

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday May 1, 2017 at 3:00 p.m. – Gary Shepherd Hall
102 Derby Street West, Alexandria, Ontario K0C 1A0

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
 - a) Verbal update – 2017 Organizational Review Project
 - b) Report re. Succession planning in Building/Planning/Bylaw Enforcement Dept. (Report to be circulated Monday May 1st.) ® (Jamie)
 - c) By-law 20-2017 to repeal by-law 10-2015 and appoint a Deputy Chief Building Official ® (Brian)
7. RECREATION DEPARTMENT / COMMUNITY SERVICES DEPARTMENT – Anne Leduc, Director of Recreation/Community Services
8. FINANCE DEPARTMENT - Johanna Levac, Treasurer
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT - Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
 - a) Award tender – 2017 Granular aggregate ® (Michel)
 - b) Award tender – pickup truck replacements ® (Carma)
11. CORRESPONDENCE
12. NEW BUSINESS
13. NOTICE OF MOTION
Next Regular Public Meeting of Council
Monday May 8, 2017 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario. Note: Meeting are subject to change or cancellation.
14. QUESTION PERIOD (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).
15. CLOSED SESSION BUSINESS
Senior Management Performance Objectives and Working Conditions (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*);
16. CONFIRMING BY-LAW
17. ADJOURN ® (Jacques)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Monday May 1, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 1

Section 2

DECLARATIONS OF

CONFLICTS OF

INTEREST

Section 3

ADOPTION OF PREVIOUS MINUTES

Section 4

DELEGATION

Section 5

COMMITTEE

RECOMMENDATIONS

Section 6

CAO/CLERK'S

DEPARTMENT

Daniel Gagnon

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 2017

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive the CAO / Clerk's report regarding acquiring building inspection services from the Township of North Stormont be received and

That the CAO and Mayor be authorized to enter an agreement for the provision of building inspection services from the Township of North Stormont.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item b

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: April 28, 2017

To: Council

From: _____
Daniel Gagnon
CAO/Clerk

Re: Acquiring Building Inspection Services from Township of North Stormont

Discussion:

The Township has been traditionally delivering building and planning services via 3 full-time salaried individuals:

- Chief Building Official (CBO) / Director of Planning
- building inspector / property standards officer and
- administrative assistant.

Recently the incumbent property inspector Jacob Forget resigned to take a similar position in a neighbouring municipality.

The incumbent CBO and planning manager Mr. Murphy is experiencing personal family challenges that may take him away from the office for an extended period.

As a result, administration has been assessing options to deliver the same level of services Council and residents are expecting. Mr. Murphy will remain as CBO but additional support is needed to maintain service levels and meet the Townships legislated obligations. More specifically:

- A planner has been contracted from the Township planning consultant of record JL Richards. The planner will be in the office 1 day / week to review planning applications and meet with individuals as needed regarding their planning applications. The schedule and level of work will be adjusted as needed based on demand.
- Bylaw enforcement will be done by the Township's part time casual bylaw enforcement officer who remains available as needed based on demand.
- The final piece is ensuring that building inspections and plan reviews are done in a timely fashion. The Township of North Stormont has agreed to allocate a portion of time of their Deputy CBO who can review plans, issue permits and inspector properties throughout North Glengarry.
- The NS Deputy CBO is certified and qualified and will remain an employee of the Township of North Stormont. That said, any official doing inspections under the Ontario building code must be certified and appointed by municipal bylaw to the role of building official. The NS Deputy CBO will be available 3 half days per week beginning immediately.
- The cost for the service will vary slightly based on workload pressures but will be approx. \$650 / week. The sharing agreement will begin immediately and can be terminated by either party with no penalty with 14 days' notice.
- North Glengarry administration has also retained the services of a qualified plans examiner who can review any complex building applications.

Recommendation:

That Council of the Township of North Glengarry receive the CAO / Clerk's report regarding acquiring building inspection services from the Township of North Stormont be received and that

the CAO and mayor be authorized to enter an agreement for the provision of building inspection services from the Township of North Stormont.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 24, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receives By-law 20-2017; and

That the Council adopt by-law 20-2017 being a by-law to appoint a Deputy Chief Building Official, for the Township of North Glengarry and that by-law 20-2017 be read a first, second and third time and enacted in Open Council this 1st day of May, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 6 Item c

6(d)

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

BY-LAW No. 20-2017

BEING a by-law to appoint a Deputy Chief Building Official, a Building Inspector, a Property Standards Officer, a Municipal Law Enforcement Officer and a Peace Officer.

