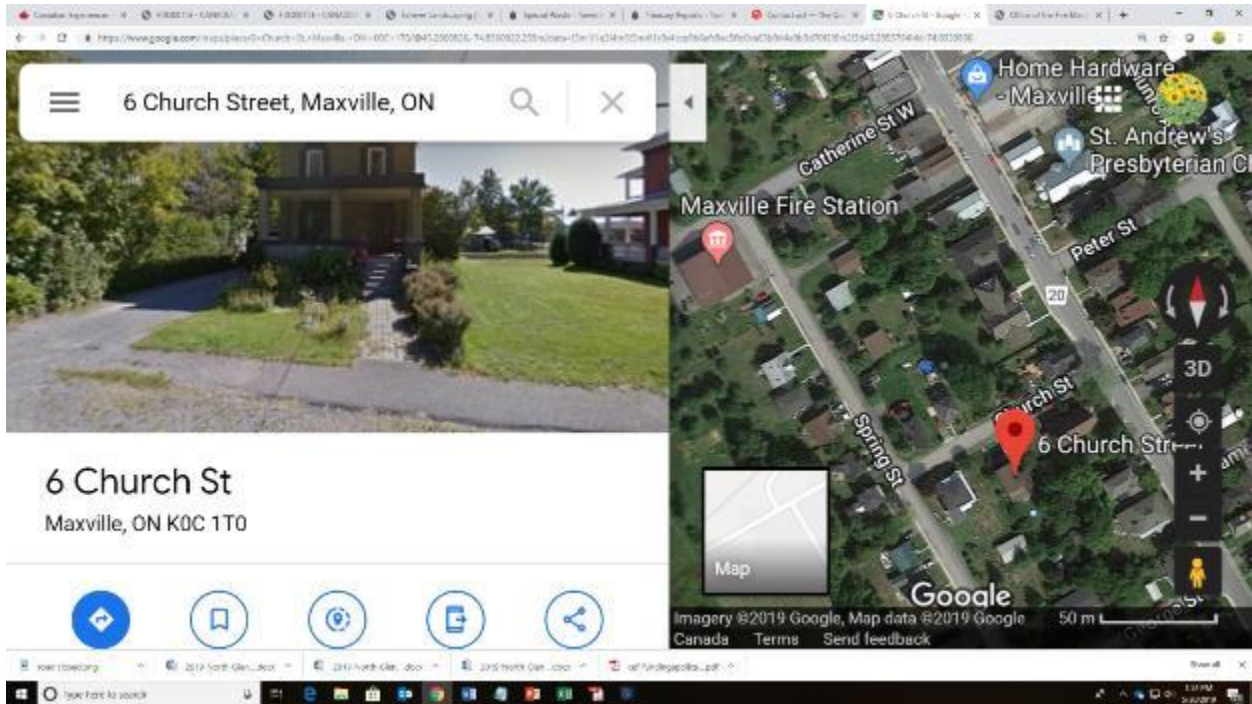
Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

PHOTOS of the property





Indication of geographic location:



6 CHURCH ST



Property Details

Ro INumber	01 11 014 001 082 00
Address	6 CHURCH ST
Municipality	North Glengarry
Legal	PLAN 32 BLK G PT LOT 1
Owner Name	BAYNE COLIN ANDREW GRANT, DRAGONE GINA TERESA
Prop Code	301 - Single family detached (not on water)
Zoning	R
Is Servicec	Y
Site Area	7,841 (sq ft)
Site Access	Y - Year Round Road Access
Frontage	50 ft.
Depth	157 ft.
Dist CVA	184,000
Tenant Tax Liable	N
Farm Operation	n/a

Mailing Address
6 CHURCH ST MAXVILLE ON K0C 1T0

Land Registry Documents

Abstract Index
Répertoire par lot

VILLAGE OF MAXVILLE Lot 1 Block C Plan/Concessionary 32 Page 47

EAST OF MAIN SOUTH OF RAILWAY

Cancelled true copy of abstract index except
instruments dated under Sections 51 (8)
& 62 of the Registry Act
Land Remarks: C. Brisson
R. Glazier

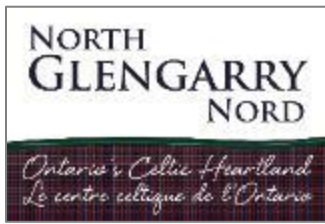
Register Number Nbre d'inscriptions	Instrument Type Type d'acte	Registration Date Date d'inscription YY MM DD AA MM JJ	Parties from Parties de	Parties to Parties à	Consideration Contrepartie	Comments Remarques/Observations
259	Deed	1900 05 17	MCEWEN, John & wife	MCAUGHTON Hugh	\$100.	ALL
263	B & S	1900 10 3	MCAUGHTON, Hugh & wife	MORAE, Kenneth J	\$200	ALL
1119	Grant	21 01 22	MORAE, Kenneth J & wife	MACDONALD, William	\$3750.	ALL
1753	Deed	41 08 26	Estate MACDONALD, William	MACEWEN, William A	\$2600	ALL
2035	Deed	47 07 07	MACEWEN, William A	MACEWEN, Rachela	\$1.00	ALL
24654	Proc Consent	72 03 29	Minister of Revenue	Estate MACEWEN, Rachael S		ALL
24655	Fed Consent	72 03 29	Dept National Revenue	MACEWEN, Rachael S estate		ALL
24825	Deed	72 04 20	Estate MACEWEN, Rachael S	VILLENEUVE, Lionel	\$2.00	ALL
				VILLENEUVE, Simons as JT		
	Deposit	72 04 25	See Deposit # 24852			ALL
24853	Grant	82 02 23	Estate VILLENEUVE, Lionel	VILLENEUVE, Michel	\$1.00	ALL
24854	Proc	85 04 29	VILLENEUVE, Michel R	The Toronto Dominion Bank	\$50,000	Discharged by #11370 Land Reg 2007/04/11
24854	Mort	88 07 12	VILLENEUVE, Michel Harris	Canada Trust Co Mort Co	\$40,000	Discharged by #73006 Land Reg 2006/07/11
21090	Charge	93 07 21	VILLENEUVE, Michel Harris	Canada Trust Co Mort Co	\$99,199	Discharged by #132052 Land Reg 2003/12/09
121090	Charge	2003 01 23	VILLENEUVE, Michel	THE BANK OF NOVA SCOTIA	\$123,750.	ALL

- Land Registry documents indicate that this property sold on May 17, 1900 for \$100 and on October 3, 1900 for \$200.
- The next sale of the property was on January 22, 1921 when it sold for the much greater value of \$3,750. It is fair to speculate that the increase in land value may have been due to a house being constructed on this site. This matches the property owner's assertion that the house, which is still on site, was erected at this location in 1912.

Historical research on the property

- According to Land Registry documents, the first registered owner of this property was John McEwen and his wife. McEwen sold the property to Hugh McNaughton on May 17, 1900 for \$100. It is fair to assume that this is the same John McEwen who served as Maxville's first postmaster.
- On Page. 4 of "Maxville: It's Centennial History", published in 1991, the book talks about the history of Maxville and how it was named:

"Maxville was named for the many "Macs" of Glengarry and its personalities are named in song and story. Maxville's first postmaster was John McEwen, prominent in Ralph Connor's "The Man From Glengarry". For many years he conveyed her Majesty's mail over the country trails from Alexandria."



Johannes Van Nooten & Moira Van Nooten
101 Centre Street, P.O. BOX 1301
Alexandria, Ontario
K0C 1A0

September 11th, 2024

Subject: Notice of Intent to Designate 101 Centre Street, Alexandria, Ontario.
Johannes Van Nooten & Moira Van Nooten.

This Notice of Intent to Designate 101 Centre Street is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18.*

This property has design and physical value that represents early examples of the late Victorian style homes due to its red brick, stain-glass windows, and ornate woodwork along the porch with beadboard on its roof. The two-storey home was constructed in 1906 and contains a wrap-around porch on the main floor as well as a porch on the second floor. This property was the former residence of Dorothy Dumbrille between 1925 – 1981. She was the Author of *Deep Doorways* [1941] and *All This Difference* [1945] as well as several books of poetry. Therefore, in addition to the design and physical value of this property, 101 Centre Street possesses associated historical value.

Subject property: This single-detached dwelling is a private residence which is situated west of Sandfield Avenue South and has frontage along Centre Street. Its municipal address is 101 Centre Street, Alexandria, Ontario and is legally described as Plan 8 Lot 14 Part Lot 15 RCP 127 Lot 7, being Parts 1, 2,3 on Reference Plan 14R-4372.

If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North Glengarry within thirty (30) days after publication of the notice, advertised in *The Review* newspaper, dated September 11th, 2024.



Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.

If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon
Ward
Township of North Glengarry | Canton de Glengarry
Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca



Anne Leduc
Director of Community Services
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-525-1110 x 352
E: anne@northglengarry.ca
W: www.northglengarry.ca

Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.
- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry, therefore, there are no direct costs to the property owner.

- A property's heritage designation does not directly increase your property taxes as property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation.
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- **Heritage designated properties are eligible for North Glengarry's Community Improvement Plan programs.**
- **The Township may develop additional Heritage Property Incentives:**
 - Designation provides the **fundamental and legal eligibility criteria** for municipalities to award various heritage incentives:
 - **Grants:** Financial assistance for restoration, repair, or conservation of designated properties.
 - **Planning Incentives:** Encouragement for adaptive reuse, compatible development, and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

[Ontario Heritage Trust](#)

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

[Township of North Glengarry Website](#)

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Van Nooten	<i>First name</i> John	
<i>Street address</i> 101 Centre Street	<i>Unit number</i>	<i>Lot/Concession</i> PLAN 8 LOT 14 PT LOT 15 RCP 127 LOT 7 RP14R4372 PARTS 1,2,3
<i>Municipality</i> Alexandria – North Glengarry	<i>Province</i> Ontario	<i>Postal code</i> K0C 1A0
<i>Telephone number</i> 613-525-1530	<i>Cell number</i> 613-360-1786	
<i>E-mail</i> Johanne.vannooten@gmail.com		

Property Information		
<i>Building/Site name</i>	<i>Roll number (as per tax bill)</i> 0111.018.00080600.0000	
<i>Civic address</i> 101 Centre Street	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria – North Glengarry	<i>Province</i> Ontario	<i>Postal code</i> K0C 1A0
<i>Site Type</i> <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use (Commercial & Residential) <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Ecclesiastical <input type="checkbox"/> Community/Museum <input type="checkbox"/> Agricultural		

Heritage Value Checklist	
1. <u>Age:</u> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date:</i> 1906
2. <u>Visually apparent features:</u> <input checked="" type="checkbox"/> Contains historical materials and cladding <input checked="" type="checkbox"/> Contains historical architectural elements <input checked="" type="checkbox"/> Contains other period identifying features	<i>If known, please specify the name(s) of associated architects/builders:</i>
3. <u>Historical importance to community:</u> <input checked="" type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution	<i>Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable:</i>

Defines, maintains, or supports the character of an area

Visual Description (including information on style, major exterior features, environment, and condition)

Late Victorian, double brick cladding, two story, wrap-around porch on lower level with second level porch of the front of house. Large garden with well-kept treed lot with Garry River flowing through it. Metal roof.

Brief Historical Summary (additional supporting documents can be attached to this form)

The house was built in 1906. The high school was across the street. The house was occupied by the principal J.T. Smith. His wife was Dorothy Dumbrille the authoress and poetess. They lived at the house for many years and wrote her stories. The house was the recipient of the “Blue Plaque Program” in 2019 through efforts of the Arts, Culture and Heritage Committee through and the Township of North Glengarry.

Character-defining Features (include any historical material, cladding, or architectural elements)

Red brick, an example of a well-built late Victorian home, stain glass windows, ornate woodwork on porch with beadboard on roof.

Modifications to the Property

No known modifications except for a sunroom and an addition were built onto the back of the house. These modifications are not visible from the front.

Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

Photos of the property

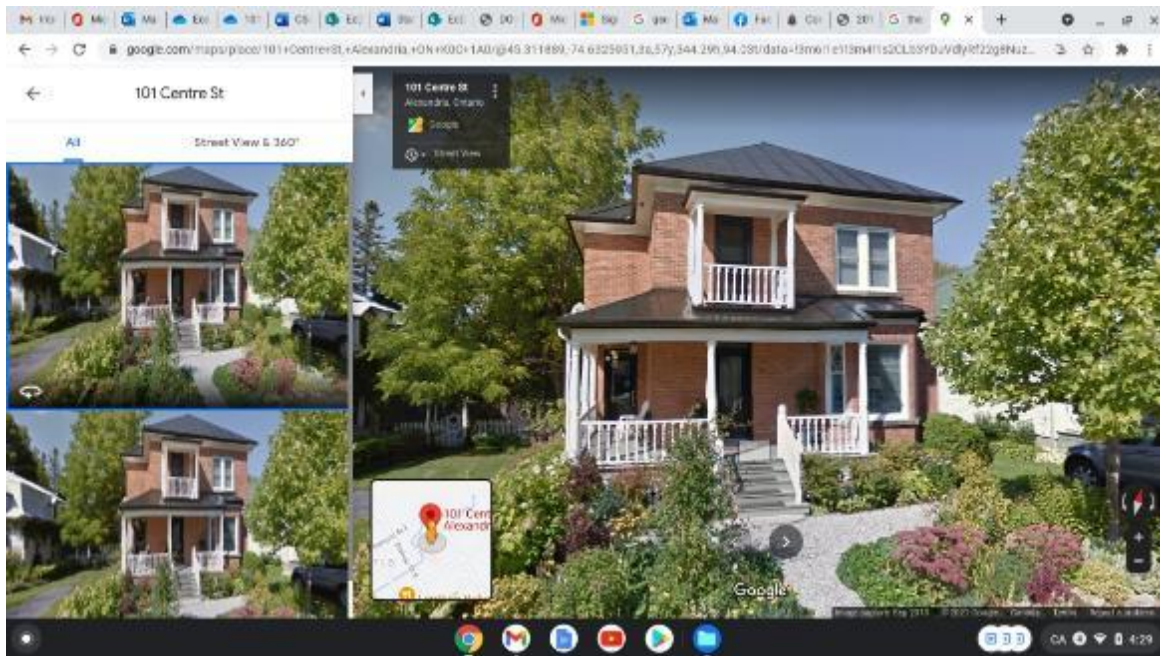


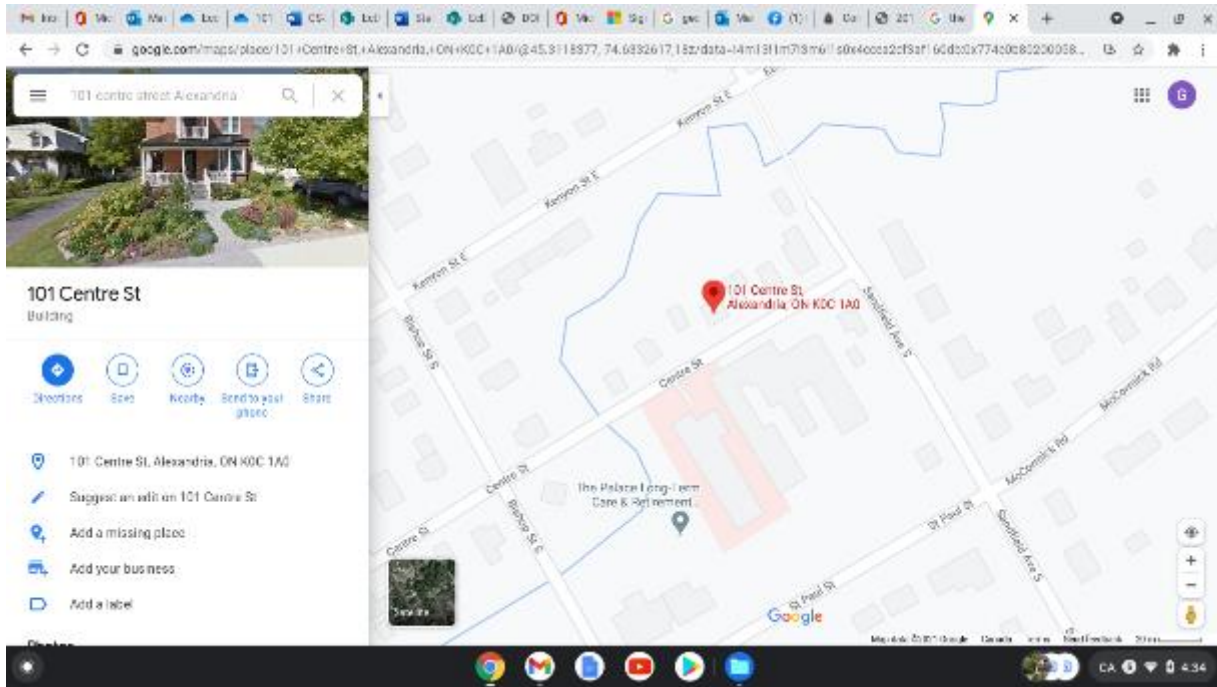
Copy of the deed from the Land Registry Office

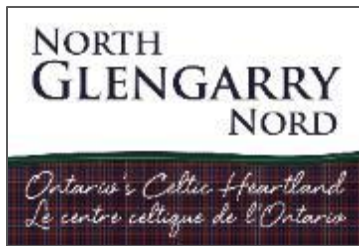
- The original land division for this property was done in 1886.

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTICULARS	PARTICULARS
<p>PROPERTY QUALIFIER: LT 1 REG 127, 1T 14 PL 91 ET AT 15 PL 8 PT 1, 2 & 3, 146477, S/E 22450, NORTH CLARENCE</p> <p>PROPERTY NUMBER: 146477</p> <p>TRUCK QUALIFIER: LT SIMPLE</p> <p>LT CONVEYANCE QUALIFIED</p> <p>INSTRUMENT TYPE: FIRST CONVEYANCE FROM MORTGAGE</p> <p>TRUCKLY GRADE: JUNE</p> <p>DATE OF CREATION: 2009/11/19</p>					
<p>** PREVIOUS INSTRUMENTS ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT ENCLOSED) **</p> <p>** SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, 2001</p> <p>** SUBSECTION 46(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH (1), PARAGRAPH 14, DEMONSTRATING ACQUISITION NOTICE **</p> <p>** AND KNOWING OR REASONABLE KNOWLEDGE OF THE FACTS, BUT NOT FOR THE LAND TITLES ACT, OR ENTITLED TO THE LAND OR ANY PART OF</p> <p>** IT THROUGH LEGAL OR ALIEN POSSESSION, JURISDICTION, JURISDICTION OR BOUNDARY ADJUSTMENT BY</p> <p>** CONVEYANCE.</p> <p>** AND LEASE TO WHICH THE PROVISIONS 70(2) OF THE REGISTRY ACT APPLIED.</p> <p>** DATE OF CONVEYANCE TO LAND TITLES: 2009/11/19 **</p>					
2450	2009/11/19	PLAN SUBDIVISION			ONTARIO WATER RESOURCES CORP.
2450	2009/11/19	CHARGE EASEMENT			ONTARIO WATER RESOURCES CORP.
2450	2009/11/19	PLAN REG COMBLED			ONTARIO WATER RESOURCES CORP.
146477	2009/11/19	PLAN REPERMITS			THE CORPORATION OF THE TOWNSHIP
2450	2009/11/19	AGREEMENT			THE CORPORATION OF THE TOWNSHIP
2450	2009/11/19	ORDER			THE CORPORATION OF THE TOWNSHIP
2450	2009/11/19	TRAILER	\$229,000	PARAS, DEIAN PARAS, NADY JANET	VAN ROOYEN, JONAS VAN ROOYEN, NICOLA

Map for geographical location:







Ms. Lydia Turner
53 Dominion Street North, P.O. BOX 1478
Alexandria, Ontario
K0C 1A0

September 11th, 2024

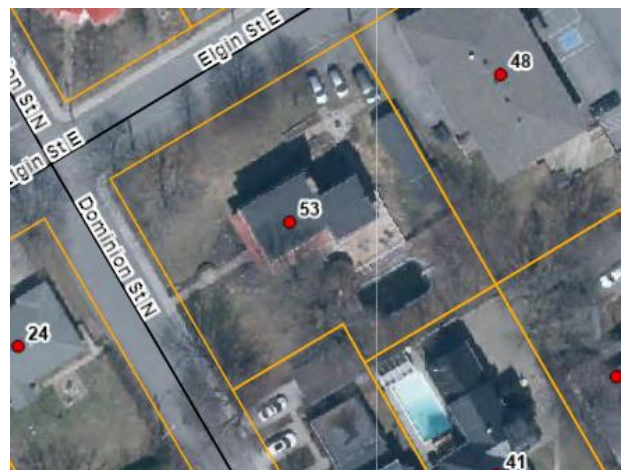
Subject: Notice of Intent to Designate 53 Dominion Street North, Alexandria, Ontario.
Dear Ms. Lydia Turner:

This Notice of Intent to Designate 53 Dominion Street North is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18.*

This property has design and physical value as its exterior façade represents an early example of mansard style homes in Alexandria as it was believed to be constructed in the 1850s based on a copy of the property deed. This building also displays a high degree of craftsmanship and artistic merit. This two-storey, red-bricked home contains a mansard style roof with a wrap-around porch on both sides of the home with corbels around the porch posts.

Subject property: This single-detached dwelling is a private residence which is situated at the south-east corner of Elgin Street East and Dominion Street North. Its municipal address is 53 Dominion Street North, Alexandria, Ontario and is legally described as, Plan 5, Part Lots 47, 48, being Part 1 on Reference Plan 14R-3686.

If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North Glengarry within thirty (30) days after publication of the notice, advertised in The Review newspaper, dated September 11th, 2024.



Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance

with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.

If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon Ward
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca



Anne Leduc
Director of Community Services
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-525-1110 x 352
E: anne@northglengarry.ca
W: www.northglengarry.ca

Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.
- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry, therefore, there are no direct costs to the property owner.
- A property's heritage designation does not directly increase your property taxes as property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation.
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- Heritage designated properties are eligible for North Glengarry’s Community Improvement Plan programs.
- The Township may develop additional Heritage Property Incentives:
 - Designation provides the fundamental and legal eligibility criteria for municipalities to award various heritage incentives:
 - Grants: Financial assistance for restoration, repair, or conservation of designated properties.
 - Planning Incentives: Encouragement for adaptive reuse, compatible development, and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

Ontario Heritage Trust

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

Township of North Glengarry Website

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)

NORTH GLENGARRY



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Turner	<i>First name</i> Lynda	
<i>Street address</i> 53 Dominion St North	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria, North Glengarry	<i>Province</i> ON	<i>Postal code</i> K0C 1A0
<i>Telephone number</i> 613-330-2422	<i>Cell number</i>	
<i>E-mail</i> Lynda@zengarry.com		

Property Information		
<i>Building/Site name</i>	<i>Roll number (as per tax bill)</i> 018-000-6500-0000	
<i>Civic address</i> 53 Dominion Street North	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria, North Glengarry	<i>Province</i> ON	<i>Postal code</i> K0C 1A0
<i>Site Type</i>		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-Use (Commercial & Residential)	<input type="checkbox"/> Community/Museum
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Ecclesiastical	<input type="checkbox"/> Agricultural

Heritage Value Checklist	
1. <i>Age:</i> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date:</i> Believed to be 1851
2. <i>Visually apparent features:</i> <input checked="" type="checkbox"/> Contains historical materials and cladding <input checked="" type="checkbox"/> Contains historical architectural elements <input checked="" type="checkbox"/> Contains other period identifying features	<i>If known, please specify the name(s) of associated architects/builders:</i>
3. <i>Historical importance to community:</i> <input type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution	<i>Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable:</i> N/A

Defines, maintains, or supports the character of an area

Visual Description (including information on style, major exterior features, environment, and condition)

Two-story red brick home with a mansard styled roof, porch that wraps around two sides of the home with corbels around the porch posts. There are also corbels and other woodwork along the roofline. Pain is chipping off the corbels, posts, hand railing, steps and floor as well as the skirting. Steps and some floorboards may need to be replaced. The owner would like to keep the original railing, posts, corbels etc. The doors and windows on the ground level are original.

Brief Historical Summary (additional supporting documents can be attached to this form)

Please see the attached copy of the deed from the Land Registry Office, showing the home existed as early as 1851.

Character-defining Features (include any historical material, cladding, or architectural elements)

The home is red brick, with a white wrap around porch, with wooden corbels on each porch post, as well as along the roofline. The roof is mansard style, there are very few in Alexandria.

