

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Tuesday May 23, 2017 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0**

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Jamie)
 - a) Regular Meeting of Council – May 8, 2017
4. DELEGATION(S)
 - a) Glengarry Federation of Agriculture – Martin Lang re. Municipal drains
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
 - a) Sidewalk sale at Mill Square – Alzheimer Society ® (Michel)
 - b) By-law 23-2017 – To update Procedural by-law 37-2016 By-law ®(Jacques)
 - c) By-law 24-2017 – Amendments to Open Air Fires By-law ® (Brian) (report to be circulated Tuesday May 23rd.)
 - d) Verbal update – Forensic Audit
 - e) Improving Cell Services in Eastern Ontario ® (Jamie)
 - f) Environmental Assessment to update Contracted Services ® (Carma)
7. RECREATION DEPARTMENT / COMMUNITY SERVICES DEPARTMENT – Anne Leduc, Director of Recreation/Community Services
 - a) Community Improvement Plan – 43 Main St., Maxville, On ® (Jeff)
 - b) Key Information Report – Geese Management Program
 - c) Key Information Report – Economic Development Activities – April 2017
8. FINANCE DEPARTMENT - Johanna Levac, Treasurer
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT - Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
 - a) By-law 21-2017 - Chenier-Jeaurond Municipal Drain details ® (Michel)
11. CORRESPONDENCE
 - a) Art, Culture & Heritage Advisory Minutes – March 22, 2017
 - b) Recreation Advisory Committee Minutes – March 28, 2017
 - c) Glengarry Sports Palace Minutes – March 28, 2017
 - d) Public Works Advisory Committee Minutes – April 18, 2017

12. NEW BUSINESS

13. NOTICE OF MOTION

Next Regular Public Meeting of Council
Monday June 12, 2017 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street
West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

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

15. CLOSED SESSION BUSINESS

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

And adopt the minutes of the Municipal Council “In Camera” session meeting of April 24, 2017 and May 1, 2017.

16. CONFIRMING BY-LAW

a) By-law No. 25-2017 ® (Carma)

17. ADJOURN ® (Jacques)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Tuesday May 23, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 1

Section 2

DECLARATIONS OF CONFLICTS OF INTEREST

Section 3

ADOPTION OF PREVIOUS

MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

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

Regular Meeting of Council – May 8, 2017

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Jamie MacDonald	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brian Caddell	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Carma Williams	_____	_____
Mayor: Chris McDonell	_____	_____

Section 3

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday May 8, 2017 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on May 8, 2017 at 7:00 p.m., with Mayor Chris McDonnell presiding.

PRESENT: **Deputy Mayor** - Jamie MacDonald
Councillor at Large – Jacques Massie
Councillor (Lochiel Ward) – Brian Caddell
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
Councillor (Maxville Ward) – Carma Williams

ALSO PRESENT: **CAO** – Daniel Gagnon
Treasurer – Annie Levac
Director of Public Works – Ryan Morton
Director – Community Services - Anne Leduc

1. **DECLARATIONS OF CONFLICTS OF INTEREST**
2. **ACCEPT THE AGENDA**

Resolution No. 1

Moved by: Carma Williams **Seconded by:** Michel Depratto

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday May 8, 2017.

Carried

3. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Jamie MacDonald **Seconded by:** Carma Williams

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

Regular Meeting of Council – April 24, 2017
Special Meeting of Council – May 1, 2017

Carried

4. **DELEGATION(S)**

a) Lorne Franklin from Robinson Consultants Inc. re. Chenier-Jeurond Municipal Drain

The consulting engineers on the Chenier-Jeurond Municipal Drain explained the process and the details of the drain work that is being contemplated as per the Ontario Drainage Act.

The Mayor allowed for questions from the audience.

5. **COMMITTEE RECOMMENDATIONS**

6. **CAO/CLERK'S DEPARTMENT** - Daniel Gagnon, CAO/Clerk

a) **Fire Department Standing Committee**

Resolution No. 3

Moved by: Carma Williams

Seconded by: Michel Depratto

That Council of the Township of North Glengarry receive the CAO / Clerk's report regarding updating the fire department standing committee be received

and that the recommended changes to the Fire Services Committee be approved and implemented as soon as possible.

Carried

Action – DG

b) **Verbal update – Open Air Burning By-law**

The CAO updated Council on proposed changes to the Open Air Burning Bylaw to address the change in dispatch services and other elements to make the bylaw more functional for implementation and enforcement. Formal changes to the bylaw will be forthcoming to a subsequent Council meeting.

7. **RECREATION DEPARTMENT / COMMUNITY SERVICES DEPARTMENT -**

Anne Leduc, Director – Community Services

a) **Verbal update – County Road 34 Crosswalk**

The CAO and Director of Community Services updated Council on the planned crosswalk that will be implemented on County Rd 34 in Mill Square in the coming weeks.

8. **FINANCE DEPARTMENT** – Johanna Levac, Treasurer

a) **Investment Policy – Quarterly – January to March 2017**

Resolution No. 4

Moved by: Jamie MacDonald

Seconded by: Carma Williams

That the “Investment Policy – Quarterly Report – January – March 2017” be accepted by Council for information purposes only.

Carried

b) **Tax Rate By-law No. 19-2017**

Resolution No. 5

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Council of the Township of North Glengarry hereby adopts By-law No. 19-2017 being a by-law to adopt the estimates of all of the sums required during the year and to adopt the tax rates for the year 2017; and

That by-law 19-2017 be read a first, second and third time in Open Council this 8th day of May, 2017.

Carried

Action – AL

9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -**

Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager

10. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works

a) By-law 21-2017 – First & Second Reading re. Chenier-Jeaurond Municipal Drain

Resolution No. 6

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry receive by-law No. 21-2017; and

That Council adopt by-law 21-2017 being a by-law to provide drainage works in the Township of North Glengarry in the County of Stormont Dundas and Glengarry and that By-law 21-2017 be read a first and second, in Open Council this 8th day of May, 2017.

Deferred

Action – RM/DM

11. CORRESPONDENCE

a) Art, Culture and Heritage Advisory Committee Minutes – March 22, 2017

12. NEW BUSINESS

13. NOTICE OF MOTION - Next Meeting of Council, May 23, 2017.

14. QUESTION PERIOD

15. CLOSED SESSION BUSINESS

16. CONFIRMING BY-LAW

a) By-law No. 22-2017

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry receive By-law 22-2017; and

That Council adopt by-law 22-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 22-2017 be read a first, second, third time and enacted in Open Council this 8th day of May, 2017.

Carried

17. ADJOURNMENT

Resolution No. 8

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 9:13 p.m.

Carried

Daniel Gagnon – CAO/Clerk

Mayor / Deputy Mayor

Section 4

DELEGATION

Section 5

COMMITTEE

RECOMMENDATIONS

Section 6

CAO/CLERK'S

DEPARTMENT

Daniel Gagnon

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive the letter from the Alzheimer Society of Cornwall & District regarding a Sidewalk Sale at Mill Square on May 27, 2017; and

That Council approve the closure of Mill Square to vehicular access during the hours of 8 a.m. to 4 p.m. to accommodate this event.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item a

Lise Lavigne

6(a)

From: Alzheimer RD Coord <alzheimerrdcoord@one-mail.on.ca>
Sent: May-15-17 9:08 AM
To: Lise Lavigne
Subject: Alexandria Sidewalk Sale 2017
Attachments: Alexandria Mill Square Request.pdf

Hello Lise,

My name is Roman MacDonald and I am the campaign and volunteer coordinator at the Alzheimer Society of Cornwall & District. On Saturday, May 27th, we are holding a sidewalk sale at Mill Square during the hours of 10AM-3PM.

Attached is a formal letter requesting that Mill Square and Ottawa Street be cordoned off to restrict vehicle access in order to accommodate such an event.

Thank you so much for your time.

Kind regards,
Roman.

Roman MacDonald

Campaign and Volunteer Coordinator/
Coordonnateur des bénévoles et des activités-bénéfice
Société Alzheimer Society of Cornwall and District
106B 2nd Street W. P.O.Box 1852
Cornwall ON K6H 6N6
(613) 932-4914 Ext. 206 (1-888-222-1445)
www.alzheimer.ca/cornwall

Become a dementia friend click on image below or go to:
www.dementiafriends.ca <http://www.dementiafriends.ca/fr/>



This message and any attachments are directed in confidence to the addressee(s). If you have received it in error, please delete it and notify us immediately. / Le présent courriel y compris toute pièce jointe sont destinés exclusivement aux personnes mentionnées. Si vous avez reçu le présent courriel par erreur, veuillez le supprimer et nous en aviser immédiatement.

Hello Lise,

My name is Roman MacDonald and I am the Campaign and Volunteer Coordinator at the Alzheimer Society of Cornwall & District. We are a not-for-profit community organization that provides assistance to over 3500 families in the counties of Prescott, Russell, Stormont, Glengarry and Dundas.

On Saturday, May 27th, the Alzheimer Society is hosting a Sidewalk Sale at Mill Square from the hours of 10AM-3PM. All proceeds of this event will go towards funding day programs, peer support, and counselling programs that the Alzheimer Society offers to those living with dementia and their families.

I would like to formally request that Ottawa Street and Mill Square be closed off to vehicle access during the hours of 8AM-4PM to accommodate this event.

Thank you so much for your time and consideration on this matter.

Kind regards,

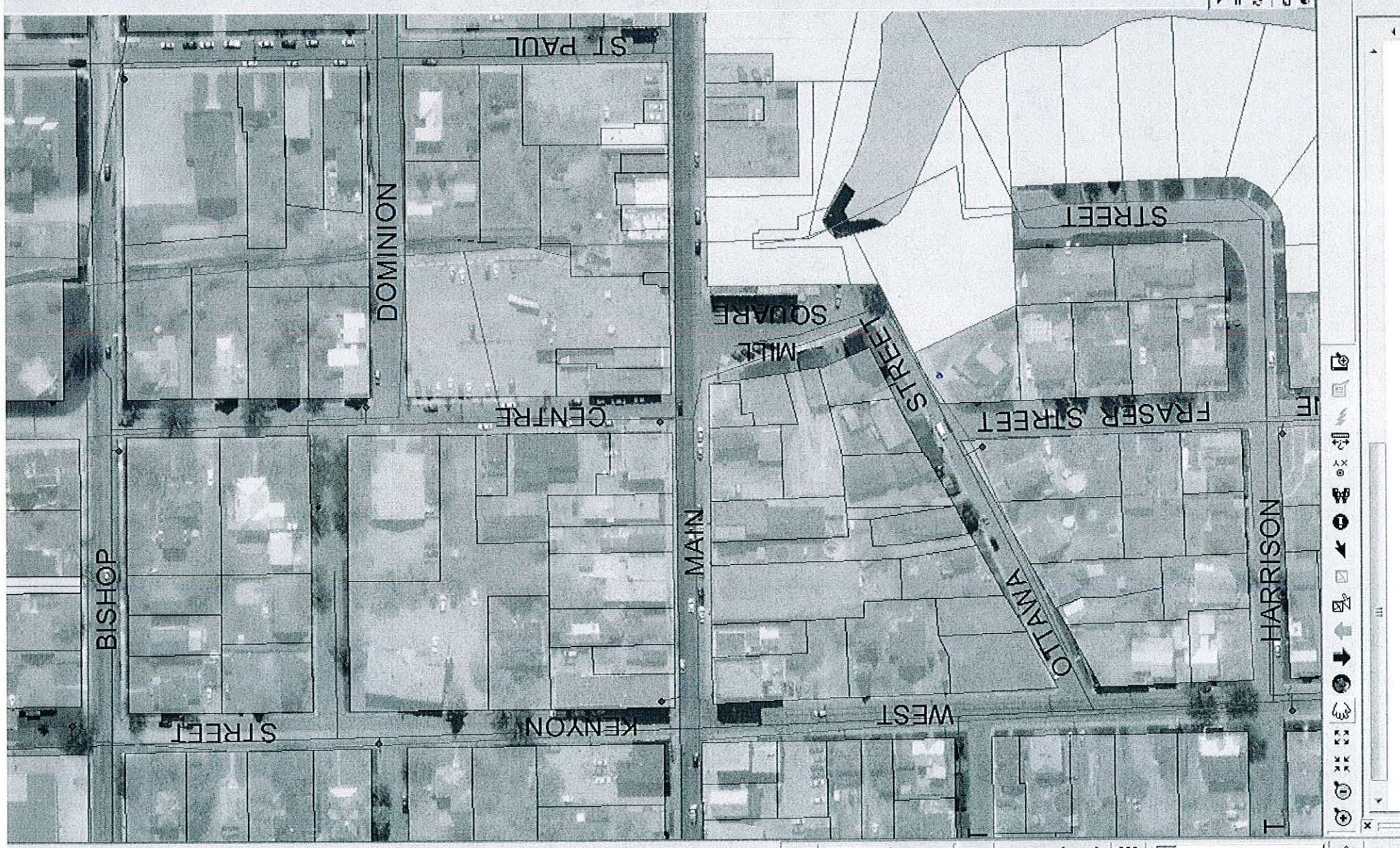
Roman MacDonald

A handwritten signature in cursive script that reads "Roman MacDonald".