WHEREAS Section 3(2) of the *Building Code Act, S.O. 1992, c.23* as amended, requires the Council of each municipality to appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act within its municipal jurisdiction;

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c.M 25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

WHEREAS Section 11 of the *Municipal Act, 2001*, provides that a single-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

WHEREAS Section 15 of the *Police Services Act, R.S.O. 1990, c.P.15*, as amended, authorizes the Council of the municipality to appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing the by-laws of the municipality.

WHEREAS Section 8 of the *Municipal Act, 2001*, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues;

WHEREAS Section 15.1(3) of the *Building Code Act, S.O. 1992, c.23* as amended, authorizes the council of a municipality to appoint certain persons as Property Standards Officers to enforce the provisions of the by-laws enacted pursuant to the Building Code Act related to standards of maintenance and occupancy of property within the its municipal jurisdiction;

AND WHEREAS, Section 36 of municipal by-law 42-2008 authorizes the appointment of a Property Standards Officers, for the purposes of administering and enforcing such by-law;

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:

1. **THAT** Jacob Rheume is hereby appointed as the Deputy Chief Building Official for the enforcement of the Ontario Building Code Act, within the Township of North Glengarry.
2. **THAT** Jacob Rheume is hereby appointed as a Building Inspector for the enforcement of the Ontario Building Code Act, within the Township of North Glengarry.
3. **THAT** Jacob Rheume is hereby appointed as Property Standards Officer for the Township of North Glengarry.
4. **THAT** Jacob Rheume is hereby appointed as a Municipal Law Enforcement Officer in accordance with the *Police Services Act, R.S.O. 1990, c. P.15*, as amended for the Township of North Glengarry.
5. **THAT** Jacob Rheume is hereby appointed as a Peace Officer.
6. **THAT** the by-law shall come into force and effect immediately upon the final passing thereof.
7. **THAT** this by-law repeals by-law 10-2015 in its entirety.

READ a first, second and third time and enacted in open Council, this 1st day of May, 2017.

Clerk / Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law No. 20-2017 and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

Section 7

RECREATION

DEPARTMENT

Anne Leduc

Section 8

FINANCE DEPARTMENT

Johanna Levac, Treasurer

Section 9

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

Gerry Murphy

Section 10

PUBLIC WORKS

DEPARTMENT

Ryan Morton

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry authorize the CAO/Clerk and the Mayor to enter into an agreement with Cruickshank Construction in the amount of \$257,500 excluding HST;

AND FURTHER, that staff are directed to transfer \$99,332.36 from the infrastructure reserve to the gravel resurfacing operating budget for the year 2016 only,

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders or alter the scope of the project in order to prevent delays or claims against the Township as a result of changes in the scope of work completed.

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

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

Section 10 Item a

10 (@)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: April 28th, 2017
To: Council
From: Ryan C. Morton MPM, CIPM
Director of Public Works


Daniel Gagnon, CAO/Clerk

Re: Aggregate Contract

Discussion:

This report is being provided to Council in order to award a contract for aggregate for the purpose of road resurfacing for the 2017 season.

Staff issued a tender for 25,000 tonnes of granular "M" for the resurfacing of multiple roads in the Township. The roads to be resurfaced are as per the attached map. Staff is also requesting that authorization be granted to staff to spend to an upset limit of the gravel budget to ensure that the dollars are used in their entirety to maintain the gravel road network.

At this time, combined with the dust suppressant contract, the intent is to start these projects in mid-May, weather permitting and contractor availability.

- Lochiel will see roughly 12,000 tonnes spread across virtually every gravel road in uniformity.
- Kenyon will see roughly 8,000 tonnes spread across the southern Kenyon gravel roads as northern Kenyon was the focus previously.
 - o Kenyon Concession 8 will see rehabilitation from County Rd. 30 to 6.3km east.
 - o Vallance Rd. will see rehabilitation from County Rd. 43 to Kenyon Concession 4.