Modifications to the Property

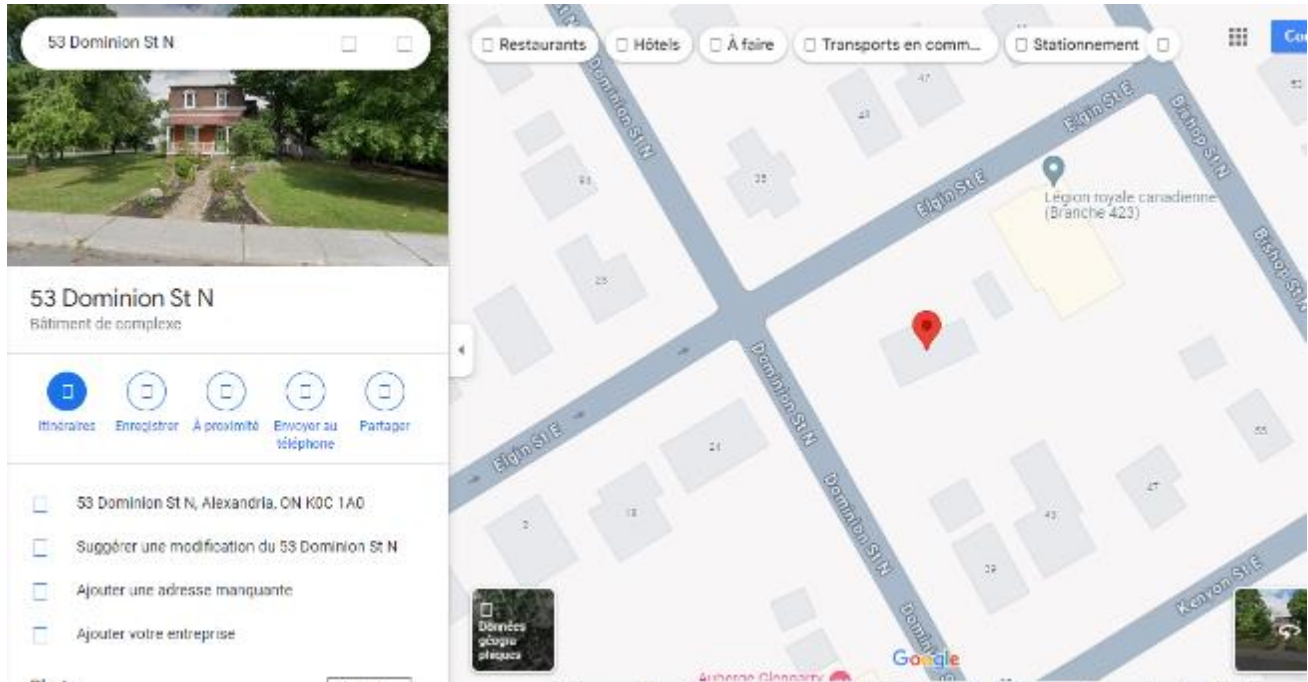
A cobble stone pathway was put in from the sidewalk to the front entrance of the home. At the back of the property there is a modern deck, connected to the porch, and on it a gazebo. The backyard has been fenced in.

Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

Photos of the property



Indicator of geographical location:



ADRESSE INDEX
Répertoire par lot

TOWN OF ALEXANDRIA Lot 45 Plan/Concession 5 Page 38

SOUTH OF ELGIN, NORTH OF RIVER GARDEN

Certified true copy of abstract index except document listed under Section 51 (3) A. 62 of the Registry Act. J. C. Bishop Registrar

Registration Number Matricle	Instrument Type Type d'acte	Registration Date Date d'inscription	Parties B Parties	Concession Concession	Land/Parcelle Parcelle cadastrale	Registrar
1171	Deed	1881 11 23	MacDONALD, D.A.	MacDONALD, Annie	A11	
1476	Deed	1882 09 18	MacDONALD, Annie	MacDONALD, D.A.	A11	
95	Deed	1885 07 30	MacDONALD, D.A.	MacDONALD, Angus	A11	
918	Deed	1897 05 06	MacDONALD, Angus & wife	McILSON, Rachel Mary	\$2500 A11 06	
1120	B & S	1900 05 07	McILSON, Rachel Mary & Hugh McRAE, Sarah	McRAE, Sarah	\$1000 A11 06	
2574	Assignment	1913 03 14	McRAE, Sarah	COSTELLO, F.	\$1.00 A11 06	
3022	B & Sale	1915 09 02	COSTELLO, Francis Thomas	McRAE, Sarah	\$1.00 A11 06	
6734	Deed	54 11 23	Estate of McRAE, John R. McRAE, Donald Neil & wife ANDREWS, Gretta McRAE McRAE, Evelyn McRAE, Fergus & wife McRAE, Red	MacDONALD, Donald	\$5000. A11 06	
4011	Cert for Reg	54 11 23	Treasurer of Ontario	Estate of McRAE, John R.	A11 06	
15699(n)	Deed	67 09 13	MacDONALD, Ronald E. R.	POIRIER, Reni J.	\$17,000. A11 06	
19266	Deed	69 07 18	POIRIER, Reni J. & wife	THEORET, Fernand	\$18300. A11 06	
22140	Deed	71 01 07	THEORET, Fernand	POIRIER, Reni J.	\$16166.51 A11 06	
75642	Charge	88 01 31	POIRIER, Reni J.	Caisse Populaire Alexandria	\$65,500. A11 06	
			POIRIER, Irene	Discharged by 2/22/25 Land Reg		
1483606	R-Plan	91 11 19			parts 1 & 2 instrument# 22140 06	
86503	Transfer	92 01 07	POIRIER, Reni	FRASER, Stanley Ian	\$1500 Part 2 1483606 Planning act Consent 06	
			POIRIER, Irene	FRASER, Marie-Jacqueline as JT		
88504	Partial Discharge	92 01 07	Caisse Populaire Alexandria	Discharged by 2/22/25 Land Reg	Part 2 1483606 discharge from charge 176642 06	
			Staffee			
90762	Transfer	93 04 30	POIRIER, Reni J.	BERNARD, Marie-Claire	\$142,000. part 1 1483666 06	
			POIRIER, Irene	BERNARD, Roger as JT		



PROPERTY INDEX MAP
GLENGARRY (No. 14)

SCALE
0 15 30m

LEGEND

- FREHOLD PROPERTY
- LEASEHOLD PROPERTY
- LIMITED INTEREST PROPERTY
- CONDOMINIUM PROPERTY
- RETIRED PIN(MAP UPDATE PENDING)
- PROPERTY NUMBER **0449**
- BLOCK NUMBER **08050**
- GEOGRAPHIC FABRIC
- EASEMENT

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED

UTM: 528455E, 5017655N, Zone 18



Ms. Lydia Turner
53 Dominion Street North, P.O. BOX 1478
Alexandria, Ontario
K0C 1A0

September 11th, 2024

Subject: Notice of Intent to Designate 209-215 Main Street North, Alexandria, Ontario.
Dear Ms. Lydia Turner:

This Notice of Intent to Designate 209-215 Main Street North is being served to your attention as the Township of North Glengarry intends to designate this property as being of cultural heritage value or interest under *Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18*.

This property holds significant design and historical value as it showcases a great example of early 20th-century military architecture. Erected in 1913, the building features a striking red brick façade complemented by detailed corbelling around the roof, reflecting the craftsmanship of the era. The simple gable roof and the decorative brickwork emphasize its traditional military design, which has been meticulously preserved. Situated in a well-maintained environment, the property is in excellent condition, with its historical features remaining intact and contributing to its continued relevance and charm.

The Armory, completed in 1913 and officially turned over to the defense department in 1914, played a pivotal role in the regional military landscape during World War I. As the only armory in the region, it was crucial for training and supporting wartime efforts. Beyond its military function, the Armory became a central social venue, hosting numerous community events, including dances and political gatherings. Although it ceased operations in 1963, its legacy as a key historical and cultural hub in Alexandria endure, marking its place in both local history and community life.

Subject property: This commercial property which is situated at the south-east corner of Maple Street and Main Street North. Its municipal address is 209-215 Main Street North, Alexandria, Ontario and is legally described as, Plan 120, RCP Lot 1.



If you wish to object to this notice of intention to designate this property, please be advised you may serve the Clerk of the Township of North Glengarry within thirty (30) days after publication of the notice, advertised in The Review newspaper, dated September 11th, 2024.



Notice of Objection may be served at the Township office located at 3720 County Road 34, Alexandria, Ontario, K0C 1A0 no later than Friday October 11th, 2024, in accordance with the Ontario Heritage Act, setting out the reason for your objection and all relevant facts.

If you have any questions or require additional information on the heritage designation process, please contact the undersigned.

Best Regards,

Jeff Manley, ACHC Chair & Councillor Kenyon Ward
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-363-2789
E: jeffmanley@northglengarry.ca
W: www.northglengarry.ca

Anne Leduc
Director of Community Services
Township of North Glengarry | Canton de Glengarry Nord
3720 County RD 34
Alexandria, ON, K0C 1A0
T: 613-525-1110 x 352
E: anne@northglengarry.ca
W: www.northglengarry.ca

Frequently Asked Questions:

What are the benefits of designating my property under the Ontario Heritage Act?

- Public recognition of the property.
- Protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.
- Management of change on heritage properties to ensure they retain the historic characteristics.
- Eligibility for preservation grants and tax relief.

- Encourages cultural tourism and a sense of place.

What are the financial impacts and costs associated with this process?

- The heritage designation process is being initiated by the Township of North Glengarry therefore, there are no direct costs to the property owner.
- A property's heritage designation does not directly increase your property taxes property taxes are based on the assessed market value of your property.
- Property insurance premiums should not increase because of a heritage designation
 - In general, insurance companies may increase premiums for older buildings recognizing the potential impact of having update outdated wiring or old heating systems.

What incentives are potentially available?

- Heritage designated properties are eligible for North Glengarry's Community Improvement Plan programs.
- The Township may develop additional Heritage Property Incentives:
 - Designation provides the fundamental and legal eligibility criteria for municipalities award various heritage incentives:
 - **Grants:** Financial assistance for restoration, repair, or conservation of designated properties.
 - **Planning Incentives:** Encouragement for adaptive reuse, compatible development and heritage-sensitive planning.

For more information:

Service Ontario – Online Resources

[Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

[Heritage properties and insurance | ontario.ca](#)

Ontario Heritage Trust

[Ontario Heritage Trust | Benefits of heritage designation under the...](#)

Township of North Glengarry Website

[Community Grant Program - Township of North Glengarry](#)

[Heritage Properties - Township of North Glengarry](#)

NORTH GLENGARRY



Request for Designation

Municipal Heritage Register

Applicant Information		
<i>Last name</i> Turner	<i>First name</i> Lynda	
<i>Street address</i> 53 Dominion Street N. P.O. Box #1478	<i>Unit number</i>	<i>Lot/Concession</i>
<i>Municipality</i> Alexandria – North Glengarry	<i>Province</i> Ontario	<i>Postal code</i> K0C 1A0
<i>Telephone number</i> 613-330-2422	<i>Cell number</i>	
<i>E-mail</i> lynda@zengarry.com		

Property Information		
<i>Building/Site name</i> Old Armory/Zengarry	<i>Roll number (as per tax bill)</i> 011101800030300	
<i>Civic address</i> 209-215 Main Street N	<i>Unit number</i>	<i>Lot/Concession</i> PLAN 120 RCP LOT 1
<i>Municipality</i> Alexandria – North Glengarry	<i>Province</i> Ontario	<i>Postal code</i> K0C 1A0
<i>Site Type</i>		
<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Mixed-Use (Commercial & Residential) <input type="checkbox"/> Ecclesiastical <input type="checkbox"/> Community/Museum <input type="checkbox"/> Agricultural		

Heritage Value Checklist	
1. <u>Age:</u> <input checked="" type="checkbox"/> Was built before the 1940s	<i>If known, please specify the construction date:</i> 1913
2. <u>Visually apparent features:</u> <input checked="" type="checkbox"/> Contains historical materials and cladding <input checked="" type="checkbox"/> Contains historical architectural elements <input checked="" type="checkbox"/> Contains other period identifying features	<i>If known, please specify the name(s) of associated architects/builders:</i>
3. <u>Historical importance to community:</u> <input checked="" type="checkbox"/> Associated with a theme, event, belief, person, activity, organization, or institution <input checked="" type="checkbox"/> Defines, maintains, or supports the character of an area	<i>Please specify the associated theme, event, belief, person, activity, organization, institution, or area, where applicable:</i> Armory, World War I, Recreational Hall

Visual Description (including information on style, major exterior features, environment, and condition)
It is a large red brick building that has corbelling and interesting brick detailing around the windows, and doors.
Brief Historical Summary (additional supporting documents can be attached to this form)
The Armory building, erected in 1913, and turned over to the defense department in 1914, holds a significant historical legacy in SD&G (Stormont, Dundas, and Glengarry). Initially serving as a military training facility during the onset of World War I, it played a crucial role as the only armory in the region. This period marked a time of heightened military activity and community support for the war effort. Soon after it's creation, the Armory doubled as a prominent social venue for the local community. It became renowned for hosting various social events, including dances and political gatherings, solidifying its place as a central hub for social interaction in Glengarry throughout the 20th century. Despite its closure in the fall of 1963, when "D" Company relocated to the Cornwall Armory, the Armory in Alexandria left an enduring cultural and historical footprint.
Character-defining Features (include any historical material, cladding, or architectural elements)
The building was built with sturdy red brick walls, featuring corbelling and a simple gable roof.
Modifications to the Property
A significant extension was built on the right side of the building, extending the property from 215 Main Street to 215-209 Main Street. The extension does not cover most part of the building so the heritage aspects of it have been preserved.

Please attach additional information to this form, including an indication of geographic location (e.g. maps, aerial photography), historical photographs, current photographs, and any other relevant historical information.

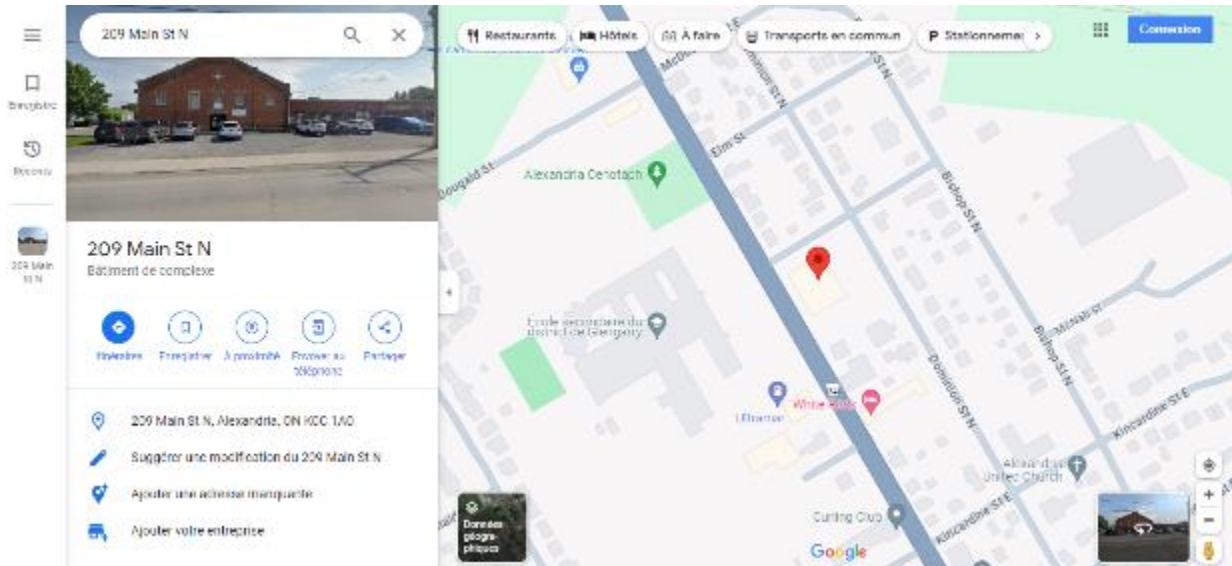
Photos of the property







Indicator of geographical location:



Overseas Recruits + In the Armoury

Upwards of sixty recruits for overseas service are now comfortably clothed and quartered in the Military Armoury here and already are part of the life of the town. They are hard at work at the daily routine and under capable instructors are fast becoming efficient. By their demeanor they have won the good will of the citizens who are quick to realize that the uniform and disciplines tend rather to improve than to lower the standard of conduct. We trust a welcome being extended to the lads in khaki will convince them that Alexandria is heartily glad to have them here.

We believe it is the intention of the officer commanding to twice a week hold a route march to surrounding points at distances varying from six to ten miles, where there will be shelter for the men to get their mid-day meal before returning to their headquarters. This will afford an opportunity for our friends in the country to do the soldiers a good turn by providing a place for them to rest, a warm cup of tea or coffee, a piece of cake, etc., recognition that one appreciates the enthusiasm and loyalty being displayed by these men about to go to the front.

A reading and writing room is being fitted out in the Armoury for the convenience of the soldiers. This will be supplied with writing material, newspapers and magazines. Contributions towards this end will be gratefully accepted and acknowledged.

During the winter months, as there is considerable musical talent among the men, entertainments will be held in the Armoury to which the soldiers will have the privilege of inviting their friends. The first of these was held last night.

That they may learn to shoot straight the gallery in the basement of the building will be completed within the next two weeks or so, gallery ammunition will be supplied and friendly contests among the men encouraged by donating prizes for competition.

https://newspapers.glengarrycountyarchives.ca/viewer?file=%2Fmedia%2Fdocuments%2FThe_Glengarry_News%2F1911-1920%2F1915%2FNov%2F11-26-1915.pdf#page=1&search=armories&phrase=false



TO BE BOARDED UP?—Alexandrians are confronted with the unpleasant possibility that the Armouries, here, will be closed by the department of national defence. A complete rewiring job is needed and the Area Commander has declared it will not be authorized unless warranted by an increase in personnel of "D" Company of the reserve unit.

Erected in 1913, the local Armouries was turned over to the defence department in June, 1914, on the eve of the outbreak of World War I.

Strong Possibility Local Armouries Will Be Closed, Brigadier Dunn States

Meagre Strength Of Local Reserve Company Makes It Impracticable To Rewire Building — More Recruits The Only Answer

Alexandria's Armouries building will in all probability be closed soon and "D" Company of the S.D. & G. Highlanders (Reserve) will be "dormantized" unless there is a rapid gain in effective strength of the Alexandria Company.

The bad news was contained in a letter to Lieut.-Col. Joseph Donihue, O.C. the unit, Cornwall, from Brigadier M. S. Dunn, Area Commander at Kingston. And Colonel Donihue has apprised us of the fact with the suggestion from Brigadier Dunn that it be brought to the attention of all concerned in Alexandria "in order to give them an opportunity to revitalize the sub-unit there". "If they are not prepared to take some constructive action, then it looks as if this old military centre will cease operations", the Brigadier concludes.

Glengarrians Gather In Regina March 25th

The Glengarry and Adjacent Counties Association of Saskatchewan will hold its second annual gathering in Regina, March 25th, and the organizing committee reports this year's attendance prom-

Kenyon Rate Set For Twp. Purposes

Kenyon township's 1954 levy for township purposes has been set at 14 mills, the same as in 1953 and 1952, it has been announced by J. A. McRae, clerk-treasurer.

Mr. McRae noted that the levy is for all township purposes; there are no additional rates for Federation of Agriculture, relief, and so on, as in some municipalities. He also stated that the township rates are the only rates over which the local council board exercises any control. Additional taxes are levied for the high school, public and separate schools, county drains and tele-

In his letter, Brigadier Dunn points out that Army Engineers made an inspection of our Armouries and reported it needed rewiring. Approval has been received by Area Command for rewiring the building at an estimated cost of \$3,900. Before undertaking the project, however, the strength of the local sub-unit was reviewed and Brigadier Dunn found the complement to be one officer and 35 OR, of whom 22 were non-effectives.

He is not prepared to authorize the rewiring for one officer and 13 OR and on the other hand he declares he cannot allow the building to continue to operate with the wiring in its present condition.

Brigadier Dunn proposes, therefore, to review the situation before the end of March and if the strength of the Alexandria sub-unit is not sufficiently large and active to justify an expenditure of \$9,000 for rewiring, "I will recommend to the GOC that your sub-unit at Alexandria be dormantized and the Armouries closed".

Present effective strength of "D" Company is not quite as bad as it was in January when Brigadier Dunn reviewed the roll, according to Captain Harold Stimson, local OC. But Company strength should be 100 all ranks, he points out, and possibly if the number of effectives is increased to at least 60 or 70, Area Command will feel more inclined to authorize the rewiring.

If the Armouries is closed, Captain Stimson stated, it will probably be boarded up with personnel coming here periodically to inspect the building. It would be no longer available for meetings nor as a recreational centre for badminton and other sports activities. Captain Stimson pointed out that it is the present policy of the Defence Department to close smaller Armouries the use of which is limited.

Colonel Donihue's letter has been turned over to Mayor Simon for study by Town Council.

Local Annual Ball a Huge Success

The great ball and haggis to which Glengarrians have looked forward for weeks, was attended with glorious success in the Armory last Thursday p.m. Following the well prepared supper, the Armory, which was then cleared for the ball, was soon filled with dancers, young and old, from all over Glengarry County with almost every other corner represented, including the cities of Montreal and Toronto. It was almost daylight Friday before the last guest was loathe to leave for home. The splendid music of the Brown orchestra had not a little to do in helping the guests dance the hours away pleasantly, and the untiring efforts of Mr. de L. McDonald in making arrangements and bringing the affair to a glorious close, was wonderful to behold and worth more than passing mention. The young ladies who offered their services at the tables and the ladies of the Red Cross who helped (and the word "helped" hardly does these ladies justice) were admired and danced and danced and admired until daylight and the fatigue of the musicians brought the ball to an end with nothing left until next year but pleasant memories.

A number of military men were no-

ticeably present and it is said that certain young ladies displayed a sneaking preference for these young men in uniform. Others sought out all the nice looking fellows whether in uniform or not; while still others danced just for the pleasure of dancing, taking as partners everyone and anyone who asked—always of course providing the gentleman in question could dance well. The attendance in spite of the unpromising condition of the roads, was wonderfully large, and in addition to the countless bus-loads from the station and near-by, a great number drove here from all parts of the county.

Mayor Courville and Mrs. Courville appeared early in the evening, and a number of out-of-town folks who began to arrive were soon introduced "wholesale" as Mr. McDonald says, so that everything could go on smoothly and pleasantly from the first dance.

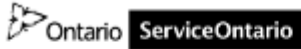
To announce the names of parties who are said to have danced best, or which particular lady were the daint-

Altogether, over two hundred and fifty attended which figures, taking the war into consideration and the number of local boys at the front, makes the ball of last Thursday one of the most successful affairs seen in Alexandria for some years.

Rogers and Parkins, all of Montreal.

https://newspapers.glengarrycountyarchives.ca/viewer?file=%2Fmedia%2Fdocuments%2FThe_Glengarry_News%2F1911-1920%2F1916%2FDec%2F12-08-1916.pdf#page=1

Copy of the deed from the Land Registry Office



LAND
REGISTRY
OFFICE #14

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

6150-028 (L7)

PAGE 1 OF 1
PREPARED FOR Jacob
ON 2024/08/12 AT 10:47:32

ONLAND

PROPERTY IDENTIFIER: LT 1 RCP 120, NORTH OREGONRY

PROPERTY STATUS:
REGISTRATION:
 FOR 2016
 LT CONVERSION QUALIFIED

RECEIVED:
 FIRST CONVERSION FROM BOOK

SEE CREATION DATE:
 2009/10/19

OWNER'S SHARE:
 L.S. TURNER HOLDINGS INC.

CAPACITY SHARE:
 RSW

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	EXTRACT FROM	PARTIES TO	CHGT/ CRDT
<p>** PREVIOUS ENTRIES ARE DOCUMENT TYPES (DELETED INSTRUMENTS NOT DECLINED) **</p> <p>**REMARK: ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO SUBSECTION 49(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPHS 14, PROVINCIAL SUCCESSION DUTIES * AND EXCEPTS OR FORFEITURE TO THE CROWN. ONE RIGHTS OF ANY PERSON WHO WOULD, NOT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF IT THROUGH CLAIMS OF ADVERSE POSSESSION, PRESUMPTION, REASSUMPTION OR BOUNDARIES SETTLED BY CONVENTION. ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.</p> <p>**DATE OF CONVERSION TO LAND TITLES: 2009/10/19 **</p>						
SL1122	1891/02/25	PLAN REG COMPLETED				C
SL121	2009/11/20	NO AGREE MENT GEN		GEMMART WINDOWS & DOORS INC.	CAISSE POPULAIRE DE LA VALLEE INC.	C
SL1411	2010/07/11	TRANSFER AGREEMENT: PLANING ACT STATEMENTS.	\$705,000	M 4 L 10-20 HOLDINGS INC.	L.S. TURNER HOLDINGS INC.	C
SL1412	2010/07/11	CHANGE	\$705,000	L.S. TURNER HOLDINGS INC.	MUTIPLEX DEVELOPMENT BANK OF CANADA	C
SL1413	2010/07/11	NO AGREE MENT GEN AGREEMENT: SL1412.		L.S. TURNER HOLDINGS INC.	MUTIPLEX DEVELOPMENT BANK OF CANADA	C



STAFF REPORT TO COUNCIL

Report No: CS-2024-23

September 9, 2024

From: Anne Leduc – Director of Community Services

RE: Review of Community Grants Program Guidelines

Recommended Motion:

THAT Council receives staff report CS-2024-23 for information purposes only.

Background / Analysis:

At the September 3, 2024 meeting, the members of the Arts, Culture and Heritage Committee (ACHC) performed its annual review of the Community Grants Program Guidelines.

The Community Grants Program has been in place since 2009. Over the last 15 years, 183 applications were received. Of those, 141 different events or projects were supported through the Community Grants Program. The Township contributed \$407,641.24 in funds and \$21,723.00 through in-kind support for a total of \$429,364.24.

Over the years, the ACHC has:

- Created an in-kind form to track non-monetary items such as rental of facilities, equipment and staff hours;
- Revised the policy to limit the eligible and repeat financial commitment available per organization;
- Added a section to the budget where applicants are required to indicate the items that will be funded through the Program; and
- Added a second intake in February when funds remained after the first intake;
- Carried-out minor modifications to the language of the documentation for the purposes of rendering the process more efficient and straightforward for applicants.

The Community Grants Program’s priorities for funding are:

- Arts, Culture and Heritage projects or events
- Community Beautification projects or events
- Special Events
- Tourism Development projects or events
- Heritage Plaques

Successful applicants are required to enter into a Letter of Agreement with the municipality prior to the funds being disbursed.

The Community Grants Program is sent out by email to past recipients, posted to the Township's website and advertised through Facebook.

This year's first intake will close on October 31, 2024 and if there are funds remaining, the second intake would close on February 28, 2025.

It was noted by the Arts, Culture and Heritage Committee that many of the known organizations in the Townships have received funding on several occasions. The Committee recognizes that the organizations have the track record to create and successfully implement new activities for the community.