Campaign and Volunteer Coordinator - Alzheimer Society of Cornwall & District

613-932-4914

alzheimerrdcoord@one-mail.on.ca



**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That the CAO report re. Procedural By-law changes be received and that

The Township's procedural by-law be amended accordingly and that

By-law 23-2017 be read a first, second and third time and enacted in Open Council this 23rd day of May, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item b

6(b)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: May 18, 2017

To: Council

From: 
Daniel Gagnon
CAO/Clerk

Re: Procedural Bylaw Changes

Discussion:

At the May 8th Council meeting, Council agreed to changes the procedural bylaw to institute a new Fire Services Committee. The revised bylaw is enclosed with track changes. Some other small edits are being recommended, summarized below:

- Updating for new job titles considering recent new positions in various depts.
- Rather than providing an excerpt of the reasons for potential closed session items, the bylaw simply refers to the closed session exclusions in the Municipal Act as amended. Amendments to the Municipal Act are coming later in 2017.
- Clarifying job titles and membership on the Community Improvement Plan Advisory Committee (CIPAC)

Recommendation:

That the CAO report re. procedural bylaw changes be received and that

The township's procedural bylaw be amended accordingly and that

Bylaw #23-2017 be read a first second and third time and enacted in Open Council this 23rd day of May, 2017.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 23-2017

**A BY-LAW TO PROVIDE RULES GOVERNING
THE PROCEEDING OF THE
TOWNSHIP OF NORTH GLENGARRY
AND THE CONDUCT OF ITS MEMBERS**

WHEREAS the *Municipal Act, 2001*, (as amended) requires that every Council and local board shall adopt a procedure by-law governing the calling, place and proceedings of meetings

AND WHEREAS it is deemed expedient to adopt, by by-law, rules governing the order and procedure of the Council of The Township of North Glengarry:

THEREFORE the Council of The Township of North Glengarry enacts as follows:

PART 1 - INTERPRETATION / DEFINITIONS

1. In this By-law:

“Agenda” means the written Order of Business

“Chair” means the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding.

“Clerk” means the CAO/Clerk of the Corporation of the Township of North Glengarry or his/her designate.

“Committee” means a Committee of Council which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council.

“Council” is the Council of the Corporation of the Township of North Glengarry acting as per the *Municipal Act* as the governing body of the Township, comprised of seven members: Mayor, Deputy Mayor and five councillors.

“Councillor” is the term consistent with the *Municipal Act*.

“Delegation” means a maximum of two persons representing a group, who wish to provide information to Council/Committee(s) of Council.

“Head of Council” or “Mayor” means the Mayor of the Corporation of the Township of North Glengarry, duly elected and as defined in the *Municipal Act*.

“Deputy Mayor” means the councillor for the Township of North Glengarry elected or appointed to the position of Deputy Mayor.

“In Camera” or “closed session” means a meeting or portion thereof, which is closed to the public in accordance with the *Municipal Act, 2001 section 239* (as amended)

“Majority” means more than half of the votes cast by members entitled to vote.

“Meeting” means any regular or special meeting of Council or Committee.

“Member of Council” means a person duly elected or appointed by bylaw to serve on the Council for the Corporation of the Township of North Glengarry.

“Notice of Motion” means an advance notice to members on a matter which Council will be asked to take a position.

“Order of Business” means the sequence of business under consideration at a meeting that has been duly called and constituted.

“Point of Personal Privilege” means a matter that a Member considers to impugn their integrity or the integrity of the Council.

“Quorum” means the majority of the whole number of the members of Council who are present in person.

“Recorded Vote” means the recording in the Council Minutes, the names of each Member present and the manner of their vote on a matter or question before the Council. In the case of a Member who has declared a conflict on the matter or question, the minutes shall reflect the Member abstained from the vote.

“Regular Meeting” means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.

“Rules of Procedure” means the applicable procedural rules and rules of conduct contained in this by-law.

“Special Meeting” means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.

“Department Heads” means Township management staff reporting to the CAO and solely responsible to manage the affairs of Public Works, Treasury, Planning and Building, Fire and Recreation departments (or others as amended from time to time based on the township corporate structure approved by Council).

“CAO” means the individual appointed by bylaw to the position of Chief Administrative Officer (CAO) to generally manage the corporate affairs of the Township of North Glengarry.

PART 2 - GENERAL APPLICATION OF THIS BY-LAW

2. a) The rules of procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in the Council and to all Committees thereof.

b) All points of order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance, as far as is reasonably practical, with the rules of parliamentary law as contained in Robert’s Rules of Order.

c) Unless a contrary intention appears, in this By-law, words in the singular include the plural and words importing masculine gender include the feminine.

d) All Members, except the Mayor, are to be addressed as:
“COUNCILLOR (surname inserted)”.

e) The Mayor shall be addressed as:
“MAYOR (surname inserted)”

PART 3 - MEETINGS

3.1 Inaugural Meeting

a) The first meeting in a new term of Council shall be held not later than the first Monday in December in each election year, at the hour of seven o'clock in the evening.

b) The location of the inaugural meeting shall be in the Council Chambers of the Township of North Glengarry, unless otherwise determined by the resolution of the outgoing Council.

3.2 Regular Meetings

Location of Meetings

a) All regular meetings of the Council shall be held in the Council Chambers of the Township of North Glengarry at the Sandfield Centre or at such other place within the Township of North Glengarry as Council may from time to time determine.

Date and Time of Regular Meetings

b) Council meetings shall be held the second and fourth Monday of each month at 7:00 p.m.. A meeting calendar will be presented to Council for approval by the Clerk at the first meeting in December of each year detailing the dates for all Regular Council meetings.

c) In the event the Monday designated for holding of a Regular Council meeting falls on a public or civic holiday or on a day when City Hall is closed for business, Council shall meet at the designated hour on the first day following which is not a public or civic holiday.

d) All regular meetings of Council shall commence at 7:00 p.m.

Notice of Meeting/ Agenda circulation

e) The Clerk shall cause to be delivered to all members of Council a notice/agenda package for each regular meeting of Council via email / electronic download and if requested a hardcopy to the mail box designated for the Member in the Township Office. The notice/agenda package of the regular meeting shall be provided not less than 72 hours before the hour appointed for the holding of such meeting. Shortly thereafter, the Clerk shall also distribute a copy of the notice/agenda package to the Department Heads and post the agenda on the corporate website.

3.3 Special Meeting of Council

a) In addition to regular meetings, the Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting. A minimum of 24 hour notice is required to hold any special meeting.

b) In addition, a majority of Council Members may at any time petition the Clerk to call a special meeting of Council by providing the written (or email) petition to the Clerk stating the date, time and purpose for the special meeting.

c) In addition, in the absence of the Mayor, the Deputy Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting.

d) The Clerk shall give notice to the members of the Council of all special meetings of Council whenever required without delay using email or electronic download (or via phone). Shortly thereafter, the Clerk shall also distribute a copy of the notice to Department Heads and the Media; and post the notice / agenda on the corporate website in order to provide the required 24 hours public notice of a meeting.

3.4 Closed Meetings of Council

a) Standing Committee and Council meetings, or portions thereof, may be held "In Camera" only in accordance with the *Municipal Act, 2001 (as amended)*. ~~The Clerk in conjunction with the Mayor and the Senior Management Team will place the "In Camera" session, at the end of the meeting. The only matters to be considered "In Camera" are as follows:~~

- ~~i. — the security of the property of the municipality or local board.~~
- ~~ii. — personal matters about an identifiable individual, including municipal or local board employees.~~
- ~~iii. — a proposed or pending acquisition of land for municipal or local board purposes.~~
- ~~iv. — labour relations or employee negotiations.~~
- ~~v. — litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.~~
- ~~vi. — advice that is subject to solicitor-client privilege, including communications necessary for that purpose.~~
- ~~vii. — a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.~~
- ~~viii. — a matter in respect of the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council is designated as the "Head" for the purpose of that Act.~~
- ~~ix. — a meeting may be closed to the public if both of the following conditions are satisfied:
1) the meeting is held for the purpose of educating or training the members;
2) at the meeting, no member discusses or otherwise deals with any matter that materially advances the business or decision-making of the Council or Committee.~~
- b) Prior to moving "In Camera" for one of the reasons listed in Section 3.4 a),
— Council shall pass a motion in public session stating:
 - ~~i) — the fact of the holding of the closed meeting;~~
 - ~~ii) — the general nature of the matter to be considered; and~~
 - ~~iii) — the relevant legislative authority~~
- ~~c) A meeting may be closed to the public during the taking of a vote if Section 3.4 a) permits it, or requires that the meeting be closed to the public; and the vote is for a procedural matter or for giving direction or instructions to officers, employees, or agents of the municipality or local board or persons retained by or under a contract with, the municipality or local board.~~
- ~~d) All resolutions, resulting from "In Camera" discussions shall be adopted in either a closed or an open session.~~
- ~~e) The rules of Council as outlined in the procedural by-law shall apply during closed meetings of Council.~~

- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: First line: 0 cm
- Formatted: Indent: First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: Left: 0 cm, First line: 0 cm
- Formatted: Indent: First line: 0 cm
- Formatted: Indent: First line: 0 cm
- Formatted: Indent: First line: 0 cm

3.5 Committee meetings shall generally be held on a monthly basis, at the call of the Committee Chair.

3.6 Adjournment Hour/All Meetings

a) All regular meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or automatically adjourn at the hour of 10:00 p.m.

3.7 Quorum/Call to Order

a) As soon as there is a quorum after the time set for the start of the meeting, the Mayor shall take the chair and call the meeting to order.

b) A majority of Members (more than half the total of the Council) is necessary to constitute a quorum of the Council.

c) In the event that a quorum is not present within 30 minutes after the designated start time of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned.

d) In the case where a quorum is present and the Mayor has not attended within fifteen minutes after the time appointed, the Clerk shall call the members to order, and the Deputy Mayor shall assume the Chair during the meeting or until the arrival of the Mayor.

e) In the event the Deputy Mayor is not present then the members shall nominate and elect a Chair among the members present who shall preside during the meeting or until the arrival of the Mayor.

f) Members of Council are encouraged to notify the Clerk when the Member is aware that he/she will be absent from any meeting of Council.

g) If a quorum ceases to be present during the course of a meeting, proceedings must stop and the Chair must adjourn the meeting to a later date.

h) In the absence of the Mayor, either if a vacancy occurs or the Mayor is otherwise unavailable to perform mayoral duties, it is understood that the Deputy Mayor will assume Mayoral responsibilities, including signing authority, chairing meetings and other duties normally done by the Head of Council.

PART 4 - ORDER OF BUSINESS

4.1 Order of Business

The Clerk shall prepare for the use of the members at the Regular Meetings of the Council an "Order of Business" (also known as the Council Agenda) in the following form and order:

- ACCEPT THE AGENDA (Additions/Deletions) [*simply moved to be before the conflict of interest on the agenda*]
- DECLARATIONS OF CONFLICTS OF INTEREST
- ADOPTION OF PREVIOUS MINUTES
- DELEGATION(S)
- COMMITTEE RECOMMENDATIONS
- CAO / CLERK'S DEPARTMENT

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

- COMMUNITY RECREATION SERVICES DEPARTMENT
- FINANCE- TREASURY DEPARTMENT
- PLANNING / BUILDING & BY-LAW ENFORCEMENT DEPARTMENT
- FIRE DEPARTMENT
- PUBLIC WORKS DEPARTMENT
- CORRESPONDENCE
- NEW BUSINESS
- NOTICE OF MOTION
- QUESTION PERIOD (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).
- CLOSED SESSION BUSINESS
- CONFIRMING BYLAW
- ADJOURN

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

4.2 The Clerk may, under the direction of the Mayor, prepare a supplementary Order of Business in order to deal with urgent matters only. Individual Council members should notify the Mayor of a proposed addition at least 24 hours in advance of the meeting. If notice cannot be provided, Councillors or the CAO/Clerk may raise additions to the agenda at the beginning of the meeting to be added and approved by Council resolution as amendments to the agenda.

4.3 The Council Agenda (Order of Business) will be established through the agenda review process, consisting of the CAO / Clerk and department heads for the purpose of determining capacity for consideration at any given meeting.

4.4 The introduction of the Notice of Motion is governed by the following procedure:

- (i) the notice must be signed by the mover and the seconder of the motion, and must state the date of the meeting to which it is directed,
- (ii) the motion must be accompanied by information supporting the motion, a statement of the purpose of the motion, and the advantages and disadvantages of passing the motion,
- (iii) only the member making the motion may make introductory remarks.

PART 5 - DECLARATIONS OF CONFLICT OF INTEREST

5.1 It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the *Municipal Conflict of Interest Act*) in any item or matter before the Council or any Committee of Council.

5.2 Where a Member, either on his own behalf or while acting, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing Committee at which the matter is the subject of consideration, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
- b) not take part in the discussion of, or vote on any question in respect of the matter.

c) not attempt in any way whether before, during, or after the meeting to influence the voting on any such question.

