

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Special Meeting of Council

**Thursday June 22, 2017 at 2:00 p.m. – Boardroom  
170 MacDonald Blvd, 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 – June 12, 2017
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
  - a) Daisy Group Consulting Contract extension ® (Jamie)
7. COMMUNITY SERVICES DEPARTMENT –  
Anne Leduc, Director of Recreation/Community Services
  - a) Municipal Alcohol Procedures & Attachment ® (Jacques)
  - b) Street Closure – Mill Square Panel Inauguration July 2, 2017 ® (Brian)
  - c) Street Closure – WOW September 16<sup>th</sup>, 2017 ® (Jeff)
  - d) Key Information Report – Heritage Register Brochure & Attachments (French & English Brochure)
8. TREASURY DEPARTMENT - Johanna Levac, Treasurer
  - a) Borrowing By-law 27-2017 (Tile Drainage Act) ® (Michel)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -  
Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
12. CORRESPONDENCE
  - a) Recreation Advisory Committee Minutes – May 9, 2017
  - b) Glengarry Sports Palace Board Minutes – May 9, 2017
  - c) Public Works Advisory Ctee. Minutes – May 15, 2017
13. NEW BUSINESS
14. NOTICE OF MOTION  
Next Regular Public Meeting of Council  
July 10, 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.
15. QUESTION PERIOD (limit of one question per person and subsequent question will be at the  
discretion of the Mayor/Chair).

16. CLOSED SESSION BUSINESS

Employment Conditions and Performance Objectives – various municipal staff (as this matter deal with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Glengarry Sports Palace Dispute resolution options (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*);

17. CONFIRMING BY-LAW

a) By-law No. 30-2017 ® (Carma)

18. ADJOURN ® (Jacques)

# **Section 1**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Thursday June 22, 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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**Mayor:** Chris McDonell

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**Section 1**



## **Section 2**

# **DECLARATIONS OF CONFLICTS OF INTEREST**

## **Section 3**

# **ADOPTION OF PREVIOUS MINUTES**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

Regular Meeting of Council – June 12, 2017

**Carried**

**Defeated**

**Deferred**

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**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

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**Section 3**



3(a)

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## REGULAR MEETING OF COUNCIL

**Monday June 12, 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 June 12, 2017 at 7:00 p.m., with Mayor Chris McDonell 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  
**Director of Public Works** – Ryan Morton  
**Director of Community Services** – Anne Leduc  
**Economic Development & Communication Officer** – Tara Kirkpatrick

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 June 12, 2017 as amended.

**Carried**

#### **Additions to the agenda**

- 6(b) **Verbal update – Forensic Audit**
- 13(a) **Canada Day in Glen Robertson**

3. **ADOPTION OF PREVIOUS MINUTES**

### **Resolution No. 2**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

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

Regular Meeting of Council – May 23, 2017  
Special Meeting of Council – June 5, 2017

**Carried**

4. **DELEGATION(S)**

#### **a) SD&G County Library – Susan Wallwork**

Susan Wallwork presented information to Council on the activities at the SD&G Libraries including the increase in hours at the Maxville branch and other special programming.

5. COMMITTEE RECOMMENDATIONS

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

a) **By-law 26-2017 – Road Widening of Seven Hills Road**

**Resolution No. 3**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

That Council of the Township of North Glengarry hereby adopt by-law 26-2017 being a by-law to dedicate certain lands for road widening purposes and that by-law 26-2017 be read a first, second and third time and enacted in Open Council this 12<sup>th</sup> day of June 2017.

**Carried**

**Action – LL**

b) **Verbal update – Forensic Audit**

The CAO briefed Council on the ongoing work to correct the accounts of individual taxpayers and the forensic audit.

7. COMMUNITY SERVICES DEPARTMENT - Anne Leduc, Director Community Services

a) **Key Information Report re: May Economic Development Activities**

b) **Key Information Report re: Hiring of Heritage Coordinators**

The Director of Community Services briefed council on the Economic Development Officer's activities in May and the hiring of two new student heritage coordinators.

c) **TD Friends of the Environment Foundation Project Funding**

**Resolution No. 4**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

THAT the Council of the Township of North Glengarry receives the Staff Report on the TD Friends of the Environment Foundation Project Funding; and

THAT the Council of the Township of North Glengarry approves the submission of a grant application to the Tree Planting and Urban Greening Projects category of the TD Friends of the Environment Foundation Project Funding for the King George Park.

**Carried**

**Action – AL**

d) **Request for an exemption to the Chip Stands By-law – July 1 & 2**

**Resolution No. 5**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Island Park on July 1<sup>st</sup> and July 2<sup>nd</sup>, 2017.

**Carried**

**Action – AL**



**e) Request for an exemption to the Chip Stands By-law – Sept 16**

**Resolution No. 6**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Mill Square on September 16<sup>th</sup>, 2017.

**Carried**

**Action - AL**

8. **TREASURY DEPARTMENT** – Johanna Levac, Treasurer
  9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT** -  
Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager
  10. **FIRE DEPARTMENT** – Patrick Gauthier, North Glengarry Fire Chief
- a) **By-law 24-2017 – Rescind Open Air By-law 02-2016**

**Resolution No. 7**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

That the Council of the Township of North Glengarry receive By-law 24--2017; and

That Council adopt by-law 24-2017 being a by-law regulating the setting of open air fires, including establishment the times during which open air fires may be set and that By-law 24-2017 be read a first, second, third time and enacted in Open Council this 12<sup>th</sup> day of June, 2017; and

That by-law 02-2016 be repealed.

**Carried**

**Action - PG**

11. **PUBLIC WORKS DEPARTMENT** – Ryan Morton, Director of Public Works
- a) **Maxville Water Project – HR requirements**

**Resolution No. 8**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to prepare a job description and posting for the position of Project Manager for the Maxville Water Project,

AND FURTHER, that the position be designated a contract position for a period of 2 years,

AND FURTHER, that the position be pointed using the Township's pointing system to determine the rates of pay for the positions required.

**Carried**

**Action – RM**



**b) Free Landfill costs – Transfer to reserves**

**Resolution No. 9**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

THAT the Council of the Township of North Glengarry pass a resolution authorizing the finance department to transfer \$25,575 to the landfill reserve to cover the cost for the 2016 free landfill pass program.

**Carried**

**Action – RM/AL**

**c) Lagoon Upgrade Detailed Design – RFP Evaluation Matrix and invitations**

**Resolution No. 10**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to issue a Request for Proposals for the Alexandria Lagoon Upgrade Design Services;

AND FURTHER, that staff are directed to incorporate the evaluation criteria and points allocation outlined in this report;

AND FURTHER, that the evaluation of the RFP's shall be completed by an evaluation team consisting of at least the CAO/Clerk, Director of Public Works and the Environmental Services Manager using the consensus approach;

AND FURTHER, that the Public Works Department is authorized to issue this RFP by invitation to 5 pre-selected engineering firms.

**Carried**

**Action - RM**

**12. CORRESPONDENCE**

- a) Committee of Adjustment Minutes – October 24, 2016
- b) Committee of Adjustment Minutes – February 21, 2017
- c) Committee of Adjustment Minutes – March 27, 2017
- d) Arts, Culture and Heritage Advisory Committee Minutes – April 26, 2017

**13. NEW BUSINESS**

**a) Canada Day in Glen Robertson**

The Mayor noted the Canada Day festivities in Glen Robertson where Council's presence would be appreciated.

**14. NOTICE OF MOTION** - Next Meeting of Council, June 26, 2017.

**15. QUESTION PERIOD**

**16. CLOSED SESSION BUSINESS**

**Resolution No. 11**

**Moved by:** Carma Williams

**Seconded by:** Jamie MacDonald

**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 8:25 p.m., 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*);

Human resource update: Treasury and Building / Planning Dept. (as this matter deal with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Update on two municipal land issues (as this matter deal with a proposed or pending acquisition or disposition of land by the municipality or local board they may be discussed in closed session under sections 239 (2)(c) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council “In Camera” session meeting of April 24, 2017, May 1, 2017, May 23, 2017 and June 5, 2017.

**Carried**

**Resolution No. 12**

**Moved by:** Carma Williams

**Seconded by:** Jamie MacDonald

That we return to the Regular Meeting of Council at 8:42 p.m.

**Carried**

**17. CONFIRMING BY-LAW**

**Resolution No. 13**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

That the Council of the Township of North Glengarry receive By-law 28-2017; and

That Council adopt by-law 28-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 28-2017 be read a first, second, third time and enacted in Open Council this 12 day of June, 2017.

**Carried**

**18. ADJOURNMENT**

**Resolution No. 14**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 8:44 p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

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**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:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the CAO / Clerk's report re. Lobbying and Communications Contract for Maxville Water be received and that

The Daisy Group Inc be retained for an additional month ending July 18<sup>th</sup> at the contract cost of \$6,000 plus applicable taxes and incidental expenses and that

Future contract extensions be reviewed monthly by Council accordingly.

**Carried**

**Defeated**

**Deferred**

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**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**

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**Section 6 Item a**



b(a)

**TOWNSHIP OF NORTH GLENGARRY**

**STAFF REPORT**

**Date:** June 12, 2017

**To:** Council

**From:** \_\_\_\_\_  
Daniel Gagnon  
CAO/Clerk

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**Re: Lobbying and Communications Contract – Maxville Water**

**Discussion:**

In October 2016 Council approved the contracting of the Daisy Group Inc to assist with lobbying and communications efforts for the Maxville water project. The costs to date are outlined below. Their current term ended June 18, 2017.

Daisy Group was instrumental in securing the recently announced \$22.5M funding from senior levels of government. However, a need for additional funding remains in order to ensure that the township users of the system can afford the final amount that the municipality must raise to match the grants. Various options are open to the township as the project proceeds. Ongoing assistance from Daisy Group in this regard would be beneficial given their successful track record to date.

Staff recommend moving to a month to month contract extension for their services. That way, Council can decide when and how to retain their services or wind down when the need for lobbying subsidies.

The monthly cost is \$6,000 plus some travel costs as needed for special meetings and briefings with government officials in Toronto and Ottawa.

**Costs to date:**

October to June (8 months) x \$6,000	\$ 48,000
Travel:	\$ 4,086 (avg. \$500 / mth)

**Recommendation:**

That the CAO / Clerk's report re. Lobbying and Communications Contract for Maxville Water be received and that

The Daisy Group Inc be retained for an additional month ending July 18<sup>th</sup> at the contract cost of \$6,000 plus applicable taxes and incidental expenses and that

Future contract extensions be reviewed monthly by Council accordingly.

**Section 7**

**COMMUNITY SERVICES**

**DEPARTMENT**

**Anne Leduc**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That Council of the Township of North Glengarry receives the Staff Report for the Township of North Glengarry Municipal Alcohol Procedures; and

That the Council of the Township of North Glengarry adopts the Municipal Alcohol Procedures.

**Carried**

**Defeated**

**Deferred**

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**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**

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**Section 7 Item a**



7(a)

## TOWNSHIP OF NORTH GLENGARRY

### STAFF REPORT

**Date:** June 22, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



Approved: Daniel Gagnon, CAO/Clerk

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### Re: Adoption of the Township of North Glengarry's Municipal Alcohol Procedures

#### BACKGROUND:

The *Mandatory Health Programs and Services Guidelines 1997*, established by the Province of Ontario, required that every municipality formulate a Municipal Alcohol Procedure. On January 27, 1997, the Council for the Town of Alexandria adopted by resolution the "Alexandria Alcohol Procedure" which, at the time of amalgamation, was carried over for the whole of the Township of North Glengarry.

A review of the Procedures was performed in collaboration with the Eastern Ontario Health Unit (EOHU) in 2009 when the Ontario Public Health Standards were introduced. At that time, the existing procedure, written to conform to the regulations applicable at that time, scored 83 points out of 100 points.

The Township was contacted by the EOHU on May 8<sup>th</sup>, 2017 advising that the Municipal Alcohol Procedures be reviewed. This exercise was performed in collaboration with Mme Marie-Josée Boulerice who works as the Public Health Promoter with the EOHU. The enclosed document is the result of that collaboration and speaks to the unique needs of the Township of North Glengarry. The policy scored 88 points out of 100 points.