After the review, the members of the Arts, Culture and Heritage Committee recommend to Council that the Community Grants Program continues as is.

Alternatives:

N/A

Financial Implications:

The Community Grant Program is funded through the Township's yearly budget exercise. Funds are disbursed to applicants conditional to Council's approval of the budget.

Attachments & Relevant Legislation:

Community Grants Program – Attached

Others Consulted:

Arts, Culture and Heritage Committee
Zoe Bougie – Director of Finance
Ainsley Hunt – Economic Development Officer

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



The Township of North Glengarry 2025 Community Grant Program

Introduction / Policy Statement:

In accordance with its official plan, the Township of North Glengarry (the Township) wishes to promote a varied and rich quality of life for all its residents and visitors. At times, community groups and organizations in North Glengarry need financial assistance to support community-based special projects or events.

The Community Grant Policy has been created to provide limited financial assistance to community groups and not-for-profit organizations within the Township to assist with various activities. This support is in recognition of the value of these groups to the well-being and growth of the community and is to help the municipality retain a strong community focus.

This policy and related forms, is meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community.

Funding Options:

Each year, as part of the annual budget process, Council will determine a financial commitment to the "Community Grant Program". This money, up to a maximum of \$3,500.00 per eligible organization, will be available for direct community grants.

In addition to direct community grants, Council will also establish a budget for in-kind support and reserves the right to limit the value of said support to \$2,500.00 per eligible organization. In-kind support may consist of the use of municipal property at reduced or no cost, municipal staff support, loan of equipment or material. In-kind support is calculated according to the Township of North Glengarry's User Fees and Charges By-Law and the Ontario Provincial Standard Specification's Schedule of Rental Rates.

Prior to submitting an application to the Community Grant Program that contains a request for in-kind support, a mandatory consultation meeting is required with the North Glengarry Departments responsible for providing said in-kind support. Please contact the Recreation Department at 613-525-1110, or the Public Works Department at 613-525-3087, to set-up a pre-application meeting to discuss the required in-kind support request.

Priorities for Funding:

- Arts, Culture and Heritage projects or events
- Community Beautification projects or events

- Special Events
- Tourism Development projects or events
- Heritage Plaques

Deadline for Applications:

First Intake deadline of October 31, 2024

If funds are available, a Second Intake deadline of February 28, 2025

Eligibility Criteria:

1. Applicants must be non-profit community groups and organizations whose primary focus is within North Glengarry;
2. Grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fund-raising and volunteer support). Capital items are not eligible for funding;
3. All funding shall be for future projects. Retroactive funding will not be considered;
4. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants;
5. Repeat grant applications must show how their event/activity differs from their previous application(s) and new events may be prioritized over returning events;
6. Guaranteed funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years;
7. Funding requests may be reduced in value at the discretion of the Committee to support a wider range of projects;
8. No financial grants will be considered unless specifically authorized by this policy. In allocating grants, the Municipality may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

1. Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) and non-profit organizations that are predominantly funded by the government through tax dollars are not eligible to apply for the Community Grant Program;
2. Organizations that may be located within the Township of North Glengarry, but are more regionally-oriented, or that represent or service a special interest group shall not be considered for a municipal grant under the Community Grant Program;
3. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event. Recreation in North Glengarry is managed by Recreation Associations and have separate funding mechanisms, not related to this policy.

Application Guidelines:

For the First Intake, all grant applications shall be submitted on the "Community Grant Application Form" and directed to the Economic Development and Communications Officer, by **October 31, 2024**.

If funds are still available for the Second Intake, all grant applications shall be submitted on the "Community Grant Application Form" and directed to the Economic Development and Communications Officer, by **February 28, 2025**.

Applications shall include

1. The name of the organization(s), and the contact information (name, address and telephone and email) of a person who can answer questions regarding the information submitted on the application form;
2. A brief description of the organization;
3. The list of Board/Committee members of the organization;
4. Projects / Events - Provide a brief description including objectives of the event/project, or the benefits to the community resulting from the event/project and expected date of completion;
5. Historical Plaques - Provide a brief description on how the plaque will demonstrate the history, the stories of the people, places and events that have helped to shape North Glengarry. The inscription text must follow these guidelines:
 - a plaque inscription must state clearly why the subject of commemoration is of significance;
 - an attempt should be made to put a human face on all inscriptions, in order to make them understandable to a general audience;
 - appealing words and phrases (e.g., "legendary character") should be used in inscriptions when appropriate, as they add colour and tend to make the text more memorable;
 - when possible the title of the plaque should be used to convey information - this information need not be repeated in the text;
 - if in the title, birth and death dates should not be repeated in the text;
 - dates should be used judiciously in texts and be inserted only when relevant;
 - A draft of the plaque must be reviewed and approved by the Arts, Culture and Heritage Committee prior to production.
6. Budget for the event/project/historical plaques (please use the attached "Community Grant Application Budget Form") and indicate clearly what budget items will be funded through the Community Grant;
7. If applicable, any request for in-kind support must be outlined on the In-Kind Support Summary Document and approved by the Recreation and/or Public Works Department prior to submitting the application. Please contact the Recreation and Public Works departments to schedule a meeting;
8. The organization's financial statement from the previous year.

Applicants who have questions about eligibility or any aspect of the application should contact the Township Office before completing the "Community Grant Application Form".

Municipal Review of Application:

1. All requests for financial grants will be considered having regard for the Municipality's current budget. Under normal circumstances, only one (1) request per organization is to be considered in a calendar year;
2. The Arts, Culture and Heritage Advisory Committee shall review each community grant application to ensure that all necessary information is provided before the Grant Application is submitted to council for consideration. Incomplete Grant Applications will not be considered;
3. All grants will be assessed in terms of the need for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response.

Application Deadline and Notification of Acceptance:

Applications for the first intake must be received by **October 31, 2024**, and for the second intake by **February 28, 2025**, for all events/projects in the upcoming calendar/fiscal year.

Notification of acceptance will take place after the North Glengarry budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their event, or particular needs.

Accountability:

1. Prior to the disbursement of any municipal funds, all Grantees must sign a "Letter of Agreement" on the approved form, which specifies the terms and conditions of the grant;
2. Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants;
3. Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between projects or groups without prior Council approval;
4. Accountability statements must be completed and submitted **within 60 days** of the event/project's completion.

The statement shall include:

- A description of the completed event/project;
- A financial report listing all expenditures and revenues pertaining to the event/project, and the use of the funds;
- The signature of the Chair of the organization
- Groups are encouraged to submit photos of their activity/event that can be used by the Township to promote the Community Grant Program and/or the municipality.

Failure to provide an "Accountability Statement" may result in future requests being denied.

Municipal Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property, general liability and/or alcohol related event insurance naming the Township of North Glengarry as an additional insured. This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal policy. The determination of insurance levels is at the sole and unique discretion of the Township, either through the CAO's office or by Council resolution.



COMMUNITY GRANT APPLICATION FORM

First Intake October 31, 2024 **Second Intake: February 28, 2025**

1. Name of the organization: _____

Address: _____

Telephone: _____

Contact Person's Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Attach a brief description of your organization including the list of board members or committee members.

2. What is the main sector your organization serves, or the purpose of your application?

- Arts, Culture & Heritage
- Community Beautification
- Tourism Development
- Special Events
- Historical Plaques
- Other - provide name: _____

3. Event or project title: _____

Date of event or project completion date: _____

4. Describe the project for which you are requesting funding (if more space required, attach a separate sheet.)

5.

a) Funding Amount Requested	\$
b) In-kind Support Requested, as recorded on the In-Kind Summary Document	\$
Total Support Requested (a + b):	\$

6. Complete attached "Community Grant Application Budget" form;

7. Complete "Applicant's Declaration";

8. Complete the In-Kind Support Summary Document which available from the Recreation or Public Works Department. **An in-person meeting is required** with one or both of Directors of these departments and the In-Kind Support Summary Document **must be approved by the Directors** from which the In-Kind support is sought prior to application submission.

It is important to ensure your application includes all of the following documents:

Required List of attachments (v):

- Community Grant Application Form
- List of the Board of Directors/ Committee members
- Brief description of the organization
- Community Grant Application Budget Form
- Approved In-Kind Support Summary Document from the Recreation and/or Public Works Department, if applicable.
- Financial Statement
- Completed and signed Applicant's Declaration

Please return your completed application either by mail or by email to the attention of:

In Person or by Mail:

Economic Development and Communications Officer
Township of North Glengarry
3720 County Road 34
Alexandria ON K0C 1A0

By Email:

ecdev@northglengarry.ca

APPLICANT'S DECLARATION



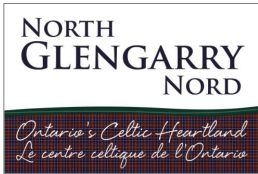
I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to enter into a formal, legally binding agreement (Letter of Agreement) with the Corporation of the Township of North Glengarry that will outline the terms and conditions of the grant.

Name and signature of the Chair or President of the Board of Directors/Committee:

Name: _____ Title: _____

Signature: _____ Date: _____

***BUDGET - COMMUNITY GRANT APPLICATION**



Anticipated Funding Sources / Revenues:

Requested Contribution	_____	\$	<input style="width: 100px; height: 15px;" type="text"/>
Your Contribution	_____	\$	
Anticipated Income (admissions, sales, etc)	_____	\$	
Other Government / Public Support	_____	\$	
Private Support (please specify)	_____	\$	
	_____	\$	
Other Sources (please specify)	_____	\$	
	_____	\$	
TOTAL REVENUES			\$ <input style="width: 100px; height: 15px;" type="text"/>

Expenses (goods, services & other):

Project Costs (please list)	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Rental Fees	_____	\$	_____
Permits (please list)	_____	\$	_____
	_____	\$	_____
Equipment (please specify)	_____	\$	_____
	_____	\$	_____
Advertising	_____	\$	_____
Transportation	_____	\$	_____
Other (please specify)	_____	\$	_____
TOTAL EXPENSES			\$ <input style="width: 100px; height: 15px;" type="text"/>

**Please ensure that the project budget balances (revenues = expenses).*

Please indicate the budget item(s) towards which the Community Grants Program Funds will be applied:

ITEM	COST
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____



STAFF REPORT TO COUNCIL

Report No: TR-2024-16

September 9, 2024

From: Zoe Bougie - Director of Finance/Treasurer

RE: 2023 Audited Financial Statements Review

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report TR-2024-16, 2023 Audited Financial Statements Review for information purposes only.

Background / Analysis:

The draft 2023 Audited Consolidated Financial Statements were presented to Council during a delegation at the August 12, 2024, Council meeting. During this meeting, additional clarification was requested on the financial statements.

The CAO and Treasurer met with Welch LLP to review the financial statements.

Statement of Financial Position

Financial Assets

	<u>2023</u>	<u>2022</u>	<u>Difference</u>
Financial assets			
Cash (note 2)	\$ 7,255,037	\$ 3,986,478	\$ 3,268,559
Taxes receivable	1,289,315	1,253,377	\$ 35,938
Accounts receivable (note 3)	2,086,648	3,762,108	(\$ 1,675,460)
Long-term receivables (note 5)	264,771	247,878	\$ 16,893
	<u>10,895,771</u>	<u>9,249,841</u>	

Figure 1

[Page 5 in the 2023 Draft Financial Statements]

In 2023, there was a significant amount of accounts receivable collected. This in turn decreased the amount receivable and increased cash. Additional increases to cash include the sale of equipment and buildings.

Statement of Operations

Operating Revenues

	<u>2023 Budget</u> (Note 15)	<u>2023 Actual</u>	<u>2022 Actual</u>	<u>Difference</u>
Operating revenues				
Municipal taxation	\$ 6,652,352	\$ 6,629,937	\$ 6,353,704	(\$ 22,415)
User charges	5,874,149	5,589,967	5,547,576	(\$ 284,182)
Government transfers - operating	2,468,400	2,638,738	2,527,173	\$ 170,338
Investment income	93,000	337,666	152,660	\$ 244,666
Interest and penalties on taxes	300,000	239,499	242,003	(\$ 60,504)
Donations and other income	-	300	250	\$ 300
	<u>15,387,901</u>	<u>15,436,107</u>	<u>14,823,366</u>	<u>\$ 48,206</u>

Figure 2

[Page 6 in the 2023 Draft Financial Statements]

Overall, the actual operating revenues were higher than budgeted. Specifically, additional revenue was generated through government transfers and investment income. Municipal taxation, user charges and interest and penalties on taxes were lower than projected.

Statement of Operations

Operating Expenditures

	<u>2023 Budget</u>	<u>2023 Actual</u>	<u>2022 Actual</u>	<u>Difference</u>
Operating expenditures				
General government	1,572,133	1,714,164	1,462,080	\$ 142,031
Protection to persons and property	1,966,276	2,012,954	1,938,941	\$ 46,678
Transportation services	4,210,391	4,216,909	4,006,801	\$ 6,518
Environmental services	4,622,827	5,008,216	4,610,500	\$ 385,389
Health services	3,000	6,059	411	\$ 3,059
Recreational and cultural services	2,154,820	2,510,227	2,247,877	\$ 355,407
Planning and development	690,175	474,271	514,660	(\$ 215,904)
	<u>15,219,622</u>	<u>15,942,800</u>	<u>14,781,270</u>	
Net operating surplus (deficit)	<u>168,279</u>	<u>(506,693)</u>	<u>42,096</u>	

Figure 3

[Page 6 in the 2023 Draft Financial Statements]

Though the Township of North Glengarry saw an annual surplus of \$968,374, there was a net operating deficit of \$506,693.

This deficit is broken down as follows:

Operating Revenues	48,207
Landfill Closure and Post-Closure Liability	(250,361)
Salaries	(96,414)
Materials & Services	(510,341)
Insurance & Financial	68,166
Contracted Services	12,736
Third Party Transfers	53,036
Subtotal	<u>(674,971)</u>
Budgeted Surplus	168,279
Total Deficit	<u><u>(506,693)</u></u>

Figure 4

Landfill Closure and Post-Closure Liability

The largest unforeseen expenditure was the landfill closure and post-closure liability cost. This number is only an estimate of what will be required once the landfill is closed in the future.

In 2022, this liability was estimated at \$11,601. The significant increase in 2023 was due to new reports becoming available with updated projections from the Township’s landfill consultants. The auditors are currently responsible for this calculation however staff will be reviewing it with the auditors during next year’s audit.

This amount is also reflected in the Statement of Financial Position under Financial Liabilities – Landfill Closure and post-closure liabilities.

	<u>2023</u>	<u>2022</u>	<u>Difference</u>
Financial liabilities			
Accounts payable and accrued liabilities	1,655,119	1,905,819	
Employee benefits payable (note 6)	247,575	274,237	
Deferred revenue - obligatory reserve funds (note 7)	500,522	460,940	
Landfill closure and post-closure liabilities	2,050,119	1,799,758	\$ 250,361
Municipal debt (note 9)	<u>8,922,022</u>	<u>8,757,064</u>	
	<u>13,375,357</u>	<u>13,197,818</u>	

Figure 5

[Page 5 in the 2023 Draft Financial Statements]

Salaries

This line item includes the total overage of salaries and benefits for all staff. This amount was not projected correctly in the 2023 budget but has since been updated in the 2024 budget and will be reviewed again for the 2025 budget.

Materials and Services

Major variances in this category are as follows:

MATERIALS & SERVICES	Budget	Actual	Difference
1-4-9300-2115 NGWT-COAGULENT	60,000.00	115,512.11	55,512.11
1-4-9400-2115 NGS - COAGULENT	47,000.00	76,817.40	29,817.40
1-4-2000-2399 FIRE - VEHICLE MAINTENANCE	40,000.00	67,010.29	27,010.29
1-4-3101-2368 ROADS - EQUIPMENT MAINTENANCE	170,000.00	209,684.18	39,684.18
1-4-1200-2366 ADM - BUILDING/PROP MAINT/SUPPLIES	17,000.00	71,813.31	54,813.31
1-4-1200-4267 ADM - SENIOR SUPPORT (LEGION)	5,000.00	31,436.95	26,436.95
1-4-2000-2270 FIRE - FIRE FEES	30,000.00	91,357.04	61,357.04
1-4-3045-5205 LSTOP - DUST LAYER	145,000.00	185,846.21	40,846.21
1-4-4020-2187 LF - WASTE ACCEPTANCE FEES - LAFLECHE	166,451.00	194,993.05	28,542.05
1-4-7100-2056 MSC - HYDRO	60,000.00	95,854.42	35,854.42
1-4-2000-2400 FIRE - GAS/OIL/DIESEL	19,000.00	30,024.98	11,024.98
1-4-3101-2400 ROADS - GAS/OIL/DIESEL	221,658.00	266,737.50	45,079.50

Figure 6

Several line items were for mandatory expenditures, including coagulant used in the water treatment process as well as vehicle and equipment maintenance for safety reasons. Other line items including the dust layer and gas/oil/diesel were due to price volatility. These areas will be reviewed during budget preparations to bring them in line with actuals.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

Draft 2023 Audited Financial Statements

Others Consulted:

Sarah Huskinson, CAO/Clerk

Welch LLP

Reviewed and Approved by:

Sarah Huskinson, CAO/Clerk

FINANCIAL STATEMENTS
For the
CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
For year ended
DECEMBER 31, 2023

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CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

INDEX TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

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Statement of Changes in Net Financial Liabilities	7
Statement of Cash Flows	8
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Management's Responsibility for the Financial Statements

The accompanying financial statements of the **Corporation of the Township of North Glengarry** are the responsibility of management and have been approved by Council.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards prescribed for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada and as such include amounts that are the best estimates and judgments of management.

Management is responsible for the integrity and objectivity of these statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and is ultimately responsible for reviewing and approving the financial statements.

The Council meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the financial statements and the external auditor's report.

The external auditors, Welch LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of the Corporation of the Township of North Glengarry and meet when required.

On behalf of the Corporation of the Township of North Glengarry:

Sarah Huskinson, CPA, CGA
Chief Administrative Officer/Clerk

Zoe Bougie
Director of Finance/Treasurer

Alexandria, Ontario
August 12, 2024

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of the:

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Opinion

We have audited the accompanying financial statements of the **Corporation of the Township of North Glengarry** (the Township), which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial liabilities and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, excepts for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2023 and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

The Township is expected to receive insurance proceeds related to an investigation into its taxes receivable. A provision in the amount of \$550,000 for estimated insurance recoveries has been recorded in these financial statements. We were unable to obtain sufficient appropriate audit evidence about the carrying amount of this expected insurance recovery due to the measurement uncertainty of the insurable loss. Consequently, we were unable to determine whether any adjustments might have been necessary to the financial assets recorded in the statement of financial position as at December 31, 2023, as well as any related adjustments to the statements of operations, changes in net assets and the cash flows.

Under Public Sector Accounting Standards as of the year ended December 31, 2023, the Township was required to adopt PS 3280 Asset Retirement Obligations. Asset retirement obligations are legal obligations associated with the eventual retirement of tangible capital assets. The Township was required to identify all legal obligations associated with the retirement of its assets, and record, and estimate the future costs of remediation for these obligations to determine their valuation. Legal liabilities may exist, including the costs for the removal and disposal of asbestos within the Township buildings that will undergo renovations or demolition, as well as decommissioning or removal costs associated with arena infrastructure, underground storage tanks, site restoration for salt storage facilities, lagoons site restoration and costs association with the removal of sewage infrastructure. The Township did not complete its analysis as described in note 1(h), and thus liabilities arising from legal obligations associated with the retirement of certain tangible capital assets and their related disclosures were not recorded in the financial statements for the year ended December 31, 2023.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud and error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash (note 2)	\$ 7,255,037	\$ 3,986,478
Taxes receivable	1,289,315	1,253,377
Accounts receivable (note 3)	2,086,648	3,762,108
Long-term receivables (note 5)	<u>264,771</u>	<u>247,878</u>
	<u>10,895,771</u>	<u>9,249,841</u>
Financial liabilities		
Accounts payable and accrued liabilities	1,655,119	1,905,819
Employee benefits payable (note 6)	247,575	274,237
Deferred revenue - obligatory reserve funds (note 7)	500,522	460,940
Landfill closure and post-closure liabilities	2,050,119	1,799,758
Municipal debt (note 9)	<u>8,922,022</u>	<u>8,757,064</u>
	<u>13,375,357</u>	<u>13,197,818</u>
Net financial liabilities	<u>(2,479,586)</u>	<u>(3,947,977)</u>
Non-financial assets		
Tangible capital assets (note 8)	80,726,508	81,282,988
Tangible capital assets under construction	-	43,591
Inventory	166,782	139,832
Prepaid expenses	<u>97,059</u>	<u>23,955</u>
	<u>80,990,349</u>	<u>81,490,366</u>
Accumulated surplus (note 10)	<u>\$ 78,510,763</u>	<u>\$ 77,542,389</u>
Contingencies (note 14)		

The accompanying notes are an integral part of these financial statements.

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> (Note 15)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Operating revenues			
Municipal taxation	\$ 6,652,352	\$ 6,629,937	\$ 6,353,704
User charges	5,874,149	5,589,967	5,547,576
Government transfers - operating	2,468,400	2,638,738	2,527,173
Investment income	93,000	337,666	152,660
Interest and penalties on taxes	300,000	239,499	242,003
Donations and other income	<u>-</u>	<u>300</u>	<u>250</u>
	<u>15,387,901</u>	<u>15,436,107</u>	<u>14,823,366</u>
Operating expenditures			
General government	1,572,133	1,714,164	1,462,080
Protection to persons and property	1,966,276	2,012,954	1,938,941
Transportation services	4,210,391	4,216,909	4,006,801
Environmental services	4,622,827	5,008,216	4,610,500
Health services	3,000	6,059	411
Recreational and cultural services	2,154,820	2,510,227	2,247,877
Planning and development	<u>690,175</u>	<u>474,271</u>	<u>514,660</u>
	<u>15,219,622</u>	<u>15,942,800</u>	<u>14,781,270</u>
Net operating surplus (deficit)	<u>168,279</u>	<u>(506,693)</u>	<u>42,096</u>
Other income related to capital			
Government transfers - capital	1,424,153	1,157,455	2,404,387
Gain on disposal of tangible capital assets	<u>20,000</u>	<u>317,612</u>	<u>880,120</u>
	<u>1,444,153</u>	<u>1,475,067</u>	<u>3,284,507</u>
Annual surplus	1,612,432	968,374	3,326,603
Accumulated surplus at beginning of year	<u>77,542,389</u>	<u>77,542,389</u>	<u>74,215,786</u>
Accumulated surplus at end of year	<u>\$ 79,154,821</u>	<u>\$ 78,510,763</u>	<u>\$ 77,542,389</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
STATEMENT OF CHANGES IN NET FINANCIAL LIABILITIES
YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u> (Note 15)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Annual surplus	\$ 1,612,432	\$ 968,374	\$ 3,326,603
Amortization of tangible capital assets	3,033,297	3,033,297	2,923,898
Acquisition of tangible capital assets and tangible capital assets under construction	(6,759,408)	(2,464,818)	(6,595,404)
Gain on disposal of tangible capital assets	(20,000)	(317,612)	(880,120)
Proceeds on disposal of tangible capital assets	20,000	349,204	1,788,870
Change in inventory	-	(26,950)	(25,296)
Change in prepaid expenses	<u>-</u>	<u>(73,104)</u>	<u>9,737</u>
(Increase) decrease in net financial liabilities	(2,113,679)	1,468,391	548,288
Net financial liabilities at beginning of year	<u>(3,947,977)</u>	<u>(3,947,977)</u>	<u>(4,496,265)</u>
Net financial liabilities at end of year	<u>\$ (6,061,656)</u>	<u>\$ (2,479,586)</u>	<u>\$ (3,947,977)</u>

DRAFT

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities		
Annual surplus	\$ 968,374	\$ 3,326,603
Items not affecting cash:		
Amortization	3,033,297	2,923,898
Gain on disposal of tangible capital assets	<u>(317,612)</u>	<u>(880,120)</u>
	3,684,059	5,370,381
Net changes in non-cash working capital items:		
Taxes receivable	(35,938)	290,284
Accounts receivable	1,675,460	(492,817)
Inventory	(26,950)	(25,296)
Prepaid expenses	(73,104)	9,737
Accounts payable and accrued liabilities	(250,700)	551,887
Employee benefits payable	(26,662)	28,674
Landfill closure and post-closure liabilities	250,361	11,601
Deferred revenue	<u>39,582</u>	<u>329,928</u>
	<u>5,236,108</u>	<u>6,074,379</u>
Cash flows from capital activities		
Acquisition of tangible capital assets and tangible capital assets under construction	(2,464,818)	(6,595,404)
Proceeds on disposal of tangible capital assets	<u>349,204</u>	<u>1,788,870</u>
	<u>(2,115,614)</u>	<u>(4,806,534)</u>
Cash flows from investing activities		
Advances of long-term receivables	(68,300)	(44,200)
Repayment of long-term receivable	<u>51,407</u>	<u>60,860</u>
	<u>(16,893)</u>	<u>16,660</u>
Cash flows from financing activities		
Municipal debt repaid	(521,342)	(707,372)
Proceeds from municipal debt	<u>686,300</u>	<u>44,200</u>
	<u>164,958</u>	<u>(663,172)</u>
Increase in cash	3,268,559	621,333
Cash at beginning of year	<u>3,986,478</u>	<u>3,365,145</u>
Cash at end of year	<u>\$ 7,255,037</u>	<u>\$ 3,986,478</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

NATURE OF OPERATIONS

The Corporation of the Township of North Glengarry (the "Township") was incorporated on January 1, 1998 and is a lower tier municipality in the Province of Ontario. The Township is responsible for providing a variety of municipal services to its residents. The Township conducts its operations under the direction of its elected Council, guided by the provisions of provincial statutes such as the Municipal Act, 2001, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Township are prepared by management in accordance with Canadian generally accepted accounting policies for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. These financial statements include the following significant accounting policies:

a) *Reporting entity*

These financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity. The reporting entity is comprised of all municipal organizations, committees, and local boards accountable to the Township, and which are owned or controlled by the Township.

b) *Accounting for United Counties and School Board transactions*

The assets, liabilities, revenues, and expenditures with respect to the operations of the school boards and the United Counties of Stormont, Dundas and Glengarry are not reflected in these financial statements.

c) *Basis of accounting*

These financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable based upon cost of goods or services acquired.

d) *Deferred revenue*

The Township receives contributions under the authority of federal and provincial legislation and funding agencies. These funds, by their nature, are restricted in their use, and until applied to applicable projects, are recorded as deferred revenue. Amounts applied to projects are recorded as revenue in the fiscal period in which they are expended.

e) *Reserve and reserve funds*

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital expenditures. Transfers to and from reserves and reserve funds are recorded as an adjustment to the respective fund when approved.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) *Government transfers*

Government transfers are recognized as revenues or expenditures in the period in which the events giving rise to the transfer occurred, provided the transfers are authorized, any eligibility criteria have been met by the recipient, and a reasonable estimates of the amounts can be made.

g) *Taxation and related revenues*

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council incorporating amounts to be raised for local services and amounts the Township is required to collect on behalf of the United Counties of Stormont, Dundas and Glengarry and the Province of Ontario in respect of education taxes. Realty taxes are billed based on the assessment rolls provided by MPAC. Taxation revenues are recorded at the time tax billings are issued.