5.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

5.4 Where the interest of a Member has not been disclosed by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.

5.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or of Committee, as the case may be.

PART 6 - DELEGATIONS

6.1 Any person who wishes to appear before Council shall make application to the Clerk by 4:00 p.m. (EST) on the Wednesday preceding the Council meeting in order to be placed on the Agenda. A written brief is encouraged and, if submitted to the Clerk by 4:00 p.m. on the Wednesday preceding the Council meeting shall be copied and distributed as "Delegation" submissions to Council members.

6.2 Delegation Refused - Chief Administrative Officer / Clerk ~~or~~ Deputy Clerk:

The CAO / Clerk and/or Deputy Clerk are given the authority to refuse delegations under the following circumstances:

- i) The request is not submitted within the stated time limits;
- ii) The subject matter is deemed to be beyond the jurisdiction of Council;
- iii) The issue is specific to a matter properly held in Closed Session;

6.3 Delegation - Not to Repeat:

Delegations taking the same position on a matter shall be encouraged to select a spokesperson(s) to present their views collectively.

6.4 Delegation - Limited to Subject Matter:

Delegations shall be limited to the subject matter indicated in their application for a delegation.

6.5 Restrictions on Delegations: Delegations shall not:

- i) Address Members directly without permission;
- ii) Interrupt any speaker or action of the Members, or any other person addressing the Members;
- iii) Display or have in their possession picket signs or placards in Council Chamber or meeting room;
- iv) Speak disrespectfully of any person;
- v) Use offensive words;
- vi) Disobey a decision of the Presiding Officer;

vii) Enter into cross debate with other delegations, staff, Members or the Presiding Officer.

6.6 Delegation - Time Limit - 10 Minutes:

Delegation shall be permitted a maximum of 10 minutes to make the presentation. The Chair may waive the time limit at his/her discretion.

6.7 Matter Brought Forward:

In the event that the subject brought to the Members at a meeting by a delegation is also dealt within any other item listed on the agenda, the Presiding Officer may call for a motion to amend the Order of Business so that the item may be brought forward for discussion at the same time as the consideration of the delegation item.

6.8 Delegation Information Referred to Subsequent Meeting:

Council shall defer any decision or action on information received from a delegation to a subsequent meeting of Council.

6.9 Limit of Delegations:

No more than 2 delegations shall be scheduled to take place during a regular Council meeting. However, this requirement can be waived at the Mayor / Chair's discretion.

PART 7 - RULES OF DEBATE IN COUNCIL

7.1 No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair.

7.2 When a Member is speaking no other Member shall interrupt that member except to raise a point of order.

7.3 Prior to the taking of a vote, a Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.

PART 8 - VOTING PROCEDURES

8.1 Every Member present at a meeting of the Council or Committee when a question is put shall vote unless prohibited by statute, in which case, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting and if a member is absent, the Clerk shall also record his/her absence during the vote. All members present at the time of the vote must vote unless otherwise disqualified, regardless of whether they were present for the debate.

8.2 When a vote is taken and a tie results, it is deemed to be lost.

8.3 If any Member at a meeting of the Council or Committee does not vote when a question is put and a recorded vote is taken, he or she shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring an interest in the matter or question before the Council.

8.4 When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question under consideration.

PART 9 - ROLE OF THE COUNCIL

- 9.1 Council is responsible for establishing policies within the authority of enabling legislation for the purpose of guiding the administration of municipal government in the Township of North Glengarry.
- 9.2 Subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community.
- 9.3 Appoint statutory officers and senior officials to ensure that an appropriate management system is in place to administer the Township within the adopted policies of Council.
- 9.4 To collectively oversee the administrative functions as carried out by appointed officials within delegated authority and the policies adopted by Council.
- 9.5 To be prepared to attend regular and special meetings of Council and committees to which a Member has been appointed by Council to participate in the development and adoption of policies and directions for the Township of North Glengarry.
- 9.6 To act as liaison between the citizens they represent and the municipality, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole.
- 9.7 To oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and to ensure that appropriate audit procedures and monitoring programs are in effect.
- 9.8 Council Members shall be guided by the Corporate Code of Conduct.

PART 10 - ROLE OF THE MAYOR

- 10.1 In addition to the responsibilities of Council as outlined in Part 9 of this by-law, the Mayor is responsible to act as the Head of Council, providing leadership to Council.
- 10.2 The Mayor shall act as Council's representative when dealing with other levels of government, their agencies, the private sector and the media.
- 10.3 The Mayor shall coordinate political representation on behalf of the Township when required at meetings, receptions, functions and community activities, and to direct administrative functions to the attention of the CAO.
- 10.4 The Mayor shall preside at Council meetings and conduct the meetings consistent with the provisions of this by-law.
- 10.5 The Mayor shall be the official spokesperson on matters discussed in closed meetings of Council until such time as those matters have been ratified at an open Council meeting.
- 10.6 The Mayor shall be guided by the Corporate Code of Conduct.
- 10.7 In the absence of the Mayor and during said absence, the Deputy Mayor shall assume the roles described above.

PART 11 - ROLE OF THE CAO

- 11.1 The CAO is responsible to Township Council for the efficient management of the administration of the Corporation's various departments.
- 11.2 All presentations, written reports and recommendations of department heads to Council shall be co-ordinated through the CAO.
- 11.3 The CAO and all Township staff shall be guided by the Corporate Code of Conduct.

PART 12 - ROLE OF THE DEPARTMENT HEADS

- 12.1 Each Department Head shall act in accordance with any statutory duties.
- 12.2 Each Department Head shall be responsible to and subject to direction and control by the CAO.
- 12.3 Each Department Head shall be guided by the Corporate Code of Conduct.

PART 13 - ROLE OF THE CLERK

- 13.1 The Clerk shall be responsible for preparing and distributing the agenda for all meetings of Council and Committees in accordance with the provisions of this by-law.
- 13.2 The Clerk shall make a copy of the Regular Agenda available to the Department Heads, the public and the media following distribution of the regular agenda to members of Council.
- 13.3 The Clerk may prepare the agenda in electronic format.
- 13.4 The Clerk shall ensure that administrative processes relative to the agenda preparation and distribution are comprehensive, efficient and cost-effective.
- 13.5 The Clerk or his designate shall attend all meetings of Council and Committees of Council.
- 13.6 The Clerk shall record without note or comment all resolutions, decisions and proceedings of Council and Committees of Council.
- 13.7 The Clerk shall forward a copy of all decisions, resolutions and directions of Council to the appropriate members of administration, public, agencies, boards, committees and governments.
- 13.8 The Clerk shall make minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.
- 13.9 The Clerk shall present by-laws directly to Council for

a) the appointment of staff for municipal law enforcement and Provincial Offences administration

b) consolidation of by-laws for housekeeping amendments

c) minor amendments resulting from changes to Provincial enabling legislation

13.10 The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.

13.11 The Clerk shall present an annual meeting calendar in December for consideration by Council.

13.12 The Clerk shall be guided by the Corporate Code of Conduct.

Part 14: COMMITTEES:

14.1 Committees may be appointed by Council from time to time to consider specific matters or to serve in an advisory capacity. Those committees can be for a specified time (i.e. ad hoc nature) or the Standing Committees outlined below.

14.2 The following applies to all committees:

- a) All committees are governed by this procedural bylaw, the Municipal Act and Roberts Rules.
- b) Committees shall appoint a chair from among its members for the term of Council.
- c) Unless authorized by bylaw, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
- d) The CAO/Clerk is a non-voting resource to all committees and may delegate staff to act as resources to any committee at his/her discretion.

The standing committees, membership and terms of reference are outlined below.

Public Works Committee:

A Public Services standing committee is hereby established and shall be composed of all 7 members of Council and 2 lay person appointed by Council resolution for the term of Council.

The Director of Public Works (or his/her designate) shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by Council
- to process matters referred by the Chief Administrative Officer
- to assist the municipal administration in the development of recommendations concerning Council policy
- to assist municipal administration, when requested, to develop administrative policies
- to assist the municipal administration to prepare long-range plans
- to assist the municipal administration in identifying, developing and prioritizing capital projects
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the Public Works department.

Recreation Committee:

A Recreation committee is hereby established and shall be composed of 3 members of Council and 2 lay persons appointed by Council resolution for the term of Council with one being the Chair of the Municipal Recreation Association Committee (MRAC).

The Director of [Community Services Recreation](#) (or his/her designate) shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- to assist municipal administration, when requested, to develop administrative policies;
- to assist the municipal administration to prepare long-range plans;
- to assist the municipal administration in identifying, developing and prioritizing capital projects;
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the Recreation Department facilities and programs.

Planning Committee:

A Planning Committee is hereby established and shall be composed of all 7 members of Council.

The Chief Building Official / Planning Manager shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- To manage and oversee recommendations to Council regarding municipal planning matters under the *Planning Act*.

Arts, Culture and Heritage Advisory Committee:

An Arts, Culture and Heritage Advisory Committee is hereby established and shall be composed of 2 members of Council and 5 lay persons appointed by Council resolution for the term of Council. The CAO / Clerk or his designate shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- To promote and support arts, culture and heritage as central elements in the well-being of North Glengarry.
- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- to assist municipal administration, when requested, to develop administrative policies;
- to review and vet application to the community grant program
- to act as a Municipal Heritage Committee and advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, CHAPTER O.18;
- Foster cross-cultural cooperation by liaising with community groups and stakeholders
- Advocating on behalf of arts, culture and heritage in the community

Fire Services Committee

A Fire Services Committee is hereby established and shall be composed of all 7 members of Council. Allow the Fire Chief the discretion of who would attend meetings from the NGFD. In essence the committee will be Council (with voting rights), the CAO and Fire Chief (non-voting resources).

The terms of reference for the committee are as follows:

- to report on matters referred to it by Council
- to process matters referred by the Chief Administrative Officer
- to assist the municipal administration in the development of recommendations concerning Council policy
- to assist municipal administration, when requested, to develop administrative policies
- to assist the municipal administration to prepare long-range plans
- to assist the municipal administration in identifying, developing and prioritizing capital projects
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the North Glengarry Fire Department
- to coordinate operational issues between the three fire stations to improve communication and coordination of human resources, equipment and financial matters.

Emergency Management Program Committee

Mandate:

The committee oversees the development, implementation and maintenance of the emergency management program in accordance with Regulation 380/04 and in accordance with Council's strategic priorities of maintaining the safety and well-being of its residents.

Terms of Reference:

1. Monitor and ensure program activities are delivered in accordance with the Act and Regulations.
2. Support the program in responding and adapting to current and emerging risks that could impact the community.
3. Share expertise and knowledge to promote emergency preparedness and public safety.
4. Review and make recommendations on the Township's Emergency Management Plan(s).
5. Review and make recommendation on program initiatives.
6. Review and makes recommendations on the Township's business continuity planning initiatives.
8. Conduct an annual emergency management program review to verify that the program is operating in compliance with the Act and Regulations; and
9. Make recommendations to council.

Membership:

The membership shall be comprised of:

- 2 members of Council (Mayor and alternate)
- CAO / Clerk
- Community Emergency Management Coordinator
- Treasurer (or his/her designate)
- Director of Public Works (or his/her designate)
- Director of Recreation (or his/her designate)

- Fire Chief (or the 3 stations chiefs of Alexandria, Apple Hill and Maxville)
- A representative from the OPP
- A representative from SD&G Emergency Medical Services
- A representative from the Glengarry Memorial Hospital
- A representative from the SD&G Social Services
- A representative from the Red Cross
- Any other members appointed by Council

Community Improvement Plan Approvals Committee (CIPAC)

Mandate:

To review and vet applications submitted to the Township’s Community Improvement Plan (CIP) and make recommendations to Council on the individual applications. It is a consultative body rather than a decision-making body with an important role in the planning and administration of the CIP.

Membership:

- 2 members of the Arts, Culture & Heritage Advisory Committee
- A member of the Maxville and District Chamber of Commerce
- A member of the Alexandria and District Chamber of Commerce, or designate
- 2 members of Council
- CAO/Clerk [\(or the Director of Community Services or his/her designate\)](#)
- Economic Development [and Communications](#) Officer
- Chief Building Official (or his / her designate)

PART 15 - EFFECTIVE DATE

14.1 That By-law No. 37-2016 be hereby repealed.

15.1 This By-law shall come into effect on the date of passing thereof.

READ a first, second, third time and enacted in Open Council this 23rd day May 2016~~7~~.

Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-Law No. 23-2017, and that such By-law is in full force and effect.