The EOHU strongly recommends educating the public on the importance and requirements contained within the procedure. The Recreation Department plans to piggy-back on the upcoming Community Grants Information Sessions scheduled for September 2017 and other similar workshops to promote the Municipal Alcohol

Procedures given that the applicants are often granted access to municipal facilities as part of their in-kind asks. A communications plan will also be developed to support the Procedure.

On June 13, 2017, the Recreation Advisory Committee and the Glengarry Sports Board approved by resolution to recommend that the Municipal Alcohol Policy be adopted by the Township of North Glengarry's Council.

### **FINANCIAL IMPACT**

None

### **SUPPORTING DOCUMENTATION**

- Email correspondence received from EOHU & Evaluation Grid
- Township of North Glengarry Municipal Alcohol Policy

### **RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report for the Township of North Glengarry Municipal Alcohol Procedures; and

THAT the Council of the Township of North Glengarry adopts the Municipal Alcohol Procedures.



## **EMAIL CORRESPONDENCE**

**From:** Marie-Josée Boulerice [mailto:mboulerice@eohu.ca]  
**Sent:** June-06-17 2:29 PM  
**To:** Anne Leduc <anne@northglengarry.ca>  
**Cc:** Nikolas Hotte <nhotte@eohu.ca>  
**Subject:** RE: Municipal Alcohol policy

Hello Anne,

My colleague and I took the time to look at your Municipal Alcohol Policy. WOW great work. According to the Blue Ribbon Quality Measure Form, your policy is VERY strong. Attached are suggestions to consider during the review.

Please note that these are simply recommendations and should not be considered to be legal advice. You are most likely in a better position than us to determine whether or not the recommendations are appropriate.

Thank you for submitting your policy. We will update our file with the new one

If you have any comments, please don't hesitate to contact me  
Have a great day  
Marie-Josée

**Marie-Josée Boulerice**  
Public Health Promoter  
Promotrice en santé publique

872 rue Principale Street, Casselman, ON, K0A 1M0  
Tel/tél. : 613-764-2841 ext.251  
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EOHU Blue Ribbon Evaluation grid

North Glengarry

Toolkit

Municipal Alcohol Policy Blue Ribbon Quality Measure Form

Policy Module and Components	#✓s in Module X (multiplier)	SCORE /Maximum
<p><b>Designation of Properties and Events</b> (for alcohol (SOP) or non-alcohol use)</p> <p><input checked="" type="checkbox"/> properties eligible for SOP events  <input type="checkbox"/> properties not eligible for SOP events (e.g., dressing rooms, etc.)  <input checked="" type="checkbox"/> events not eligible for SOP events (e.g., youth events, outdoor events)</p>	2 x (6.66)	13.32/20
<p><b>Management Practices:</b></p> <p><input checked="" type="checkbox"/> insurance (\$1m minimum)  <input checked="" type="checkbox"/> server trained event staff (monitors, servers) — min 60% per event  <input checked="" type="checkbox"/> door monitoring (entrance/exit)  <input checked="" type="checkbox"/> floor monitoring/supervising  <input checked="" type="checkbox"/> limits # tickets/drinks per person at one time to 8 or less (preferably 4)  <input checked="" type="checkbox"/> no "last call" will be announced  <input checked="" type="checkbox"/> licence holder (event sponsor) is not to consume alcohol  <input checked="" type="checkbox"/> workers are not to consume alcohol  <input checked="" type="checkbox"/> workers must be clearly identifiable  <input checked="" type="checkbox"/> specified a ratio of workers to participants  <input checked="" type="checkbox"/> ID presented for purchase of alcohol  <input checked="" type="checkbox"/> special security arrangements (for large events — police, etc.)  <input type="checkbox"/> restricted youth admittance to adult SOP events (weddings, anniversary parties excepted)</p>	12 x (1.92)	23.04/25
<p><b>Prevention Strategies:</b></p> <p><input checked="" type="checkbox"/> safe transportation provision (e.g., designated driver, RIDE sign, etc.)  <input checked="" type="checkbox"/> plastic, paper cups (disposable — no glass, no bottles)  <input checked="" type="checkbox"/> low-alcohol content drinks available (min 30% designated of total available)  <input checked="" type="checkbox"/> no extra-strength beer available (none over 5%)  <input checked="" type="checkbox"/> non-alcoholic drinks available (tea, coffee, soda)  <input checked="" type="checkbox"/> redeem unused drink tickets  <input type="checkbox"/> no alcohol advertising at facilities frequented by youth (e.g., beer company umbrellas, clocks, posters in arenas, etc.)</p>	6 x (2.85)	17.1/20
<p><b>Actions to Enforce:</b></p> <p><input checked="" type="checkbox"/> outline procedures for handling infractions  <input checked="" type="checkbox"/> short-term penalties for policy violations  <input checked="" type="checkbox"/> long-term penalties for policy violations (one year or longer)</p>	3 x (6.66)	20 /20
<p><b>Signs: (posters/signs describing regulations and rationale)</b></p> <p><input checked="" type="checkbox"/> statement of intoxication  <input checked="" type="checkbox"/> accountability  <input checked="" type="checkbox"/> safe transportation (R.I.D.E., designated driver, etc.)  <input checked="" type="checkbox"/> ticket sale limit  <input checked="" type="checkbox"/> acceptable ID (at entrance/bar)  <input checked="" type="checkbox"/> restricted (alcohol ineligible) areas posted</p>	6 x (1.67)	10 /10
<p><b>Policy Support: (implementation plan and policy review)</b></p> <p><input checked="" type="checkbox"/> indicate an implementation plan (effective date, pamphlet, staff orientation)  <input checked="" type="checkbox"/> designate policy monitoring and review</p>	2 x (2.5)	5 /5
<p><b>RATING OUT OF 100 (rounded up)</b></p>		88 /100

NORTH  
GLENGARRY  
NORD

*Ontario's Celtic Heartland  
Le centre celtique de l'Ontario*

Township of North Glengarry  
Municipal Alcohol Procedures

June 22, 2017

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## PURPOSE

The Township of North Glengarry is committed to providing a safe and enjoyable environment for facility and park users and therefore has established reasonable conditions, which all persons are required to follow where the consumption of alcohol is permitted on Township property.

## DEFINITIONS

For the purpose of this Policy, the following terms have the definitions set out below.

**AGCO** means “The Alcohol and Gaming Commission of Ontario”.

**Caterer’s Endorsement** means an endorsement to a liquor license issued by the AGCO that permits the sale and service of beverage alcohol to an Event that is in an area other than a licensed establishment. The catered Event must be sponsored by someone other than the license-holder, and the Event cannot be longer than ten (10) days.

**Delegate, in reference to the Event Organizer** means an employee, agent, servant, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer’s responsibilities under the Municipal Alcohol Policy.

**Event** includes all Events requiring a Special Occasion Permit/License by the AGCO that take place in municipally-owned facilities or parks. Events may be public or private.

**Event Organizer** means any person or organization applying to hold an Event on Township property and includes the person or organization on whose behalf such persons apply or seek permission to hold the Event, the person whose name is listed as the permit holder on a Special Occasion Permit, and the person listed as a sponsor on a Caterer’s Endorsement for such Event.

The Event Organizer is:

- The person responsible for signing the Rental Agreement, and/or
- The person named as such on the Special Occasion Permit, or
- A designate who has been mutually agreed upon by the Township and the person who signed the Rental Agreement.

**Event Worker** means any representative (paid or unpaid), agent, partner, employee, servant, contractor or other individual or entity working on the Event for the Event Organizer, and includes volunteers, the Event Organizer, an Event Organizer’s Delegates, Servers and Event Workers.

**Fortified Drinks, Extra-strength drinks** means any drink with more alcohol content than a Standard Drink defined below. Many coolers and some brands of beer and wine contain more alcohol than a standard drink.

**Licensed/Permitted Event Area** means the area identified by the permit or license where alcohol will be stored and served, as per the conditions of the license/permit.

**Liquor License Act or LLA** means the *Liquor License Act*, R. S. O. 1990. c. L.19 as amended and includes applicable Regulations passed pursuant to the Act.

**Municipal Significance (or an Event that is Municipally Significant)** means an Event for which a municipal resolution or letter from the municipal clerk or designated authority is required and indicates the Event is one of municipal significance.

**Municipal Alcohol Policy** means “The Township of North Glengarry Municipal Alcohol Policy” and includes this document.

**Publicly Advertised** means an Event which is made known to the public for their attendance, utilizing advertisement sources such as flyers, newspaper, radio, web communities or formal announcements.

**Registrar** means “the Registrar of Alcohol and Gaming” within the meaning of the *Alcohol and Gaming Regulation and Public Protection Act, 1996, S.O. 1996, c. 26, Sched.*

**Server** means an Event Worker (paid or unpaid) serving or selling alcohol beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.

**Smart Serve** means the certification program for responsible service training to all individuals who serve alcohol beverages or who work where alcohol beverages are served in the Province of Ontario.

**SOP** means a “Special Occasion Permit” issued pursuant to Section 19 of the *Liquor Licence Act*.

**Standard Drink** means, in the case of:

- ***Beer***: 12 oz. or 341 ml. of beer with 5% alcohol by volume
- ***Wine***: 5 oz. or 142 ml. of wine with 12% alcohol by volume
- ***Spirits***: 1 ½ oz. or 43 ml. of spirits with 40% alcohol by volume

Each of these standard drinks has 0.6 ounces or 17 ml. of pure alcohol.

**Third Parties** means those individuals, corporations, or partnerships with which the Township is at arm’s length within the meaning of the Income Tax Act (Canada) and excludes Township Affiliates.

**Township** means “The Corporation of the Township of North Glengarry”.

**Township Property(ies), or Township Premises** means those facilities, lands, buildings, structures, premises or other real property for which the Township of North Glengarry is the legal owner, lessee or over which the Township otherwise has authority to grant use.

**Township Staff** means Township staff that is identified by the Township as the contact for either Municipal Alcohol Policy purposes or the Township property in question, as the context requires



## SECTION 1 – DESIGNATION OF PROPERTIES AND EVENTS

The *Liquor License Act* of Ontario prohibits the consumption of alcohol in public places unless a license or a Special Occasion Permit has been issued. In accordance with the *Liquor License Act*, the consumption of alcohol is prohibited on all properties owned or operated by the Township, including parks, parkettes, sports facilities, recreation facilities, municipally owned roadways, cultural facilities and service facilities, unless specifically designated otherwise.

### 1.1 Properties Eligible for SOP Events

Alcohol may only be sold or served in facilities that are licensed under the *Liquor License Act*. For those facilities and properties that are not licensed, The Township has developed a “Designated Properties” list (**Attached as Appendix A**), identifying Township properties where Events with alcohol being served under an SOP or a Caterer’s Endorsement may be approved. Township Council may change the designation of any site at its discretion.

The Township reserves the right in its sole discretion to refuse an Event Organizer permission to hold their Event on Township Property, and for reasons other than the Municipal Alcohol Policy including conflicting events, renovations or uses.

The Director of Community Services or his/her designate has the right to approve or deny requests for alcohol at Events on Township Property that are not on the Designated List.

Regardless of an approval for a property not on the Designated Properties List, the Event Organizer and their Event will be subject to the Municipal Alcohol Policy unless the approval specifically provides otherwise.

For greater certainty, upon the date the Municipal Alcohol Policy comes into effect the Municipal Alcohol Policy is intended to apply to all Township Properties, with the following exceptions:

- a. Those Township Properties under the care, management or control of Township Affiliates who only allow events on Township Properties pursuant to a Liquor License. For the purpose of the Municipal Alcohol Policy “Township Affiliates” means those Boards of Directors/Executive, associations, corporations or other corporate entities that are not at arm’s length with the Township within the meaning of the *Income Tax Act* (Canada) ;
- b. Those Township Properties under the care, management or control of Township Affiliates for which property owner approval is required before adoption of the Municipal Alcohol Policy unless the existing leasing, licensing or other contract between the Township and the Township Affiliate contains provisions mandating the adoption of Township policies or the contract otherwise allows the Township to impose compliance with the Municipal Alcohol Policy;
- c. Those Township Properties for which the Township has an existing and valid contract with Third Parties with respect to the use of the Township Properties except to the extent that the Township is permitted under the terms of said contract to mandate the adoption of Township policies or the contract otherwise allows the Township to impose compliance with the Municipal Alcohol Policy.