A normal part of the assessment process is the issue of supplementary assessment rolls that provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Township determines the taxes applicable and renders supplementary tax billings. Assessments and the related property taxes are subject to appeal. Any supplementary billing adjustments made necessary by the determination of such changes will be recognized in the period they are determined and the effect shared with the school boards as appropriate.

h) *Asset Retirement Obligations ("ARO")*

Public Sector Accounting Standard PS 3280 - Asset Retirement Obligations came into effect on April 1, 2022. This new standard provides guidance on the reporting of legal obligations associated with the retirement of tangible capital assets. An ARO is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The estimate of a liability would include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset. The estimate would include costs of tangible capital assets acquired as part of asset retirement activities to the extent those assets have no alternative use.

The Township accrues landfill closure and post-closure care requirements that have been defined in accordance with PS 3280 and include final covering, landscaping, as well as surface and ground water monitoring and visual inspections. The reported liability is based on estimated future expenses in current dollars, adjusted for estimated inflation and charges to expense are based on usage.

The Township is currently in the process of completing its assessment on the impact of PS 3280's implementation on assets other than the landfill liability described above.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

i) *Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made as appropriate in the year they become known. Management makes accounting estimates when determining the estimated useful life of the Township's tangible capital assets, its allowance for doubtful accounts and accounts receivable, the accrued liability for employee benefits and the accrued liability for landfill closure and post closure costs. Actual results could differ from those estimates.

j) *Tangible capital assets*

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	10 years
Buildings	40 years
Vehicles	10 to 25 years
Machinery and equipment	5 to 50 years
Transportation:	
- roads	7 to 40 years
- bridges and structures	40 years
Water and waste plants and networks	50 to 100 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized. One half of the annual amortization is charged in the year of acquisition and in the year of disposal.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue. Similarly, transfer of assets to third parties are recorded as an expense equal to the net book value of the assets as of the date of transfer.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

2. CASH

Cash consists of the following:

	<u>2023</u>	<u>2022</u>
Unappropriated cash	\$ 2,510,627	\$ 2,446,398
Restricted under the Canada Community-Building Fund	500,522	460,940
Restricted for reserve funds	<u>4,243,888</u>	<u>1,079,140</u>
	<u>\$ 7,255,037</u>	<u>\$ 3,986,478</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

3. ACCOUNTS RECEIVABLE

Accounts receivable consists of the following:

	<u>2023</u>	<u>2022</u>
Water and sewer user fees receivables	\$ 418,680	\$ 419,303
Excise tax rebates receivable	108,635	287,682
Municipal drains charges receivable	640,323	652,785
Due from School Boards and the United Counties	48,442	55,901
Accounts receivable - other	<u>870,568</u>	<u>2,346,437</u>
	<u>\$ 2,086,648</u>	<u>\$ 3,762,108</u>

4. CREDIT FACILITY

The Township has an authorized revolving operating line of credit facility with a maximum limit of \$2,000,000. The credit facility bears interest at prime and was unused at December 31, 2023.

5. LONG-TERM RECEIVABLES

Long-term receivables consists of the following:

	<u>2023</u>	<u>2022</u>
Community improvement program loans receivable	\$ 56,062	\$ 58,250
Tile drainage loans receivable	<u>208,709</u>	<u>189,628</u>
	<u>\$ 264,771</u>	<u>\$ 247,878</u>

6. EMPLOYEE BENEFITS PAYABLE

The Township provides employee benefits that will require funding in future periods for vacation pay. The vacation pay liability has been estimated based on pay rates in effect at December 31, 2023 and is expected to be paid out over the next fiscal year.

Employee benefits payable is comprised of:

	<u>2023</u>	<u>2022</u>
Vacation pay	<u>\$ 247,575</u>	<u>\$ 274,237</u>

7. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances held in the obligatory reserve funds are as follows:

	<u>Balance December 31, 2022</u>	<u>Additions</u>	<u>Transferred to Income</u>	<u>Balance December 31, 2023</u>
Canada Community-Building Fund	<u>\$ 460,940</u>	<u>\$ 359,696</u>	<u>\$ (320,114)</u>	<u>\$ 500,522</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

8. TANGIBLE CAPITAL ASSETS

Tangible capital assets consists of the following:

<u>Cost</u>	<u>Balance December 31, 2022</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance December 31, 2023</u>
Land	\$ 515,261	\$ -	\$ (2)	\$ 515,259
Land improvements	1,585,423	428,865	-	2,014,288
Buildings	28,847,283	64,092	(156,901)	28,754,474
Vehicles	10,481,673	145,800	-	10,627,473
Equipment	5,422,585	412,096	-	5,834,681
Roads	22,313,577	1,158,093	-	23,471,670
Bridges	8,677,034	45,029	-	8,722,063
Water and sewer	<u>58,178,912</u>	<u>254,434</u>	<u>-</u>	<u>58,433,346</u>
	<u>\$136,021,748</u>	<u>\$ 2,508,409</u>	<u>\$ (156,903)</u>	<u>\$138,373,254</u>

<u>Accumulated Amortization</u>	<u>Balance December 31, 2022</u>	<u>Amortization Expense</u>	<u>Disposals</u>	<u>Balance December 31, 2023</u>
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	1,143,640	56,375	-	1,200,015
Buildings	19,348,564	719,685	(125,307)	19,942,942
Vehicles	5,933,709	442,730	-	6,376,439
Equipment	4,272,887	272,839	-	4,545,726
Roads	14,718,924	796,223	-	15,515,147
Bridges	3,486,135	136,309	-	3,622,444
Water and sewer	<u>5,834,901</u>	<u>609,132</u>	<u>-</u>	<u>6,444,033</u>
	<u>\$ 54,738,760</u>	<u>\$ 3,033,293</u>	<u>\$ (125,307)</u>	<u>\$ 57,646,746</u>

<u>Net book value</u>	<u>December 31, 2022</u>	<u>December 31, 2023</u>
Land	\$ 515,261	\$ 515,259
Land improvements	441,783	814,273
Buildings	9,498,719	8,811,532
Vehicles	4,547,964	4,251,034
Equipment	1,149,698	1,288,955
Roads	7,594,653	7,956,523
Bridges	5,190,899	5,099,619
Water and sewer	<u>52,344,011</u>	<u>51,989,313</u>
	<u>\$ 81,282,988</u>	<u>\$ 80,726,508</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

9. MUNICIPAL DEBT

Municipal debt consists of the following:

	<u>2023</u>	<u>2022</u>
<u>Royal Bank of Canada</u>		
Term loans - interest rates between 2.49% and 5.20%, repayable in monthly blended payments ranging between \$1,445 and \$5,112, maturity dates ranging from 2026 to 2031	\$1,300,385	\$ 737,443
<u>Ontario Infrastructure and Lands Corporation</u>		
Debenture loans - interest rates between 1.86% and 3.01%, repayable in semi-annual payments ranging between \$13,000 and \$125,000 plus interest, maturity dates ranging from 2024 to 2049	7,412,929	7,829,993
<u>Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA):</u>		
Tile drainage debenture loans - 6% repayable over a ten year period in blended annual payments ranging between \$734 and \$6,793, maturity dates ranging from 2024 to 2033	<u>208,708</u>	<u>189,628</u>
	<u>\$8,922,022</u>	<u>\$8,757,064</u>

The Township has offsetting tile drain loans receivable from property owners with the same terms and maturity dates as the OMAFRA tile drain loans above. These loans receivable have been included in long-term receivables on the statement of financial position.

Principal repayments on municipal debt are estimated to be as follows:

2024	\$ 520,959
2025	493,391
2026	482,068
2027	458,587
2028	412,911
2029 and subsequent	<u>6,554,106</u>
	<u>\$ 8,922,022</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

10. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2023</u>	<u>2022</u>
Reserves:		
Working funds	\$ 1,809,987	\$ 766,397
CEMC contingency fund	44,201	43,653
Fire	40,198	39,700
Major capital	1,030,902	1,003,517
Modernization & efficiency	297,152	385,231
Recreation	30,834	50,522
Parkland	90,200	75,082
Roads	361,746	357,262
Waste management	1,124,042	1,060,110
RARE	368,337	376,852
Water & sewer	2,752,127	2,718,014
WSIB	55,320	54,634
Zoning and elections	101,491	90,317
Other	719,751	507,531
Less funded by reserve funds	<u>(4,243,888)</u>	<u>(1,079,140)</u>
	<u>4,582,400</u>	<u>6,449,682</u>
Reserve funds:		
General reserve funds	2,915,834	693,909
Major capital fund	1,030,902	-
Modernization & efficiency reserve fund	<u>297,152</u>	<u>385,231</u>
	<u>4,243,888</u>	<u>1,079,140</u>
Reserves and reserve funds - total	<u>8,826,288</u>	<u>7,528,822</u>
Invested in tangible capital assets:		
Equity in tangible capital assets	80,726,508	81,326,579
Less: related debt	(8,713,314)	(8,567,436)
Less: unfinanced tangible capital assets	<u>-</u>	<u>(638,000)</u>
	<u>72,013,194</u>	<u>72,121,143</u>
Amounts to be recovered from future revenues:		
Accrued interest	(31,025)	(33,581)
Accrued landfill closure and post-closure costs	(2,050,119)	(1,799,758)
Employee benefits payable	<u>(247,575)</u>	<u>(274,237)</u>
	<u>(2,328,719)</u>	<u>(2,107,576)</u>
	<u>\$ 78,510,763</u>	<u>\$ 77,542,389</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

11. SEGMENTED INFORMATION

The Township is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the statement of operations. Departments have been separately disclosed in the segmented information. For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore certain allocation methodologies are employed in the preparation of segmented financial information. The accounting policies used in these segments are consistent with those in the preparation of the financial statements as disclosed in note 1. The nature of the Township's segments and the activities they encompass are as follows:

General Government

General government includes corporate services and governance of the Township. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting and overall budget status as well as frontline reception and customer service.

Protection to Persons and Property

Protection services includes fire protection, conservation authority, protective inspection and control, and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

Transportation Services

Transportation services includes administration and operation of traffic and parking services for the Township. In addition, services are provided for the winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Township.

Environmental Services

Environmental services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services as well as solid waste collection, disposal and recycling services.

Health Services

Health services includes health and safety programs, and contributions to the Glengarry Memorial Hospital.

Recreation and Cultural Services

Recreation and cultural services includes services that contribute to the Township's development and sustainability through the provision of recreation and leisure programs including community halls, libraries, parks, recreation fields and arenas.

Planning and Development

Planning and development manages development for business interest, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

11. SEGMENTED INFORMATION (continued)

	<u>General Government</u>	<u>Protection</u>	<u>Transportation</u>	<u>Environment</u>	<u>Health</u>	<u>Recreation and Cultural</u>	<u>Planning and Development</u>	<u>2023 Totals</u>	<u>2022 Totals</u>
Revenues									
Municipal taxation	\$ 731,508	\$ 1,737,974	\$ 2,513,809	\$ 443,100	\$ 2,181	\$ 1,012,703	\$ 188,662	\$ 6,629,937	\$ 6,353,704
User charges	88,935	330,591	52,814	4,252,335	-	714,726	150,566	5,589,967	5,547,576
Government transfers									
- operating	291,143	691,720	1,000,505	176,355	868	403,059	75,088	2,638,738	2,527,173
- capital	-	-	882,455	-	-	275,000	-	1,157,455	2,404,387
Other	<u>873,843</u>	<u>-</u>	<u>21,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>895,077</u>	<u>1,275,033</u>
	<u>1,985,429</u>	<u>2,760,285</u>	<u>4,470,817</u>	<u>4,871,790</u>	<u>3,049</u>	<u>2,405,488</u>	<u>414,316</u>	<u>16,911,174</u>	<u>18,107,873</u>
Expenditures									
Wages and benefits	958,282	929,024	1,454,950	1,214,282	-	1,005,092	268,059	5,829,689	5,407,813
Interest municipal debt	-	39,643	33,228	190,215	-	-	11,378	274,464	263,831
Materials and services	553,288	570,032	1,293,301	1,970,759	6,059	852,454	140,012	5,385,905	4,916,066
Contracted services	-	18,381	88,627	487,199	-	1,657	-	595,864	565,603
Insurance and financial costs	123,548	55,783	102,068	75,110	-	115,237	2,446	474,192	415,603
Third party transfers	-	135,854	-	-	-	177,035	36,500	349,389	288,456
Amortization	<u>79,046</u>	<u>264,237</u>	<u>1,244,735</u>	<u>1,070,651</u>	<u>-</u>	<u>358,752</u>	<u>15,876</u>	<u>3,033,297</u>	<u>2,923,898</u>
	<u>1,714,164</u>	<u>2,012,954</u>	<u>4,216,909</u>	<u>5,008,216</u>	<u>6,059</u>	<u>2,510,227</u>	<u>474,271</u>	<u>15,942,800</u>	<u>14,781,270</u>
Net surplus (deficit)	\$ <u>271,265</u>	\$ <u>747,331</u>	\$ <u>253,908</u>	\$ <u>(136,426)</u>	\$ <u>(3,010)</u>	\$ <u>(104,739)</u>	\$ <u>(59,955)</u>	\$ <u>968,374</u>	\$ <u>3,326,603</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

12. OPERATION OF SCHOOL BOARDS AND THE UNITED COUNTIES

The following taxation revenues were raised and remitted to school boards and the United Counties of Stormont, Dundas and Glengarry:

	<u>2023</u>	<u>2022</u>
School boards	<u>\$ 2,654,419</u>	<u>\$ 2,587,608</u>
United Counties of Stormont, Dundas and Glengarry	<u>\$ 7,464,684</u>	<u>\$ 7,064,926</u>

13. PENSION AGREEMENTS

The Township makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of its employees. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees, based on length of service and rates of pay. OMERS provides pension services to approximately 1,000 employers and over 600,000 plan members.

Each year an independent actuary determines the funding status of the OMERS pension plan (the Plan) by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2023. The results of this valuation disclosed total actuarial liabilities of \$136,185 million with actuarial assets of \$131,983 million indicating an actuarial deficit of \$4,202 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of employers and plan members participating in the Plan. The Township has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. As a result, the Township does not recognize any share of the OMERS pension deficit.

The amount contributed to OMERS for 2023 was \$353,925 (2022 - \$326,401) for current service and is included as an expenditure on the statement of operations.

14. CONTINGENCIES

In 2014, the Government of Ontario expanded regulations to include six additional cancers presumed to be work related for firefighters under the Workplace Safety and Insurance Act. This change is retroactive to January 1, 1960. The Workplace Safety and Insurance Board (WSIB) has determined a potential liability for all Schedule 2 employers based on the total number of firefighters employed across the province. As the WSIB potential liability has been based on assumptions and general allocations and no specific claims have been filed with the Township, no provision for potential claims has been recorded in these financial statements. The Township previously established a reserve for future WSIB costs in the amount of \$55,320 to mitigate any claims from when it previously was a Schedule 2 employer.

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. Litigation is subject to many uncertainties and the outcome of individual matters is not predictable. A provision for litigation claims has been recorded in these consolidated financial statements based on management's best estimate of the likely outcomes. Should claims be settled for amounts other than established accruals, the outstanding amounts will be offset against operations in the year of settlement.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

15. BUDGETED FIGURES

The budgeted figures are presented for comparison purposes as prepared and approved by the Township's Council. The budget figures have been adjusted from the cash basis of accounting as originally prepared and have been restated as follows to conform with Canadian public sector accounting standards:

	<u>2023</u>
Annual surplus as budgeted	\$ -
Add:	
Capital expenditures expensed	6,759,408
Principal repayment of municipal debt expensed	677,946
Transfers to reserves expensed	152,230
Less:	
Loan proceeds included as income	(1,810,000)
Transfers from reserves included as income	(1,042,603)
Principal repayment of tile drain loans receivable included as income	(91,250)
Amortization of tangible capital assets not recorded	<u>(3,033,299)</u>
Annual budgeted surplus as presented on the statement of operations	<u>\$ 1,612,432</u>

16. EXPENSES BY OBJECT

Operating expenditures by object is summarized as follows:

	<u>2023</u>	<u>2022</u>
Wages and benefits	\$ 5,829,689	\$ 5,407,813
Interest on municipal debt	274,464	263,831
Materials and services	5,385,905	4,916,066
Contracted services	595,864	565,603
Insurance and financial costs	474,192	415,603
Third party transfers	349,389	288,456
Amortization	<u>3,033,297</u>	<u>2,923,898</u>
	<u>\$ 15,942,800</u>	<u>\$ 14,781,270</u>

17. MEASUREMENT UNCERTAINTY - LANDFILL LIABILITIES

Management's estimate for the landfill closure and post-closure liability is subject to measurement uncertainty. The estimate is based on assumptions and calculations contained in the engineer's reports completed in 2021, modified as necessary for the passage of time and actual use of the landfill site. Actual results could differ significantly from those estimates because of the uncertainty related to future cost estimates and future use of the landfill site.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

18. FUTURE ACCOUNTING PRONOUNCEMENTS

Standards effective beginning on or after April 1, 2023:

Revenues

PS 3400 - Revenue establishes standards on how to account for and report on revenue, specifically differentiating between revenue arising from transactions that include performance obligations, referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

This standard is effective for fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

19. SUBSEQUENT EVENT

The Township announced the closing of Recyclage Alexandria Recycling Equipe (RARE) scheduled for December 31, 2024 due to changes in the Blue Box regulations and requirements wherein recycling collection and processing will no longer be the responsibility of municipalities and will be conducted by producers.

DRAFT

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SCHEDULE 1 - FIVE YEAR FINANCIAL REVIEW (unaudited)

DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Population	10,811	8,444	8,325	8,407	8,379
Number of Households (MPAC)	4,957	4,940	4,910	4,898	4,879
Taxable Assessment (000's)					
Residential and farm	\$ 1,391,893	\$ 1,374,561	\$ 1,363,904	\$ 1,358,395	\$ 1,255,913
Commercial and industrial	<u>117,209</u>	<u>114,926</u>	<u>114,753</u>	<u>114,598</u>	<u>109,351</u>
Total	<u>\$ 1,509,102</u>	<u>\$ 1,489,487</u>	<u>\$ 1,478,657</u>	<u>\$ 1,472,993</u>	<u>\$ 1,365,264</u>
Property Taxes Billed (000's)					
Own purpose	\$ 6,630	\$ 6,354	\$ 6,213	\$ 6,254	\$ 5,743
Upper-Tier Municipality	7,465	7,065	6,893	6,904	6,533
School Boards	<u>2,654</u>	<u>2,588</u>	<u>2,573</u>	<u>2,883</u>	<u>2,872</u>
Total	<u>\$ 16,749</u>	<u>\$ 16,007</u>	<u>\$ 15,679</u>	<u>\$ 16,041</u>	<u>\$ 15,148</u>
Tax Arrears					
% of own levy	19 %	20 %	25 %	28 %	34 %
% of total levy	8 %	8 %	11 %	11 %	13 %
Municipal Debt (000's)					
Municipal debt	\$ 8,922	\$ 8,757	\$ 9,420	\$ 9,345	\$ 9,733
Annual debt charges	\$ 758	\$ 923	\$ 913	\$ 1,029	\$ 705
Municipal Equity (000's)					
Surplus and reserves	\$ 8,826	\$ 7,529	\$ 6,957	\$ 5,058	\$ 6,203
Invested in tangible capital assets	\$ 72,013	\$ 72,121	\$ 69,329	\$ 67,885	\$ 63,216
Reserves as % of operating expenses	55.36 %	50.94 %	49.07 %	37.00 %	43.75 %
Financial Indicators:					
Sustainability:					
Financial assets to liabilities	0.81 %	0.70 %	0.65 %	0.56 %	0.69 %
Municipal debt to tangible capital assets	11.05 %	10.77 %	11.99 %	12.14 %	13.40 %
Flexibility:					
Debt charges to total operating revenue	4.91 %	6.23 %	6.29 %	7.26 %	4.83 %
Total operating revenue to taxable assessment	1.02 %	1.00 %	0.98 %	0.96 %	1.07 %
Vulnerability:					
Operating government transfers to operating revenues	17.09 %	17.05 %	19.21 %	20.24 %	21.45 %
Total government transfers to total revenues	24.59 %	33.27 %	38.25 %	39.59 %	65.60 %



STAFF REPORT TO COUNCIL

Report No: PW 2024-24

September 9, 2024

From: Timothy Wright, Director of Public Works

RE: QMS Update-2024 Infrastructure Maintenance, Rehabilitation and Renewal Review for information purposes.

Recommended Motion:

THAT Council receives Staff report PW 2024-24, QMS Update-2024 Infrastructure Maintenance, Rehabilitation and Renewal Review for information purposes.

Background / Analysis:

As per the Township's internal communication procedure, Top Management must provide an update on the QMS status, including the Infrastructure Maintenance, Rehabilitation and Renewal Presentation and Outcomes.

The review of the current maintenance and rehabilitation practices was completed on Thursday July 25. It was found that all maintenance practices are current and being normally completed as scheduled. The alarm callouts/unexpected equipment break downs have slightly increased from the previous year, but most issues are isolated to a specific process or piece of equipment and no service impacts were observed to the treatment or distribution systems. There were minor deficiencies noted in Alexandria and Glen Robertson, although none are critical in nature follow-up, is required to ensure the resilience of the drinking water systems.