Date Certified

Clerk /Deputy Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

IMPROVING CELL SERVICES & BUILDING A PUBLIC SAFETY BROADBAND NETWORK IN EASTERN ONTARIO

WHEREAS the revitalization of the economy of Eastern Ontario continues to be the primary objective of the Eastern Ontario Wardens' Caucus (EOWC);

AND WHEREAS the Eastern Ontario Wardens' Caucus Inc. in its *Economic Development Strategy for Eastern Ontario* has identified the necessity of improving mobile broadband and cellular networks as critical to propelling innovation and economic growth in all sectors of the regional economy including manufacturing, agriculture, and transportation services;

AND WHEREAS the Eastern Ontario Wardens' Caucus and the Eastern Ontario Regional Network (EORN) have undertaken a detailed and comprehensive engineering analysis of the gaps in cellular coverage and capacity across the region;

AND WHEREAS that analysis demonstrates the existence of significant gaps in both coverage and capacity that is impacting public safety, economic growth and the quality of life for residents

AND WHEREAS EORN, on behalf of the EOWC, has prepared a full business case to support improvement and expansion of cellular networks and mobile broadband services across Eastern Ontario;

AND WHEREAS establishing a Public Safety Broadcast Network (PSBN) for First Responders is a national imperative;

AND WHEREAS EORN is proposing the development of a Public Safety Broadcast Network pilot project covering Eastern Ontario to support a national network;

AND WHEREAS the Eastern Ontario Wardens' Caucus has proven itself capable of designing, building and delivering a major telecommunications project on behalf of the businesses and citizens of Eastern Ontario, Ontario and Canada:

NOW THEREFORE be it resolved that the Corporation of the United Counties of Stormont, Dundas and Glengarry hereby strongly supports submission of *The Eastern Ontario Regional Cellular Mobile Broadband Project* as the region’s highest economic development priority;

AND FURTHER THAT the Council of the United Counties of Stormont, Dundas and Glengarry, will work as a partner with the EOWC, EORN along with the federal and provincial governments together with the private sector to improve mobile broadband access and services for the people and businesses of Eastern Ontario.

AND FURTHER THAT the United Counties of Stormont, Dundas and Glengarry will support this project by making a financial contribution once the full extent of the project is determined by the Federal and Provincial Governments.

AND FURTHER THAT Council of the Township of North Glengarry requests that both MP Francis Drouin and MPP’s Grant Crack and Jim McDonell work closely with the EOWC and EORN on this essential infrastructure project.

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Jamie MacDonald	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brian Caddell	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Carma Williams	_____	_____
Mayor: Chris McDonell	_____	_____

Section 6 Item e

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That the CAO / Clerk's report re. contracting services for an EA update be received and that

The township use the negotiation method in the procurement policy to sole source the EA update process to EVB Engineering Inc. at an upset cost of \$47,357 plus applicable taxes and that the costs for the study be taken from the waterworks dept. consulting budgets until such time as capital funding is acquired and the costs reallocated accordingly and that

The Mayor and CAO be authorized to execute any documents needed to implement this direction.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item f

6 (F)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: May 18, 2017

To: Council

From: _____
Daniel Gagnon
CAO/Clerk

Re: Environmental Assessment Update

Discussion:

The township continues its research options to provide drinking water to Maxville residents. It has become increasingly clear that an update to the existing Environmental Assessment will be likely to review all assumptions related to the drinking water source for Maxville.

Staff researched consultants able to undertake the EA update and have determined that in the interests of time, cost and efficiency it is in the best interests of the corporation to sole source the EA update process to the Cornwall firm of EVB Engineering. The consulting engineers of EVB engineering have the in-depth knowledge of the North Glengarry water project dating back over a decade and will be able to most efficiently resume the EA update process and complete the assignment in the coming weeks.

Recommendation:

That the CAO / Clerk's report re. contracting services for an EA update be received and that

The township use the negotiation method in the procurement policy to sole source the EA update process to EVB Engineering Inc. at an upset cost of \$47,357 plus applicable taxes and that the costs for the study be taken from the waterworks dept consulting budgets until such time as capital funding is acquired and the costs reallocated accordingly and that

The Mayor and CAO be authorized to execute any documents needed to implement this direction.

Section 7

RECREATION

DEPARTMENT

Anne Leduc

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That Council approves Option 1 authorizing Financial Incentive Program A (Planning & Design Grant) up to a maximum of \$487.50; Program B (Building Improvement and Infill Grant) up to a maximum of \$3,559.50; Program E (Building Permit Fee Grant) up to a maximum of \$750; Program F (Tax Increment Grant), and Program G (CIP Municipal Loan Program) up to a maximum of \$10,000, as submitted by C. Wohlgemuth & C. Wohlgemuth for the property situated at 43 Main Street South, Maxville.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 7 Item a

7(a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: May 23, 2017
To: Council
From: Kerri Strotmann on behalf of the CIP Approvals Committee (CIPAC)

Anne Leduc

Approved:
Anne Leduc, Director of Recreation & Community Services



Approved:
Daniel Gagnon, CAO/Clerk

Re: Community Improvement Plan Application Request

Background:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2017 financial incentives program will be adopted with the municipal budget. The allotment for the interest-free municipal loan is derived from the reserves.

CIP Application: 43 Main Street South, Maxville

Owner: C. Wohlgemuth & C. Wohlgemuth
Projected cost of improvements: \$14,294.50
Grant request: \$4,047.09 + Building Permit Fee Grant
Interest-Free Loan: \$5,000 - \$10,000

On April 10, 2017, Resolution #6 was adopted by Council, approving the grant application and interest-free municipal loan for exterior renovations to the property.

On April 22, 2017, the owners advised the municipality of proposed modifications to the approved project, due to structural concerns with the property that have to be addressed before modifications can be carried out to the facing material. An amendment to their project was requested.

The owners would like to undertake exterior renovations to improve the aesthetics of the building and restore a front entrance and balcony that are more characteristic of the original architecture of the building. Both a grant and an interest-free municipal loan under the Community Improvement Plan (CIP), have been requested as per the table below. The CIP Approvals Committee met on May 1, 2017, to review the requested amendments to the application.

The CIPAC reviewed the modified request and recommends the following amendment to Resolution #6, adopted for the project at 43 Main Street South, Maxville, on April 10, 2017:

The Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the cost of materials only for the below-listed project, as it demonstrates the rehabilitation of one of the original main street buildings, and the restoration of architectural elements in a style more in keeping with the original building and in respect of the CIP design guidelines.

- Construction of a new front porch and second floor balcony in a natural pinewood stained a shade of brown.
- Preparation and repainting of the existing cornice in Benjamin Moore Van Deusen Blue (HC-156).

The following conditions accompany the favourable recommendation:

- 1) Construction plans must be submitted for the issuance of a building permit. Plans are eligible for the Planning & Design Fee Grant (Program A).
- 2) That the original decorative wood cornice be preserved.

The following considerations accompany the favourable recommendation:

- 1) That a new civic address sign in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.

CIPAC notes that the grant is only for the cost of materials as the owners are completing their own labour.



April 2015

Amended Project – Reviewed by CIPAC on May 1, 2017

43 Main Street South, Maxville

Conservation of the existing cornice & repainting in Benjamin Moore Van Deusen Blue (HC-150)



Van Deusen Blue

The color is part of the Historic Color Collection of Benjamin Moore. It is a deep, rich blue with a slightly muted, historical feel. It is a deep, rich blue with a slightly muted, historical feel. It is a deep, rich blue with a slightly muted, historical feel.



Replace two-story enclosed porch with an open pine wood front porch and second-floor balcony. Wood to remain natural with a slightly brown tone of stain.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A.Planning & Design Grant	-Preparation of construction plans for the new front porch and balcony;	\$487.50 representing 50% of the costs of the preparation of the plans	\$487.50 representing the grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Construction of new front porch and balcony -Preparation and repainting of the cornice.	\$7,147.25 representing 50% of the building improvement work for the front facade	\$3,559.50 representing the maximum grant allotted for building improvements to the front façade under Program B. Note that the grant is only for the cost of materials as the owners are completing their own labour.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant			
D. Landscaping & Public Art Grant			
E. Building Permit Fee Grant		Up to \$750 for the Building Permit fee, pending confirmation from Building Department;	Up to \$750.00 for the Building Permit fee.
F. Tax Increment Grant	To leverage the increased assessment and property taxation for work directly attributable to the CIP	TBD	TBD pending MPAC reassessment upon completion of the work.
G. CIP Municipal Loan Program	For work eligible under Program B.	Between \$5,000 and \$10,000	Between \$5,000 and \$10,000
TOTAL PROJECT COST: \$14,294.50 TOTAL ELIGIBLE GRANT: \$4,047.09 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 – 10,000			

Options and Discussion

1. That Council approves the application for Financial Incentive Program A (Planning & Design Grant) up to a maximum of \$487.50; Program B (Building Improvement and Infill Grant) up to a maximum of \$3,559.50; Program E (Building Permit Fee Grant) up to a maximum of \$750; Program F (Tax Increment Grant), and to Program G (CIP Municipal Loan Program) up to a maximum of \$10,000 and instructs staff to prepare the requisite Letters of Agreement. **(Recommended)**
2. That Council refuses the CIP request.
3. Other

Recommendation:

That Council approves Option 1 authorizing Financial Incentive Program A (Planning & Design Grant) up to a maximum of \$487.50; Program B (Building Improvement and Infill Grant) up to a maximum of \$3,559.50; Program E (Building Permit Fee Grant) up to a maximum of \$750; Program F (Tax Increment Grant), and Program G (CIP Municipal Loan Program) up to a maximum of \$10,000, as submitted by C. Wohlgemuth & C. Wohlgemuth for the property situated at 43 Main Street South, Maxville.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # 6

DATE: April 10, 2017

MOVED BY: 

SECONDED BY: 

That Council approves Option 1 authorizing Financial Incentive Program A (Planning & Design Grant) up to a maximum of \$487.50; Program B (Building Improvement and Infill Grant) up to a maximum of \$7,500; Program E (Building Permit Fee Grant) up to a maximum of \$750; Program F (Tax Increment Grant), and Program G (CIP Municipal Loan Program) up to a maximum of \$10,000, as submitted by C. Wohlgemuth & C. Wohlgemuth for the property situated at 43 Main Street South, Maxville

Carried

✓

Defeated

Deferred


MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald
Councillor: Jacques Massie
Councillor: Brian Caddell
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Carma Williams
Mayor: Chris McDonnell

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

Section 7 Item b

TOWNSHIP OF NORTH GLENGARRY**KEY INFORMATION REPORT**

Date: May 23, 2017
To: Council
From: Anne Leduc, Director of Community Services

Re: Geese Management Program**BACKGROUND:**

In previous years, it was noted that there was a high concentration of Canada Geese at Mill Pond in Island Park, Alexandria. As a result testing in 2015 confirmed that the levels of E.coli could prove to be a serious health risk.

With this in mind, the Township of North Glengarry implemented a Geese Management Program in the Spring of 2016. During a three-week period from April 21st to May 5th, 2016, 114 eggs in 18 nests were oiled. As a result, there were under 20 hatchlings on the Mill Pond Shore during the summer of 2016.

This year, the Township applied for a permit from Environment Canada to pursue its Geese Management Program. The Ministry issued a permit allowing the municipality to manage the Program until December 31, 2019.

The Program was initiated the week of April 17th, 2017 and continued through to the week of May 15th, 2017. Steps that were taken to manage the goose population included the:

- Identifying and numbering of nests locations;
- Inventorying and oiling of eggs (sterilizing) over a period of 4 weeks;
- Use of Coyote decoys which are moved regularly;
- Keeping of longer grasses in areas where geese nested previously and in areas proved to be attractive this year.

Staff noticed a significant decrease in nests and in eggs this year when compared to last year. Only 38 eggs from 6 nests were located and oiled.

Our report was submitted to Environment Canada on May 19, 2017.

FINANCIAL IMPACT:

Minimal – under \$500 – Purchases of a hunting blind and 3 new coyotes decoys.

DOCUMENTATION

N/A

COMMENTS:

This report is for information purposes only.

TOWNSHIP OF NORTH GLENGARRY

KEY INFORMATION REPORT

Date: May 23, 2017
To: Council
From: Tara Kirkpatrick – Economic Development and Communications Officer

Re: Economic Development Activities – April 2017**CIP & Other Funding Opportunities**

- April 21, 2017: Met with the new owner of 58 Main Street, Alexandria (location of RL Book Nook, the Variety Store, Roma Pizza, the real estate company and 12 rental units. The property changed ownership on April 18, 2017. The new owner expressed interest in applying for the CIP program to improve the signage and entry to the building. Initial focus on R&L Book Nook.
- April 25, 2017: Met with the owners of “Wood Brothers Brewing Co.” (2980 Wylie Road, Glen Robertson – Same location as White Pine Lumber). The brewery is currently going through the zoning and licensing process. The four partners hope to begin distribution of locally-produced craft beer within the next 12 months. Initial plans are to sell beer on site and locally.
- April 25, 2017: Met with the owners of a medical research company interested in relocating to the area. In attendance for the meeting: Anne Leduc, Tara Kirkpatrick, Bernie Schmidt (Industrial Technology Advisor, National Research Council, IRAP), 2 owners of the potential business.