### 1.2 Events Not Eligible for Special Occasion Permit

The serving of alcohol will not be permitted at any Events where the focus of the Event is for youth under the age of 19.

## SECTION 2 – MANAGEMENT PRACTICES

### 2.1 Municipal Designation

Except as specifically noted below, the designation of an Event as Municipally Significant is required where an organization's Event is both (a) outdoors and (b) involves an agreement between the SOP holder and a liquor sales licensee (e.g., bars and restaurants) to allow a patron to take a single serving of alcohol between the respective permitted and licensed areas. The purpose of this agreement is to ensure there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the Liquor License Act and Regulations by either of the parties. This agreement must be sent to the Alcohol and Gaming Commission of Ontario at least 30 days prior to the Event, and must be approved by the Registrar. No municipal designation of "municipal significance" is required where the Special Occasion Permit applicant is either a charitable organization registered under the *Income Tax Act* or a non-profit association or organization for the advancement of charitable, educational, religious or community objects.

Any other person or group may also be issued a Public Event SOP, however, in this case the Event must first be designated either by the municipality as one of municipal significance, or by the Registrar of Alcohol and Gaming as one of provincial, national, or international significance. A request for municipal designation must be submitted by the applicant as part of the application process. A municipality is not under any obligation to provide a designation to an applicant for an Event SOP.

A municipal designation may take the form of a resolution of council or a letter from council's authorized designate (e.g. Municipal Clerk) on municipal letterhead and stating that the municipality deems the Event as one that is significant to the community. While a particular Event may receive a designation from a municipality, the Registrar ultimately decides if the necessary criteria have been met in order for a permit to be issued.

**NOTE:** Individuals or groups looking to hold a different kind of Event for which an SOP is required (Trade Show, Auction, Reception, Private Event, Consumer Show, Diplomatic Events and Market Research Events) do not require a designation of Municipal Significance prior to acquiring a Special Occasion Permit.

### 2.2 Municipal Notification

SOP applicants for all Public Events are required to provide thirty (30) days' notice to municipal officials (e.g. recreation and parks office, police, fire and health departments) prior to the start of the Event if fewer than five thousand (5,000) people are expected to attend. If the Event is expected to attract five thousand (5,000) or more people, 60 days' notice prior to the start of the Event is required.

### 2.3 Agreement between Event SOP Holder and Liquor Sales Licensee

An Event Organizer can enter into an agreement with a liquor sales licensee, allowing patrons to carry a single serving of alcohol between the Permitted Event Area and the Licensed Event Area (e.g. bar, patio). The Registrar will review the agreement to ensure the parties have reasonably addressed issues of public safety and public interest.

### 2.4 Areas to Which Special Occasion Permit Applies

SOP applicants are required to define the proposed area within which the sale, service and consumption of alcohol will take place. Events taking place outdoors are not required to restrict alcohol sale, service and consumption to designated beer tents, and may be expanded to include other areas that are part of the Event.



If the Event is taking place on municipal property, the municipality has the ability to either establish or approve areas to which the SOP applies, or not approve the Event at all.

Regardless of the size of the proposed licensed area, a partition in compliance with the SOP must be in place in order to distinguish the areas in which alcohol is allowed from the areas in which alcohol is not allowed. Sufficient security must be provided by the Event Organizer to ensure alcohol is sold, served and consumed in compliance with the *Liquor License Act* and regulations. In determining whether security is sufficient, the Event Organizer shall consider the nature of the Event, the size of the premises and the age and number of persons attending the Event. Identification must be checked at each point of entrance and guests legally permitted to consume alcohol at the event must be clearly identified (using bands, stamps, etc.). It is the Event Organizer's responsibility to pay for any additional fees incurred for hosting the Event (i.e., fencing, security, police, etc.)

## **2.5 Conditions Regarding an Application for a Special Occasion Permit**

Any Event Organizer who wishes to serve alcohol at a designated property must sign an agreement stipulating the conditions under which alcohol may be served (**Attached as Appendix C**). In addition, the Event Organizer who signs the agreement form must obtain a Special Occasion Permit from the AGCO. The Special Occasion Permit (SOP) holder/Event Organizer must ensure all conditions of the *Liquor License Act* and these procedures are adhered to at the Event, and must supply the Township with a copy of the Special Occasion Permit no less than five (5) business days prior to the Event.

The Event Organizer (as indicated on the SOP) or his/her delegate must be present at all times.

The Township is under no obligation to allow licensed Events to be held on its property. If the Township chooses to allow such Events, it may impose whatever restrictions it deems appropriate.

The Event Organizer must fully recognize his/her responsibilities to:

- prevent participants from becoming intoxicated; and
- protect participants from foreseeable harm; as fundamental strategies in reducing the risk of complaints, injury, and liability.

## **2.6 Role of Township Staff**

Township Staff will provide written educational information or sources to the Event Organizer identifying the conditions and requirements of the Municipal Alcohol Policy and Procedures upon request. Upon application, Township Staff will provide an Event Checklist (**Attached as Appendix B**) to ensure the Event Organizer has been made aware of the requirements under the Municipal Alcohol Policy.

The Director of Community Services or designate for the property in question, will approve or reject the application and use of Township property for the event involving alcohol based upon compliance with the Township's Municipal Alcohol Policy requirements, and may add such conditions as in their sole discretion are advisable for the particular property or Event. Separate approvals may still be required depending upon the location and Event and requirements or stipulations requested from other Township Department Heads.

The Director of Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of:

- serving alcohol set out in clause **2.13** of this document; or



- Event Worker identification and clothing as set out in clause 2.11 Such waivers are in the sole and absolute discretion of the Director of Community Services or his/her designate as to whether it is appropriate for the Event, provided that no such waiver shall relieve the Event Organizer, the SOP holder/Event Organizer, alcohol caterer or Event Workers from their legal obligations. Examples of such minor waivers that may be considered are having wine served to tables in bottles or the use of glassware for weddings or similar receptions.

The Township reserves the right to determine and approve who can serve as bartenders, servers, or Event Workers, at its sole and absolute discretion.

## 2.7 Role of the Event Organizer

The Event Organizer is responsible for the management and control of the Event including but not limited to:

- Organization and planning
- Set up (unless provided by the facility)
- Training of their designates and other Event Workers
- Inspection of the Township Premises
- Alcohol service and sales
- Safety and sobriety of people attending the Event including those persons turned away to control the Event or because of intoxication
- Control of access to the Township Premises at all times during the occupation and use of the Township Premises
- Response to emergencies including contacting Police or other emergency services
- Return of the Township Premises in vacant and proper condition
- Compliance with the *Liquor License Act* and the Township's Municipal Alcohol Policy and any other conditions imposed upon the permission for use of Township Property granted by the Township.

All alcohol-related functions are required to have Smart Serve trained personnel responsible for the serving of alcohol.

Where the Event Organizer is not the person named as the holder of the SOP, or as the sponsor for a Catering Endorsement, or the person applying for such permit or sponsorship for the liquor permit required for the Event, both the Event Organizer and the person so named/applying shall be signatories to the required agreement with the Township.

It is the Event Organizer's responsibility to ensure that Event Workers and patrons follow the conditions and requirements laid out in the LLA, the Municipal Alcohol Policy and all agreements for use of Township Premises, and that a sufficient number of trained Event Workers are in attendance and are applied as needed to, manage and control the Event and the use of the Township Property in fulfillment of the responsibilities of the Event Organizer and the Event Workers.

The Event Organizer may designate an individual or individuals to help with management of the Event and compliance with the Municipal Alcohol Policy, but in no event shall such delegation relieve the Event Organizer of their responsibilities, liabilities or duties pursuant to the Municipal Alcohol Policy or pursuant to any agreement with the Township.

The Event Organizer has a duty to report to Township Staff details of any incident:

- that involves bodily injury or property damage;
- where a Liquor Inspector under the LLA has made a report on any incident or violation; or
- where the Event Organizer is aware or has been made aware of any LLA or Municipal Alcohol Policy violations. Police shall be informed by the Event Organizer as appropriate. Reports to Township Staff shall be made no later than 24 hours after the conclusion of the

Event, but shall be made immediately where repairs or other action is required to make Township property secure or safe for use. The Event Organizer is responsible to make an immediate report to Township Staff if the facility or premises becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until Township Staff take control over the unsafe area.

The Event Organizer must supply the Township with the following no less than five (5) business days prior to the Event:

- A copy of the Special Occasion Permit
- Activity Agreement Form (**Attached as Appendix C**)
- Server Information (**Attached as Appendix D**)
- Agreement for Special Occasion Permit Holders Form (**Attached as Appendix E**)
- Proof of adequate insurance

**The Township reserves the right to cancel the Event if the above requirements are not received within the prescribed time.**

## **2.8 Conditions for the Use of Alcohol in Township Facilities/Properties**

The Municipal Alcohol Policy will apply to all Events where alcohol is served under an SOP, a Caterer's Endorsement, or license. The Event Organizer must comply with the *Liquor License Act*, and all of the provisions of the Township's Municipal Alcohol Policy. The Event Organizer must also ensure compliance by other persons involved in the Event, including but not limited to

- the caterer/licensee for alcohol service,
- the person to whom the SOP is issued (if different from the Event Organizer), and
- the sponsor for the purposes of the Caterer's Endorsement.

## **2.9 Advertising**

When advertising an Event for which a Special Occasion Permit has been issued, the Event Organizer may advertise that alcohol will be sold and/or served, providing that the advertising:

- is consistent with the principle of depicting responsibility in use or service of alcohol;
- promotes a general brand or type of alcohol and not the consumption of alcohol in general;
- does not imply that consumption of alcohol is required in obtaining or enhancing any of the following:
  - A. social, professional or personal success,
  - B. athletic prowess,
  - C. sexual prowess, opportunity or appeal,
  - D. enjoyment of any activity,
  - E. fulfillment of any goal, or
  - F. resolution of social, physical or personal problems;
- does not appeal, either directly or indirectly, to persons under the legal drinking age (19 years) and is not placed in media that are targeted specifically at people under that age;
- does not associate consumption of alcohol with driving a motorized vehicle, or with any other activity that requires care and skill or has elements of physical danger;
- does not depict motorized vehicles in motion in advertising showing the consumption of alcohol, unless the motorized vehicle is a form of public transportation;
- does not suggest any illegal sale, purchase, gift, handling or consumption of alcohol; and
- is in compliance with the AGCO Registrar's advertising guidelines.

## 2.10 Insurance

The Event Organizer must provide an original Certificate of Insurance and obtain confirmation of acceptable form and content of the insurance from the Township before occupying Township Premises for the Event. The Certificate of Insurance must be in effect for the date(s) on which the Township Property is being used or occupied by the Event Organizer (this should include dates needed for set up and take down).

The Certificate of Insurance must provide proof of a minimum of Two Million Dollars (\$2,000,000) Commercial General Liability coverage issued by an insurance company satisfactory to the Township that is licensed to carry out business in Ontario and which must at a minimum include the following:

- A Host Liquor Liability endorsement
- Coverage for bodily injury and property damage liability
- The Township of North Glengarry shown as an additional insured to the policy
- Show that coverage is in effect on the date(s) of the Event.
- Must be submitted a minimum of five (5) business days prior to the Event along with other required documents – see section 2.7.
- The actual insurance limits and provisions required may be amended at any time at the discretion of The Township of North Glengarry.

## 2.11 Event Workers

It is the Event Organizer's responsibility to ensure that all Event Workers participating in the Event are at least 18 years of age, are familiar with and carry out the requirements of the Township's Municipal Alcohol Policy and are familiar with the Township Premises or facility in use. The Event Organizer shall not use any Event Worker unless the Event Organizer is satisfied they have been adequately trained and prepared to carry out the responsibilities assigned.