Alternatives and Financial Implications:

N/A

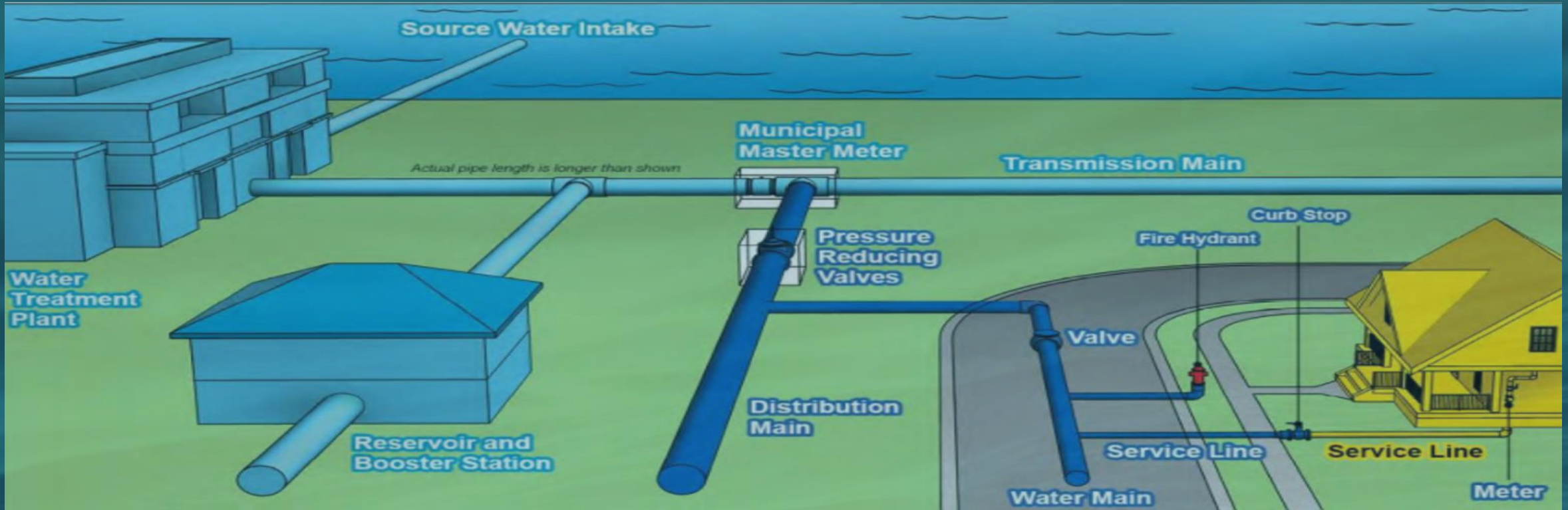
Attachments & Relevant Legislation:

2024 Infrastructure Maintenance, Rehabilitation & Renewal Review

Review completed by:

Angela Cullen – Waterworks Compliance Coordinator

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



2024 Alexandria DWS & Glen Robertson DWS

Infrastructure Maintenance, Rehabilitation & Renewal Review

Agenda

- Previous Outcomes
- System Summary
 - Glen Robertson DWS
 - Maintenance Summaries
 - Internal Maintenance Summaries
 - External Contracted Maintenance
 - Adequacies of Maintenance Summaries
 - Programs Trends Related to Frequency and Duration of Service Interruptions
 - Occurrence and Trends Related to Unplanned Maintenance
 - Alexandria DWS
 - Maintenance Summaries
 - Internal Maintenance
 - External Maintenance
 - Adequacies of Maintenance Summaries
 - Programs Trends Related to Frequency and Duration of Service Interruptions
 - Occurrence and Trends Related to Unplanned Maintenance
- Maintenance Cost and Trends
 - Water Treatment/Distribution Expense Budget Review
 - Full Operating Expense Budget Review
 - Capital Maintenance Programs
- Compliance and Conformance Inspections
 - QMS Multi System
 - MECP Annual Inspection
- Operator Training
- Staff Input/Other Items

Previous Outcomes

2022-2023 DWS Review Outcomes

- Scheduling and Tracking has improved over time
 - Internal Maintenance Programs (site by site)
 - Use of Access E11 to track reported issues or found deficiencies
- Maintenance appears to be scheduled and completed as per operational expectations.
 - completion of tasks and programs are improving over time
 - minor issues still occurring with task completion and external contractor scheduling
 - Documentation is being completed, some duplications exists but operational staff on-board

Identified Areas of Concern

Alx DWS:

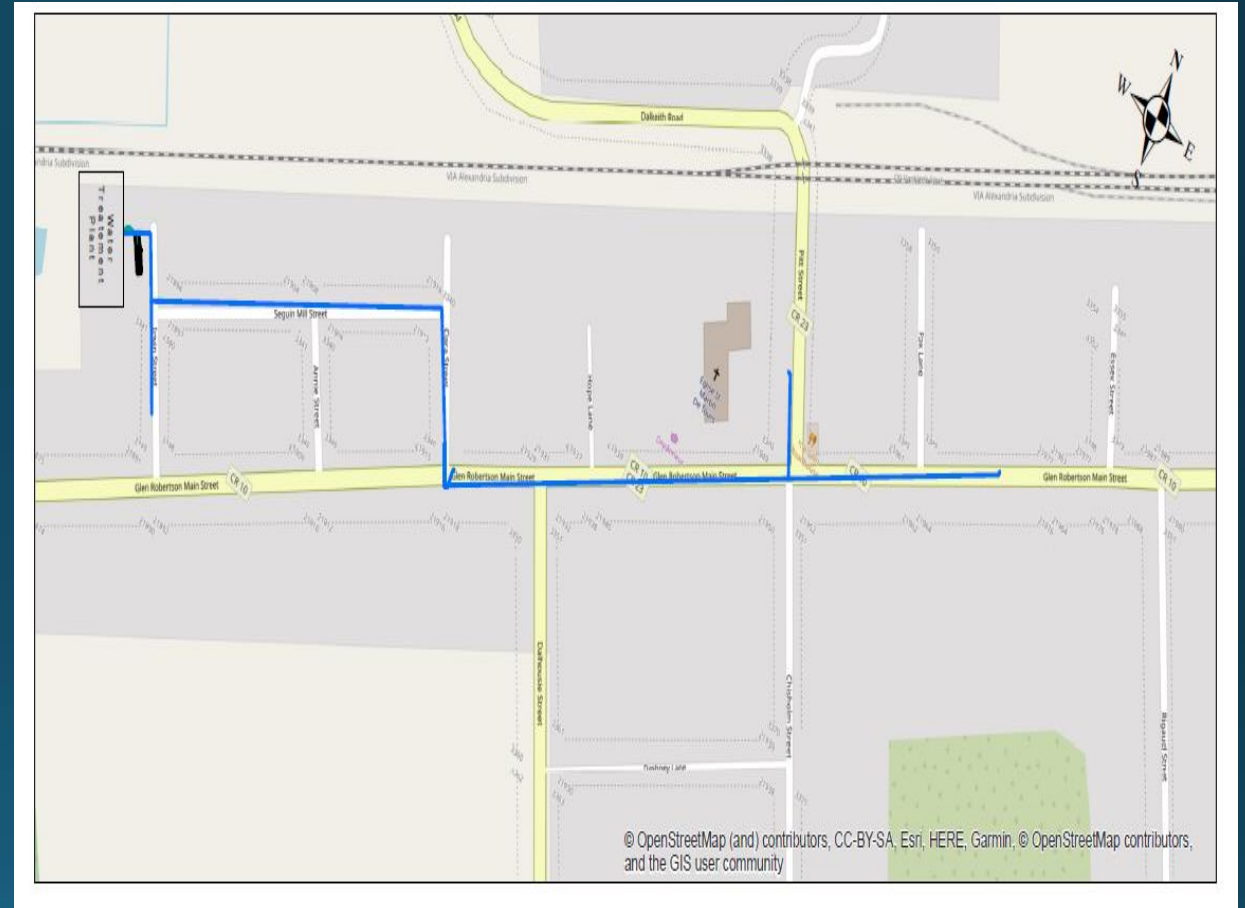
- pro-active equipment replacement
- elevated water loss/water audit
- construction documentation completion
- open equipment deficiencies
- preventative vs reactive maintenance

Gln DWS:

- Active leak on main well pump piping
- Mineral deposits in well casing and potential impacts on well pumps
- Intermittent issues with NaCl₂ pump operations and failures
- Intermittent high flows in distribution system

Glen Robertson System Summary

- Glen Robertson DWS
 - Glen Water Treatment Plant
 - No Distribution Water Storage
 - Glen Distribution System
 - 0.8kms of 150mm pvc piping
 - 48 services
 - 3 valves
 - 2 air relief valves
 - 1 flushing station
 - 3 flush ports
- No Fire Protection
 - fire wells utilized for fire protection
 - no connection to municipal system



Internal Maintenance Summaries

- QMS Summary
 - QMS SYS OP-Plan Appendix F2
 - T10G QMS Glen Robertson Maintenance Summary Table v3
 - Review by foreman to ensure currency
- Facility Maintenance Schedules
 - M45 Gln WTP Maintenance Schedule_v5
- Adequacy of OM
 - Version 5
 - Released Sep 2020
 - Major updates required (SCADA Process/Instrumentation ID/4.1)
 - Need for SOP?

Location	Jun-Dec 2023	Jan-Jun 2023
M45	Weekly: <ul style="list-style-type: none">• 94% being complete as scheduled• 2% shifted;• 5% not completed	Weekly <ul style="list-style-type: none">• 97% being complete as scheduled• 2% shifted;• 1% not completed
	3-12 Month: <ul style="list-style-type: none">• 11% completed• 22% shifted• 67% not completed	

Internal Maintenance Programs

Spring Flushing (F51)

- Target: May-June
- 2024-Completed in 2 weeks(WTP: 1 days; DIS: 1 day)
 - 1 issue identified
 - unable to locate line post/flushing port (Clara St/Main St)
 - 2023-Completed in 2 wks (WTP: 1 day; DIS: 4 days)
 - 2 issues identified
 - buried line post/flushing port (Clara St/Main St)
 - Valve in accessible, cleaned and operated, no further issues

Valve Exercising (F26)

- Target: Summer/Fall
 - Completed but not transferred from F51 to F26
 - Better way to complete?

Water Audit

- Paper exercise for previous year, as per Kingsley Blease template
- 2024 not yet completed due to priorities of other projects

External Contracted Maintenance

External Analyzer, Sensors and Transmitters Calibration Tracking

- External calibrations tracking record in Maintenance binders Aug 2023 (valuable? better way?)
- Completed:
 - WTP & DIS Hach Analyzers and Prominent Analyzers completed by ClearTech (Jul 2023)
 - WTP FT 1 completed by St Laurent Instrumentation (Nov 2023/Dec 2023)
 - WTP FT1 completed by Dan Machette (Feb 2024)
- Outstanding:
 - WTP & DIS Hach Analyzers and Prominent Analyzers completed by ClearTech (Jul 2024)
 - WTP FT 1 completed by St Laurent Instrumentation (Nov 2024/Dec 2024) ~~Cancel Contract?~~
 - WTP FT1 completed by Dan Machette (Feb 2025)

Generators

- Gln WTP GenRep (Aug 2023)
- Gln WTP Casey Mechanical (Mar 2024)

~~Hoist & Lifting Devices completed by Corbit & Corbit~~

- ~~• Last completed Apr 2022~~
- ~~• currently outside the annual completion by over 1 year~~

Adequacy of Maintenance Programs

Operator Input about Adequacy of Scheduling

Asset Management

- Twp Plan approved by Council Jun 2022
 - Need to categorize and rank internal equipment in order to determine future equipment refurbishment and to track equipment work life
- Water Works Plan 181-301A completed by Treasurer Aug 2020
 - Will need to complete for next MDWL/DWWP renewal due September 2025
 - Needs to cover minimum 6 years, with 1 year past license term

Areas of Concern

- Time required to complete all schedule elements
 - operator experience

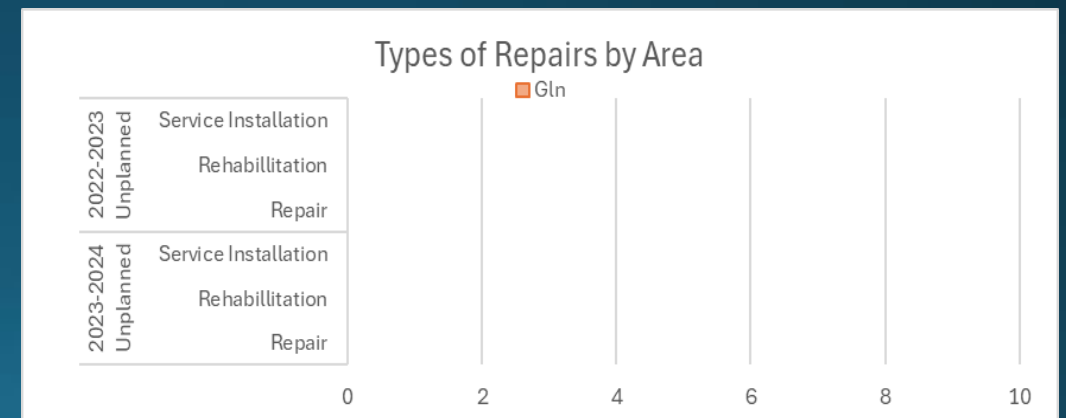
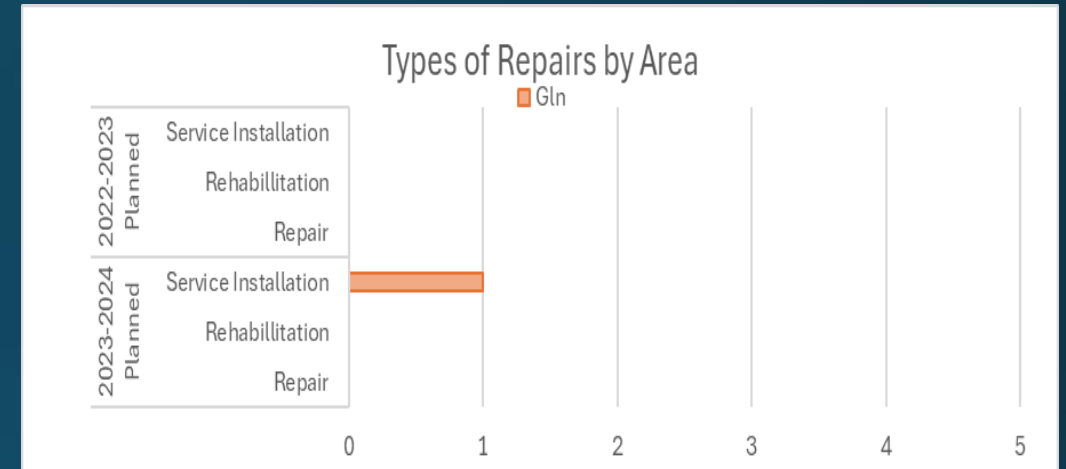
Trends Related to Frequency and Duration of Service Interruptions

Major Incidents

- No incidents of service loss or major interruptions

Construction

- 2022/2023: no pre-planned work or unplanned work
- 2023/2024: 1 sites (pre-planned only)
 - 1 planned
 - 1 installation of a flushing and sampling station at the end of the distribution



Occurrences and Trends Related to Unplanned Maintenance

Alarm

- 2024 WTP: 110 2023 WTP: 70
- 2024 DIS: 18 2024 DIS: 10

Equipment Failure Incidents

- **Open**
 - NaCl₂ Dosing Issues
 - Adjust chemical dosing to reduce calls
 - Multiple repairs for isolated damages
 - Issues mostly occur during low flows (11:00-03:00)
 - Implemented daily cleaning of injection point
 - Stiff Valves
 - Valves on UV lines
 - Gate valve near well pump
- **Closed**
 - NaCl₂ power surging during generator operation (2024)
 - UV3 solenoid replacement due to failure
 - UV3 communication issues
 - Main line leak at coupling from well piping connection
 - Replacement of well head pressure relief valve due to leak

Location	Total	2023	2024
		(Jun-Dec)	(Jan-Jun)
WTP	110	62	48
SCADA Communication	0	0	0
Utility Power	15	6	9
UV Issues	8	5	3
NaCl ₂ Pump Issues	61	34	27
High/Low Residual	22	16	6
High Treated Flow	1	1	0
DIS/Church	18	8	10
Utility Power	9	4	5
Defective Equipment	9	4	5

Category	Water		Open		Closed	
Month	2023	2024	2023	2024	2023	2024
January		2				2
February		0				0
March		0				0
April		1				1
May		2				2
June	2	0			2	0
July	0				0	
August	0				0	
September	2				2	
October	0				0	
November	0				0	
December	0				0	
Total Case Count	9		0		9	
Annual Case Count	4	5	0	0	4	5

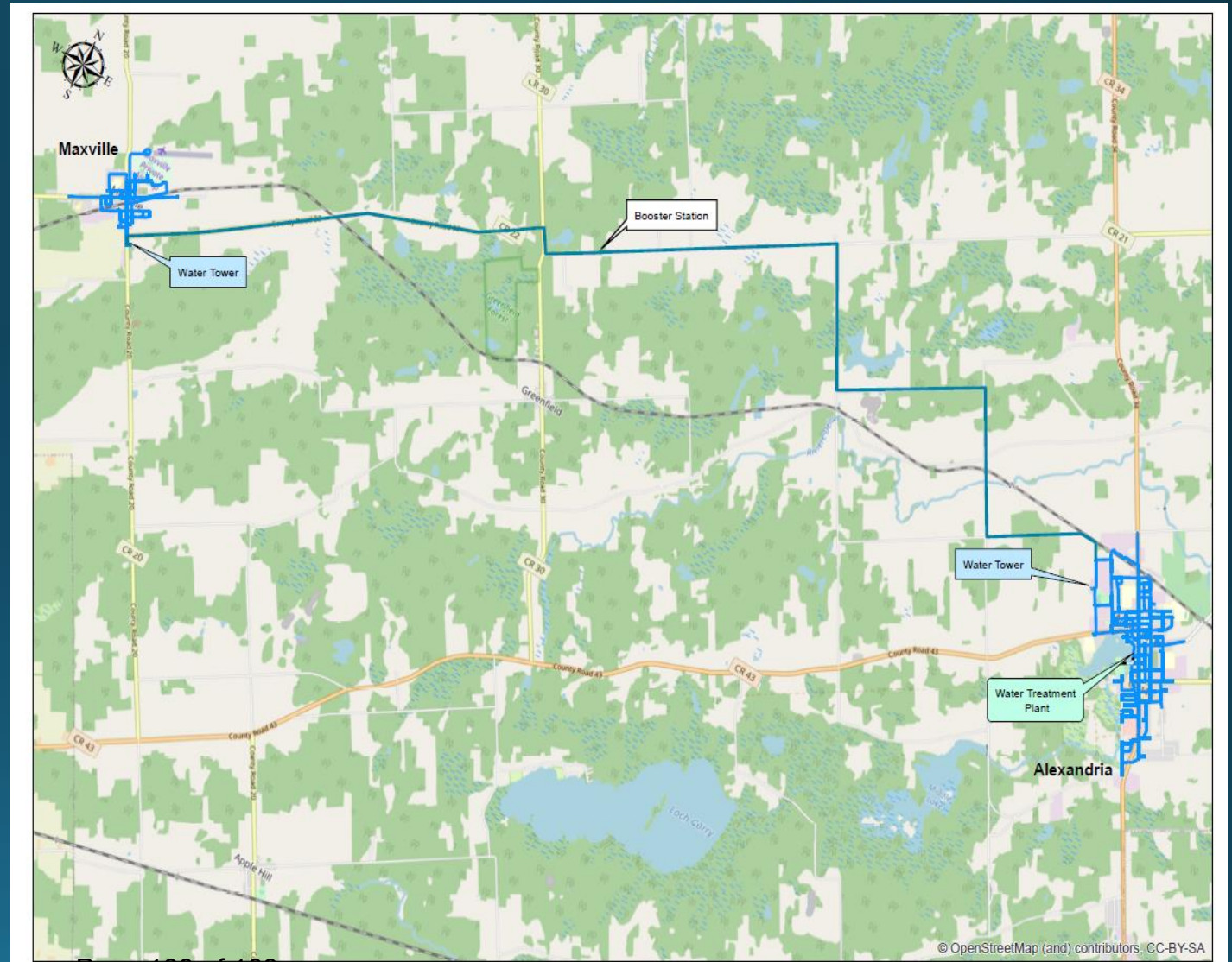
Water Category Breakdown								
Month	Valve Issue		Service Request		Water Quality		Dist Check	
	2023	2024	2023	2024	2023	2024	2023	2024
January				2				
February								
March								
April				1				
May				1				1
June	2							
July								
August								
September			2					
October								
November								
December								
Total Cases Count	2		6		Page 138 of 189		1	
Annual Cases Count	2	0	2	4	0	0	0	1

Access E11

- 0 open cases to date
- Service request are largest component
 - Includes billing requests for reading or meter repair, service shut for internal plumbing repairs and any line post issues
 - Response time has greatly improved since foreman delegation of case work and oversight for follow-ups

Alexandria System Summary

- Alexandria DWS
 - Alx Water Treatment Plant
 - Alx Water Tower
 - Alx Distribution System
 - 28.1kms mixed piping
 - 1616 services connections
 - 145 fire hydrants
 - 454 valves
 - Max Booster Station
 - Alx-Max Transmission Main
 - 20.4kms 300mm piping
 - 17 fire hydrants
 - 12 valves
 - 32 air relief valves
 - Max Water Tower
 - Max Distribution System
 - 10.2kms of pvc piping
 - 320 services connections
 - 85 fire hydrants
 - 188 valves
 - 2 pressure relief valves



Internal Maintenance Summaries

- QMS Summary
 - QMS SYS OP-Plan Appendix F1
 - T10A QMS Alexandria Maintenance Summary Table- Alexandria v3
 - Review by foreman to ensure currency
 - Small revisions required
- Facility Maintenance Schedules
 - M1 Alx WT Maintenance Schedule_v5
 - M7 Alx WTP Maintenance Schedule_v4
 - M63 Max BST Maintenance Schedule_v6
 - M73 Max WT Maintenance Schedule_v5
- Adequacy of OM
 - Version 4
 - Released Oct 2021
 - Minor Updates to be completed (3.10/4.1/4.6/5/6.1)
 - Need for specific SOP?

Location	Jun-Dec 2023	Jan-Jun 2023
M7	Weekly: <ul style="list-style-type: none"> • 79% being complete as scheduled • 10% shifted; • 12% not completed 	Weekly <ul style="list-style-type: none"> • 80% being complete as scheduled • 10% shifted; • 11% not completed
	3-12 Month: <ul style="list-style-type: none"> • 43% completed • 4% shifted • 52% not completed 	
M1	Weekly: <ul style="list-style-type: none"> • Unable to locate the maintenance logs 	Weekly <ul style="list-style-type: none"> • 90% being complete as scheduled • 10% shifted; • 0% not completed
	6 Month: <ul style="list-style-type: none"> • 50% completed • 0% shifted • 50% not completed 	
M63	Weekly: <ul style="list-style-type: none"> • 88% being complete as scheduled • 6% shifted; • 6% not completed 	Weekly <ul style="list-style-type: none"> • 89% being complete as scheduled • 8% shifted; • 3% not completed
	6 Month: <ul style="list-style-type: none"> • 0% completed • 17% shifted • 83% not completed 	
M73	Weekly: <ul style="list-style-type: none"> • 83% being complete as scheduled • 11% shifted; • 6% not completed 	Weekly <ul style="list-style-type: none"> • 89% being complete as scheduled • 11% shifted; • 0% not completed
	12 Month: <ul style="list-style-type: none"> • 0% completed 	

Internal Maintenance Programs

Spring Flushing/Hydrant Checks (F27)

- Target: May-June
- 2024-Completed in 6.5 wks (Apr-Jun)
 - 2023 completed over 9.5 weeks (May-Jun)
 - Flushing not completed on daily basis in some cases
- Issues were input into Access E11 for tracking/follow-up
 - 2023: all reported issues were minor
 - 2024: most issues were minor in nature, 25% need additional resources to repair

Year	Days to Complete <i>Calendar workdays (days flushed)</i>					
	Alx				Trans	Max
	Q1	Q2	Q3	Q4	Q5	Q6
2024	10 (6)	4	3	5	4 (3)	8
2023	4	8 (5)	5	7	3	34 (16)

Year	# Reports	Open	Closed
2024	28	20	8
2023	15	1	14

Valve Exercising (F26)

- Target: Summer/Fall
- 2024: Completed in 7.5 wks (May-Jun)
 - exercising not completed on daily basis
 - 2023-Completed in 6 wks (Aug-Nov),
 - 4% not exercised with no reason or cause
- Issues were input into Access E11 for tracking/follow-up
 - 2024 11% deficiencies input into Access E11
 - 2023 15% deficiencies inputted into Access E11

Year	Days to Complete		
	Alx	Tran	Max
2024	32 (15)	1	4
2023	40 (18)	0	27 (9)

Year	# Reports	Open	Closed	Items in F26
2024	7	4	3	66
2023	9	1	8	57

Monthly Treatment Evaluation (TOC/DOC/TKN)

- Sample Raw Water-Post Filtration-Treated Water
- 2024 sampling currently on-going, no evidence of nitrification
- 2023 sampling completed, no evidence of nitrification

Internal Maintenance Programs

Summer Algae Monitoring

Target: Weekly June 1-October 1

- can extend into May or through October depending on water temperature
- 2024: 9 weeks, 3 weeks monitoring 6 weeks sampling
- 2023: 25 weeks program with no samples taken on 3 wks (Week # 18/26/42)

Raw Water:

- 2024: non-detection to date (< 0.015µg)
- 2023: < 0.015µg-0.58µg

Treated Water Limit 1.5µg

- 2024: non-detection to date (< 0.015µg)
- 2023: non-detection (< 0.015µg)

Summer Dead End Checks

- Target: Weekly June-Sept (on sampling schedule)
 - 2024: 5 weeks, sampling only occurred once in Max
 - 2023: 17 program, no Alx points verified, and 1 Max point verified (as per sampling schedule)

Auto-Flushers

- Target: May-Oct

# Hydrant	Alx Dis:		# Hydrant	Max Dis:	
	Installed:			Installed:	
	2023	2024		2023	2024
H-72	Jul 14-Oct 13	Not Installed to Date	H-682	Apr 13-Nov 7	May 14-Current Day
H-350	Jul 14-Aug 17	Not Installed to Date	H-635	Apr 13-Nov 7	May 14-Current Day
H-143	Jul 14-	Not Installed to Date	H-630	Apr 13-Nov 7	May 14-Current Day
H-145	Aug 17-Oct 13	Not Installed to Date			

Internal Maintenance Programs

Fall Flushing (F53)

- Target: Oct/Nov depending on Temperatures
 - 2023-Completed in 3 weeks in October (Alx: 9 days; Max: 2 days)
 - Not flushed every day, all units flushed were also winterized

Hydrant Winterizing

- Target: Oct/Nov depending on Temperatures
 - 2023-Completed in 5 weeks through Oct/Nov (Alx: 14 days; Trans 2 days; Max: 9 days)
 - Not winterized every day was combined with Fall Flushing

Hydrant Maintenance Checks

- Target: 50 units checked per year; repairs based on deficiencies not proactive maintenance

Alexandria

- 2024: 7 unit (1eRIS; 4 E11; 2 both)
- 2023: 13 units (3 eRIS; 6 E11; 4 both)

Maxville

- 2024: 7 units (3 eRIS, 4 E11; 0 both)
- 2023: 42 units (7 eRIS, 25 E11; 10 both)

Bleeder Lines

- Target: to be opened when temperatures drop below -25 for 14 consecutive days (but this may vary)
 - 2023-2024 line were never opened, temperatures never dropped enough to start

Water Audit

- Paper exercise for previous year, as per Kingsley Blease template
- 2023 not yet completed due to other project taking priority

External Contracted Maintenance

External Analyzer, Sensors and Transmitters Calibration Tracking

- Last updated to external calibrations tracking record Aug 2023 (valuable? better way?)
- Completed:
 - Alx WTP FT1603 & FT205, Alx WT FT101 Verification Dan Machette (Jun 2023)
 - Alx WTP & Bst Stn Backflow by Claude Bourque (Jul 2023)
 - Alx WTP, Alx WT, Bst Stn, Max WT, Max DIS Hach Analyzers and Prominent Analyzers completed by ClearTech (Jul 2023)
 - Alx WTP & Bst Stn Gas Monitors completed by Hetek (Oct 2023, Apr 2024)
 - Meters, Sensors, Transmitters completed by St Laurent Instrumentation (Nov 2023)
- Outstanding:
 - Alx WTP, Alx WT, Bst Stn, Max WT, Max DIS Hach Analyzers and Prominent Analyzers completed by ClearTech (Jul 2024)
 - Alx WTP & Bst Stn Backflow by Claude Bourque (Jul 2024)
 - Alx WTP & Bst Stn Gas Monitors completed by Hetek (Oct 2024)
 - Meters, Sensors, Transmitters completed by St Laurent Instrumentation (Nov 2024)