Conferences & Networking Opportunities

- Participated in the “2017 Regional Economic Renewal Summit,” hosted by *The Cornwall & The Counties Community Futures Development Corporation (CFDC)* and its key strategic partners. (April 12th 2017 at The NAV Centre in Cornwall). NG Township participants included Tara Kirkpatrick, Anne Leduc and Councilor Carma Williams.
- Participated in the “Agriculture: Growing Key Economic Sector & Local Partnerships,” hosted by the Counties of SD&G. (April 19, at the North Stormont Arena, in Finch). Secondary meeting on regional economic development was held afterwards and chaired by the SD&G Counties, economic development officer, Terry Besner). NG Township participants included Tara Kirkpatrick and Anne Leduc.
- Attended the Annual General Meeting of the *Alexandria & District Chamber of Commerce*, April 19, 2017. NG Township participants included Tara Kirkpatrick and Anne Leduc.

- Participated in Trillium Foundation Training in Cornwall, on May 4, 2017. Anne Leduc and Tara Kirkpatrick both participated in the course on how to apply for Trillium grants.

Varia

- Work with Anne Leduc & Debbie McIlwain from the Glengarry Inter-Agency Group (GIAG) on Jump Start funding applications for the Township of North Glengarry Summer Camp
- Social media updates (job postings, event postings, etc.). During the month of May, saw significant improvements in the audience and reach of the North Glengarry Facebook Page.
- Coordinated, prepared and redesigned the “What’s New in North Glengarry,” ad which appeared in *The Glengarry News* on April 26.
- Planning for the proposed *First Impressions Community Exchange* (FICE) program, slated to take place during early Summer 2017.
- Collected quotes, ordered local food/supplies in preparation for the “2017 Glengarry-Prescott Russell Day.” The May 16, 2017 event is held every two years to promote the regions culinary and agro-tourism highlights. It is jointly organized by the Township of North Glengarry and the United Counties of Prescott and Russell. This year’s event will be on Parliament Hill, in Ottawa.
- Met with the Glengarry Archives to discuss heritage projects.
- Participate in department meetings with Parks & Recreation
- Attended committee meetings
 - April 26, Arts, Culture & Heritage Advisory Committee Meeting
- Met with the Public Works Dept. to discuss communication strategies. Prepared posters and communication materials for the North Glengarry Fire Dept. for “Emergency Preparedness Week”
- Prepared a poster and advertisement for the Public Consultations relating to proposed improvements to King George Park, Island Park and Mill Square. Prepared a coordinated 1/8 page, colour ad, which appeared in the Glengarry News on Wednesday, May 10, 2017, inviting residents to the open-house consultations.

Business Retention and Expansion

- Met with representatives from the Centre Culturel les trois pet’its points to discuss uses of the building. Planning department was also called into the meeting. (Attended by Tara Kirkpatrick, Anne Leduc, Chantal Lapierre)
 - Met a representative of a local business at an event in Cornwall who mentioned they were in need of office space. Referred them back to the Centre Culturel.

COMMENTS

This report is presented for information purposes only.

Section 8

FINANCE DEPARTMENT

Johanna Levac, Treasurer

Section 9

PLANNING/BUILDING BY-LAW ENFORCEMENT DEPARTMENT

Gerry Murphy

Section 10

PUBLIC WORKS

DEPARTMENT

Ryan Morton

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

THAT, the Council of the Township of North Glengarry enacts a by-law pursuant to the Drainage Act, RSO 1990 as follows;

1. The report dated February 2017 with revised drainage area and assessment schedule dated April 2017 attached is adopted, and the drainage works as therein indicated and set forth is authorized and shall be completed in accordance therewith.
2. That the Corporation of the Township of North Glengarry may borrow on the credit of the Corporation the amount of \$542,985.09 being the amount necessary for the construction of the drainage works.
3. That the by-law 21-2017 may be cited as the CHENIER-JEAUROND MUNICIPAL DRAIN and be read a first and second, in Open Council this 23rd day of May, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald
Councillor: Jacques Massie
Councillor: Brian Caddell
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Carma Williams
Mayor: Chris McDonell

YEA

NEA

Section 10 Item a

10 (a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: May 23rd, 2017

To: Council

From: _____
Ryan C. Morton MPM, CIPM
Director of Public Works

Daniel Gagnon, CAO/Clerk

Re: Chenier-Jeurond Municipal Drain (Formerly Bureau Rd. Drain) – Final report

Purpose:

This report is being provided to Council in order to relay information requested from Council arising from the Chenier-Jeurond Municipal Drain Meeting to Consider.

Background:

The Chenier-Jeurond Municipal Drain was petitioned by landowners in late 2013. The Township initially received 2 petitions. Once for the main drain, one for a branch of the drain and subsequently after completion of the preliminary report a 3rd and final petition was received to be incorporated in to the final report.

On Monday, December 9, 2013 Council passed a by-law appointing Ainley Group as the Drainage Engineer for the project as per Section 4 of the Drainage Act. Their mandate was to consider 2 petitions; one for the main drain and one for the branch drain. As part of this mandate, Ainley was to determine the validity of the petitions and prepare a preliminary report as per Section 10 of the Drainage Act, in accordance with the drainage act process (see appendix “A”).

The purpose of the municipal drain is to improve agricultural use of the surrounding lands and this was identified by the petitions. This included the catchment areas set out in the final report as amended by the addendum (previously circulated).

A site meeting was held on July 31, 2014 to review the area requiring drainage. Residents indicated that the construction of a new drain was required for sufficient surface water drainage as well as future tile drainage that did not yet exist. There was no sufficient outlet in place at that time for future tile drainage. The existing ditch creates ponding and swampy conditions due to insufficient conveyance of surface water.

The options presented in the preliminary report were as follows. (See appendix "B" for cost estimates):

Main Drain

In order to provide improved drainage, two options have been considered as follows:

Option 1:

Dredge the existing drainage channel from Lot 23 to Lot 28, Concession 1, to reinstate the historic drain to its original state/configuration. It is anticipated that over the years the channel has silted in many sections that could be creating the poor drainage and standing water, and preventing adequate tile outlet.

Option 2: Recommended

Dredge and re-grade the existing drainage channel from Lots 23 to Lot 30, Concession 1 to the permanent outlet at the Delisle River. This would include improvements at all crossings, including the main crossing on Bureau Road. These crossing improvements may include lowering and/or increasing culverts sizes.

The preliminary recommended solution is Option 2. This option is preferred as it will provide a more efficient solution to the drainage problem in terms of depth to facilitate tile outlet and overall drainage conveyance.

Branch Drain

In order to provide improved drainage, two options have been considered as follows:

Option 1:

Dredge the existing drainage channel from Lot 27, Concession 1 and Lot 27 Concession 2 and cleanout the existing culvert under County Road 10 to reinstate the historic drain to its original state/configuration. It is anticipated that over the years the channel has silted in many sections that could be creating the poor drainage and standing water, and preventing adequate surface drainage.

Option 2: Recommended

Dredge and re-grade the existing drainage channel from Lot 27, Concession 1 and Lot 27 Concession 2. This would include improvements at the County Road 10 Crossing which may include lowering and/or increasing the culvert size.

The preliminary recommended solution is Option 2. This option is preferred as it will provide a more efficient solution to the drainage problem in terms of depth to facilitate tile outlet and overall drainage conveyance.

The conclusions of the preliminary report were as follows (since revised by the final report);

1. *This subject drain is located near the town of Alexandria, Ontario, centrally located on Concession 1, Lots 30-18.*
2. *The residents indicated that the existing watercourse has insufficient surface drainage and does not allow for tile drainage. The residents petitioned for 1) a municipal drain for future tile drainage and 2) a branch drain for surface drainage.*
3. *Two options have been considered for the main drain, the first being dredging the existing watercourse, at an estimated cost of \$112,140.00. The other consists of dredging, regrading and crossing improvements at an estimated cost of \$508,660.00. The recommended alternative is Option 2, as it is deemed a more efficient solution to the drainage problem in terms of depth to facilitate tile outlet and overall drainage conveyance.*
4. *Two options have been considered for the branch drain #1, the first being dredging the existing channel, at an estimated cost of \$17,200.00. The other consists of dredging, regrading and crossing improvements at an estimated cost of \$37,530. The recommended alternative is Option 2, as it is deemed a more efficient solution to the drainage problem in terms of depth to facilitate tile outlet and overall drainage conveyance.*
5. *Specific costs will be assessed to those properties liable for assessment at such time a final report is prepared, all in accordance with the Drainage Act.*

Preliminary Report Details/Info Requested from Council:

Main Drain (Petition #1):

- Area Requiring Drainage: 184.735 Hectares
- Petitioned Area: 147.971 Hectares
- Number of names on petitioned area (could include multiple properties): 8
- Percentage of Area requiring drainage for valid petition (must exceed 60%): 80.1%

Branch Drain (Petition #2):

- Area Requiring Drainage: 4.835 Hectares
- Petitioned Area: 4.807 Hectares
- Number of names on petitioned area (could include multiple properties): 2
- Percentage of Area Requiring Drainage for valid petition (must exceed 60%): 99.4%

On April 13th, 2015 Council adopted the preliminary report prepared by Ainley Engineering. By adopting the recommendations in the report, the Township also appointed Robinson Consultants to prepare the final report, completion of the design and tendering processes for the construction of what was then known as the Bureau Rd. Municipal Drain, now known as the Chenier-Jeaurond Municipal Drain.

FINAL REPORT DETAILS:

- In total, there are 42 North Glengarry properties (individual roll No's) for the main drain.
- There are 12 South Glengarry properties and 10 North Glengarry properties on the Branch drain for a total of 64 on the watershed.
 - There are several instances of owners with more than one property.
- Of those properties, 23 roll No's are assessed for benefit (directly connected to the drain).

THIRD PETITION:

- The third petition was only considered in the final report, but it includes 100% of the owners and lands in lot requiring drainage taken to a sufficient outlet. This is essentially 2 landowners on the petition which requires connection to the drain.

On April 13th, Council retained Robinson Consultants to complete the final report, design and tendering processes for the construction of the Chenier-Jeaurond Municipal Drain following the acceptance of the preliminary report completed by Ainley Group. As per Council's direction as authorized under Section 8(4) of the Drainage Act, 3 petitions were combined to form one project, which included the construction of the drain as per option 2 identified in the preliminary report.

An on-site meeting was held on August 6th, 2015 to discuss the requirement for drainage and other concerns within the drainage area. The issues put forth were consistent with the requirement for sufficient outlet for surface water drainage and for sufficient outlet for current and future tile drainage.

With respect to environmental concerns, species at risk, fish habitat, the appropriate regulatory bodies responsible for enforcing regulation pertaining to those elements were involved and consulted throughout the process. Their comments were received and were addressed in the final report and will be incorporated in to the detailed design.

Residents that had complaints, concerns, questions or other issues were advised to communicate them to the consultant. Some of these communications resulted in changes to the report, the area requiring drainage and other aspects as evidenced by the addendum to the final report.

As per Councils direction, the report was finalized for a meeting to consider on April 8th, 2017. The by-law to adopt the final report was to be read a first and second time in order to start the appeal process to the Court of Revision as per the Drainage Act. Many of the property owners attended the meeting and concerns were heard. Council deferred the by-law and requested

8th, staff and the engineer have only received 1 phone call each from property owners on the drain and it was from the same person. The calls did not pertain to comments against the drain, rather they were emphatically in favour of the drain.

Financial:

Refer to appendices attached and the final report.

Options:

1) Do nothing

By doing nothing, Council would essentially be abandoning the drain. As per the drainage act process, the petitioners would have recourse to appeal this decision or lack thereof to the Drainage Tribunal. This would require the Township to engage a solicitor to tend to this matter on the Township's behalf.

- Staff do not recommend this option as throughout this process, Council's direction has been such that the intent always was and continued to be in favour of constructing the drain.
- The Drainage Tribunal would consider Council's decision on the drain and final report. Staff's opinion is that the tribunal would overturn this decision.
- If the drain does not proceed, Council would have to pay all engineering fees associated with this project to date, plus potentially any litigation decisions, which may result in the drain proceeding regardless.

2) Abandon the Drain and final report

By abandoning the drain and final report, Council would essentially expose themselves to all elements in option 1. However, the decision would be a clear statement in denying the drain construction.

- Staff do not recommend this option as Council would essentially be open to action and referral to the Drainage Tribunal.
- Staff's opinion is that this would result in a negative outcome for the Township.

3) Defer the by-law

Council may defer the by-law, but must do so in order to address issues related to assessments, area requiring drainage or other elements as may be required to be addressed as a result of the engineer's work in the final report.

- Staff do not recommend this option as the report has been refined to be complete to the best of staff's and the engineer's knowledge. Therefore deferring the by-law and returning it to the engineer would not be permitted and could be subject to reference to the Drainage Tribunal.

4) Pass the First and Second Reading of the by-law - RECOMMENDED

By passing the first and second reading of the by-law to adopt the report and follow through on the design, Council would be upholding their apparent intentions throughout this process. This would result in the Court of Revision timelines coming in to affect and the opportunity for property owners to appeal their assessments.

- Staff are recommending this option in order to carry out the obligations of the Drainage Act with respect to the process.
- This will also follow through on the intentions as identified by previous decisions of Council related to the preliminary report.
- This would avoid a direct reference to the Drainage Tribunal.
- This option would allow the affected/petitioned property owners to have the drain construction carried out in order to service their agricultural operations and improve drainage throughout the watershed.