The Event Organizer and all Event Workers must not consume alcohol during their attendance on Township Premises or facilities, including specifically while working the Event, while the bar is closed and after the Event is over. As a condition for use of the facilities, the Event Organizer will be required to sign a form agreeing that they and other Event Workers will not consume or be impaired by alcohol (**Attached as Appendix F**).

In order to provide a safe environment and to control illegal or potentially harmful behaviour, Event Organizers must supervise entrances and exits. By controlling entry, organizers are expected to prevent underage, intoxicated, rowdy or unauthorized people from gaining access to the Event, and thereby reduce the likelihood of problems occurring.

The Event Organizer or their delegate must attend the Event for its entire duration, including the post-Event clean up, and must remain in attendance until the premises are vacated, and shall be responsible for making all decisions regarding the operation of the Event and safe transportation.

The Event Organizer shall decide the actual numbers, training and types of Event Workers above the suggested minimums as required for management and control of the Event, control of the premises and compliance with the SOP. The Township reserves the right to adjust the suggested minimum Event Worker versus guest ratio on an event-by-event basis.

Suggested minimum bartenders required at an Event serving alcohol are set out below:



Number of Participants	Bartenders
Under 100	1
101 – 200	2
200 – 400	3
400 – 500	4
501-750	6
750 to 1300	8

Regardless of the chart above, the Event Organizer is required;

- to consider the need for:
  - (i) their own training;
  - (ii) additional Event Workers above the specified minimums without limiting the needs for staffing;
  - (iii) planning for possible attendance for the Event and sufficient Event Workers; and
  - (iv) limiting attendance to ensure they meet their responsibilities in this clause;
- to decide the actual numbers and types of Event Workers or other security above the specified minimums, and to provide for their training, supervision and instruction, all as necessary to:
  - (i) manage and control the Event;
  - (ii) control the use of the premises;
  - (iii) control access to areas where alcohol is allowed to be served or consumed; and
  - (iv) comply with their SOP, Caterer's Endorsement, the *Liquor License Act* and Municipal Alcohol Policy responsibilities;
- to ensure that all persons acting as bartenders and Servers be certified as trained under Smart Serve and
- to meet their obligations in the above clauses, recognizing that the Township reserves the right to adjust the suggested minimum number, or types, of Event Workers on an Event-by-Event basis.

Event Workers shall wear an I.D. nametag and/or clothing that is highly visible in a crowd so that they can be easily identified. Provision of this identification and clothing is the responsibility of the Event Organizer.

## 2.12 Entry & Monitoring

It is the added responsibility of the Event Organizer to train and inform the Event Workers of the following:

- Persons who appear to be under 25 years of age shall be required to show their photograph identification, in a form specified under the Liquor License Act, at the ticket purchase area and/or the alcohol service area.
- Acceptable identification for a person includes any of the following, provided that the identification has not expired, contains both a photograph of the person and the person's birth date, and has been issued by the listed government or government agency:
  - Ontario Driver's License with a photo o Canadian passport
  - Canadian Citizenship Card with photo
  - Canadian Armed Forces Identification Card
  - Liquor Control Board of Ontario "Bring Your Identification" (BYID) photo card
  - Secure Indian Status Card (Canadian)
  - Permanent Resident Card (Canadian),
  - Any photo card issued under the Photo Card Act,2008

If there is dispute or doubt, Event Workers can request a final ruling from the Event Organizer or designate. Notification regarding this procedure (Attached as Appendix F) must be posted at the entrance to the premises.

For large events, it is recommended that wristbands that identify the age of the participant be used.

The Event Organizer is responsible for ensuring, and shall ensure, that any imposed capacities for facilities and outdoor areas are not exceeded during the course of the Event, and that there are sufficient Event Workers as per the guest to worker ratio (see 2.11) to control all access points to the Event.

The Event Organizer shall ensure that the Event is managed and controlled to prevent dangers to attendees and other persons present, and shall not allow persons to enter the premises that are or appear to be intoxicated. The Event Organizer and Event Workers shall exercise their rights to remove, or deny entry to, intoxicated persons, aggressive persons, or to unauthorized youths or youths found drinking alcohol.

The Event Organizer is responsible for ensuring that Event Workers are supported or assisted as required, that safe transportation options are offered or arranged where required, and that Event Workers carry out their responsibilities. If underage drinking is encountered, Event Workers must also report the findings to the Event Organizer or caterer under the Caterer's Endorsement.

No persons shall be allowed to consume alcohol outside of the areas designated for consumption by either the SOP or Township agreement.

If intoxication, riotous, quarrelsome, violent, and aggressive or disorderly conduct is observed at the Event, the Event Organizer and the Event Workers will:

- First ask the person to leave and, if the person refuses to leave, call the Police; and
- Seek any necessary assistance and transportation to maintain control and management of the Event and to ensure the safety and protection of persons including Event Workers

## **2.13 Serving of Alcohol**

In hosting an Event, the Event Organizer must ensure and carry out the following:

- Only alcohol identified on the SOP and identified and stamped by the appropriate vendor (LCBO, beer and wine stores) may be made available for sale and/or consumption.
- Homemade wine and/or beer can only be served but not sold at a wedding or other religious event. An Event is considered to be a religious event when it is presided over by an officiant. The wine and/or beer must be made by a member of the family hosting the Event, and must be acquired by the Event Organizer free of charge.
- Registered charities and not-for-profit organizations or associations are the only groups that may receive free alcohol from manufacturers for an SOP Event. All other alcohol served at an SOP Event must be purchased from a government store (LCBO, The Beer Store, manufacturer's retail store).
- Alcohol tickets will not be sold to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification.
- Alcohol will not be sold or served to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification.
- All Smart Serve-certified bartenders will have authority regarding decisions to refuse service to individuals who are rowdy or appear intoxicated.
- Ticket sales for alcohol shall be limited to 4 tickets at one time per person. Discounts will not be offered for the volume purchase of tickets. Tickets must clearly identify if it is a non-alcohol or alcohol drink.

- Only Smart Serve-trained persons shall be designated to sell tickets.
- No practice will be used to encourage increased consumption (e.g., double shots, 2 for 1, oversized drinks, etc.).
- Where beer is available, at least 30% of the beer offered for sale must be a light variety (being beer with 4% alcohol by volume or less).
- Low alcohol options will be highlighted by either displaying containers or by posting their availability.
- No Fortified Drinks or Extra-Strength Drinks shall be available.
- The Event Organizer will ensure that the portion of spirits served (e.g., 1 ounce, 1 ¼ ounces, 1 ½ ounces) and the price per serving will be posted at the ticket or serving counter.
- All beverages served at the Event shall be served in plastic or wax coated cups – no glass, no bottles – and will be limited to a single standard serving, that is 16 ounces of regular beer, 1 ½ ounce or less of spirits, and 5 ounces or less of wine. In the event that pitchers of draft and/or bottles of wine are permitted to be sold / served, the limit will not exceed a 48 ounce pitcher of beer or 1 liter of wine. The Director of Community Services or designate may, at his/ her discretion, exempt an event from the requirement of using plastic or wax-coated cups.
- The Director of Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of serving alcohol as specified in this section of the document.
- All beverage containers whether containing alcohol or not, must remain in the designated service area, except as waived in writing by the Director of Community Services.
- Non-alcohol beverages must be available throughout the Event at a moderate cost to guests. It is strongly recommended that non-alcohol drinks be provided FREE of charge to identified designated drivers.
- There must be sufficient food available for those in attendance. This requirement is not satisfied by snack foods such as chips, peanuts, and popcorn. The holder of a license for premises in a theatre is not required to have light meals available if alcohol is sold and served for a maximum of one hour before the performance, during intermission and for a maximum of one hour after the performance.
- Except for New Year's Eve (December 31), the hours for the sale and service of alcohol under an SOP (for an indoor event) are 11 a.m. to 2 a.m. the following day.
- On New Year's Eve (December 31), sale and service of liquor under an SOP are 11 a.m. to 3 a.m. the next day (January 1). However, the Registrar may restrict the hours of sale and service as a condition of the permit. SOP hours of sales and service now mirror those of licensed establishments. Municipal noise and other by-laws further restrict the hours for outdoor events. The Director of Community Services or designate may, exempt an Event from this requirement, but the Event will remain subject to compliance with SOP requirements.
- "Last call" will not be announced but sales and service of alcohol must cease a minimum of 30 minutes prior to the closing of the Event.
- The Event Organizer must refund any alcohol tickets purchased but unused during the Event, and will post a sign to this effect (Attached as Appendix F).
- Marketing practices which encourage increased consumption of alcohol shall be prohibited (e.g. oversized drinks, double shots, pitchers (except where specifically permitted), drinking contests, volume discounts).
- Alcohol shall not be offered as a prize in a contest. The purchase or consumption of alcohol in order to qualify for a prize is not allowed.
- No persons shall be allowed to bring their own alcohol to the Event or to pour their own alcohol drinks.

## **2.14 Security Plan**

The Event Organizer, if determined necessary by the Director of Community Services or designate, shall submit a security/operational plan when an Event is Publicly Advertised or when anticipated attendance or the type of event warrants such a plan.

Security/operational plans may be required to be submitted under Municipal Alcohol Policy and shall be approved by Police, Fire, EMS and a Liquor License Inspector under the *LLA*. At the discretion of the Police, Fire, EMS and such Liquor License Inspector, the security and operation plans must be amended to cover all their requirements. All costs associated with the preparing and complying with security/operational plan shall be the responsibility of the Event Organizer. The Director of Community Services or designate has authority to resolve any disputes with such requirements that do not involve compliance with statutes or regulations.

People with concerns regarding alcohol consumption during the Event should be directed to the Event Organizer (or their designate). Should those concerns not be addressed in an expedient and satisfactory manner, those with concerns are encouraged to contact the Ontario Provincial Police. To assist with control of the Event, the Event Organizer will post a sign approved by the Township, stating the name of the Special Occasion Permit holder and the telephone numbers for The Recreation and Parks Department, the Alcohol and Gaming Commission of Ontario and Ontario Provincial Police.

At the discretion of Ontario Provincial Police, the Township reserves the right to require the presence of police officers for the Event with the full cost of the officer(s) to be the responsibility of the Event Organizer.

Where applicable, Township staff is authorized under the Municipal Alcohol Policy, and reserves the right, to demand correction of any non-compliance with these Procedures, and is authorized to shut down an Event on behalf of the municipality (see Section 5). If a staff member shuts down an Event they must inform their Supervisor and the Ontario Provincial Police.

## **2.15 Safe Transportation Strategy**

The Event Organizer is responsible for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the Event under the Municipal Alcohol Policy.

These safe transportation options include:

- Promoting a designated driver strategy, such as the names of persons that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible); and/or,
- Promoting taxis, buses, or other forms of alternate transportation; and/or,
- Requesting a friend, relative, or taxi to assist a potentially intoxicated person.
- Notifying the Police in the event that an apparently intoxicated person attempts to drive a vehicle.

The Event Organizer or designate, must remain on the premises at least until all attendees have left the property at which the Event is located.

Participants at licensed Events should be advised that they are permitted to leave their vehicles on-site overnight should they take alternate transportation home. Parking tickets issued for such vehicles will be cancelled by the Township upon application by the owner of the vehicle, provided



that the vehicle is picked up the following day. It may be necessary to have someone associated with the Event, who is not impaired, to move a vehicle to an agreed location at the premises in order to facilitate snow removal.

Event Workers must ensure that participants do not engage in activities that could potentially harm themselves or others, and must be trained by the Event Organizer on their responsibilities and safe transportation options.

## **2.16 Signage**

The Event Organizer shall post signage for the Event as required under the guidelines of the AGCO, LLA and the Municipal Alcohol Policy. The required signage is listed in Appendix F

## SECTION 3 – ACTIONS TO ENFORCE

### 3.1 On Premises Where Alcohol is Not Allowed and Allowed

All permit applications for use of municipal controlled facilities or areas may be required to pay a compliance deposit in relation to the Municipal Alcohol Policy. The amount of the deposit will be at minimum \$250.00. The Director of Community Services or designate may increase or reduce the amount at their discretion taking into consideration the specific facility or area and the proposed use. The deposit will be returned at the end of the permitted use provided that the terms and conditions of the Township Municipal Alcohol Policy and Procedures have been met. The Director of Community Services Department or designate may waive the compliance deposit where circumstances warrant (for example, activities which only involve young children or organizations with a previously good compliance record).