Generators

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Alx WTP: GenXpert (Dec 2023)• Alx WT: Casey Mechanical (Mar 2024) | <ul style="list-style-type: none">• Max Bst Stn: JC Cayer (Aug 2023) | <ul style="list-style-type: none">• Max WT: JC Cayer (Apr 2024)• Max WT: Casey Mechanical (Mar 2024) |
|--|--|---|

Other Equipment

- Fire Extinguishers, Eye Wash Stn, Harness & Lifting Devices (SRL, Tripod, manlift): Levitt (Jan 2024?)
 - no notation of work in e-log
- Hoist & Lifting Devices: last completed Apr 2022 by Corbit & Corbit
 - currently outside the annual completion by over

External Contracted Maintenance

Monthly Pest Control

- Completed as scheduled, no major issues reported

Capital Planning-Discussed in Capital Budget Section

- Water Main Proactive Replacement
- Fire Hydrant and Isolation Valve Replacement

Alx WTP Sludge Tank Cleaning

- Last completed Aug 17, 2023
- Operational staff to monitor and determine when cleaning is required

Alx WT/Max WT Inspections

- Alx last completed when mixing equipment was installed (2020)
- Max last completed during in-service inspection (2020)
- To be scheduled every 5 years, possibly due next year

Adequacy of Maintenance Programs

Operator Input about Adequacy of Scheduling

Asset Management

- Twp Plan approved by Council Jun 2022
 - Need to categorize and rank internal equipment in order to determine future equipment refurbishment and to track equipment work life
- Water Works Plan 181-301A completed by Treasurer Aug 2020
 - Will need to complete for next MDWL/DWWP renewal due September 2025
 - Needs to cover minimum 6 years, with 1 year past license term

Areas of Concern

- Higher risk of equipment breakdown due to age (Alx only)
 - Have been some major breakdown, but redundancy has prevented service/treatment interruptions
- Time required to complete all schedule elements
 - operator experience
- Historical Elevated Water Loss/Water Audit
 - Correlation equipment purchased
 - Planned to implement program for operational staff
- Construction Documentation (all work sites including contracted work)
 - Minor re-occurrences
- Open equipment deficiencies, to ensure follow-up/repair

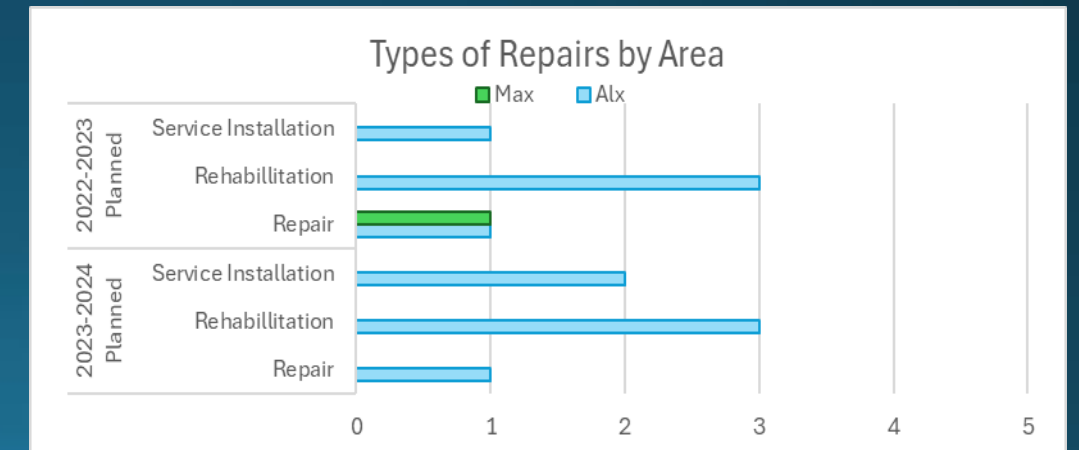
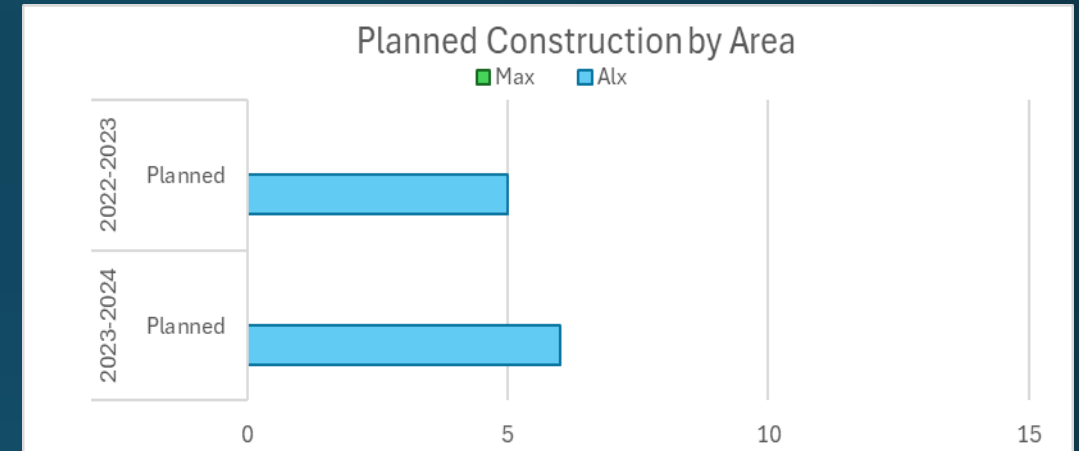
Trends Related to Frequency and Duration of Service Interruptions

Major Incidents

- **Open (no incidents)**
- **Closed**
 - Chlorine Dosing Loss (CCP)
 - LT1601 Sensor Failure
 - Intake Crib Fortification to prevent sediment build-up
 - Booster Station hydro meter refurbishment

Construction

- 2022/2023: 13 sites (5 planned)
- 2023/2024: 9 sites
 - 6 planned
 - 1 water main replacement (Dominion St South)
 - 3 valve replacements
 - 1 residential service installation
 - 1 service installation (bulk stn on-going)



Occurrences and Trends Related to Unplanned Maintenance

Alarm

- 2024 WTP: 112 2023 WTP: 51
- 2024 DIS: 28 2023 DIS: 39
- Issues with not receiving alarm calls from central earlier in the year, multiple reach out to alarm central/Glengarry security to correct issues

Equipment Failure Incidents

- **Open**
 - Raw influent valve stripped (Aug 2023)
 - Max WT Generator transfer issues (Feb 2024)
 - LLP220 flow issues (Jun 2024)
 - Faulting issues (resolved Jan 2024)
 - Coagulant tank fill lines blocked (Jun 2024)
- **Closed**
 - Coagulant fill line rupture (Jun 2023)
 - VFD Replacement (Oct 2023)
 - Defective Cl₂ Cylinder yoke (Oct 2023)
 - Alx WT Generator screen replacement (Feb 2024)
 - V1320 valve operation (Apr 2024)
 - Booster Stn Hydro Meter (Jun 2024)
 - AT1101 calibration issues (Jun 2024)

Location	Total	2023	2024
		(Jun-Dec)	(Jan-Jun)
WTP	112	57	55
SCADA Communications	3	3	0
Utility Power	9	3	6
Raw Well Level	8	7	1
Desludge System	10	6	4
Pump Issue (chemical & process)	7	3	4
Filter/Turbidity Issues	17	8	9
Cl ₂ Gas Injection	9	6	3
Cl ₂ Residual	37	14	23
Clear Well Level	7	5	2
Generator	5	2	3
DIS/Water Tower	28	13	15
Utility Power	13	7	6
Pump Issue (chemical & process)	8	2	6
Cl ₂ Residual	3	2	1
High Water Flows	1	1	0
Water Tower Level	3	1	2
Generator	0	0	0

Access E11

- 36 open cases to date
 - 16 Fire Hydrant Deficiencies
 - 9 Dist Valve Deficiencies
 - 7 Service Request
 - 4 meter issues
 - 2 line post issues
 - 4 Final Inspection (Srv/Bldg Dept)
 - 1 Water Quality Issue

• Service request are largest component

- Includes billing requests for reading or meter repair, service shut for internal plumbing repairs and any line post issues
- Response time has greatly improved since foreman delegation of case work and oversight for follow-ups

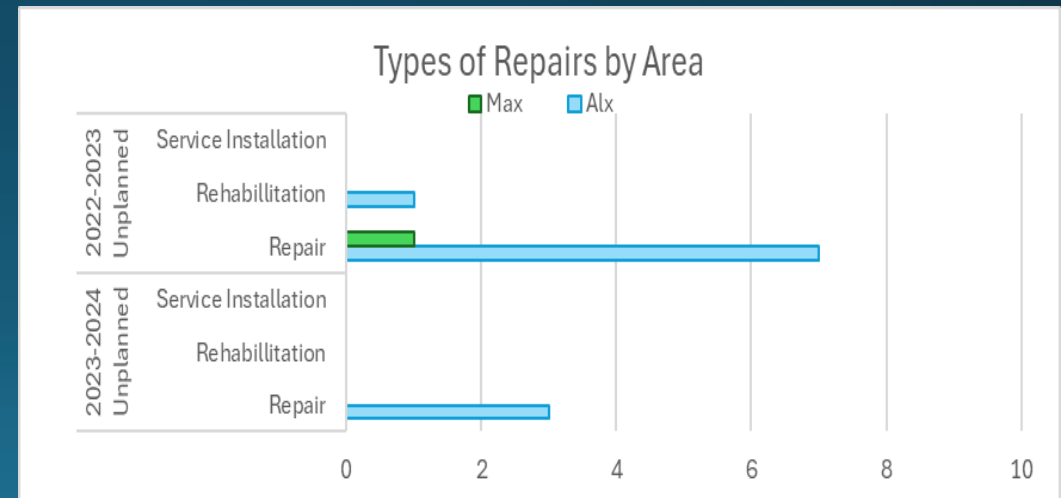
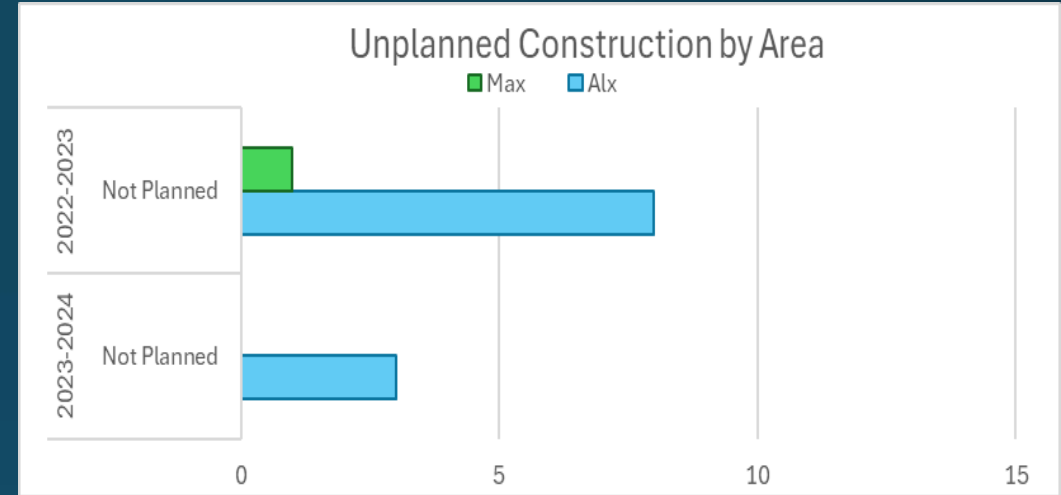
Category	Water			Sewer		Services		Open			Closed	
Month	Pre-2023	2023	2024	2023	2024	2023	2024	Pre-2023	2023	2024	2023	2024
January			5		1		0					8
February			10		2		1					13
March			12		1		1					14
April			10		3		0			3		11
May			25		0		0			18		9
June	1	15	11	3	0	0	0	1	1	7	19	4
July		48		2		0					50	
August		13		2		0					15	
September		13		0		0			1		14	
October	2	11		0		2		1			13	
November		31		0		2			3		30	
December		7		0		0			1		6	
Total Case Count		133		14		6		36			206	
Annual Case Count	3	138	73	7	7	4	2	2	6	28	147	59

Water Category Breakdown										
Month	Fire Hydrant Issue		Valve Issue		Service Request		Water Quality		Dist Check	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
January		0		0		5		0		0
February		2		0		8		0		0
March		0		2		10		0		0
April		3		0		7		0		0
May		19		4		2		0		0
June	7	1	4	4	4	5	0	1	0	0
July	37		2		9		0		0	
August	0		1		11		1		0	
September	0		2		5		5		0	
October	1		4		6		0		0	
November	1		9		17		2		0	
December	0		0		7		0		0	
Total Cases Count	71		32		96		8	1	0	0
Annual Cases Count	46	25	22	10	59	37	8	1	0	0

Trends Related to Frequency and Duration of Service Interruptions

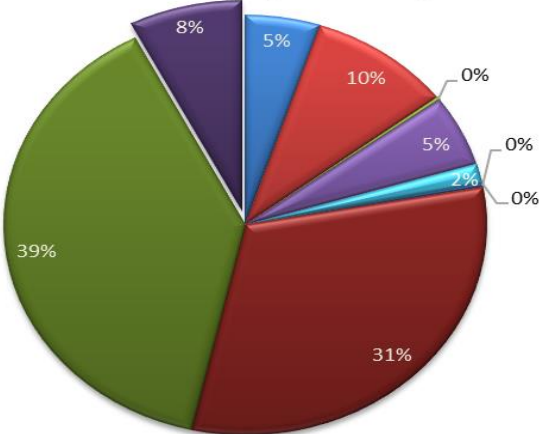
Construction

- 2023/2024: 9 sites
 - 4 unplanned
 - 1 hydrant repair (Max)
 - 3 water main breaks (Alx)
 - Kenyon St West
 - West Boundary Rd
 - Main St North



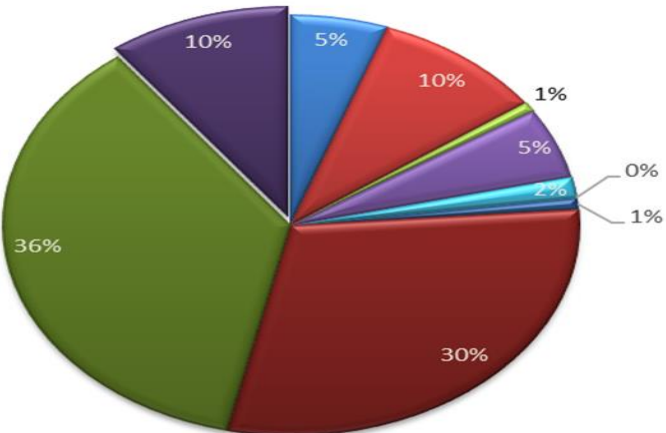
Water Treatment Budget Review

2024 Actual Expense Budget



- Utility
- Chemical
- Compliance
- Operations
- Training
- Health & Safety
- Service Agreements
- Special Project
- Administrative
- Maintenance

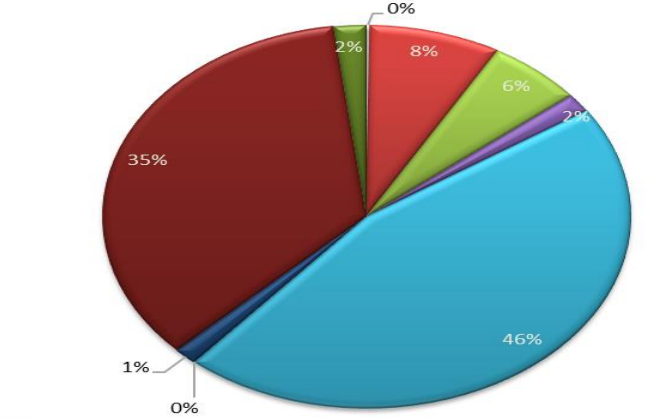
2023 Actual Expense Budget



- Utility
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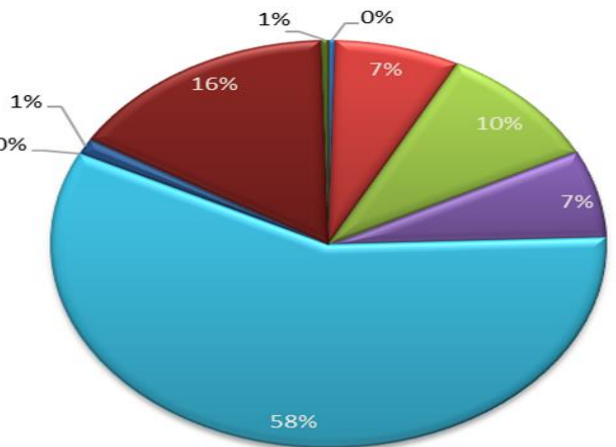
	Water		
	Base Budget	Actual Value	%
Utility	\$ 77,500	\$ 34,695	5.0
Chemical	\$ 167,500	\$ 66,233	9.6
Compliance	\$ 27,000	\$ 1,942	0.3
Operations	\$ 89,000	\$ 37,439	5.4
Training	\$ 23,500	\$ 10,433	1.5
Health & Safety	\$ 6,390	\$ 35	0.0
Service Agreements	\$ 6,500	\$ 2,167	0.3
Special Project	\$ 433,316	\$ 217,047	31.4
Administrative	\$ 526,814	\$ 268,432	38.9
Maintenance	\$ 199,500	\$ 52,101	7.5
Tools		\$ 121	0.2
Materials and Supplies		\$ 4,186	8.0
Computer Supplies		\$ 3,041	5.8
New Water Meter/Repair		\$ 821	1.6
Water Main Repairs		\$ 23,766	45.6
Frozen Lines Services		\$ 0	0.0
Building Maintenance/Supplies		\$ 749	1.4
Equipment Maintenance		\$ 18,372	35.3
Vehicle Maintenance		\$ 1,045	2.0
	\$ 1,557,020	\$ 690,524	44.3%

2024 Actual Expense Budget Maintenance Breakdown



- Tools
- Materials and Supplies
- Computer Supplies
- New Water Meter/Repair
- Water Main Repairs
- Frozen Lines Services
- Building Maintenance/Supplies
- Equipment Maintenance
- Vehicle Maintenance

2023 Actual Expense Budget Maintenance Breakdown

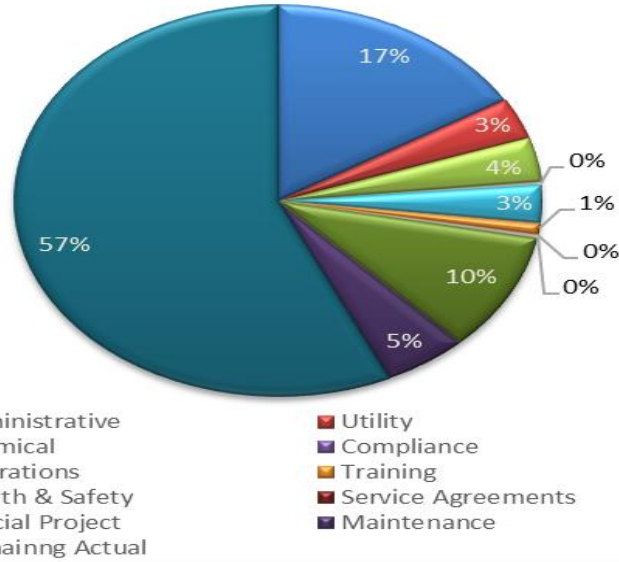


- Tools
- Materials and Supplies
- Computer Supplies
- New Water Meter/Repair
- Water Main Repairs
- Frozen Lines Services
- Building Maintenance/Supplies
- Equipment Maintenance
- Vehicle Maintenance

Full Expense Budget (9200-9300-9400)

GL Category	2024 Actual Value	%	2024 Base Budget	%
Administrative	\$ 379,376	38.1%	\$ 845,424	36.6%
Utility	\$ 78,799	7.9%	\$ 152,500	6.6%
Chemical	\$ 82,903	8.3%	\$ 265,500	11.5%
Compliance	\$ 6,290	0.6%	\$ 42,000	1.8%
Operations	\$ 71,710	7.2%	\$ 152,900	6.6%
Training	\$ 20,676	2.1%	\$ 38,200	1.7%
Health & Safety	\$ 5,080	0.5%	\$ 10,630	0.5%
Service Agreements	\$ 3,046	0.3%	\$ 11,500	0.5%
Special Project	\$ 227,720	22.9%	\$ 459,956	19.9%
Maintenance	\$ 119,752	12.0%	\$ 331,000	14.3%
Actual Total	\$ 99,352		\$ 2,309,610	
Remaining Actual	\$ 1,314,258			

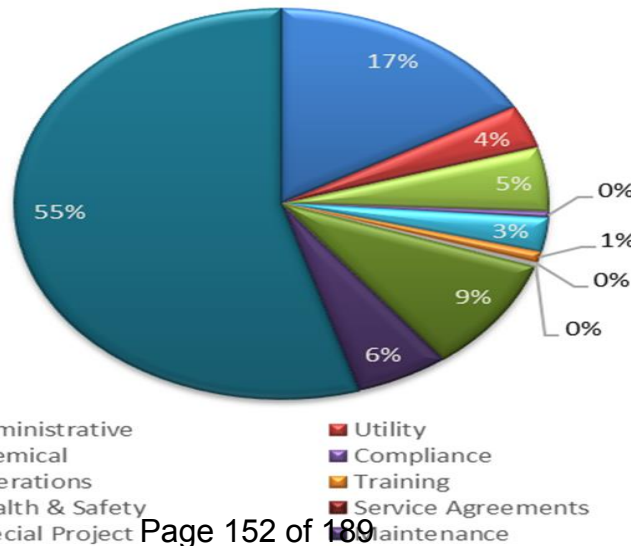
2024 Actual Water Works Expense Budget



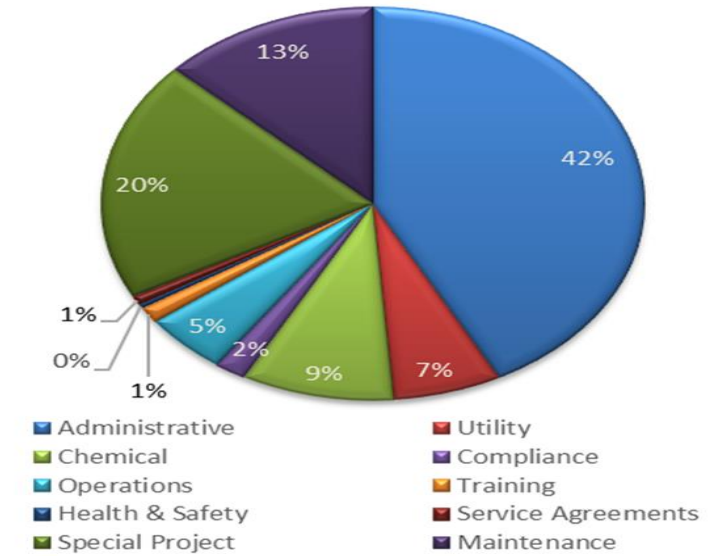
2024 Base Water Works Expense Budget



2023 Actual Water Works Expense Budget



2023 Base Water Works Expense Budget



Capital Project Budget Final 2023

Alexandria Intake Dyke Installation- \$35,107
<ul style="list-style-type: none"> Drivers completed work (July 2023)
Meter Stations (Flow Meters)
<ul style="list-style-type: none"> Funds being reallocated , unclear for what purpose
Meter Replacement Program- \$2,634
<ul style="list-style-type: none"> Residential Water Meter Replacement Program in Glen Robertson Maynard plumbing contracted for work Glen Robertson started in June 2023, Alexandria locations to follow Glen Robertson was completed June 2024
Unit 48 Replacement- \$27,084
<ul style="list-style-type: none"> Fleet management, replacement of aging equipment
Valve & Hydrant Replacement Program- \$45,811
<ul style="list-style-type: none"> Dominion St (north of Lochiel St) in preparation for future projects Park Ave/Lochiel St in preparation for 10" water main relining project
10" Feeder Water Main Relining (Jean St to Clement St)- \$6,083
<ul style="list-style-type: none"> Testing completed, current not feasible due to supply issues
North Glengarry Master Plan- \$17,221
<ul style="list-style-type: none"> EVB contracted to complete, no completion to date
VFD Replacement Due to Breakdown- \$15,218
<ul style="list-style-type: none"> Completed September 2023 Unit back in operations after electrical issues were resolved

Capital Project Budget Final & (Actual) 2024

Alexandria Bulk Filling Station- \$80,000 (\$18,311)
<ul style="list-style-type: none"> Install to help curb water loss and theft and increase revenues
Meter Stations (Flow Meters) - \$38,000
<ul style="list-style-type: none"> Funds being reallocated , unclear for what purpose
Glen Robertson Building Expansion- \$95,000
<ul style="list-style-type: none"> Shifted to 2024 budget Design and engineering possibly to be completed in 2023 To add well casing cleaning to project to scope of work
Underground Infrastructure Locate Equipment- \$5,000
<ul style="list-style-type: none"> Operational equipment replacement
Main St- \$70,000
<ul style="list-style-type: none"> SDG project for re-beautification Unknow project status
Meter Replacement Program- \$10,000
<ul style="list-style-type: none"> Outstanding meter replacement for transition to radio read units Glen Robertson/Alexandria
Various Process Equipment Upgrades- \$56,000
<ul style="list-style-type: none"> Chlorine Gas Cylinder Switch Over Refurbishment <ul style="list-style-type: none"> Maintenance/Replacement arranged for July 2024
Dominion St South Water Main Refurbishment - \$387,785 (\$55,978)
<ul style="list-style-type: none"> Completed June 2024 Not to Final completion to date, cost and expenses still to be tabulated
Valve & Hydrant Replacement Program- \$30,000
<ul style="list-style-type: none"> Annual GL for repairs/refurbishment of Infrastructure St James St to be completed
10" Feeder Water Main Relining (Jean St to Clement St)- \$4,569
<ul style="list-style-type: none"> Testing completed, current not feasible due to supply issues
North Glengarry Master Plan- \$10,000
<ul style="list-style-type: none"> EVB contracted to complete, no completion to date