THAT, the Council of the Township of North Glengarry enacts a by-law pursuant to the Drainage Act, RSO 1990 as follows;

1. The report dated February 2017 with revised drainage area and assessment schedule dated April 2017 attached is adopted, and the drainage works as therein indicated and set forth is authorized and shall be completed in accordance therewith.
2. That the Corporation of the Township of North Glengarry may borrow on the credit of the Corporation the amount of \$542,985.09 being the amount necessary for the construction of the drainage works.
3. That the by-law comes in to force on the passing thereof and may be cited as the CHENIER-JEAUROND MUNICIPAL DRAIN.

Consultations:

Dan Gagnon, CAO
Annie Levac, Treasurer
Roch Lajoie, Manager of Transportation Services
Dean McDonald, Manager of Environmental Services
Lorne Franklin, Drainage Engineer, Robinson Consultants

APPENDICES:

“A” – Ontario Ministry of Food, Agriculture, and Rural Affairs, Drainage Legislation, Order of Procedure

“B” – Preliminary Report Cost Estimates and Options

APPENDIX “A”

OMAFRA Drainage Legislation Order of Procedure

Petition Drains

The Drainage Act provides a democratic procedure for the construction, improvement and maintenance of drainage works. The following abbreviated statements give the order of procedure for petition drains. Numbers following the abbreviated statements refer to the appropriate section of The Drainage Act. For complete and accurate reference, see the current Statutes of Ontario available at most local libraries.

Order of Procedure

1. Owner desiring drainage works circulates petition and obtains a majority of the names of other owners in the area requiring drainage, or the names of owners holding 60% of the acreage in the area requiring drainage. (To be a valid petition, the area described by lot and concession should be a true drainage basin). 4(1)
2. Owner presents signed petition to council. 4(1)
3. Council considers the petition and within 30 days, sends copies of its decision to the petitioners. 5(1)
4. If the Council decides not to accept the petition, any petitioner can appeal the decision to the Tribunal. 5(2), 99. Note: An appeal to the Tribunal concerning any section of this Act is implemented by notifying, in writing, the clerk of the initiating municipality. 99. Legal assistance is not required.
5. If Council decides to proceed, they must appoint an Engineer within 60 days of reaching the decision. 8(1), 8(3)
6. Council may instruct the Engineer to prepare a preliminary report. 10(1)
7. If an environmental appraisal is required, the Council must instruct the Engineer to prepare a preliminary report. 10(1)
8. Engineer calls on-site meeting. 9(1)
9. Engineer prepares a report and files with the Clerk within six months, or as extended. 39(1)
10. Council should pass a resolution that they intend to proceed. 41(1)
11. If Council decides not to proceed, any petitioner can appeal to the Tribunal. 45(2), 99
12. Council sends copies of report, and notice of meeting to consider report, to owners within the municipality who are subject to assessment or compensation, other clerks, conservation authority, railways, road authorities, public utilities, the Ministry of Natural Resources and the Director. 41(1). Note: For information regarding the basis for your assessment, see OMAFRA Factsheet, [Understanding your Drainage Assessment](#).
13. Other clerks send notice to assessed or compensated owners in their municipality. 41(2)
14. Council of the initiating municipality considers report at meeting held not less than 10 days after the notices have been sent. 42 and 41(3)
15. Owners in the area requiring drainage may add or strike their names from the petition. 42
16. Council may adopt report, by provisional by-law if petition still has sufficient signatures. 44

17. If Council does not adopt the report, any petitioner can appeal to the Tribunal. 45(2), 99
18. Council within 5 days of adopting the report, to send a copy of the provisional by-law and the date of the Court of Revision to local municipalities. 46(1)
19. All Councils, within 30 days of the adoption of the report, to send a copy of the provisional by-law and the date of the Court of Revision to assessed or compensated owners. 46(2)
20. The Court of Revision is held by the initiating municipality not sooner than 20, nor later than 30 days from the date of mailing the by-law. 46(3)
21. Owner wishing to appeal his assessment must serve notice on the Clerk of the initiating municipality at least 10 days before first sitting of the Court. 52
22. Owner may appeal to Tribunal against decision of Court of Revision by notifying clerk within 21 days of the pronouncement of the decision of the Court of Revision. 54(1)
23. Clerk to alter assessment on order of Court of Revision or Tribunal. 56
24. Owner or public utility may appeal from report of Engineer to Drainage Referee within 40 days of mailing the notices, or the adoption of the report. 47(1). Note: Owners are advised to obtain legal assistance in appealing to the Referee.
25. Owner or public utility may appeal from report of Engineer to Tribunal within 40 days of mailing the notices, or the adoption of the report. 48(1), 99
26. Council of any municipality to which notice has been sent by the initiating municipality may appeal from report of the Engineer to the Tribunal within 40 days of the date the provisional by-law was sent by the initiating municipality. 50(1)
27. Council obtains Ontario Municipal Board approval for project if required. (See sections 64 and 65 of the Ontario Municipal Board Act.)
28. Council obtains any necessary permits.
29. Council of the initiating municipality may pass provisional by-law authorizing the work after time for appeals elapsed, and no appeals or all appeals completed. 58(1)
30. Notice of intention to quash the by-law must be filed with the Clerk of the initiating municipality within 10 days of passing the by-law. 52(2)
31. If a notice of intention to quash the by-law is received, proceedings are delayed until a hearing is held, or 3 months have passed without an application being made to the Referee. 58(2)
32. If the tendered bid exceeds the Engineer's estimate of contract price by one-third, Council must hold a meeting to see if the petitioners want to proceed at the tendered cost. 59(1)
33. *Work may commence* if no appeals, or all appeals favourably resolved. 58(1)
34. If Council does not proceed with construction in a reasonable time, any petitioner can appeal to the Tribunal. 58(5), 99
35. Council must amend by-law if insufficient or surplus funds are provided. 62
36. Local municipalities by-law to raise and pay cost within 60 days of completion of the drainage works. 60
37. Council sends application for grant to the Ministry after the work is completed and time for appealing assessments has expired and there are no appeals, or all appeals have been heard. 88
38. Any owner dissatisfied with the quality of the workmanship on the drain may, within 1 year of completion, appeal to the Tribunal. 64,99

APPENDIX “B”

Preliminary Report Cost Estimates and Options

**Table 1
Bureau Road - Main Drain**

Preliminary Cost Estimate					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Option 1:					
1	Clearing and Grubbing of drain	1	ls	\$ 15,000.00	\$ 15,000.00
2	drain bottom excavation	2100	m ³	\$ 8.50	\$ 17,850.00
3	Leveling of Spoil Material	2100	m ³	\$ 2.50	\$ 5,250.00
4	Rip-rap with Filter Cloth @ existing tile outlets	14	ea	\$ 400.00	\$ 5,600.00
5	Hydraulic Seeding of drain banks plus 3m buffer both sides	16800	m ²	\$ 0.80	\$ 13,440.00
6	Removal of obstructions (debris, fallen trees)	1	ls	\$ 2,500.00	\$ 2,500.00
7	Sediment Traps at main crossings	11	ea	\$ 1,000.00	\$ 11,000.00
Sub-total:					\$ 70,640.00
Plus Contingencies:					\$ 14,000.00
Plus Allowances per Section 29 & 30 of the Act:					\$ 5,000.00
Sub-total Construction:					\$ 89,640.00
Plus Engineering (Final Report, specifications, construction admin., preiodic inspection, final inspection, expenses and incidentals):					\$ 22,500.00
TOTAL ESTIMATED COST:					\$ 112,140.00
Option 2:					
1	Clearing and Grubbing of drain	1	ls	\$ 35,000.00	\$ 35,000.00
2	drain bottom excavation including straightening	14700	m ³	\$ 8.50	\$ 124,950.00
3	Rock allowance and removal from site	500	m ³	\$ 75.00	\$ 37,500.00
4	Leveling of Spoil Material	14700	m ³	\$ 2.50	\$ 36,750.00
5	Rip-rap with Filter Cloth @ existing tile outlets	19	m ²	\$ 400.00	\$ 7,600.00
6	Hydraulic Seeding of drain banks plus 3m buffer both sides	39200	m ²	\$ 0.80	\$ 31,360.00
7	Crossing improvements (new culverts and removal and disposal of old culverts)	15	ea	\$ 4,500.00	\$ 67,500.00
8	Sediment Traps at main crossings	15	ea	\$ 1,000.00	\$ 15,000.00
Sub-total:					\$ 355,660.00
Plus Contingencies:					\$ 53,000.00
Plus Allowances per Section 29 & 30 of the Act:					\$ 25,000.00
Sub-total Construction:					\$ 433,660.00
Plus Engineering (Surveying, Detailed design, Final Report, specifications, construction admin., preiodic inspection, final inspection, expenses and incidentals):					\$ 75,000.00
TOTAL ESTIMATED COST:					\$ 508,660.00

Table 2
Bureau Road - Branch Drain #1

Preliminary Cost Estimate					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Option 1:					
1	Clearing and Grubbing of drain	1	ls	\$ 2,500.00	\$ 2,500.00
2	drain bottom excavation	280	m ³	\$ 8.50	\$ 2,380.00
3	Leveling of Spoil Material	280	m ³	\$ 2.50	\$ 700.00
4	Hydraulic Seeding of drain banks plus 3m buffer both sides	1400	m ²	\$ 0.80	\$ 1,120.00
5	Sediment Traps at main crossings	1	ea	\$ 1,000.00	\$ 1,000.00
Sub-total:					\$ 7,700.00
Plus Contingencies:					\$ 2,000.00
Plus Allowances per Section 29 & 30 of the Act:					\$ 2,500.00
Sub-total Construction:					\$ 12,200.00
Plus Engineering (Final Report, specifications, construction admin., preiodic inspection, final inspection, expenses and incidentals):					\$ 5,000.00
TOTAL ESTIMATED COST:					\$ 17,200.00
Option 2:					
1	Clearing and Grubbing of drain	1	ls	\$ 2,500.00	\$ 2,500.00
2	drain bottom excavation including straightening	560	m ³	\$ 8.50	\$ 4,760.00
3	Rock allowance and removal from site	50	m ³	\$ 75.00	\$ 3,750.00
4	Leveling of Spoil Material	560	m ³	\$ 2.50	\$ 1,400.00
5	Hydraulic Seeding of drain banks plus 3m buffer both sides	1400	m ²	\$ 0.80	\$ 1,120.00
6	Crossing improvements (new culverts and removal and disposal of old culverts	1	ea	\$ 8,000.00	\$ 8,000.00
7	Sediment Traps at main crossings	1	ea	\$ 1,000.00	\$ 1,000.00
Sub-total:					\$ 22,530.00
Plus Contingencies:					\$ 5,000.00
Plus Allowances per Section 29 & 30 of the Act:					\$ 2,500.00
Sub-total Construction:					\$ 30,030.00
Plus Engineering (Surveying, Detailed design, Final Report, specifications, construction admin., preiodic inspection, final inspection, expenses and incidentals):					\$ 7,500.00
TOTAL ESTIMATED COST:					\$ 37,530.00

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 21-2017

Chenier-Jeurond Municipal Drain

BEING a by-law to provide drainage works in the Township of North Glengarry in the County of Stormont Dundas and Glengarry.

WHEREAS the requisite number of owners have petitioned the Council of the township of North Glengarry in the County of Stormont Dundas and Glengarry in accordance with the Drainage Act, requesting that the following lands and roads may be drained by drainage works: This Municipal drain combines three petition submitted to form the “Chenier-Jeurond Municipal Drain”

The new drain commences within Lot 19, Concession 1 (Station 6+525.5). The channel continues in a generally south-westerly direction, crossing under Bureau Road (between Lot 24/25, Concession 1), outletting to the Delisle River in Lot 30 Concession 1.

AND WHEREAS the Council of the township of North Glengarry in the County of Stormont Dundas and Glengarry has procured a report made by Robinson Consultants Inc. dated February 2017 which were delivered April 3, 2017, and subsequently amended by Addendum No. 1, delivered April 25, and which the said report and addendum form part of this by-law.

AND WHEREAS estimated cost of constructing the drainage works is \$ 542,985.09

AND WHEREAS \$ 522,621.87 is being assessed in the Township of North Glengarry in the county of Stormont Dundas and Glengarry.

AND WHEREAS \$ 14,452.77 is being assessed in the Township of South Glengarry in the county of Stormont Dundas and Glengarry.

AND WHEREAS \$ 5,910.45 is being assessed to the county of Stormont Dundas and Glengarry.

THEREFORE The Council of the Corporation of the Township of North Glengarry pursuant to The Drainage Act, RSO 1990, enacts the following:

1. (1) The report dated February 2017 with revised drainage area and assessment schedule dated April 2017 attached is hereby adopted, and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of North Glengarry may borrow on the credit of the Corporation the amount of \$ 542,985.09 being the amount necessary for the construction of the drainage works.
- 3 This By-Law comes into force on the passing thereof, and may be cited as the CHENIER-JEAUROND MUNICIPAL DRAIN.