Financial Implications:

2017 Budget - \$302,640

Tendered – 25,000 Tonnes @ \$10.30/tonne = \$257,500

Rehabilitation – 59,500m² @ \$0.67/m² = \$39,865

Total: \$297,365

TENDER RESULTS:

Bidder	Result
Cruickshank	\$257,500
A.L. Blair	\$260,000
Cornwall Gravel	\$287,500

Options:

N/A

Recommendation:

That the Council of the Township of North Glengarry pass a resolution authorizing the CAO/Clerk and the Mayor to enter in to an agreement with Cruickshank Construction in the amount of \$257,500 excluding HST;

AND FURTHER, that staff are directed to transfer \$99,332.36 from the infrastructure reserve to the gravel resurfacing operating budget for the year 2016 only,

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders or alter the scope of the project in order to prevent delays or claims against the Township as a result of changes in the scope of work completed.

Consultations:

Dan Gagnon, CAO
Roch Lajoie, Roads Manager
Annie Levac, Treasurer

Attachments:

N/A

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 24, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council Township of North Glengarry pass a resolution authorizing the Public Works Department and the Community Services Department to award the purchase of the tendered fleet equipment to Laplante GMC for the respective amounts identified in the tender submissions,

AND FURTHER, that the existing units are declared surplus upon receipt of the new vehicles;

AND FURTHER, that the Public Works Department is authorized to tender the sale of the surplus equipment via auction, local tender, online auction or other means as be deemed most beneficial to the Township.

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

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

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

Section 10 Item b

10(b)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: May 1st, 2017

To: Council

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


~~Daniel Gagnon, CAO/Clerk~~

Re: Truck Tender Award

Discussion:

This report is being provided to Council in order to pass a by-law authorizing the Public Works Department to award a truck tender to Laplante GMC.

As per the fleet plan, the Township allocated funds in the 2017 budget for the replacement of various pieces of fleet equipment as follows;

Roads Department – ¾ Tonne 2007
Parks and Recreation – ½ Tonne

The Public Works unit #33 is scheduled for replacement and the Parks and Recreation unit was scrapped as a result of various frame issues. As per the fleet plan, the Roads trucks are to be replaced to recoup the most possible value in return to offset the purchase of new equipment. Truck #33 will be auctioned for sale upon the arrival of the new unit.

The tender was issued to Roy's GM and Laplante GM in order to maintain uniformity with the Township fleet of Chev/GM vehicles and to keep the business relatively local. Tender results have historically been competitive if not better than open tender calls.

Financial Implications:

Tender results;

**3/4 Tonne budget includes a plow that was not tendered in this process, therefore the balance remaining.

Item	Budget	Roy's	Laplante
A) Roads 3/4 Tonne extended cab	\$50,880	38,240	\$36,998
B) Parks and Recreation 1/2 tonne crew cab.	\$36,000	\$33,250	\$31,775
Total	\$86,880	\$71,490	\$68,773

*excludes HST

Total Tendered Value:	\$68,773.00
Add HST:	\$ 8,940.49
Subtotal:	\$77,713.49
Less HST Rebate:	\$ 7,730.04
Total Actual Cost to Township:	\$69,983.45

Staff will tender the sale of the existing Public Works truck and expect to get a value of around \$8,000 in return, which will offset the net cost to a result of approximately \$29,000 by year end.

Both Units will be paid directly out of capital funds as approved in the 2017 Capital Budget.

There will be some smaller incidental costs to outfit all of the units with appropriate light bars, safety elements and Township identification/branding. Staff intends to complete those installs upon delivery of the units and those costs are expected to be around \$1,000-\$2,000/truck.

Recommendation:

That the Council Township of North Glengarry pass a resolution authorizing the Public Works Department and the Community Services Department to award the purchase of the tendered fleet equipment to Laplante GMC for the respective amounts identified in the tender submissions,

AND FURTHER, that the existing units are declared surplus upon receipt of the new vehicles;