The Township will not be responsible for any refunds, costs or losses incurred by the event or its patrons if municipal staff deems it necessary to close down an Event or impose a suspension from further use.

A member of the Ontario Provincial Police or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this policy at his or her initiative, or in response to a request from either Township staff or a member of the public. Depending upon the particulars of the infraction, charges may be laid under the *Liquor License Act* or any other relevant legislation. The Police have the right to seize any alcohol used in the commission of an offence under the *Liquor License Act*.

### 3.2 Actions and Consequences Pursuant to Infractions

**Level 1:** Do not adhere to the guidelines of the Municipal Alcohol Policy and **1st time violation.**

#### Action – Follow Up

- A. Event Organizers or group members, municipal staff, or the Ontario Provincial Police may intervene if there is a policy violation.
- B. An Event Organizer or group member may intervene by informing the offending individual(s) that the Municipal Alcohol Policy prohibits alcohol consumption and ask that the violation stop.
- C. Group members should feel encouraged to intervene.
- D. Should difficulties arise from such interventions, the Event Organizer or group member should seek assistance from a municipal staff person or from the Ontario Provincial Police.
- E. Township Staff can ask that the consumption of alcohol stop and/or they can ask the individual or group to leave the premises, or shut down the Event, depending on the circumstances and the nature of the violation.
- F. Should the individuals or group members fail to comply, Township staff may call Ontario Provincial Police for enforcement.

#### Consequence

- A. Organized groups which have violated the Municipal Alcohol Policy and have been so notified at the time of the violation will receive a registered letter indicating that no further violations will be tolerated.
- B. If a specific individual or individuals can be absolutely identified as being in violation of the policy, a compliance deposit of \$100/per individual, cash or certified cheque, will be required if not already on file, prior to the next scheduled use.

- C. Should a violation be deemed to have occurred and a specific individual or individuals cannot be absolutely identified, a compliance deposit in the amount of \$1,000 cash or certified cheque will be required from the permit holder if not already on file, prior to the next scheduled use.

**Level 2:** Do not adhere to the guidelines of the Municipal Alcohol Policy and **2nd time violation.**

**Action – Follow Up –** Refer to actions in Level 1

**Consequences**

- A. The individual or permit holder will be suspended from use of the premises for a period of one week or one activity, whichever is greater, and its compliance deposit will be forfeited.
- B. Should the group be a periodic or intermittent user of the facility or area, the Director of Community Services or designate may elect to impose an alternate suspension, consistent with actual patterns of use.
- C. The offending individual(s) and permit holder will be notified of this second violation by registered letter.
- D. If a specific individual or individuals can be absolutely identified as being in violation of the policy for a second time, a compliance deposit of \$200 per individual, cash or certified cheque, will be required prior to the next approved use.
- E. Should a second violation be deemed to have occurred and a specific individual or individuals not be absolutely identified, a compliance deposit in the amount of \$2,000 cash or certified cheque will be required prior to the next approved use from the permit holder.
- F. The compliance deposits are in addition to the one week suspension for regular users.

**Level 3:** Do not adhere to the guidelines of the Municipal Alcohol Policy and **3rd time violation.**

**Action – Follow Up**

- A. Notification to the league or service club governing body (if applicable)

**Consequences**

- A. The individual or permit holder will have its contract for use of the facility or area cancelled for the remainder of the current season or a time determined by the Director of Community Services or designate.
- B. The second compliance deposit will also be forfeited due to the violation.
- C. The offending individual(s), team and league will be notified of this third violation and the applicable penalties by registered letter.



## **SECTION 4 – POLICY SUPPORT**

The Municipal Alcohol Policy will undergo a periodic review based on change within the industry, modification of industry standards, updates or amendments to the *Liquor License Act* or other applicable regulations.

A call for review may be initiated by the following: Administration or Community Services / Recreation and Parks.

## APPENDIX A – DESIGNATED PROPERTIES

**TOWNSHIP OF NORTH GLENGARRY  
RECREATION AND PARKS DEPARTMENT**  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)

Designated properties list, areas where alcohol consumption is permitted under authority of a special occasion permit.

Updated: May 2017

1. Glengarry Sports Palace Arena Surface
2. Glengarry Sports Palace Community Hall
3. Island Park
4. Island Park Gary Shepherd Hall
5. Island Park Sandfield Hall
6. King George Park
7. Maxville & District Sports Centre Arena Surface
8. Maxville & District Sports Centre Community Hall
9. Maxville & District Sports Centre Gondola
10. Mill Square Park

## APPENDIX B – RECREATION AND PARKS DEPARTMENT EVENT CHECK LIST

**TOWNSHIP OF NORTH GLENGARRY**  
**RECREATION AND PARKS DEPARTMENT**  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)

When insurance is purchased through the Township: The Special Occasion Permit (Liquor License) must be submitted to the Recreation and Parks Department a minimum of five days before the rental. Please read the Municipal Alcohol Policy. Complete or provide the following documents a minimum of five days before your rental.

- Activity Agreement Form
- Municipal Alcohol Policy Server Information
- Agreement for Special Occasion Permit Holders
- Insurance Coverage - The insurance required must be a minimum of two million dollar Commercial General Liability and must cover licensed events. "The Corporation of the Township of North Glengarry" is required to be added as additional insured. The insurance certificate provided is to be completed by your insurance provider.
- Special Occasion Permit (Liquor License) - The Event Organizer named on the Special Occasion Permit must be the same as on the Township Facility permit. Please ensure the license includes all areas where alcohol will be consumed i.e. Sandfield Hall, Beer Tent at Island Park.
- The signs provided are to be in plain view and easily seen by those attending the event.
- Lottery Licence\* - The selling of draw tickets, 50/50 draws etc., require a license and the approval from the Clerk's Department at the Township of North Glengarry Office under the Lottery Licence by-law. The Province only issues licenses to qualifying charitable and non-profit organizations for gaming events. All other types of events held by non-charitable organizations such as "fun nights" or "poker night" for the purpose of entertainment does not qualify for a provincial lottery and gaming licence and independent legal advice should be obtained to see if permitted at all or in a municipal facility. Non-charitable gaming is subject to the Criminal Code of Canada. **Please be advised that the Township of North Glengarry will not permit any of these activities until Township staff receives proof of licence.**

\*A Social Gaming Licence is only issued in conjunction with a charitable event. Applicants must apply to the Alcohol and Gaming Commission of Ontario. Information on how to apply is available on their website at [www.agco.ca](http://www.agco.ca).



## APPENDIX C – ACTIVITY AGREEMENT FORM

TOWNSHIP OF NORTH GLENGARRY  
RECREATION AND PARKS DEPARTMENT  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)

As Event Organizer for \_\_\_\_\_  
Group / Organization (print)

1. I understand alcohol cannot be consumed in facilities and areas owned by the Township of North Glengarry except in compliance with the *Liquor License Act*, regulations enacted thereunder, permits and/or licenses issued thereunder, and the Municipal Alcohol Policy.
2. I understand that if any member of my group/organization consumes alcohol in these facilities or areas, a registered letter of warning may be issued advising of the policy violation and indicating that no further violations will be tolerated. Subsequent rentals may be subject to the payment of a compliance deposit. Independent action may be taken by Ontario Provincial Police or the Alcohol and Gaming Commission of Ontario, at their discretion.
3. I understand that if any member of my group/organization violates the Municipal Alcohol Policy for a second time within one year of receiving a warning, our group/organization will forfeit its Municipal Alcohol Policy compliance deposit, and will be suspended from using the facility. Should our use of the facility or area be infrequent, a parallel level of suspension will be applied by the Director of Community Services.
4. I further understand that if a third violation of the Municipal Alcohol Policy occurs, my group/organization will be suspended for a minimum of one year and compliance deposit forfeited.
5. I will not allow anyone to compete or otherwise participate in our activities if I suspect he or she is impaired by alcohol or may otherwise be incapable of participating safely.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

**APPENDIX D – MUNICIPAL ALCOHOL POLICY SERVER INFORMATION**

**TOWNSHIP OF NORTH GLENGARRY  
RECREATION AND PARKS DEPARTMENT  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Smart Serve #</b>	<b>Shift</b>
				__:__ to __:__
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**APPENDIX E – AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDERS**

**TOWNSHIP OF NORTH GLENGARRY  
RECREATION AND PARKS DEPARTMENT  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)**

1. As the Special Occasion Permit holder, I have received, reviewed and understand the contents of the Township of North Glengarry Municipal Alcohol Policy.
2. I agree to adhere to the conditions of the Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand if an infraction of the Municipal Alcohol Policy occurs, the Township of North Glengarry or the Ontario Provincial Police may take any or all of the following steps:
  - close the event at the time of the infraction;
  - rule my Municipal Alcohol Policy compliance deposit to be forfeited;
  - suspend group / organization from further use of municipal facilities/areas for a period of up to one year or greater.
4. I agree that the Township of North Glengarry will not be responsible for any costs or losses incurred if municipal staff or others in authority deem it necessary to close down the event due to an infraction of the Municipal Alcohol Policy.
5. I understand I can be held liable for injuries, damages and costs arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods, or members of the general public.
6. I understand that the Ontario Regional Police or a Liquor License Inspector can lay charges against me for infractions under the Liquor License Act of Ontario or other relevant legislation.
7. I agree to obtain Two Million Dollars liability insurance for the event, to name the Township of North Glengarry as “additional insured”, and to supply proof of insurance to the Township of North Glengarry at least five days prior to the event.
8. I have attached a list of the names, addresses and registration numbers of servers and monitors who are trained and certified through the SMART SERVE Program.
9. I agree the Event Organizer and Event Workers will not consume or be impaired by alcohol while working the Event.

Date of Event: \_\_\_\_\_ Name (Please Print): \_\_\_\_\_

Location of Event: \_\_\_\_\_ Signature: \_\_\_\_\_

S.O.P. Number: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Contact Number: \_\_\_\_\_



## APPENDIX F – POSTING OF REQUIRED SIGNAGE

TOWNSHIP OF NORTH GLENGARRY  
RECREATION AND PARKS DEPARTMENT  
Tel: 613-525-1110 OR [recreation@northglengarry.ca](mailto:recreation@northglengarry.ca)

All signs must be posted in plain view and easily seen by those attending the event.

**SIGN 1.** The Special Occasion Permit (acquired from AGCO) – The permit and levy receipt must be onsite and available to show for inspection, if asked.

**SIGN 2.** Fetal Alcohol Syndrome as specified in the LLA

**SIGN 3.** Signage clearly outlining the licensed and unlicensed areas.

**SIGN 4.** An approved sign with the following wording shall be displayed in addition to the signs listed above, in a prominent location immediately within each licensed area:

### EVENT DETAILS AND EMERGENCY TELEPHONE NUMBERS

- Permit Holder Information - Name: \_\_\_\_\_ Tel No: \_\_\_\_\_
- Date of Event: \_\_\_\_\_
- Contact telephone numbers:
  - Ontario Provincial Police – 911
  - Ontario Gaming and Lottery Commission – 1-800-522-2876
  - Township of North Glengarry – 613-525-1110

### SERVICE GUIDELINES

- Servers are prohibited from serving alcohol to participants under 19 years of age.
- Proper I.D. must be presented to Event Staff when requested.
- Service is limited to 4 drinks per person at one time.
- All purchased but unused alcohol tickets are redeemable for purchase price.
- Intoxicated persons or anyone who appears to be at the point of intoxication will be refused entry and/or service.

### ASK YOUR SERVER ABOUT SAFE TRANSPORTATION OPTIONS

- Star Taxi – (613) 525-1422
- Lavert Taxi – (613) 525-1422
- **Transportation provided – Yes \_\_\_ or No \_\_\_**

Under the *Liquor License Act* of Ontario, the Event Organizer must ensure that any alcohol drinks are not sold for less than \$2.00 including taxes (may change based on size of serving of liquor, based on the set minimum).