READ a first and second time this 23rd day of May 2017

READ a third time and enacted in Open Council the

Clerk/Deputy Clerk

Mayor/Deputy Mayor

I hereby certify this to be a true copy of By-law 21-2017 and that such by-law is in full force and effect.

Date Certified

Clerk/Deputy Clerk

Section 11

CORRESPONDENCE

11(a)



MINUTES OF THE MARCH 22, 2017 MEETING OF
THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

A meeting of the Arts, Culture, and Heritage Advisory Committee held on Wednesday, March 22, 2017, at 5:00 p.m. at the North Glengarry Township Office, 90 Main Street S., Alexandria.

PRESENT: Carma Williams, Chairperson
Nathalie-Anne Bussière, Member at Large (arrived at 5:21pm)
Jeff Manley, Provisional Chairperson
Karen Davison Wood, Member at Large
Nicole Geoffrion, Member at Large
Dane Lanken, Member at Large (arrived at 5:06pm)
Nicole Nadeau, Member at Large
Kerri Strotmann, EDO, Recording Secretary

GUEST: Michelle Daprato, Citizen

REGRETS: Daniel Gagnon, CAO

1. CALL TO ORDER

The meeting was called to order at 5:04p.m.

2. ACCEPT AGENDA

Moved by: Nicole Geoffrion

Seconded by: Jeff Manley

That the Agenda of the Arts, Culture and Heritage Advisory Committee meeting of March 22, 2017 be accepted with the following additions:

- Item 6 i) (New Business): St-Elmo Congregational Church
- Item 6 ii) (New Business): Festival of Small Halls

Carried.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared.

Dane Lanken arrived at 5:06pm

4. RATIFY THE MINUTES OF FEBRUARY 22, 2017

Moved by: Karen Davison Wood

Seconded by: Nicole Nadeau

That the minutes of the February 22, 2017, Arts, Culture, and Heritage Advisory Committee meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

Nathalie-Anne Bussière arrived at 5:21pm

a. 200th Anniversary of the foundation of Alexandria (2019)

Carma Williams welcomed guest, Michelle Daprato, to the meeting and explained to the committee that Michelle had expressed an interest in spearheading the Alexandria 200 celebrations.

Michelle confirmed her willingness to take on the presidency of the Alexandria 200 event(s) and presented some of her wonderful ideas to the committee:

- An outdoor display of heritage photos of Alexandria to create a heritage walk of the historic sites and buildings;
- Involving local school children in a sidewalk chalk art project to create the logo;
- Teen dance under the stars in Mill Square with live bands, while parents enjoy softer music at The Grotto;
- Old Time Christmas Parade, with the street lights turned off for the event followed by activities at Island Park;
- A scavenger hunt and log cutting contest;
- Gardening been to landscape the municipality;
- A commemorative book of old photos which can be sold (ex: Montreal 375 magazine);

Carma briefly explained how the Maxville 125 celebrations were organized and how a proposal was presented to Council requesting a budget to carry-out the activities. She also cautioned that fundraising would be required, particularly if an annual calendar of events is being considered.

Carma confirmed that the Arts Culture & Heritage Advisory Committee would not act as the organizing committee but would be there to support the Alexandria 200 committee. Various names were put forth by the committee of individuals who may be interested in working on the celebrations.

Carma offered to prepare and send a press release on behalf of the Arts, Culture & Heritage Committee, announcing Michelle as the Alexandria 200 organizer and inviting people to volunteer for the committee. Michelle will confirm whether she would like a communique sent.

Carma and Jeff will meet with Michelle to provide additional information and tips based on their experience with the Maxville 125 festivities.

b. Community Grant Program (Update)

Kerri circulated Resolution #6, adopted by Council on March 13, 2017, approving the modifications to the 2018 Community Grant policy and forms.

Kerri will work on the policy translation to ensure that the document is available in both languages by the summer.

c. Tourism Grant Program

Kerri informed the committee of the new SDG Tourism Grant Program to enhance regional tourism and circulated the documents received from Shauna Baggs, SDG Tourism Coordinator.

The Tourism Grant Program was developed using the policies of the North Glengarry Community Grant Program.

d. CIP Approvals Committee (CIPAC) Update

Kerri provided a brief update to the committee on the projects that were reviewed at the March 6, 2017, meeting of the CIP Approvals Committee (CIPAC) and presented to Council on March 13, 2017, for the properties situated at 3 Main Street South, Maxville and 7-7a Main Street South, Maxville.

e. North Glengarry Heritage Tour – Update

- Kerri updated the committee on the ground-proofing tour of the Maxville route and confirmed that subsequent to the last ACH meeting, all the comments/corrections received were sent to the consultants. In addition, Matthew Collard, drove both routes to verify the addresses. The revised map should be ready in the coming days for one last edit of the copy.
- Maxville & Alexandria Walking Tour updates

It was decided to add a reference regarding the availability of historic walking tours of Alexandria and Maxville to the Glengarry Routes heritage tour.

Copies of the existing Maxville and Alexandria walking tours were distributed to the committee for consultation. A brochure version of each walking tour will be produced "in-house" for distribution, once the content has been revised.

Dane Lanken will review and condense the Alexandria tour prior to the next ACH meeting on April 26th.

Carma will speak with the Maxville Chamber of Commerce for permission to review and pare down the content of the Maxville walking tour. Once permission is obtained, she and Nathalie-Anne will work on a revised tour prior to the next ACH meeting on April 26th.

f. North Glengarry Heritage Register

i. Listing Criteria

At the January 25, 2017 meeting, the committee approved the listing criteria that has been set forth in the heritage brochure, based on the Ministry's guidelines.

No further discussion was had, but the committee requested that this item remain on the agenda.

ii. Listing of buildings

When weather permits, Karen and Nathalie-Anne will conduct on-site visits to confirm that each of the buildings to list on the North Glengarry Heritage Register is still standing. They will report their findings back to the committee.

iii. Heritage Listing Pamphlet

A revised version of the brochure, based on the comments received from the committee on February 22, 2017, was circulated for feedback.

Kerri will present the brochure to Council for information purposes prior to commencing the translation.

iv. Plaque Program with ACH Budget

This item is deferred to a subsequent meeting.

v. Grant application "Young Canada Works"

No response has been received yet concerning the grant application for a summer student to help work on the heritage register.

g. The Grotto Update

- Jeff confirmed that The Grotto committee has not yet met to discuss the opening event, but should be meeting in the coming weeks and will report back to the ACH.
- In lieu of a temporary photo exhibit, Jeff put forth an idea to create an interpretive panel at The Grotto focussed on its path to restoration. The committee was in favour of pursuing this project and felt that it should be in keeping with the look and feel of the Mill Square Panel.

Jeff presented the committee with a possible text briefly addressing the history and purpose of The Grotto, then focussing on the restoration efforts. The committee was in favour of the content, and requested that it be translated for the purposes of an interpretive panel.

Kerri will contact the designer to request an estimate for a small panel (28"x33") reproducing the same aesthetics as the Mill Square panel.

In order to realize this project and other on-going arts, culture and heritage projects in the coming year, the committee will have to request additional funding from Council.

Moved by: Karen Davison Wood

Seconded by: Nicole Nadeau

That the Arts Culture and Heritage Advisory Committee (ACH) request from Council a renewal of the \$5,000 budget to carry out a variety of on-going projects and activities including The Grotto commemorative panel project, the unveiling of the Mill Square interpretive panel, the launch of the Glengarry Routes heritage tour, and participation in the Ontario Heritage Conference.

Carried.

h. Interpretive Panel for Mill Square (Canada 150 Grant)

i. Production estimates and options

Further to the February 22, 2017, meeting at which the committee had opted for three smaller signs on individual posts, additional information concerning the design and placement was brought to light and the committee was asked to provide their opinion on which of the two models to pursue. The committee opted to leave the final decision to the subcommittee and the designer, who agreed to proceed with the production on one single panel measuring 96"x28" with three sign posts.

The committee received the estimates and a sign pricing comparison by email and was asked to review the content of the bids received from three companies in order to determine which company should be retained for the production of the Mill Square interpretive panel. The committee voted unanimously in favour of *Fontasy Sign & Display*.

Moved by: Nathalie-Anne Bussiere

Seconded by: Karen Davison Wood

That the Arts Culture and Heritage Advisory Committee (ACH), upon careful review of the estimates and accompanying information provided by three sign manufacturing companies for the interpretive panel project, recommends that *Fontasy Sign & Display* be retained for the production and installation of the Mill Square interpretive panel in Mill Square Park, due to the superior quality of the infused resin "Sun Glaze" enamel on aluminium with a 1.75" thick frame around a moulded-metal sign, the inclusion of rounded corners, three powder-coated metal posts, installation with a special patented ground key, which is guaranteed not to shift with frost heave, the company's 20-year experience in producing outdoor panels, and the 10-year guarantee provided.

Carried.

ii. Content: Copy and imagery

➤ Introduction

Dane proposed a draft introductory text, which was approved by the committee. He will work with the designer on incorporating the text into the content.

After considerable discussion, the committee expressed their preference at not referring to the Glengarry Routes or the municipal websites, but rather mentioning that the Glengarry Routes heritage tour is available at the Township Office.

➤ Acknowledgements

The committee was in agreement with the proposed list of acknowledgements. Kerri will finalize the list with the designer.

iii. Official unveiling

This item is deferred to the April 26, 2017 meeting.

6. NEW BUSINESS

i) **St-Elmo Congregational Church**

Carma advised the committee that the Gordon Church, the Congregational Church, and the adjacent reception hall in St-Elmo will be taken over by the National Church in Toronto as the Presbyterian Church can no longer maintain the three structures. The last service will take place in July 2017.

The committee discussed different possible scenarios and hopes that the Glengarry Pioneer Museum would be willing to take ownership of the Congregational Church and conserve it in-situ.

Carma will speak to the Minister of the Presbyterian Church to see if the decision to transfer ownership could be delayed. Carma will also speak to the executive committee of the Glengarry Pioneer Museum to mention that the Arts Culture & Heritage Advisory Board is aware of this situation and has discussed it at their meeting.

ii) **Festival of Small Halls**

Carma advised the committee that the Festival of Small Halls, a branch of the Ottawa Blues Festival, will be holding three concerts in North Glengarry.

Carma visited various sites with Kelly Symes, and the preliminary decision is to hold the concerts at La Fraternite, Dunvegan Hall and in one of the Maxville churches.

The concerts will take place in September 2017.

7. CORRESPONDENCE

The following correspondence was distributed to the committee.

- *Heritage Matters Magazine* : Kerri circulated both the French and English version of the February 2017 edition
- *2017 Ontario Heritage Conference*: Kerri provided the committee with the information on the annual conference scheduled for June 8 - 10 in Ottawa. Committee members interested in participating may advise Carma or Kerri by the end of April. The registration fees will be paid from the ACH budget.
- Nicole Geoffrion provided the committee with a copy of the brochure "Celebrons Canada 150", outlining the week of special events planned through the collaboration of the MCM Music Festival, the Centre Culturel, and ACFO.

8. NEXT MEETING

The next meeting of the Arts Culture and Heritage Advisory Committee will take place on Wednesday April 26, 2017 at 5:00pm.

9. ADJOURNMENT

The meeting was adjourned at 7:25p.m.

Recording Secretary – Kerri Strotmann

Chair – Carma Williams



Recreation Advisory Committee

Minutes

The meeting of the Recreation Committee of Wednesday March 28, 2017 was called to order at 4 pm at the Sandfield Centre.

PRESENT: **Chairman & Deputy Mayor** – Jamie MacDonald
Councillor – Carma Williams
Member at large – France Brunet
Member at Large – Bob Linney
Director of Community Services - Anne Leduc
Administrative Assistant – Chloe Crack
Recreation – Jeremy Dubeau
Recreation – Jerome Andre

REGRETS: **CAO/Clerk** – Daniel Gagnon
Councillor – Brian Caddell
Councillor – Michel Depratto

GUESTS: **Mayor** – Chris McDonell
Councillor – Jeff Manley

1. CALL MEETING TO ORDER

Meeting was called to order at 4:00 pm.

Resolution No.: 1 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

2. ADDITIONS, DELETIONS OR AMENDMENT

Additions: GSP Budgets – item h.

3. ADOPTION OF THE AGENDA

That the agenda of the Recreation Committee meeting of February 15, 2017 be accepted as amended.

Resolution No.: 2 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

4. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts were noted.

5. ADOPTION OF PREVIOUS MINUTES

That the minutes from the Recreation Advisory Committee meeting on February 15, 2017 be accepted as circulated.

Resolution No.: 3 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

None.

7. AGENDA ITEMS

a) Budget Update - Dome

The budget review was performed by Chloe Crack, who indicated that the Dome is trending similar to last year. The committee would like to know what expense was put under the Equipment Maintenance Account 1-4-7300-2368.

b) Budget Update – Island Park

The budget review was performed by Chloe Crack, who indicated that Island Park is trending similar to last year.

c) Budget Update – Maxville & District Sports Complex

The budget review was performed by Chloe Crack, who indicated that the Maxville & District Sports Complex is trending similar to last year. The committee asked why the oil furnace cost were down and why the propane costs were up. This is due to the replacement of an oil furnace by a propane furnace.