Compliance and Conformance Inspections:

QMS: All Drinking Water Systems

Internal Audit: Sole Source Contractor: Ewen MacDonald

- Next Audit: To be scheduled Sep/Oct
- Last audit: Oct 16, 2023
 - Results:
 - 0 Non-Conformances (Minor/Major),
 - 2 Minor Corrective Actions
 - issues were clerical in nature and have all been resolved

External Audit: Sole Source Contractor: SAI Global

- Next Audit: scheduled Nov 4, 2024 (Surveillance 2)
- Last audit: Nov 28, 2023
 - Results:
 - 1 Minor Non-Conformances
 - Issue was clerical in nature and has been resolved
 - 3 Opportunities for Improvement
 - Process based and Competency issues
 - Issues have been investigated





Compliance and Conformance Inspections

MECP Annual Compliance Inspections

Alexandria DWS

- Rated at 100%
- November 1, 2023
- No Non-Compliance issues identified
- No Best Management Practices identified

Glen Robertson DWS

- Rated at 98.80%
- October 23, 2023
- 1 Non-Compliance for Subsystem Classification Redetermination
 - reclassification was submitted and reclassification was received in July 2024
- 1 Best Management Practice: Backflow Prevention Program
 - recommended to develop program, policy and/or bylaw sufficient to address issues of backflow preventers at high hazard facilities as well as cross connection with non-potable water sources

Operator Training

- Annual Requirements to maintain licensing
 - Operators can request/are encouraged to request specific training topics (in-class/on-line options)
 - Training hour are based on license/certificate level
 - License/certificate renewal cycle is every 3 years
 - Operators should be self-monitoring to ensure sufficient training is completed before renewal period
- Staff Suggestion/Input

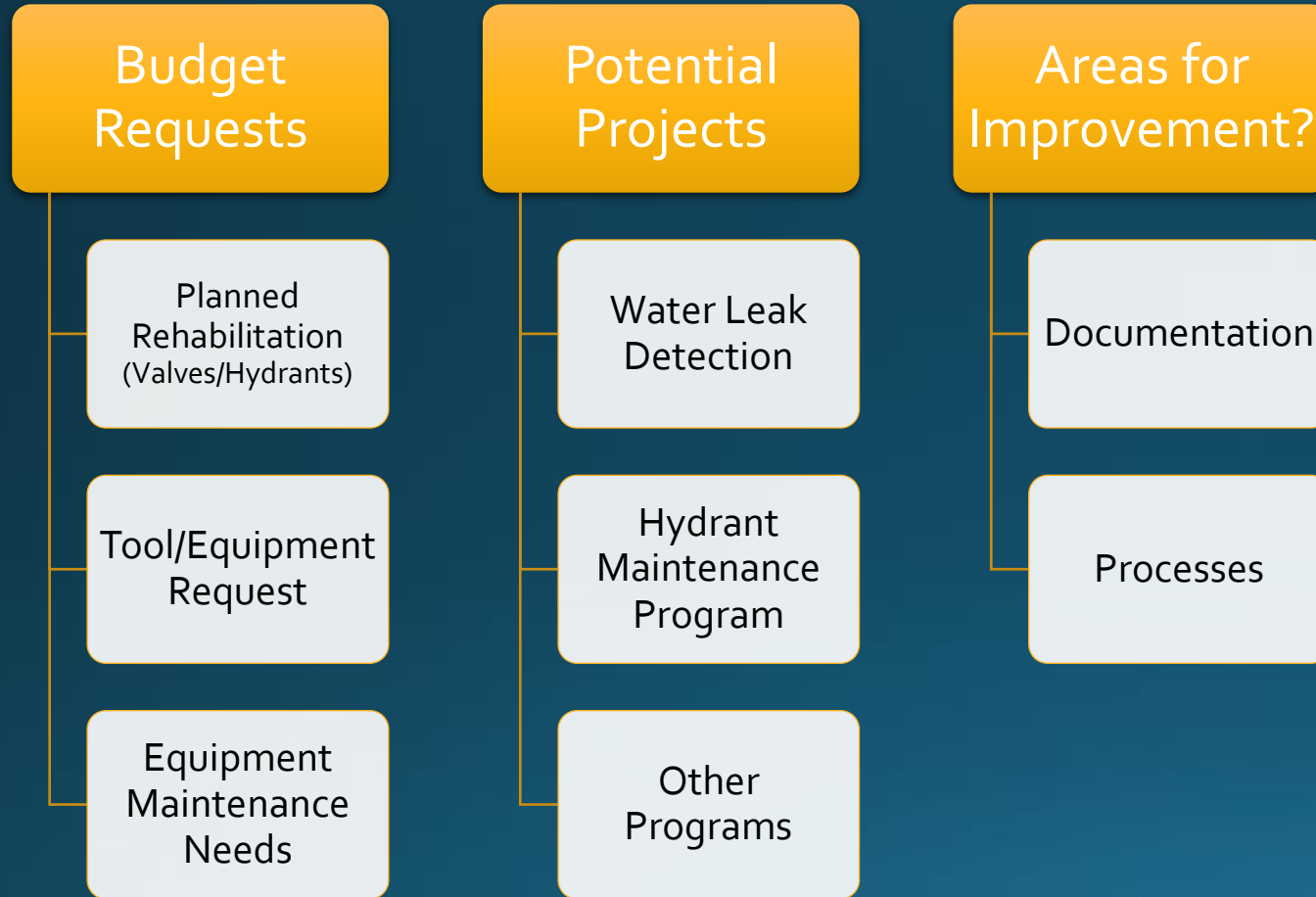
Highest Class of Drinking Water Facility Operated						
	Class 1	Class 2	Class 3	Class 4	Limited	WQA
Director Approved CEUs	21	36	42	42	21	21
On-the-Job Hours	69	69	78	108	39	39
Total	90	105	120	150	60	60

In-House Training

WTP Jar Testing

Fire Hydrant Maintenance

Staff Input/Other Items

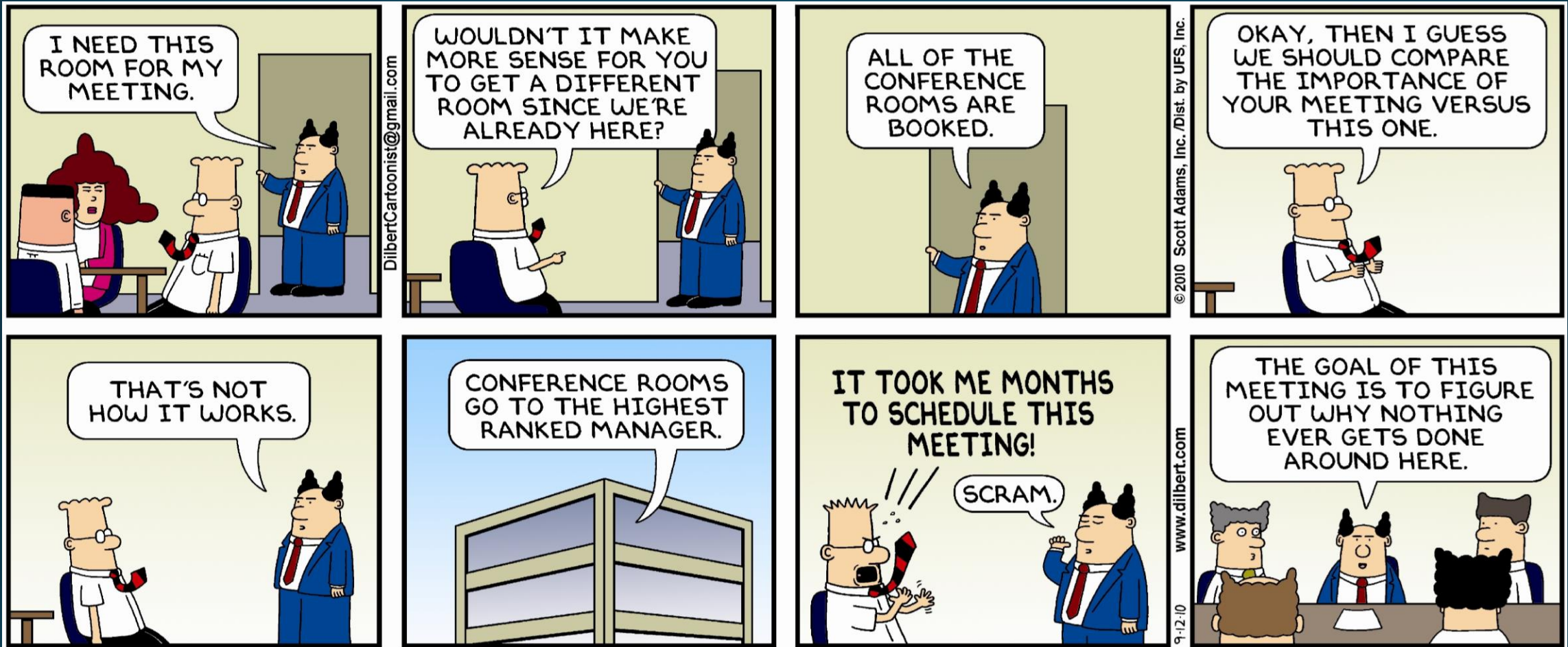


Conclusions

- Maintenance Programs
 - Schedules and Tracking forms
 - overall are in good shape
 - all equipment is included and accounted for
 - Work Completion (as scheduled)
 - staff changeover has been a recent concern, but as new operators gain experience this should alleviate itself
 - minor concern for quarterly/bi-annual/annual maintenance completion
 - follow-up in internal equipment deficiencies has improved, to ensure consistency in reporting issues into Access E11
 - external contractors significantly better overall this year, still issues with hoist/chain block
 - Documentation
 - To ensure consistency through all staff in eRIS logs and Access E11
 - Instances of lack of follow-up documentation or non-operational information inclusion.

Areas of Concern

- Alexandria DWS
 - Pro-active equipment indexing and replacement program
 - Elevated water loss/water audit results
 - Open equipment deficiencies
- Glen Robertson DWS
 - ~~Coupling leak on main discharge pipe~~
 - Mineral deposits in well casing, and potential impacts on well pump
 - Intermittent on-going issues with sodium hypochlorite pump and dosing system



Thank You For Your Time & Input

Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form		QMS Form Number: QMS SYS-F11
Authorized By: Angela Cullen		Revision Number: v4
Issued Date: August 30, 2010		Revision Date: June 7, 2023

QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form

A copy of this report is to be completed annually, and any time that maintenance programs change.

Date of Review	Thursday July 25, 2024	
Review Cycle	June 2023-June 2024	
Drinking Water Systems Included	<input checked="" type="checkbox"/> Alexandria DWS	<input checked="" type="checkbox"/> Glen Robertson DWS

Review Participants Record

Name	Signature
Tim Wright	
Dean McDonald	
Angela Cullen	
Roch Seguin	
Eric Massia	
Patrick Bourcier	
Aaron Lalonde	
Randall Mohammed	

Conclusions and Recommendations *(attach any supporting documents and records)*

<p>Maintenance Programs</p> <ul style="list-style-type: none"> • Schedules and Tracking forms <ul style="list-style-type: none"> ▪ overall are in good shape ▪ all equipment is included and accounted for • Work Completion (as scheduled) <ul style="list-style-type: none"> ▪ staff changeover has been a recent concern, but as new operators gain experience this should alleviate itself ▪ minor concern for quarterly/bi-annual/annual maintenance completion ▪ follow-up in internal equipment deficiencies has improved, to ensure consistency in reporting issues into Access E11 ▪ external contractors significantly better overall this year, still issues with hoist/chain block • Documentation <ul style="list-style-type: none"> ▪ To ensure consistency through all staff in eRIS logs and Access E11 ▪ Instances of lack of follow-up documentation or non-operational information inclusion. 	<p>Areas of Concern</p> <table border="1"> <thead> <tr> <th>Alx DWS</th> <th>Gln DWS</th> </tr> </thead> <tbody> <tr> <td>– pro-active equipment indexing and replacement program</td> <td>– intermittent issues with NaCl₂ Pump operations and failures</td> </tr> <tr> <td>– elevated water loss/water audit</td> <td>– mineral deposits in well casing and potential impacts on well pump</td> </tr> <tr> <td>– open equipment deficiencies and preventative maintenance vs reactive</td> <td></td> </tr> </tbody> </table>	Alx DWS	Gln DWS	– pro-active equipment indexing and replacement program	– intermittent issues with NaCl ₂ Pump operations and failures	– elevated water loss/water audit	– mineral deposits in well casing and potential impacts on well pump	– open equipment deficiencies and preventative maintenance vs reactive	
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– open equipment deficiencies and preventative maintenance vs reactive									

Discussion Item	Notes, Comments										
<p>a. Outcomes of previous maintenance reviews</p>	<p><u>Maintenance programs in place and operational</u></p> <ul style="list-style-type: none"> scheduling and tracking improved completion of tasks and programs is improving, issues still occurring with scheduled maintenance task completion and external contractor scheduling issues still occurring with deficiency repair and follow-up documentation is being completed, some duplication exists <p><u>Areas of Concern</u></p> <table border="1" data-bbox="574 592 1427 861"> <thead> <tr> <th data-bbox="574 592 1000 625">Alx DWS</th> <th data-bbox="1000 592 1427 625">Gln DWS</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 625 1000 684">– pro-active equipment indexing and replacement program</td> <td data-bbox="1000 625 1427 684">– active coupling leak on main discharge line at well casing</td> </tr> <tr> <td data-bbox="574 684 1000 743">– elevated water loss/water audit</td> <td data-bbox="1000 684 1427 743">– mineral deposits in well casing and potential impacts on well pump</td> </tr> <tr> <td data-bbox="574 743 1000 802">– construction documentation completion</td> <td data-bbox="1000 743 1427 802">– intermittent issues with NaCl₂ Pump operations and failures</td> </tr> <tr> <td data-bbox="574 802 1000 861">– open equipment deficiencies and preventative maintenance vs reactive</td> <td data-bbox="1000 802 1427 861">– intermittent high flows in distribution system</td> </tr> </tbody> </table>	Alx DWS	Gln DWS	– pro-active equipment indexing and replacement program	– active coupling leak on main discharge line at well casing	– elevated water loss/water audit	– mineral deposits in well casing and potential impacts on well pump	– construction documentation completion	– intermittent issues with NaCl ₂ Pump operations and failures	– open equipment deficiencies and preventative maintenance vs reactive	– intermittent high flows in distribution system
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<p>b. Currency and accuracy of maintenance summaries in QMS Operational Plan</p>	<p>Alexandria</p> <p><u>Maintenance Programs</u></p> <table border="1" data-bbox="574 961 1427 1512"> <thead> <tr> <th data-bbox="574 961 1000 995">Reviewed Internal Programs</th> <th data-bbox="1000 961 1427 995">Review External</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 995 1000 1512"> <ul style="list-style-type: none"> Equipment Scheduled Maintenance Review for competition (M1, M7, M63 & M73) Spring Flushing (F27) Valve Exercising (F26) Monthly Treatment Evaluation Summer Algae Monitoring Summer Dead End Checks (Cl₂) Auto-Flushers for Water Quality Fall Flushing (F53) Hydrant Winterization (F23) Hydrant Maintenance (F25) Bleeder Lines Water Audit </td> <td data-bbox="1000 995 1427 1512"> <ul style="list-style-type: none"> Annual Equipment/Meter Calibration (ClearTech, Capital Controls & St Laurent Instrumentation) Annual Backflow Maintenance (Claude Bourke) Bi-annual Gas Monitor Calibration (Hetek) Annual Generator Maintenance (Michel Blais) Monthly Pest Control Water Main Proactive Replacement (Capital Planning) Fire Hydrant and Isolation Valve Replacement (Capital Planning or Operations) Cleaned Sludge Tank (HydroCam) Water Tower Inspection </td> </tr> </tbody> </table> <ul style="list-style-type: none"> Internal Maintenance targets are being met for the most part <ul style="list-style-type: none"> overall targets are being met but there is room for improvement, weekly schedules are being completed 80-90 time, but quarterly/bi-annual and annual not always being completed some issues may be due to staff change over and newer employees training and completion with no sign off if maintenance isn't required or equipment log sheet is completed but summary is not signed off. <ul style="list-style-type: none"> To ensure consistency External Maintenance targets are being met <ul style="list-style-type: none"> issues with scheduling of specific contractors 	Reviewed Internal Programs	Review External	<ul style="list-style-type: none"> Equipment Scheduled Maintenance Review for competition (M1, M7, M63 & M73) Spring Flushing (F27) Valve Exercising (F26) Monthly Treatment Evaluation Summer Algae Monitoring Summer Dead End Checks (Cl₂) Auto-Flushers for Water Quality Fall Flushing (F53) Hydrant Winterization (F23) Hydrant Maintenance (F25) Bleeder Lines Water Audit 	<ul style="list-style-type: none"> Annual Equipment/Meter Calibration (ClearTech, Capital Controls & St Laurent Instrumentation) Annual Backflow Maintenance (Claude Bourke) Bi-annual Gas Monitor Calibration (Hetek) Annual Generator Maintenance (Michel Blais) Monthly Pest Control Water Main Proactive Replacement (Capital Planning) Fire Hydrant and Isolation Valve Replacement (Capital Planning or Operations) Cleaned Sludge Tank (HydroCam) Water Tower Inspection 						
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<p>b. Currency and accuracy of maintenance summaries in QMS Operational Plan</p>	<ul style="list-style-type: none"> ▪ issue with uploading calibration certificates into SharePoint to ensure tracking and proof/record retention 			
	<p>Glen Robertson</p> <p><u>Maintenance Programs</u></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Internal</th> <th style="width: 50%;">External</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> – Equipment Scheduled Maintenance Review for competition (M45) – Spring Flushing (F51) – Valve Exercising (F26) </td> <td> <ul style="list-style-type: none"> – Equipment/Meter Calibration (ClearTech, Capital Controls & St Laurent Instrumentation) </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Internal Maintenance targets are being met for the most part <ul style="list-style-type: none"> ▪ overall targets are being met, weekly schedules are being completed greater than 90% time, but quarterly and annual not always being completed ▪ some issues may be due to staff change over and newer employees training and completion with no sign off if maintenance isn't required ▪ Roch has been overseeing schedules, some minor tweaks have been made to ensure previous oversites have now been covered going forward. • External Maintenance targets are being met <ul style="list-style-type: none"> ▪ issues with scheduling of specific contractors ▪ No outstanding maintenance at this point, metering calibration will be required and need to be scheduled as per last year time frames to meet the annual requirements 	Internal	External	<ul style="list-style-type: none"> – Equipment Scheduled Maintenance Review for competition (M45) – Spring Flushing (F51) – Valve Exercising (F26)
Internal	External			
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<p>c. Frequency and duration of service interruptions</p>	<p>Alexandria</p> <p><u>Major Incidents</u></p> <p><i>Open Issues</i></p> <ul style="list-style-type: none"> • No incidents of equipment breakdown or malfunction that caused service interruption or loss of service to distribution. • All equipment deficiencies may have interrupted WTP, but sufficient levels in Water Towers were able to supply distribution system. <p><i>Closed Issues</i></p> <ul style="list-style-type: none"> • Chlorination Dosing Lost <ul style="list-style-type: none"> – Issue found to be crack in injection line, creating air lock in dosing system, faulty line replaced – took 14hrs to find issue, multiple tests were attempted to regain chlorine dosing • LT1601 Level sensor failure <ul style="list-style-type: none"> – intermittent issues starting in June 2023, affected treatment process (HLP lock outs) – change all settings in SCADA to LT1602 to prevent false readings – replaced September 2023 • Intake Crib fortified to prevent sediment build-up, July 2023 <ul style="list-style-type: none"> – Dundee Marine on-site for 2 days – LLP isolated during work, relayed on WT levels to supply distribution 			

<p>c. Frequency and duration of service interruptions</p>	<p><u>Construction</u></p> <table border="1"> <thead> <tr> <th>Completed</th> <th># Sites</th> <th>Alx</th> <th>Max</th> <th>Planned</th> </tr> </thead> <tbody> <tr> <td>2023-2024</td> <td>9</td> <td>9</td> <td>0</td> <td>6</td> </tr> <tr> <td>2022-2023</td> <td>14</td> <td>13</td> <td>1</td> <td>5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> precautionary BWA issued through EOHU to Dominion St and Peel St and water was provided to users, but water servicing was re-established to residents' same day All other work was completed within 1 day and only impacted a small percentage of service area <p>Glen Robertson</p> <p><u>Major Incidents</u></p> <ul style="list-style-type: none"> No incidents of equipment breakdown or malfunction that caused service interruption or loss of service to distribution <p><u>Construction</u></p> <table border="1"> <thead> <tr> <th>Completed</th> <th># Sites</th> <th>Gln</th> <th>Planned</th> </tr> </thead> <tbody> <tr> <td>2023-2024</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>2022-2023</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> No service interruption, planned work to install flushing/sampling station 	Completed	# Sites	Alx	Max	Planned	2023-2024	9	9	0	6	2022-2023	14	13	1	5	Completed	# Sites	Gln	Planned	2023-2024	1	1	1	2022-2023	0	0	0
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2023-2024	1	1	1																									
2022-2023	0	0	0																									
<p>d. Maintenance costs and trends</p>	<p><u>Budget Summary</u></p> <ul style="list-style-type: none"> Overall Budget: <ul style="list-style-type: none"> Base budget has slightly decreased from previous year Water Treatment and Distribution have been combined as of 2024 2023 used 96% of budgeted figures (final values) 2024 currently at 43% of budgeted figures (current to June 26) Water Budget: <ul style="list-style-type: none"> Base budget has slightly decreased from previous year 2023 used 95% of budgeted figures (final values) <ul style="list-style-type: none"> Maintenance related items was calculated to make up 14% of overall budget 2024 currently at 44% of forecasted figures (current to June 26) <ul style="list-style-type: none"> Maintenance related items was calculated to make up 8% of budget to date Trends: <ul style="list-style-type: none"> 90 Main St Rental, no base budget but expense for last 2 years area's most overages occur (4 out of 6 years) <ul style="list-style-type: none"> Municipal Taxes Photocopier Expense Telephone Bad Debt Expense Billing and Operating Cost Coagulant Sewer Line Repairs Gas/Oil/Diesel Sampling Snow Removal Capital work: Main St Project, was a project through SDG Counties, issues with engineer and work has been postponed. <ul style="list-style-type: none"> Budgeted amount is to roll forward, to cover infrastructure replacement not full cost of project 																											

<p>d. Maintenance costs and trends</p>	<ul style="list-style-type: none"> • Question about commercial meter replacement project <ul style="list-style-type: none"> ▪ no plans to date to complete replacement ▪ other options may be accuracy testing on a selected percentage of meters to determine accuracy 																																																																												
<p>e. Occurrences of and trends relating to unplanned maintenance</p>	<p>Alexandria</p> <p><u>Alarms</u></p> <table border="1"> <thead> <tr> <th>Location</th> <th>Total</th> <th>2023 (Jun-Dec)</th> <th>2024 (Jan-Jun)</th> </tr> </thead> <tbody> <tr> <td>WTP</td> <td>112</td> <td>57</td> <td>55</td> </tr> <tr> <td>SCADA Communications</td> <td>3</td> <td>3</td> <td>0</td> </tr> <tr> <td>Utility Power</td> <td>9</td> <td>3</td> <td>6</td> </tr> <tr> <td>Raw Well Level</td> <td>8</td> <td>7</td> <td>1</td> </tr> <tr> <td>Desludge System</td> <td>10</td> <td>6</td> <td>4</td> </tr> <tr> <td>Pump Issue (chemical & process)</td> <td>7</td> <td>3</td> <td>4</td> </tr> <tr> <td>Filter/Turbidity Issues</td> <td>17</td> <td>8</td> <td>9</td> </tr> <tr> <td>Cl₂ Gas Injection</td> <td>9</td> <td>6</td> <td>3</td> </tr> <tr> <td>Cl₂ Residual</td> <td>37</td> <td>14</td> <td>23</td> </tr> <tr> <td>Clear Well Level</td> <td>7</td> <td>5</td> <td>2</td> </tr> <tr> <td>Generator</td> <td>5</td> <td>2</td> <td>3</td> </tr> <tr> <td>DIS/Water Tower</td> <td>28</td> <td>13</td> <td>15</td> </tr> <tr> <td>Utility Power</td> <td>13</td> <td>7</td> <td>6</td> </tr> <tr> <td>Pump Issue (chemical & process)</td> <td>8</td> <td>2</td> <td>6</td> </tr> <tr> <td>Cl₂ Residual</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>High Water Flows</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Water Tower Level</td> <td>3</td> <td>1</td> <td>2</td> </tr> <tr> <td>Generator</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><u>Major Incidents</u></p> <p><i>Open Issues</i></p> <ul style="list-style-type: none"> • Low Lift Pump 220 <ul style="list-style-type: none"> – faulted during operation, KMAC replaced parts in panel (resolved Jan 2024) – flows unable to sustain processes, (June 2024) • Coagulant tank fill line blockage, (June 2024) <ul style="list-style-type: none"> – noted during delivery, tanks no longer equalizing – temporary measures put into place for bulk fills going forward until repairs can be completed • Gen screen Alx WTP Gen <ul style="list-style-type: none"> – scrolling unable to get numbers, issue had been ok for last 6 months but has started again – to reach out for replacement to external contractor, last quote believed to be from GenRep • Chlorinator screen replacement required <ul style="list-style-type: none"> – manual operation possible, unit operating as stand-by – pricing was sent to Dean/Tim, follow-up required asap <p><i>Closed Issues</i></p> <ul style="list-style-type: none"> • Coagulant fill line rupture during supplier delivery (June 2023) <ul style="list-style-type: none"> – both line damaged, driver refused delivery – lines repaired completed 5 days later and delivery received following day • VFD Planned replacement (Oct 2023) <ul style="list-style-type: none"> – Installed after many delays – issues noted with overload switch • Defective Yoke on Cl₂ Cylinder 1 (Oct 2023) <ul style="list-style-type: none"> – found through intermittent leaking by alarm tracking – Replaced defective yoke • Raw Well Influent valve stripped, (August 2023) <ul style="list-style-type: none"> – moved to closed through ops discussion 	Location	Total	2023 (Jun-Dec)	2024 (Jan-Jun)	WTP	112	57	55	SCADA Communications	3	3	0	Utility Power	9	3	6	Raw Well Level	8	7	1	Desludge System	10	6	4	Pump Issue (chemical & process)	7	3	4	Filter/Turbidity Issues	17	8	9	Cl ₂ Gas Injection	9	6	3	Cl ₂ Residual	37	14	23	Clear Well Level	7	5	2	Generator	5	2	3	DIS/Water Tower	28	13	15	Utility Power	13	7	6	Pump Issue (chemical & process)	8	2	6	Cl ₂ Residual	3	2	1	High Water Flows	1	1	0	Water Tower Level	3	1	2	Generator	0	0	0
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e. Occurrences of and trends relating to unplanned maintenance