### PRICE LIST:

1. Beer (up to 12 oz.) \$ \_\_\_\_\_
2. Wine (up to 5 oz.) \$ \_\_\_\_\_
3. Liquor (1 oz. shot) \$ \_\_\_\_\_
4. Mixed Drinks \$ \_\_\_\_\_
5. Non-Alcohol Drinks \$ \_\_\_\_\_



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry receives the Staff Report requesting the closure of Mill Square Street for the Inauguration of the Mill Square Interpretive Panel; and

That the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 1 p.m. to 4 p.m. on July 2<sup>nd</sup>, 2017 for this event.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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**

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Section 7 Item b

7(6)

**TOWNSHIP OF NORTH GLENGARRY**

**STAFF REPORT**

**Date:** June 22, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



**Approved: Daniel Gagnon, CAO/Clerk**

---

**Re: Request for Mill Square Street Closure for Inauguration of the Mill Square Interpretive Panel**

**BACKGROUND:**

The Township of North Glengarry's Arts, Culture and Heritage Committee has created an interpretive panel in part funded through the Canada 150 Infrastructure Grant obtained for improvements to Mill Square.

The interpretive panel focuses on the history of Alexandria and will be installed on the south portion of Mill Square, facing Mill Pond. The unveiling of the panel is scheduled for July 2<sup>nd</sup> at 2 pm.

The Arts, Culture and Heritage Committee requests that Mill Square Street be closed from 1 pm to 4 pm to allow for the inauguration of the panel.

**FINANCIAL IMPACT**

None

**RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report requesting the closure of Mill Square Street for the Inauguration of the Mill Square Interpretive Panel; and

THAT the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 1 pm 4 pm on July 2<sup>nd</sup>, 2017 for this event.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council of the Township of North Glengarry receives the Staff Report requesting the closure of Mill Square Street for the WOW Vernissage; and

That the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 8 a.m. to 10 p.m. on September 16<sup>th</sup>, 2017 for this event.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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**

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**Section 7 Item c**

7(c)

**TOWNSHIP OF NORTH GLENGARRY**

**STAFF REPORT**

**Date:** June 22, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



**Approved: Daniel Gagnon, CAO/Clerk**

---

**Re: Request for Mill Square Street Closure for WOW Vernissage**

**BACKGROUND:**

The Glengarry Artists Collective will be hosting a one day Windows On Our World (WOW) Vernissage in Mill Square in Alexandria on September 16<sup>th</sup>, 2017, during which local art will be displayed, music played, and food made available.

The Glengarry Artists Collective is requesting that Mill Square Street be closed from 8 am to 7 pm. This family-friendly Vernissage will take place from 10 am to 5 pm but extending the street closure hours will allow for safe set-up and break-down of the event.

The Glengarry Artists Collective were successful in obtaining a \$3,500 through the Township of North Glengarry's 2016 Community Grant Program and at the June 12, 2017 meeting, Council authorized an exception to Section 5 of By-law No 33-2016 to allow for food trucks in Mill Square for this event.

**FINANCIAL IMPACT**

None

**RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report requesting the closure of Mill Square Street for the WOW Vernissage; and

THAT the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 8 am to 10 pm on September 16<sup>th</sup>, 2017 for this event.



## TOWNSHIP OF NORTH GLENGARRY

### KEY INFORMATION REPORT

**Date:** June 22, 2017  
**To:** Council  
**From:** Kerri Strotmann on behalf of the Arts, Culture and Heritage Committee

---

#### **Re: Arts, Culture and Heritage Committee - Creation of an information brochure concerning the North Glengarry Heritage Register.**

#### **BACKGROUND**

Section 27 of the Ontario Heritage Act, requires the Clerk of a municipality to keep a current, publicly accessible register of properties of cultural heritage value or interest situated in the municipality.

The Township of North Glengarry approved the establishment of a North Glengarry Heritage Register on December 14, 2015. Said register contains an official record of North Glengarry's four municipally-designated properties:

1. 8 Mill Square, Alexandria (Old Mill Property)
2. Part Lot 24 in the 8<sup>th</sup> Concession of the Township of Kenyon (Glengarry Pioneer Museum)
3. 2799 County Road 30, Township of Kenyon (Kenyon Township Hall)
4. Part Lots 5 to 7 Concession 18 I.L., including Parts 1 & @ RP 14R1285, Part 1 RP 14R3272, Maxville (The Grandstand, Maxville Fairgrounds)

#### **Listing Properties of Cultural Value or Interest**

In addition to properties listed in the register under Part IV and Part V of the *Ontario Heritage Act*, subsection 27 (1.2) allows municipalities to include on the municipal register, by means of a resolution, properties that are of a cultural heritage value or interest that have not been designated under the Act. Listing a property is an important tool in conservation planning and provides a measure of interim protection, as owners of listed properties must give the Council of a municipality at least 60-days notice of their intention to demolish or remove a building or structure on the property. In addition, properties that are listed on the North Glengarry Heritage Register are rendered eligible for funding under Phase 3 of the Community Improvement Plan (CIP).

## **Creation of a Heritage Register Brochure by the North Glengarry Arts Culture and Heritage Advisory Board**

With the goal of sensitizing the population to the benefits of a heritage register and to explain the differences between a “designated property” and a “listed property”, as well as the process involved in listing a property of heritage interest, the Arts Culture & Heritage Advisory Committee created a brochure that will be made available to the public in both French and English.

### **DOCUMENTATION**

- North Glengarry Heritage Brochure
- Registre des biens du patrimoine culturel de Glengarry nord

### **COMMENTS:**

This report is for information purposes only.



## What are the Regulations behind the North Glengarry Heritage Register?

### Part IV of the Ontario Heritage Act, 1990

Sec. 27.(1) The clerk of a municipality shall keep a register of property situated in the municipality that is of cultural heritage value or interest. 2005, c.6, s.15.

Sec. 27. (1.1) The register shall list all property in the municipality that has been designated by the municipality or by the Minister.

Sec. 27. (1.2) In addition, to subsection (1.1), the register may include property that has not been designated under this Part, but that the council of the municipality believes to be of cultural heritage value or interest. 2005, c.6 , s.15.



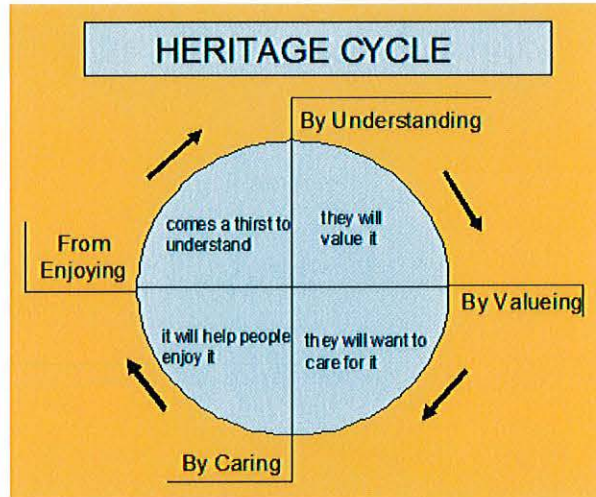
Glengarry Pioneer Museum

*"It has been said that, at its best, preservation engages the past in a conversation with the present over a mutual concern for the future."*

- William J. Murtagh



Maxville Grandstand



Source: ICOMOS, International Cultural Tourism Charter. 2002.

### To contact us:

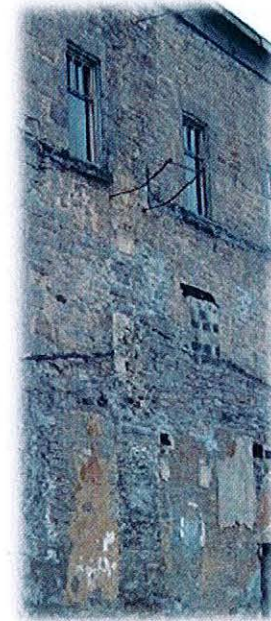
Township of North Glengarry  
90, Main Street South  
Alexandria, Ontario K0C 1A0

613-525-1110  
ecdev@northglengarry.ca

Visit us on the web:  
[www.northglengarry.ca](http://www.northglengarry.ca)

## NORTH GLENGARRY HERITAGE REGISTER

ALEXANDRIA • MAXVILLE • DOMINIONVILLE • APPLE HILL • GREENFIELD •  
DUNVEGAN • LOCHIEL • DALKEITH • GLEN SANDFIELD • GLEN ROBERTSON



Old Mill Property (Priest's Mill)



Blacksmith Shop, Pioneer Museum

**NORTH  
GLENGARRY**

*Ontario's Celtic Heartland*

Community • Beautification • Preservation • Revitalization





Kenyon Township Hall

## Why Focus on Heritage?

Cultural heritage properties add value to a municipality through tourism opportunities, civic engagement and pride of place. Heritage properties are a physical link to the builders of the community and a legacy for future generations.

## Where are the Cultural Heritage Properties in North Glengarry?

Heritage properties are found throughout the Township, in every town and hamlet. Churches, schools, barns and stores, farm houses and town houses, train stations and grain silos, cemeteries, monuments and archaeological ruins. In some instances, heritage properties may even include natural features of value or interest.

## What is the North Glengarry Heritage Register?

A document mandated under the Ontario Heritage Act that contains a list of cultural heritage properties "designated" by by-law under the Act, as well as "listed" properties having been determined to be of significant heritage value.

## Why List our Properties on the Register?

- ⇒ While not required, the register is a **valuable resource** that enhances the community's knowledge of its cultural heritage assets.
- ⇒ It is an **important planning tool** that is easily accessible and consulted by municipal decision makers, property owners, land-use planners, tourism industry, educators and the public at large.
- ⇒ The register provides a 60-day **interim protection** for properties listed as being of significant cultural heritage.

## What is the Difference Between a "Designated" Property and a "Listed" Property?

### Designated Property

A property that has been designated by by-law under the Ontario Heritage Act for its historical, contextual or design importance to the community.

There are currently four designated properties in North Glengarry, including the Priests Mill, the Pioneer Museum, the Kenyon Township Hall and the Maxville Grandstand.

### Listed Property

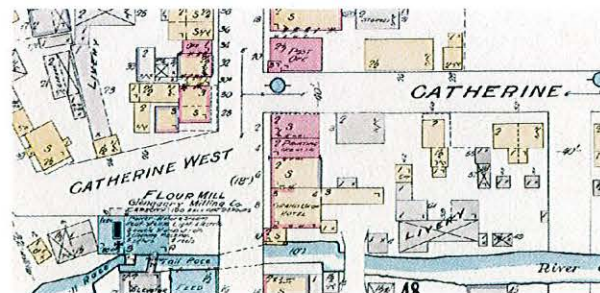
A property that has been identified as being of significant heritage value, but is not designated by by-law.

A listed property only means that in the event of a demolition request, a Cultural Heritage Impact Assessment (CHIA) must be provided with a 60-day notice period. The Ontario Heritage Act provides 60 days notice to allow municipal staff to review and circulate the assessment and consult with the Arts Culture & Heritage Advisory Committee and Council prior to making a decision on the demolition.

## How does Listing Affect My Property?

Being identified on the North Glengarry Heritage Register :

- ⊗ WILL NOT increase your taxes;
- ⊗ WILL NOT impose restrictions or obligations with regards to obtaining a permit for renovations or restoration;
- ✓ MAY allow you to access grants through the Community Improvement Plan (CIP);
- ✓ MAY enhance the resale value of your property;
- ✓ WILL foster civic identity and pride by drawing attention to the heritage assets of the community;



Goad Plan. Canadian Fire Underwriter's Association. Alexandria June 1917.

## How are Heritage Properties Evaluated?

Heritage properties are evaluated by the Arts Culture & Heritage Advisory Committee (ACH) for inclusion on the municipal register using a set of criteria that measures architectural, contextual and historical significance of buildings or groups of buildings and places installed before 1975, including:

### **Design or Physical Value:**

- Rarity, uniqueness, representative of an architectural style;
- Material, craftsmanship or construction method;
- Demonstrates a technical or scientific achievement.

### **Contextual Significance:**

- Importance in defining, supporting or maintaining the character of North Glengarry;
- Physically, functionally, visually or historically linked to its surroundings;
- Is a landmark in North Glengarry.