Be it resolved that the Budget Updates for the Dome, Island Park and the Maxville & District Sports Complex be approved as circulated.

Resolution No.: 4 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

d) Action Request – Eastern Ontario Health Unit Inspection and Gary Shepherd Kitchen

The Director of Community Services presented the Staff Report regarding the recent inspection of both kitchens at Island Park from the Eastern Ontario Health Unit.

Be it resolved that the Recreation Advisory Committee receive the Staff Report on the Eastern Ontario Health Unit Inspections and the Gary Shepherd Kitchen and;
That the Recreation Advisory Committee approves the conversion of the Gary Shepherd kitchen into a kitchenette.

Resolution No.: 5 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

e) Action Requests – Facility Holiday Closure

The Director of Community Services presented a proposed Facility Holiday Closure which will help standardize hours of operation in all facilities and better manage our resources regarding staff on Statutory Holidays.

Be it resolved that the Recreation Advisory Committee received the Staff Report on the Facilities Holiday Closures; and that the Recreation Advisory Committee approves the proposed schedule.

Resolution No.: 6 **Moved by:** Carma Williams **Seconded by:** France Brunet

CARRIED

f) Action Request – Recreation Rates for User and Fees and Charges By-Law

The Director of Community Services presented the 2017 and 2018 User Fees and Charges By-Law which indicates a slight increase for 2017 and 2018.

Be it resolved that the Recreation Advisory Committee receive the Staff Report for the Recreation rates for the User Fees and By-Law; and that the Recreation Advisory Committee recommends Option 2 to the Council of the Township of North Glengarry for its approval of the 2017 and 2018 Recreation Rates for the Township of North Glengarry's User Fees and Charges By-Law, subject to the approval by the Board of the Glengarry Sports Palace of its portion of the rate.

Resolution No.: 7 **Moved by:** Bob Linney **Seconded by:** France Brunet

CARRIED

g) Key Information Report

The Director of Community Services presented a Key Information Report to update the Board about our weekly staff meetings, a recent meeting with Spordle; a new registration software in which committee member Bob Linney wants the Director of Community Services to ensure who's responsible for the firewall and server. An update was presented on Canada Day Fireworks, the Emergency Services Tournament that was hosted by the Township of North Glengarry this year, Family Day & March Break programming debrief, Geese Management Program, 2017 Summer Camps, Youth Program Pilot Project at the Dome, purchases and capital expenditures and various projects happening in our facility.

h) Glengarry Sports Palace Budgets

The committee would like to see the Glengarry Sports Palace Budget Update included in the next package.

8. PENDING BUSINESS

9. CORRESPONDANCE

Glen Robertson is looking for some help from the Township of North Glengarry. They would like to acquire second hand rink boards to re-do the outdoor rink. The Director of Community Services will contact Dasher Boards to see if they have some second hand stock that they are willing to sell or donate.

10. CLOSED SESSION BUSINESS

11. NEXT MEETING

The next meeting will be held on May 9, 2017 at the Sandfield Centre at 4pm.

12. ADJOURNMENT

The meeting was adjourned at 5:12 pm

Resolution No.: 8

Moved by: Bob Linney

Seconded by: France Brunet

CARRIED

Chairman of the Committee

Date

11 (c)

GLENGARRY SPORTS PALACE BOARD OF DIRECTOR MEETING

Tuesday March 28, 2017 – 7:00 pm

Meeting ID: 2017-03

PRESENT: **Chairman - Appointee of SG** – Charlie Sangster
 Mayor of NG – Chris McDonell
 Councillor of NG – Mike Depratto
 Director of Community Services – Anne Leduc
 Administrative Assistant – Chloe Crack
 Leadhand GSP – Richard Wylie

ABSENT: **Vice Chairman - Councillor at Large** - Jacques Massie
 Mayor of SG - Ian McLeod
 CAO/Clerk of SG – Bryan Brown
 CAO/Clerk of NG – Daniel Gagnon

GUESTS: None

1. CALL MEETING TO ORDER

Motion to call the meeting to order at 7:02 pm.

Resolution No.: 1 Moved by: Chris McDonell **Seconded by:** Michel Depratto

CARRIED

2. ADDITIONS, DELETIONS OR AMENDMENTS

Deletions: Delegation: Little Nashville.

3. APPROVAL OF THE AGENDA

Be it resolved that the agenda be approved as amended.

Resolution No.: 2 Moved by: Michel Depratto **Seconded by:** Chris McDonell

CARRIED

4. ADOPTION OF PREVIOUS MINUTES

Be it resolved that the minutes of February 15, 2017 be accepted as presented.

Resolution No.: 3 Moved by: Chris McDonell **Seconded by:** Michel Depratto

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

None.

6. DELEGATION

The Delegation was moved to the May 2017 meeting.

7. AGENDA ITEMS

a. 2017 Draft Budget

b. Statement of Transactions

The budget review was performed by Chloe Crack, who indicated that the Glengarry Sports Palace is trending well with the exception of the Township South Glengarry's 50% annual contributions, which are usually received at this time.

Resolution No.: 4 Moved by: Michel Depratto Seconded by: Chris McDonell

CARRIED

c. Action Requests – Facility Holiday Closure

The Director of Community Services presented a proposed Facility Holiday Closure which will help standardize hours of operation in all facilities and better manage our resources regarding staff on Statutory Holidays.

Be it resolved that the Board of the Glengarry Sports Palace received the Staff Report on the Facilities Holiday Closures; and that the Board of the Glengarry Sports Palace approves the proposed schedule

Resolution No.: 5 Moved by: Chris McDonell Seconded by: Michel Depratto

CARRIED

d. Action Request – GSP – Canteen Services

The Director of Community Services presented the Board with a Staff Report on the Glengarry Sports Palace Request for Tender for the Canteen Services. One option would be for the Glengarry Sports Palace to internally manage it or to issue a Request for Tender. The Board discussed the option of retaining the rights to provide the bar service behind the canteen for major events.

Be it resolved that the Board of the Glengarry Sports Palace approves issuance of the Glengarry Sports Palace Request for Tender – Canteen Services as per the attached documentation.

Resolution No.: 6 Moved by: Michel Depratto Seconded by: Chris McDonell

CARRIED

e. Action Request – Recreational Rates for User Fees and Charges By-Law

The Director of Community Services presented the 2017 and 2018 User Fees and Charges By-Law which indicates a slight increase for 2017 and 2018. The Board advised the Director of Community Services to continue to allow the Old Blades to play for \$9.00 per person in the 2017 and 2018 User Fees and Charges By-Law.

Be it resolved that the Board of the Glengarry Sports Palace receive the Staff Report for the Recreation rates for the User Fees and By-Law; and that the Board of the Glengarry Sports Palace approves the rates pertaining to its recreational activities; and that the rates be incorporated in the User Fees and Charges By-Law as recommended by the Recreation Advisory Committee to the Council of the Township of North Glengarry for its approval of the 2017 and 2018 Recreation Rates for the Township of North Glengarry's User Fees and Charges By-Law.

Resolution No.: 7 **Moved by:** Chris McDonell **Seconded by:** Michel Depratto

CARRIED

d. Key Information Report – Activities Update

The Director of Community Services presented a Key Information Report updating the Board of the Glengarry Sports Palace on the following activities/projects: Final Audit, Eastern Ontario Health Unit Inspection in the Community Hall and in the Canteen, Operating Surplus, Registration Software, Staff Meeting, the Spring Trade Show, Family Day Recap, Little Nashville, March Break Programming, purchasing of the Hot Water Tank, Community Hall Kitchen upgrade, Rink Seal Pro, Hockeyville, ORFA and the Rink Board Signage from the Ontario Ministry of Health.

8. PENDING BUSINESS

None.

9. NEXT MEETING

The next scheduled meeting will be on May 9, 2017 at 7:00 pm at the Glengarry Sports Palace.

10. ADJOURNMENT

Be it resolved that the meeting be adjourned to the call of the Chair at 8:17 pm.

Resolution No.: 8 **Moved by:** Michel Depratto **Seconded by:** Chris Depratto

CARRIED

Chairman of the Board

Date

11(d)

Public Works Advisory Committee Meeting

Tuesday April 18, 2017 at 2:30 p.m.

Gary Shepherd Hall

102 Derby Street West, Alexandria, Ontario, K0C 1A0

1. The Public Works Advisory Committee Meeting of April 18, 2017 held at the Gary Shepherd Hall, was brought to order at 2:30 p.m.

Present:

- Chair:** Brian Caddell
- Mayor:** Chris McDonell
- Deputy Mayor:** Jamie MacDonald
- Councillor:** Jacques Massie
- Councillor:** Carma Williams
- Councillor:** Jeff Manley
- Councillor:** Michel Depratto
- Member at Large:** Ron Aubin
- Member at Large:** Kevin Van den Oetelaar
- C.A.O.:** Daniel Gagnon
- Public Works Director:** Ryan Morton
- Director of Transportation:** Roch Lajoie
- RARE General Manager:** Linda Andrushkoff
- Recording Secretary:** Micheline Larocque

Absent: **Environmental Manager:** Dean McDonald

2. **Accept Agenda – (Additions/Deletion)**

Additions: **Spraying**
Water Glen Robertson

Moved by: Jeff Manley

Seconded by: Jamie MacDonald

Moved to accept the agenda.

Carried

3. Declaration – Conflict of Interest

4. Adoption of Previous Minutes

Resolution No. 2017-06

Resolution No. 2017-10

Moved by: Jamie MacDonald

Seconded by: Jeff Manley

Carried

5. Agenda Items

a. Daisy Contract - Dan

Moved by:

Seconded by:

The Public Works committee of the Township of North Glengarry hereby receives the Daisy Contract presented by Daniel Gagnon, the CAO recommends to Council to extend the Daisy Contract for another 2 months.

Carried

b. Water Works Quarterly Reports - Angela

Resolution No. 2017-11

Moved by: Chris McDonell

Seconded by: Carma Williams

The Public Works committee of the Township of North Glengarry hereby receives the Water Works Quarterly Reports presented by Angela Cullen.

Carried

**c. Water Works Activity Update – Angela
Glen Robertson Water
Resolution No. 2017-12**

Moved by: Jacques Massie

Seconded by: Jeff Manley

The Public Works committee of the Township of North Glengarry hereby receives the Water Works Activity Update presented by Angela Cullen. A concern was brought from a Glen Robertson Resident about sediment present in the water; the Water Works employee will investigate the matter.

Carried

d. Roads Department Activity Update - Roch

Resolution No. 2017-13

Moved by: Michel Depratto

Seconded by: Ron Aubin

The Public Works committee of the Township of North Glengarry hereby receives the Road Department Activity Update presented by Roch Lajoie.

Carried

e. RARE Financial - Linda

Resolution No. 2017-14

Moved by: Chris McDonell

Seconded by: Jamie MacDonald

The Public Works committee of the Township of North Glengarry hereby receives the RARE Financial Report presented by Linda Andrushkoff.

Carried

f. Public Works Direction – Ryan

Moved by:

Seconded by:

The Public Works committee of the Township of North Glengarry hereby receives the Public Works Direction presented by Ryan Morton.

Carried

g. Spraying of roadsides

Spraying of roadsides will be done every two years.

h. Matters Pending

6. New Business

Moved by:

Seconded by:

Carried

7. Correspondence

Moved by:

Seconded by:

Carried

8. Notice of Motion

9. Closed Session Business

10. Next Meeting:

The next meeting May 15, 2017

Carried

13. Adjournment

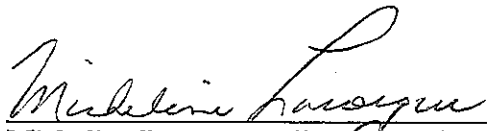
Resolution No. 2017-15

Moved by: Jamie MacDonald

Seconded by: Kevin Van den Oetelaar

Moved to adjourn the meeting at 3:49 p.m.

Carried


Micheline Larocque – Recording Secretary


Chair – Brian Caddell

Section 12

NEW BUSINESS

Section 13

NOTICE OF MOTION

Section 14

QUESTION PERIOD

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

Section 15

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at _____, in order to address,

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

And adopt the minutes of the Municipal Council "In Camera" session meeting of April 24, 2017 and May 1, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 15 Item a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting April 24, 2017 and May 1, 2017 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 15 Item b

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That we return to the Regular Meeting of Council at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 15 Item c

Section 16

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 25-2017; and

That Council adopt by-law 25-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 25-2017 be read a first, second, third time and enacted in Open Council this 23rd day of May, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 16 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 25-2017
FOR THE YEAR 2017**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of May 23rd, 2017 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 23rd day of May, 2017.

Daniel Gagnon - CAO/Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 25-2017, duly adopted by the Council of the Township of North Glengarry on the 23rd day of May, 2017.

Date Certified

Clerk/Deputy Clerk

Section 17

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 23, 2017

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 17