- Max WT Generator (Feb 2024) move to closed
 - transfer comms issue, no follow-up notation for issue resolution
 - moved to closed through ops discussion
- Damaged screen on Alx WT Generator (Feb 2024)
 - no entry in eRIS for event that or when it was found damaged
- V1320 Valve Operation (Apr 2024)
 - Rotork on-site to repair valve due to on-going issues, internal card replaced with a used card
- Booster Stn hydro meter replacement (Apr 2024)
 - due to internal panel damage discovered during inspection
- AT1101 (Loss of Head) Filter 1 Issues (June 2024)
 - Capital Controls brought in to calibrate unit to due to plumbing changes to prevent false high turb due to backflow

Access E11

Category	Water			Sewer		Services		Open			Closed	
	Pre-2023	2023	2024	2023	2024	2023	2024	Pre-2023	2023	2024	2023	2024
January			7		1		0					8
February			10		2		1					13
March			12		1		1					14
April			8		3		0			3		11
May			9		0		0			18		9
June	1	15	4	3	0	0	0	1	1	7	19	4
July		48		2		0					50	
August		13		2		0					15	
September		13		0		0			1		14	
October	2	11		0		2		1			13	
November		31		0		2			3		30	
December		7		0		0			1		6	
Total Case Count		133		14		6		36		206		
Annual Case Count	3	138	73	7	7	4	2	2	6	28	147	59

Water Category Breakdown

Month	Fire Hydrant Issue		Valve Issue		Service Request		Water Quality		Dist Check	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
January		0		0		5		0		0
February		2		0		8		0		0
March		0		2		10		0		0
April		3		0		7		0		0
May		19		4		2		0		0
June	7	1	4	4	4	5	0	1	0	0
July	37		2		9		0		0	
August	0		1		11		1		0	
September	0		2		5		5		0	
October	1		4		6		0		0	
November	1		9		17		2		0	
December	0		0		7		0		0	
Total Cases Count	71		32		96		9		0	
Annual Cases Count	46	25	22	10	59	37	8	1	0	0

Construction

Completed	# Sites	Not Planned	Water
2023-2024	19	4	9
2022-2023	16	6	14

-all interruptions less that one day

Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form

QMS Form Number: QMS SYS-F11

<p>e. Occurrences of and trends relating to unplanned maintenance</p>	Glen Robertson						
	<u>Alarms</u>						
	Location		Total	2023 (Jun-Dec)		2024 (Jan-Jun)	
	WTP		110	62		48	
	SCADA Communication		0	0		0	
	Utility Power		15	6		9	
	UV Issues		8	5		3	
	NaCl ₂ Pump Issues		61	34		27	
	High/Low Residual		22	16		6	
	High Treated Flow		1	1		0	
DIS/Church		18	8		10		
Utility Power		9	4		5		
Defective Equipment		9	4		5		
<u>Major Incidents</u>							
<i>Open Issues</i>							
<ul style="list-style-type: none"> • NaCl₂ Dosing Issues caused by intermittent pump failures (CCP) <ul style="list-style-type: none"> – changed PLC program to dose according to AT1F residual – multiple pump repairs – issues most often during low – implemented daily injection point cleaning • Stiff Valves noted during routine maintenance <ul style="list-style-type: none"> – two on the UV line the 2" ball valve – ¾ gate valve near well pump 							
<i>Closed Issues</i>							
<ul style="list-style-type: none"> • Noted power surging during generator operation every time well pump started <ul style="list-style-type: none"> – KMAC installed new UPS for chemical pumps to correct issues • UV3 Solenoid replacement due to failure, causing erratic NaCl₂ dosing • UV3 communication to SCADA failure, found disconnected wire to be cause of issues • Leak on main well line coupling, temporary wrap to stop leak until repaired • Replace wellhead pressure relief valve due to leak 							
<u>Access E11</u>							
Category		Water		Open		Closed	
Month		2023	2024	2023	2024	2023	2024
January			2				2
February							
March							
April			1				1
May			2				2
June		2				2	
July							
August							
September		2				2	
October							
November							
December							
Total Case Count		9		0		9	
Annual Case Count		4	5	0	0	4	5

Month	Valve Issue		Service Request		Water Quality		Dist Check	
	2023	2024	2023	2024	2023	2024	2023	2024
January				2				
February								
March								
April				1				
May				1				1
June	2							
July								
August								
September			2					
October								
November								
December								
Total Cases Count	2		6		0		1	
Annual Cases Count	2	0	2	4	0	0	0	1

e. Occurrences of and trends relating to unplanned maintenance

Construction

- No unplanned construction during this time frame

f. Adequacy of maintenance scheduling and recording systems

Alexandria

-Operator Input:

- operational staff satisfied with current methods; schedules are all inclusive for all equipment

-Asset Management:

- plan approved by council 2022.
- To determine best way forward
 - Dean suggested to set threshold for equipment over \$10,000 and focus on inventory this equipment only
 - to determine who will complete and where to document

-Financial Plan:

- required for next MDWL/DWWP renewal (2025)

-Areas of Concern:

- Older equipment breakdown
- Time required to complete all tasks
- Historical elevated water loss in distribution system
- Construction Documentation
- Open Equipment Deficiencies and Consistent Reporting

Glen Robertson

-Operator Input:

- operational staff satisfied with current methods; schedules are all inclusive for all equipment

-Asset Management:


- plan approved by council 2022.
- To determine best way forward

-Financial Plan:


- required for next MDWL/DWWP renewal (2025)

-Areas of Concern:

- Time required to complete all tasks

	<i>The Township of North Glengarry</i> Drinking Water Quality Management System
Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form	QMS Form Number: QMS SYS-F11

g. Compliance inspection reports	<p><u>Internal Audit (DWQMS)</u></p> <ul style="list-style-type: none"> • last audit: Oct 2023 • results: <ul style="list-style-type: none"> ▪ 0 Non-Conformances (Minor/Major), ▪ 2 Minor Corrective Actions ▪ issues were clerical in nature and have all been resolved <p><u>External Audit (DWQMS)</u></p> <ul style="list-style-type: none"> • last audit: Nov 2023 (surveillance/desktop) • results: <ul style="list-style-type: none"> ▪ 1 Non-Conformances (Minor), ▪ 3 OFI <p><u>MECP Inspection</u></p> <ul style="list-style-type: none"> • Alx DWS <ul style="list-style-type: none"> ▪ last: Nov 2023 ▪ risk ranking 100% • Glen DWS <ul style="list-style-type: none"> ▪ last: Nov 2023 ▪ risk ranking 98.8% ▪ 1 non-compliance ▪ 1 BMP
h. Staff input	<ul style="list-style-type: none"> • No budget requests made at this time, tracking sheet given to Roch to help operational staff submit requests • discussed tracking methods and input request for future infrastructure meetings, eg looing into specific issues or items • all items suggested by staff have also been quantified under the applicable bullet points. • request for access to mapping for systems <ul style="list-style-type: none"> – to look into options through counties system – to figure out how to best proceed with operational access and mapping updates
i. Staffing and training issues as they pertain to maintenance goals	<ul style="list-style-type: none"> • Contractor brought in to help with jar testing, all staff attended <ul style="list-style-type: none"> – useful for staff ops and help id what to look for – waiting for supplemental paperwork or need to create forms? • Stelem brought in to show newer operators how to complete hydrant maintenance • Operational Training Records <ul style="list-style-type: none"> – How is training being recorded now, who is responsible for what? <ul style="list-style-type: none"> ▪ Changes as Zoe used to track and complete spreadsheet ▪ Operators’ responsibility to track • Other training provided to operational staff included: <ul style="list-style-type: none"> – fit testing for SCBA and face masks – fire extinguisher training – chlorine gas system and specific safety elements – correlator equipment training

	<i>The Township of North Glengarry</i> Drinking Water Quality Management System
Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form	QMS Form Number: QMS SYS-F11

i. Staffing and training issues as they pertain to maintenance goals	<ul style="list-style-type: none"> • Operators (Arron/Pat) discussed issue with confined space training that was completed but no certificate of completion was ever received. • Dean to follow up with Training Provider
j. Other items (describe)	<ul style="list-style-type: none"> • Water Loss Survey-Alexandria <ul style="list-style-type: none"> – to look into what is to be completed – to look into what and how to track work • Bulk Water Tracking for Rds Dept <ul style="list-style-type: none"> – once bulk fill station is installed all contractors and Rds dept will no longer be required to track – to ensure water volumes can be retrieved, (who and how)
Other Notes	



STAFF REPORT TO COUNCIL

Report No: PW 2024-26

September 9, 2024

From: Timothy Wright, Director of Public Works

RE: Proclamation – Circular Economy Month

Recommended Motion:

THAT Council receive staff report PW 2024-26 and that the Township of North Glengarry hereby proclaims the month of October 2024 as circular Economy Month in the Township of North Glengarry

Background / Analysis:

1. The Circular Innovation Council is asking communities, businesses, schools, and individuals from across Canada to renew their commitment and celebrate sustainability by proclaiming October 1 – 31, 2024 as Circular Economy Month.
2. Circular economy aims to reduce waste and maximize resources by moving away from the linear take-make-and-dispose approach to a more circular system that focuses on product longevity, renewability, reuse and repair as well as resource recovery. Instead of taking from the planet, a circular economy approach challenges us to be a part of it by:
 - Taking less
 - Using better
 - Making sure our economies and our choices support the natural environment we rely on.
3. During 2023, the Township also proclaimed October to be circular economy month and this year will take that further by creating four social media posts, one for every week
4. The Circular Economy Month in Canada program is structured into four weekly themes. The 2024 weekly themes center around a different pillar of the circular economy that will educate and encourage sustainable action across Canada.



WEEK 1: INTRODUCING CIRCULAR ECONOMY (OCT 1-6)

Circular economy is a new way of looking at how we use—and ultimately reuse—materials and resources. While the 3Rs (reduce, reuse, recycle) have become everyday terms and are the foundation to environmental education, moving to a circular economy shifts our focus to prioritize environmental protection from the start.



WEEK 2: ENVIRONMENTAL BENEFITS (OCT 7-13)

A circular economy benefits the environment – and by extension, humans and biodiversity – in several ways. Learn about how a circular economy lowers greenhouse gas emissions, conserves natural resources, expands the definition of the economy.



WEEK 3: SOCIAL AND ECONOMIC BENEFITS (OCT 14-20)

Can a circular economy save you money, create new jobs, benefit your mental health, and more? Yes, it can! During October 14-20, explore the social and economic benefits that come with circularity.



WEEK 4: WASTE REDUCTION WEEK (OCT 21-27)

Waste Reduction Week continues its 23-year legacy starting the third Monday of October each! This week's programming looks at recycling and waste reduction of key waste streams: plastics, food waste, electronics, hazardous waste, textiles, construction waste and more.

Circular economy is a big idea. Taking action towards a circular economy is an even larger undertaking. While not currently supported by the Township's Strategic Plan, supporting/taking action towards transitioning to a circular economy would play a key role in building a resilient, inclusive, green, and prosperous future for South Glengarry residents and businesses.

6. Proclaiming October 2024 as Circular Economy Month continues to raise community awareness and shows the Township's support and leadership.
7. The Circular Innovation Council is providing materials for municipal and community use which can be adapted by the Township's Communication Coordinator for a once-a-week post to social media.
8. All communities and municipalities who proclaim October to be Circular Economy Month will be listed on the Circular Innovation Council's website.

Alternatives:

N/A

Financial Implications:

N/A

Others Consulted:

Members of the Regional Waste Management Working Group – Particularly Sarah McDonald
General Manager of Infrastructure Services for South Glengarry

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, October 23, 2023

5:45 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Mayor: Jamie MacDonald

PRESENT:

Deputy Mayor: Carma Williams

Councillor (At Large) - Jacques Massie

Councillor (Alexandria Ward) - Michael Madden

Councillor: Brian Caddell

Councillor: Gary Martin

REGRETS:

Councillor (Kenyon Ward) - Jeff Manley

Director of Building, By-law & Planning – Jacob Rhéaume

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Deputy Clerk: Jena Doonan

Chantal Lapierre

1. DISCLOSURE OF CONFLICT OF INTEREST

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Brian Caddell

Seconded By: Michael Madden

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of Monday, October 23rd/2023.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Gary Martin

Seconded By: Michael Madden

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of September 25th/2023.

Carried

4. ZONING AMENDMENTS

4.a Z-16-2023

Owner: Duchesne Farms Inc.

Location: 22262 Laggan-Glenelg Road, Dalkeith

Purpose of application:

Purpose of application: to re-zone both the severed and retained portion subject to Consent Application B-86-23 condition No. 2 & 3 as follows;

The retained portion of the property (86.3 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-238) to:

- prohibit residential development and;
- acknowledge the interior yard setback deficiency from the required 9m to the proposed 3.15m for both agricultural accessory storage buildings.

The severed portion of the property (2.31 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-239) to:

- acknowledge the deficiency in lot frontage (Laggan-Glenelg Rd) from the required 45m to the proposed 8m and;
- prohibit agricultural uses.

VERBAL COMMENTS:

-No verbal comments made

WRITTEN COMMENTS:

-No Written comments were made

The clerk asked three times for comments from the public in attendance and from Council. No comments were made.

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 3

Moved By: Jacques Massie

Seconded By: Carma Williams

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 5:55pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, November 27, 2023

5:45 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Mayor: Jamie MacDonald

PRESENT:

Deputy Mayor: Carma Williams
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

REGRETS: Councillor (At Large) - Jacques Massie

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan
Planning Department - Chantal Lapierre

1. DISCLOSURE OF CONFLICT OF INTEREST

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Jeff Manley

Seconded By: Gary Martin

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of **Monday, November 27th/2023.**

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Jacques Massie

Seconded By: Michael Madden

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of **Monday, October 23rd/2023.**

Carried

4. ZONING AMENDMENTS

Z-17-2023

Owner: Ron & Mary Seguin

Location: 3375 Bureau Rd., Alexandria

Purpose of applications: to re-zone both the severed and retained portion subject to Consent Application B-62-23 condition No. 3 & 4 as follows;

The **retained** portion of the property (64.93 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-240) to:

- prohibit residential development and;

The **severed** portion of the property (2.73 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-241) to:

- acknowledge the interior yard setback deficiency from the required 12m to the proposed 8.41m for the accessory storage building and;
- recognize the building height of a residential accessory storage building being higher than the maximum permitted 5m and;
- prohibit agricultural uses.

The clerk asked three times for comments from the public in attendance and from members of Council.

No comments were received.

5. **OLD BUSINESS**
6. **NEW BUSINESS**
7. **NOTICE OF MOTION**
8. **ADJOURNMENT**

Moved By: Michael Madden

Seconded By: Brian Caddell

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 6pm.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, January 29, 2024

5:45 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Mayor: Jamie MacDonald

PRESENT:

Deputy Mayor: Carma Williams

Councillor (At Large) - Jacques Massie

Councillor (Kenyon Ward) - Jeff Manley

Councillor (Alexandria Ward) - Michael Madden

Councillor: Brian Caddell

Councillor: Gary Martin

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Director of Building, By-law & Planning - Jacob Rhéaume

Deputy Clerk: Jena Doonan

Chantal Lapierre

1. DISCLOSURE OF CONFLICT OF INTEREST

- No declarations of interest.

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Gary Martin

Seconded By: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of Monday, January 29th/2024.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Brian Caddell

Seconded By: Michael Madden

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of Monday, November 27th/2023.

Carried

4. ZONING AMENDMENTS

a) Z-18-2023

Owners: Bassima El Zahabi & Maged Kassis

Location: 64 Lochiel St E Alexandria

Purpose of Application: To re-zone the property from Residential Fourth Density Special Exception (R4-7) to Residential Fourth Density Special Exception (R4-8) to permit a five-unit apartment building with four parking spaces, a reduction of one space from the required five parking spaces.

The clerk asked for comments from the public in attendance and from members of Council.

Deputy Mayor: Carma Williams – Asked if there was a basement apartment? And was concerned about the parking. Another tenant means another vehicle. And wanted to know if there was any overnight parking?

Director of Building, By-law & Planning - Jacob Rhéaume – Explained that there is no apartment in the basement, it's a crawl space with a low ceiling. Continued by saying that with the parking spaces in the front, there shouldn't be any issues and there is overnight parking on the Boulevard.

The clerk asked two additional times for comments from the public in attendance and from members of Council.

No other comments were received.

5. **OLD BUSINESS**
6. **NEW BUSINESS**
7. **NOTICE OF MOTION**
8. **ADJOURNMENT**

Resolution No. 3

Moved By: Carma Williams

Seconded By: Jacques Massie

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 6:07pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, February 26, 2024

5:00 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Mayor: Jamie MacDonald

PRESENT:

Deputy Mayor: Carma Williams
Councillor (At Large) - Jacques Massie
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Gary Martin

REGRETS: Councillor: Brian Caddell

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan
Chantal Lapierre

- 1. DISCLOSURE OF CONFLICT OF INTEREST**
- 2. ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved By: Gary Martin

Seconded By: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of Monday, February 26th/2024.

Carried

- 3. RATIFY MINUTES**

Resolution No. 2

Moved By: Carma Williams

Seconded By: Jacques Massie

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of Monday, January 29th/2024.

Carried

3.a Public Meeting of Planning Minutes - Jan 29 2024

- 4. ZONING AMENDMENT & OP AMENDMENT**

4.a Z-19-2023 / OP No. 21

- 5. OLD BUSINESS
- 6. NEW BUSINESS
- 7. NOTICE OF MOTION
- 8. ADJOURNMENT

Resolution No. 3

Moved By: Michael Madden

Seconded By: Jacques Massie

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 5:15pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, April 8, 2024

5:30 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Mayor: Jamie MacDonald

PRESENT:

Deputy Mayor: Carma Williams
Councillor (At Large) - Jacques Massie
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan
Chantal Lapierre

1. **DISCLOSURE OF CONFLICT OF INTEREST**
2. **ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved By: Jeff Manley
Seconded By: Gary Martin

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of **Monday, April 8th/2024.**

Carried

3. **RATIFY MINUTES**

Resolution No. 2

Moved By: Michael Madden
Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of **Monday, February 26th/2024.**

Carried

3.a Public Meeting of Planning Minutes - Feb 26 2024

4. **ZONING AMENDMENTS**

4.a Z-01-2024

4.b Z-02-2024

4.c Z-03-2024

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 3

Moved By: Jacques Massie

Seconded By: Michael Madden

THERE being no further business to discuss, the Public Meeting was adjourned at 5:52pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, May 27, 2024

5:30 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

COUNCIL MEMBERS Deputy Mayor: Carma Williams

PRESENT:

Councillor (At Large) - Jacques Massie

Councillor (Kenyon Ward) - Jeff Manley

Councillor (Alexandria Ward) - Michael Madden

Councillor: Brian Caddell

REGRETS: Mayor: Jamie MacDonald

Councillor: Gary Martin

MUNICIPAL STAFF CAO/Clerk - Sarah Huskinson

PRESENT:

Director of Building, By-law & Planning - Jacob Rhéaume

Deputy Clerk: Jena Doonan

Chantal Lapierre

1. **DISCLOSURE OF CONFLICT OF INTEREST**
2. **ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved By: Michael Madden

Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of **Monday, May 27th/2024.**

Carried

3. **RATIFY MINUTES**

Resolution No. 2

Moved By: Jeff Manley

Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of Monday, April 8th/2024.

Carried

3.a Public Meeting of Planning Minutes - April 08 2024

4. **ZONING AMENDMENTS**

- 4.a Z-04-2024
- 4.b Z-05-2024
- 4.c Z-06-2024
- 5. OLD BUSINESS
- 6. NEW BUSINESS
- 7. NOTICE OF MOTION
- 8. ADJOURNMENT

Resolution No. 3

Moved By: Jacques Massie

Seconded By: Michael Madden

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 5:49pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of Adjustment Hearing

Monday, November 27, 2023, 5:45 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

PRESENT: Mayor - Jamie MacDonald
Deputy Mayor - Carma Williams
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

REGRETS: Councillor (At Large) - Jacques Massie

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan
Planning Department - Chantal Lapierre

1. **DISCLOSURE OF CONFLICT INTEREST**
2. **ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved By Brian Caddell
Seconded By Michael Madden

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of **Monday, November 27th/2023.**

Carried

3. **RATIFY MINUTES**

Resolution No. 2

Moved By Gary Martin
Seconded By Jeff Manley

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing Minutes of **Monday, September 11th/2023.**

Carried

4. **MINOR VARIANCES**

- a. **MV-10-2023**

Owner: Michael Chenier & Carole Lauzon

Location: 3880 County Rd 45, Alexandria

Resolution No. 3

Moved By Michael Madden

Seconded By Brian Caddell

Purpose of application: To seek relief from the Comprehensive Zoning By-law 39-2000 requirements;

- For a reduction in the lot frontage from the required 45m to the proposed 20.48m for a residential-use lot creation, as per the condition No.4 of consent application B-8-23.

The clerk asked for comments from the public in attendance and from members of Council.

Councillor (Lochiel Ward) – Brian Caddell - Asked if the property owner could build further back?

Director of Building, By-law & Planning – Jacob Rhéaume - Explained that the home owner can build anywhere in the rural area.

The clerk asked two additional times for comments from the public and from members of Council.

No other comments were received.

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application **MV-10-2023** as submitted.

Carried

5. **OLD BUSINESS**
6. **NEW BUSINESS**
7. **NOTICE OF MOTION**
8. **ADJOURNMENT**

Resolution No. 4

Moved By Jeff Manley

Seconded By Gary Martin

THERE being no further business to discuss the Committee of Adjustment Hearing was adjourned at 5:53pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of Adjustment Hearing

Monday, January 29, 2024, 5:45 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

PRESENT: Mayor - Jamie MacDonald
Deputy Mayor - Carma Williams
Councillor (At Large) - Jacques Massie
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan
Planning Services - Chantal Lapierre

1. **DISCLOSURE OF CONFLICT INTEREST**
2. **ACCEPT THE AGENDA (Additions/Deletions)**

Resolution No. 1

Moved By Michael Madden

Seconded By Brian Caddell

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of Monday, January 29th/2024.

Carried

3. **RATIFY MINUTES**

Resolution No. 2

Moved By Jeff Manley

Seconded By Gary Martin

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing Minutes of Monday, November 27th/2023.

Carried

4. **MINOR VARIANCES**

- a. **MV-01-2024**

Owner: Kathleen Dicaire

Location: 20290 Kenyon Conc Rd 1 Alexandria

Purpose of application: To seek relief from the zoning by-law requirements within Section 12.2(2)(iii)(b) for a reduction in the lot frontage from the required 45m to the

Proposed 21.4m for a residential-use lot creation, as per condition No. 4 of Consent Application B-138-23.

Resolution No. 3

Moved By Jacques Massie

Seconded By Carma Williams

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application **MV-01-2024** as submitted.

The clerk asked for comments from the public in attendance and from members of Council.

Councillor (Kenyon Ward) -Jeff Manley – Inquired about the plans for the severed portion of the consent application and if it would be for residential development.

Director of Building, By-law & Planning - Jacob Rhéaume – Answered yes, a residential dwelling with accessory buildings.

Neighbor – Nicole Decoeur Sauvé – Asked how many houses can be built? As she’s a close neighbor and had some concerns.

Director of Building, By-law & Planning - Jacob Rhéaume – Explained that one house is permitted. For an additional dwelling, a zoning amendment would have to be obtained which would include another circulation to advise the neighbors and another public meeting would be held.

The clerk asked two additional times for comments from the public in attendance and from members of Council.

No other comments were received.

Carried

- 5. **OLD BUSINESS**
- 6. **NEW BUSINESS**
- 7. **NOTICE OF MOTION**
- 8. **ADJOURNMENT**

Resolution No. 4

Moved By Brian Caddell

Seconded By Michael Madden

THERE being no further business to discuss the Committee of Adjustment Hearing was adjourned at 5:55pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 39-2024
FOR THE YEAR 2024**

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 9 2024, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
2. **THAT** the Mayor and the proper officers of the Township of 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 9th day of September 2024.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 39-2024, duly adopted by the Council of the Township of North Glengarry on the 9th day of September 2024

Date Certified

CAO/Clerk / Deputy Clerk