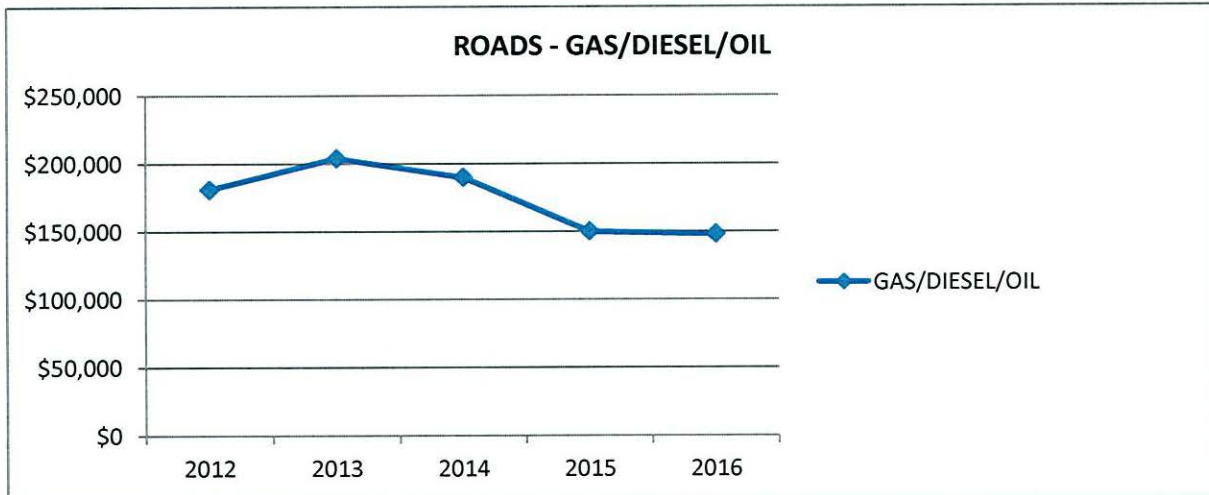
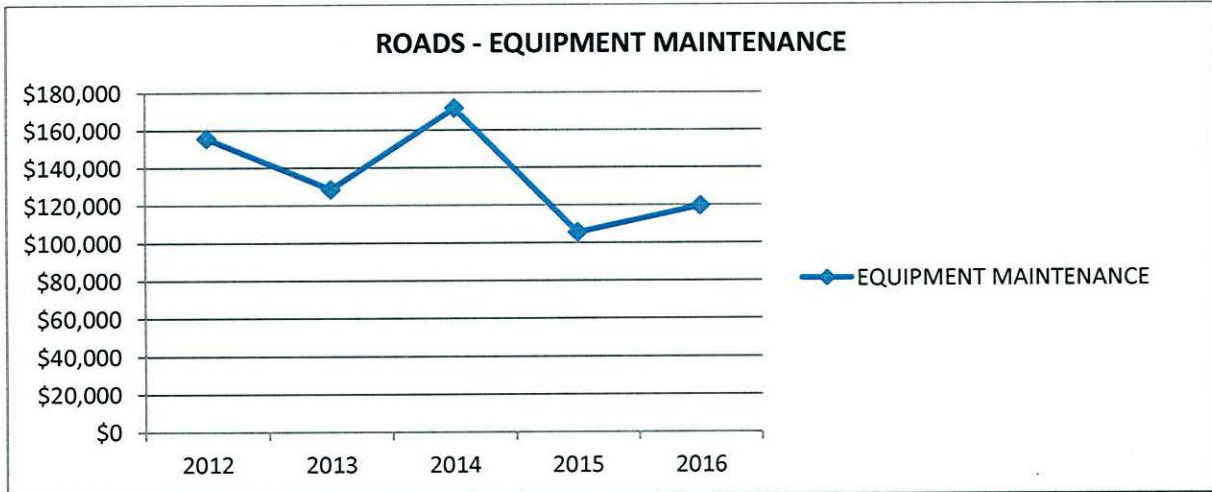
AND FURTHER, that the Public Works Department is authorized to tender the sale of the surplus equipment via auction, local tender, online auction or other means as be deemed most beneficial to the Township.

Consultations:

Dan Gagnon, CAO
Roch Lajoie, Roads Manager
Anne Leduc, Director of Community Services
Annie Levac, Treasurer

Attachments:

Information only



Section 11

CORRESPONDENCE

Section 12

NEW BUSINESS

Section 13

NOTICE OF MOTION

Section 14

QUESTION PERIOD

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

Section 15

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 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,

Senior Management Performance Objectives and Working Conditions (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);

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 15 Item a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 2017

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 15 Item c

Section 16

CONFIRMING BY-LAW

Section 17

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: May 1, 2017

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 17