### **Historical and/or Associative Significance or Value:**

- Direct association with a theme, person, belief, event, institution, or activity that is significant to North Glengarry;
- Contributes to understanding the community or culture;
- Demonstrates the work or ideas of an architect, artist, builder or theorist significant to North Glengarry.

## What are the Five Steps in the Listing Process?

1. **Identification** of properties of cultural heritage significance. Submissions from the public are welcome.
2. **Recording** of the building through photos and a survey of the architectural characteristics .
3. **Historical Research** on past ownership, architect and significance to the development of North Glengarry through the use of archives, the land registry and other resources.
4. **Presentation** to Council of a statement of significance of each property for approval by formal resolution.
5. **Publication** of the listed building on the North Glengarry Heritage Register.



Glengarry Pioneer Museum



## Quels règlements s'appliquent au registre des biens du patrimoine culturel de Glengarry Nord?

### Partie IV de la Loi sur le Patrimoine de l'Ontario 1990

Sec. 27.(1) Le secrétaire d'une municipalité tient un registre des biens situés dans la municipalité qui ont une valeur ou un caractère sur le plan du patrimoine culturel. 2005, c.6, s.15.

Sec. 27. (1.1) Le registre que tient le secrétaire énumère tous les biens situés dans la municipalité qu'a désignés la municipalité ou le ministre.

Sec. 27. (1.2) En plus de ceux qui y sont énumérés aux termes du paragraphe (1.1), le registre peut comprendre des biens qui n'ont pas été désignés aux termes de la présente partie, mais qui, selon le conseil de la municipalité, ont une valeur ou un caractère sur le plan du patrimoine culturel. 2005, c.6 , s.15.



Musée Glengarry Pioneer Museum



Maxville Grandstand

*«On a dit que, à son meilleur, la préservation engage le passé dans une conversation avec le présent sur une préoccupation commune pour l'avenir.»*

- William J. Murtagh

#### Pour nous rejoindre:

Canton de Glengarry Nord  
90, rue Main Sud  
Alexandria, Ontario K0C 1A0

Kerri Strotmann  
Agente de développement économique  
613-525-1313  
kerri@northglengarry.ca

Visitez notre site web:  
[www.northglengarry.ca](http://www.northglengarry.ca)

## REGISTRE DES BIENS DU PATRIMOINE CULTUREL DE GLENGARRY NORD

ALEXANDRIA • MAXVILLE • DOMINIONVILLE • APPLE HILL • GREENFIELD • DUNVEGAN • LOCHIEL • DALKEITH • GLEN SANDFIELD • GLEN ROBERTSON



Vieux moulin à grain (Priest's Mill)



Forge, Musée Glengarry Pioneer Museum

## GLENGARRY NORD

*Le centre celtique de l'Ontario*

Communauté • Embellissement • Préservation • Revitalisation





Kenyon Township Hall

## Pourquoi concentrer nos efforts à la préservation du patrimoine?

Les biens du patrimoine culturel favorisent le développement d'une municipalité en stimulant le tourisme et en cultivant un sentiment d'appartenance et de fierté civique. Les biens patrimoniaux représentent un lien physique avec les bâtisseurs de la communauté et demeurent un héritage pour les générations futures.

## Où sont situés les biens du patrimoine culturel à Glengarry Nord?

Les biens patrimoniaux se trouvent partout dans le canton, dans chaque ville et hameau, notamment les églises, écoles, granges et magasins, maisons de ferme et maisons de ville, stations de train et silos à grains, cimetières, monuments et sites archéologiques. Dans certains cas, les biens patrimoniaux peuvent même inclure des éléments naturels en raison de leur valeur ou de leur intérêt.

## En quoi consiste le Registre patrimonial de Glengarry Nord?

C'est un document, mandaté aux termes de la Loi sur le Patrimoine de l'Ontario, qui renferme une liste de biens du patrimoine culturel « désignés » par l'adoption d'un règlement municipal en vertu de la Loi, ainsi que de biens immobiliers « listés » qui ont été identifiés comme ayant une valeur patrimoniale significative.

## Pourquoi lister nos biens dans le Registre?

- ⇒ Bien que le registre ne soit pas exigé par la loi, celui-ci **constitue une ressource inestimable** ayant pour objet de favoriser les connaissances de la collectivité quant aux atouts de son patrimoine culturel.
- ⇒ C'est un **outil de planification important** et facilement accessible qui peut être consulté par les décideurs municipaux, les propriétaires d'immeubles, les responsables de l'aménagement du territoire, l'industrie touristique, les éducateurs et le grand public.
- ⇒ Le registre accorde une **protection par intérim** de 60 jours aux propriétés qui ont été listées pour leur valeur significative sur le plan du patrimoine culturel.

## Quelle est la différence entre un bien « désigné » et un bien « listé » ?

### Bien désigné

Un bien qui a été désigné en vertu d'un règlement aux termes de la Loi sur le patrimoine de l'Ontario pour l'importance de son histoire, son contexte ou de son design, aux yeux de la collectivité.

Il y a présentement quatre biens patrimoniaux désignés à Glengarry Nord, notamment *Priest's Mill*, le *Pioneer Museum*, le *Kenyon Township Hall* et le *Maxville Grandstand*.

### Bien listé

Un bien qui a été identifié comme ayant une valeur sur le plan du patrimoine culturel mais n'a pas été désigné en vertu d'un règlement.

Un bien listé signifie qu'advenant une demande de permis de démolition, une évaluation d'impact patrimonial (Cultural Heritage Impact Assessment (CHIA) ) doit être produite dans un délai de 60 jours. La Loi sur le patrimoine de l'Ontario prévoit un délai de 60 jours afin de permettre aux employés municipaux d'examiner et de diffuser le rapport d'évaluation puis d'en discuter avec le Comité consultatif pour les arts, la culture et le patrimoine ainsi que le conseil avant de prendre une décision concernant la démolition.

## Quel impact a le listage sur ma propriété?

Son identification sur le registre patrimonial de Glengarry Nord :

- ⊗ N'AUGMENTERA PAS vos taxes;
- ⊗ N'IMPOSERA aucune restrictions ou obligations lors d'une demande pour obtenir un permis de rénovation ou de restauration;
- ✓ POURRAIT vous permettre d'accéder à une subvention dans le cadre du Programme d'améliorations communautaires (PAC);
- ✓ POURRAIT augmenter la valeur de revente de votre propriété;
- ✓ FAVORISERA un sens d'identité et de fierté civique en soulignant les atouts patrimoniaux de la collectivité.



Musée Glengarry Pioneer Museum

## Comment sont évalués les biens patrimoniaux?

Les biens patrimoniaux sont évalués par le Comité consultatif pour les arts, la culture et le patrimoine (PAC) en vue de leur inscription au registre en utilisant des critères qui permettent de mesurer l'importance architecturale, contextuelle et historique de propriétés ou groupes de propriétés et lieux établis avant 1975, y compris:

### Valeur de conception ou valeur physique:

- Rareté, caractère unique, représentatif d'un style architectural;
- Matériau, qualité artisanale ou méthode de construction;
- Démontre une réalisation technique ou scientifique.

### Importance contextuelle:

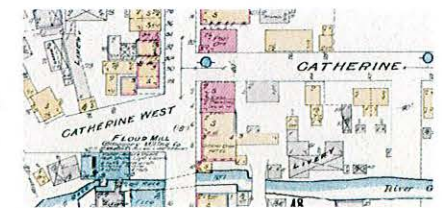
- Importance dans la définition, le soutien ou le maintien du caractère de Glengarry Nord;
- Lié physiquement, fonctionnellement, visuellement ou historiquement à son environnement;
- Est un lieu marquant de Glengarry Nord.

### Importance ou valeur historique et/ou associative:

- Association directe avec un thème, une personne, une croyance, un événement, une institution ou une activité associée à Glengarry Nord;
- Contribue à mieux connaître la communauté ou la culture;
- Démontre le travail ou les concepts d'un architecte, artiste, constructeur ou théoricien qui représentent une importance à Glengarry Nord.

## Quelles sont les cinq étapes du processus de listage?

1. **L'identification** des biens ayant une valeur significative sur le plan du patrimoine culturel. Les soumissions du public sont bienvenues.
2. **Enregistrement** des bâtiments à l'aide de photos et d'une recherche sur les caractéristiques architecturales.
3. **Recherche historique** des anciens propriétaires à l'aide d'archives, du bureau d'enregistrement immobilier et autres ressources.
4. **Présentation au conseil** d'une déclaration attestant de la valeur significative de chaque propriété en vue de l'approbation par l'adoption d'une résolution.
5. **Publication** du bâtiment listé dans le Registre des biens du patrimoine culturel de Glengarry Nord.



Plan Goad. Canadian Fire Underwriter's Association. Alexandria Juin 1917.



# **Section 8**

## **TREASURY DEPARTMENT**

**Johanna Levac**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That by-law 27-2017 being a by-law to raise money to aid in the construction of drainage works under the Tile Drainage Act be adopted by Council; and

That By-law 27-2017 be read a first, second, third time and enacted in Open Council this 22<sup>nd</sup> day of June, 2017.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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**

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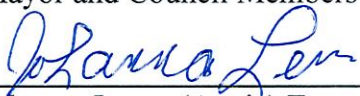
**Section 8 Item a**



8/a1

**TOWNSHIP OF NORTH GLENGARRY**

**STAFF REPORT**

**Date:** June 22, 2017  
**To:** Mayor and Council Members  
**From:**   
Johanna Levac (Annie) Treasurer

  
Daniel Gagnon  
CAO/Clerk

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**Re:** **Borrowing By-Law #27-2017 (Tile Drainage Act)**

**Discussion:** This is a by-law to raise money to aid in the construction of drainage works under the Tile Drainage Act. This by-law authorizes the municipality to borrow the funds and issue debentures of the Corporation to be repaid over a ten year period.

**Recommendation:** That By-Law #27-2017 being a bylaw to raise money to aid in the construction of drainage works under the Tile Drainage Act be adopted by council.

BORROWING BY-LAW  
 Borrowing By-Law of The Corporation of the  
 TOWNSHIP OF NORTH GLENGARRY  
 By-Law Number  
**#27-2017**  
*Tile Drainage Act*, R.S.O. 1990 c.T8, s.5(8)  
 R.R.O. 1990 Reg. 1032

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The Council, pursuant to the *Tile drainage Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the whole **\$200,000.00** as may be determined by the Council, and may in manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Ministry of Treasury and Economics at Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.
2. Where an application for a loan under the Act is approved by the Council and the inspector of drainage has filed with the clerk an inspection and completion certificate, the council may include a sum, not exceeding the amount applied for or 75 per cent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.
3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

First Reading 26<sup>th</sup> day of June 20 17  
 Second Reading 26<sup>th</sup> day of June 20 17  
 Provisionally Adopted 26<sup>th</sup> day of June 20 17

\_\_\_\_\_  
 CAO/CLERK, Daniel Gagnon

\_\_\_\_\_  
 HEAD OF COUNCIL, Chris McDonell

Third Reading 26th day of June 20 17

\_\_\_\_\_  
 CAO/CLERK, Daniel Gagnon

\_\_\_\_\_  
 HEAD OF COUNCIL, Chris McDonell

CERTIFICATION  
*Tile Drainage Act*, R.S.O. 1990, c.T8, s.5(8)

I \_\_\_\_\_ Deputy Clerk of The Corporation of the \_\_\_\_\_ of \_\_\_\_\_  
 In the \_\_\_\_\_ of \_\_\_\_\_ certify that the above by-law was  
 duly passed by the council of the Corporation and is a true copy thereof.

(Corporate Seal)

\_\_\_\_\_  
 Deputy-Clerk

## **Section 9**

# **PLANNING/BUILDING BY-LAW ENFORCEMENT DEPARTMENT**

**Gerry Murphy**



# **Section 10**

## **FIRE DEPARTMENT**

**Patrick Gauthier**



**Section 11**

**PUBLIC WORKS**

**DEPARTMENT**

**Ryan Morton**

## **Section 12**

# **CORRESPONDENCE**



12(a)



## Recreation Advisory Committee

### Minutes

The meeting of the Recreation Committee of Wednesday May 9, 2017 was called to order at 4:02 pm at the Sandfield Centre.

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

**REGRETS:** **CAO/Clerk** – Daniel Gagnon

**GUESTS:** **Councillor** – Michel Depratto  
**Councillor** – Jeff Manley

#### 1. CALL MEETING TO ORDER

Meeting was called to order at 4:02 pm.

#### 2. ADDITIONS, DELETIONS OR AMENDMENT

None.

#### 3. ADOPTION OF THE AGENDA

That the agenda of the Recreation Committee meeting of May 9, 2017 be accepted as circulated.

**Resolution No.:** 1      **Moved by:** France Brunet      **Seconded by:** Brian Caddell

**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 March 28, 2017 be accepted as presented.

**Resolution No.:** 2      **Moved by:** France Brunet      **Seconded by:** Brian Caddell

**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.

### 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.

### d) Budget Update – Glengarry Sports Palace

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 75% annual contributions, which are usually received at this time.

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

**Resolution No.:** 3

**Moved by:** France Brunet

**Seconded by:** Brian Caddell

**CARRIED**

### e) Key Information Request – Recreation Activities Update

The Director of Community Services gave updates on the Chainsaw Course that some employees took, the Glengarry Highlanders outstanding balance for 2017 Ice Rentals, the Liquor License, upcoming activities and events, the geese management program, summer camp, purchases and capital expenditures such as the glycol loop and the purchase of a new truck for recreation. Various projects that the staff has been working on was also presented.

### f) Key Information Report – Glengarry Sports Palace

The Director of Community Services gave updates on the audit, canteen renovations, early ice rotation, EOHU and the Liquor License, the operating surplus, upcoming activities and events, purchases and capital expenditures such as the kitchen renovation and replacing the hot water tanks. A Building Condition Assessment done by McIntosh Perry was also presented.

## 8. PENDING BUSINESS

None.



**9. CORRESPONDANCE**

**a) MRAC Minutes: April 12, 2017**

The Chairman of the Board asked about item 8 in the minutes regarding if the Township could notify associations of the need to access the association halls other than for required maintenance in which Member at Large Bob Linney replied that there have been times where items are either displaced or have gone missing.

**10. CLOSED SESSION BUSINESS**

None.

**11. NEXT MEETING**

The next meeting will be held on June 13, 2017 at the Sandfield Centre at 4pm.

**12. ADJOURNMENT**

The meeting was adjourned at 5:08 pm

**Resolution No.: 4      Moved by: France Brunet      Seconded by: Brian Caddell**

**CARRIED**

\_\_\_\_\_  
Chairman of the Committee

\_\_\_\_\_  
Date

12 (b)

**GLENGARRY SPORTS PALACE BOARD OF DIRECTOR MEETING**

**Tuesday May 9, 2017 – 7:00 pm**

**Meeting ID: 2017-04**

**PRESENT:**      **Vice Chairman - Councillor at Large** - Jacques Massie  
                     **Mayor of NG** – Chris McDonell  
                     **Councillor of NG** – Mike Depratto  
                     **Director of Community Services** – Anne Leduc  
                     **Community Services Assistant** – Chloe Crack  
                     **Leadhand GSP** – Richard Wylie  
                     **Chairman - Appointee of SG** – Charlie Sangster  
                     **CAO/Clerk of SG** – Bryan Brown  
                     **Mayor of SG** - Ian McLeod

**ABSENT:**      **CAO/Clerk of NG** – Daniel Gagnon

**GUESTS:**      None

**1.      CALL MEETING TO ORDER**

Motion to call the meeting to order at 7:00 pm.

**Resolution No.: 1      Moved by:** Ian McLeod      **Seconded by:** Michel Depratto

**CARRIED**

**2.      ADDITIONS, DELETIONS OR AMENDMENTS**

Additions: Delegation: Draft 2016 Financial Statement presented by Jamie Pollock with CKDM.

**3.      APPROVAL OF THE AGENDA**

Be it resolved that the agenda be approved as amended.

**Resolution No.: 2      Moved by:** Jacques Massie      **Seconded by:** Ian McLeod

**CARRIED**

**a) Draft 2016 Financial Statement**

Jamie Pollock from CKDM presented the Draft 2016 Financial Statement stating a clean audit for the Glengarry Sports Palace. With a surplus as of December 31, 2016 of \$15 531.00, The Township of South Glengarry’s Council has asked to return the surplus of \$3883.00 to their municipality. The amount of \$11 648.00 has been approved by the Township of North Glengarry’s Council to be placed into a capital reserve for 2017 Capital Projects. A few recommendations were made such as having the bank reconciliation signed by a board member at the end of every month and a reminder to keep all receipts.

Be it resolved that the Draft Financial Statement as of December 31, 2016 presented by Jamie Pollock from CKDM be approved as presented.

**Resolution No.:** 3      **Moved by:** Jacques Massie      **Seconded by:** Michel Depratto

**CARRIED**

**4.      DISCLOSURE OF PECUNIARY INTEREST**

None were noted.

**5.      ADOPTION OF PREVIOUS MINUTES**

Be it resolved that the minutes from March 28, 2017 be accepted as amended. Councillor Jacques Massie wasn't present at the last meeting

**Resolution No.:** 4      **Moved by:** Michel Depratto      **Seconded by:** Ian McLeod

**CARRIED**

**6.      BUSINESS ARISING FROM THE MINUTES**

None.

**7.      AGENDA ITEMS**

**a. Budget Update – Glengarry Sports Palace**

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 75% annual contributions, which are usually received at this time.

**Resolution No.:** 5      **Moved by:** Ian McLeod      **Seconded by:** Jacques Massie

**CARRIED**

**b. Action Item – Canteen Services – Awarding Tender**

The Director of Community Services presented the Staff Report regarding Awarding of Tender for the Glengarry Sports Palace. Two tenders were received in which one of them was non-compliant to the amount requested in the tender.

Be it resolved that the Board of the Glengarry Sports Palace received the Staff Report on the Awarding of Tender for the Canteen Services and that the Board of the Glengarry Sports Palace approves the internal management of the Glengarry Sports Palace canteen.

**Resolution No.:** 6      **Moved by:** Jacques Massie      **Seconded by:** Chris McDonell

**CARRIED**



**c. Action Item – Operating Surplus**

Be it resolved that the Board of the Glengarry Sports Palace receives the Staff Report on the Glengarry Sports Palace Operating Surplus and that the Board of the Glengarry Sports Palace defers decision on this matter until receipt of the final report by the auditors and pending the meeting between the two municipalities; mayors and CAO's.

**Resolution No.:** 7      **Moved by:** Chris McDonell      **Seconded by:** Ian McLeod

**CARRIED**

**d. Key Information Report – Glengarry Sports Palace**

The Director of Community Services gave updates on the audit, canteen renovations, early ice rotation, EOHU and the Liquor License, the operating surplus, upcoming activities and events, purchases and capital expenditures such as the kitchen renovation and replacing the hot water tanks. A Building Condition Assessment done by McIntosh Perry was also presented.

**8. PENDING BUSINESS**

None.

**9. CORRESPONDENCE**

None.

**10. CLOSED SESSION BUSINESS**

None.

**11. NEXT MEETING**

The next scheduled meeting will be on June 13, 2017 at 7:00 pm at the Glengarry Sports Palace.

**12. ADJOURNMENT**

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

**Resolution No.:** 8      **Moved by:** Ian McLeod      **Seconded by:** Jacques Massie

**CARRIED**

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Chairman of the Board

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Date

12(c)

**Public Works Advisory Committee Meeting**

**Monday May 15, 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 May 15, 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:** Kevin Van den Oetelaar  
**C.A.O.:** Daniel Gagnon  
**Public Works Director:** Ryan Morton  
**Environmental Manager:** Dean McDonald  
**Director of Transportation:** Roch Lajoie  
**Recording Secretary:** Micheline Larocque

**Absent:** **Member at Large:** Ron Aubin  
**RARE General Manager:** Linda Andrushkoff

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

**Additions:** North Glengarry Fire  
Town Hall Meeting

**Moved by:** Jamie MacDonald

**Seconded by:** Chris McDonell

Moved to accept the agenda.

**Carried**

**3. Declaration – Conflict of Interest**

**4. Adoption of Previous Minutes**

**Resolution No. 2017-16**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

**Carried**

**5. Agenda Items**

**a. Water Works Activity Update**

**Moved by:** Jeff Manley

**Seconded by:** Jacques Massie

The Public Works committee of the Township of North Glengarry hereby receives the Water Works Activity Update presented by Dean McDonald. Dean McDonald also mentioned that due to heavy rain the Landfill Leachate will carry on for an extra 3 weeks.

**Carried**

**b. Glen Robertson Water Concern Update**

**Moved by:** Jeff Manley

**Seconded by:** Jacques Massie

The Public Works committee of the Township of North Glengarry hereby receives the Glen Robertson Water Concern Update presented by Dean McDonald that it was due to calcium deposit.

**Carried**



**c. Roads Department Activity Update – Roch Lajoie**

**Resolution No. 2017-17**

**Moved by:** Jeff Manley

**Seconded by:** Jacques Massie

The Public Works committee of the Township of North Glengarry hereby receives the Road Department Activity Update presented by Roch Lajoie. Roch Lajoie indicated that the aggregate program will be delayed by 1 week due to heavy rain. Staff is to prepare a report to Council for the Parking problem on Bishop Street South, line painting, 30 minutes parking sign only.

**Carried**

**d. RARE Financial – Ryan Morton**

**Resolution No. 2017-17**

**Moved by:** Jeff Manley

**Seconded by:** Jacques Massie

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

**Carried**

**e. Crosswalk**

**Resolution No. 2017-18**

**Moved by:** Jamie MacDonald

**Seconded by:** Michel Depratto

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

**Carried**

**f. Public Works Exercise – Ryan**

**Moved by:**

**Seconded by:**

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

**Carried**

**g. Matters Pending**

**h. Town Hall Meeting**

After the May 26, 2017 announcement, a special Council Meeting will be schedule in Maxville on May 29, 2017 to answer any questions relevant to the announcement.

**Carried**

**i. North Glengarry Fire Service**

At 3:30 p.m. Pat Gauthier joined the Public Works Committee Meeting. General discussion regarding North Glengarry Fire Service.

**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 June 19, 2017

**Carried**

**13. Adjournment**

**Resolution No. 2017-19**

**Moved by:** Chris McDonell

**Seconded by:** Jacques Massie

Moved to adjourn the meeting at 4:09 p.m.

**Carried**



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**Micheline Larocque – Recording Secretary**

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**Chair – Brian Caddell**

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# **Section 13**

## **NEW BUSINESS**

## **Section 14**

# **NOTICE OF MOTION**



# **Section 15**

**QUESTION PERIOD**

**Section 16**

**CLOSED SESSION**

**BUSINESS**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 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,

Employment Conditions and Performance Objectives – various municipal staff (as this matter deal with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Glengarry Sports Palace Dispute resolution options (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*);

**Carried**

**Defeated**

**Deferred**

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**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

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**Section 16 Item a**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That we return to the Special Meeting of Council at \_\_\_\_\_.

**Carried**

**Defeated**

**Deferred**

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**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

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**Section 16 Item c**

## **Section 17**

# **CONFIRMING BY-LAW**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry receive By-law 30-2017; and

That Council adopt by-law 30-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 30-2017 be read a first, second, third time and enacted in Open Council this 22<sup>nd</sup> day of June, 2017.

**Carried**

\_\_\_\_\_

**Defeated**

\_\_\_\_\_

**Deferred**

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**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**

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**NEA**

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**Section 17 Item a**



17(a)

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

**BY-LAW 30-2017  
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 June 22, 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 22<sup>nd</sup> day of June, 2017.

\_\_\_\_\_  
**Daniel Gagnon - CAO/Clerk**

\_\_\_\_\_  
**Mayor / Deputy Mayor**

I, hereby certify that the forgoing is a true copy of By-Law No. 30-2017, duly adopted by the Council of the Township of North Glengarry on the 22<sup>nd</sup> day of June, 2017.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**Clerk/Deputy Clerk**

**Section 18**

**ADJOURN**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** June 22, 2017

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**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

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**Section 18**