

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Committee of the Whole Meeting

Wednesday April 17, 2019 at 3:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0

### Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions (Carma)
4. DELEGATION(S)
5. STAFF REPORTS

#### **CAO/Clerk's Department**

- a) Strategic Plan Update ® (Jacques)
- b) Hourly Preferred Vendor Listing – Verbal report
- c) CAO/Clerk - 2019 Workplan ® (Brenda)

#### **Community Services Department**

- d) 2018 Recreation Invoices ® (Jeff)
- e) Community Services 2019 Workplan ® (Michel)

#### **Treasury Department**

- f) Funding Update ® (Johanne)
- g) 2019 Tax Rate By-law ® (Brenda)
- h) Treasury 2019 Workplan ® (Carma)

#### **Planning/Building & By-law Enforcement Department**

- i) Planning/Building & By-law Enforcement 2019 Workplan ® (Jeff)

#### **Fire Department**

- j) Fire 2019 Workplan ® (Michel)

#### **Public Works Department**

- k) Maxville Water Project ® (Jeff)
- l) Public Works 2019 Workplan – Verbal Report ® (Johanne)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday May 22, 2019 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West,  
Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT (Jacques)

# **Section 1**

**CALL TO ORDER**

**Section 2**

**DECLARATIONS OF**

**PECUNIARY**

**INTEREST**



## **Section 3**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday April 17, 2019.

**Carried**

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**Defeated**

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**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 3**

## **Section 4**

# **DELEGATIONS**



## **Section 5**

# **STAFF REPORTS**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. AD-2019-08 – Strategic Plan Update for information purposes.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 5 (a)**



## **STAFF REPORT TO COUNCIL**

**Report No: AD-2019-08**

**April 17, 2019**

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Strategic Plan Update

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. AD-2019-08.

### **Background / Analysis:**

Ian Duff from McSweeney and Associates presented the results of the community consultations at a Special Council meeting on April 9, 2019. The community consultations consisted of 10 individual stakeholder interviews, 4 stakeholder sessions, and over 460 online surveys. McSweeney compiled and analyzed the information to be presented to Council and Staff.

The results of the community consultations identified many of North Glengarry's strengths: the people who live here, the small town feel, the natural environment, and community/business assets within the Township. The main challenges were identified as the: expansion of the lagoon, better internet, school closures, roads, property standards, and more growth in residential/businesses.

The three potential themes identified were:

- Priority Infrastructure
- Priority Community Assets
- People

McSweeney has provided to Staff the detailed results of the surveys, a situational analysis, and also the soft copy of the presentation to Council. Staff will take these results, the notes from the Council visioning session, and also Staff workplans for the next few years, and begin to compile a draft plan for Council's approval.

### **Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

None.

A handwritten signature in black ink, appearing to read "Sarah Huskinson".

Sarah Huskinson  
Chief Administrative Officer/ Clerk



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. AD-2019-07 -- CAO/Clerk 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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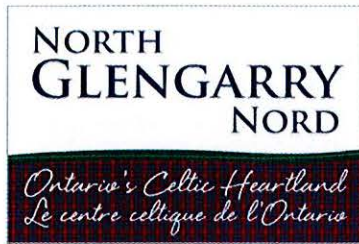
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**Section 5 (c)**



## **STAFF REPORT TO COUNCIL**

**Report No: AD-2019-07**

**April 17, 2019**

**From:** Sarah Huskinson – Chief Administrative Officer/ Clerk

**RE:** 2019 Workplan

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. AD-2019-07.

### **Background / Analysis:**

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done. The community consultation portion of the Strategic Plan is complete and training on the meeting management software has begun. Both of these projects are on schedule. Details and timelines are attached for Council's review for the remainder of the work to be done in the CAO/Clerk's Department.

### **Alternatives:**

None.

### **Financial Implications:**

None.

### **Attachments & Relevant Legislation:**

None.

### **Others Consulted:**

None.

Sarah Huskinson  
Chief Administrative Officer/ Clerk

CAO/Clerks Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Policies	Code of Conduct for Council	Report to Council	SH, Council						
	Communications Plan	Internal Document	SMT						
	Complaints Protocol Policy								
	Council Staff Relations Policy	Report to Council	SMT, Council						
	Delegation of Authority By-Law	Report to Council	SH, LL						
	HR Policy	Report to Council	SMT						
	Records Management Policy	Report to Council	SH, LL						
Other	Accountabilty and Transparency Policy	Ongoing	SH						Complete in March 2019
	Appointment of Integrity Commissioner	Report to Council	SH						
	Customer Service Training	Training	All Staff						
	Emergency Management Training	Training	EMC						
	E-Scribe Meeting Management	Program	SH, LL, JD						Training has started
	HR filing system	Internal Document	SH, JD						
	Information Technology Replacement Plan	Internal Document	SH, RE						
	Investigation	Ongoing	SH						
	Legal Matters	Ongoing	SH						
	Review of Municipally Owned Land	Internal Document	SMT						
	Strategic Plan	Report to Council	Staff, Council						Community Consultation Complete
	Wellness Program	Program	SH, JD						



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-05; and

THAT the Committee of the Whole recommends that Council approve the transfer of \$23,159.00 from the Recreation Reserve Fund to the 2019 Recreation Island Park Capital Budget for the payment of two outstanding invoices from 2018.

**Carried**  
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**Defeated**  
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**Deferred**  
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**MAYOR / DEPUTY MAYOR**

	<b>YEA</b>	<b>NEA</b>
<b>Deputy Mayor:</b> Carma Williams	_____	_____
<b>Councillor:</b> Jacques Massie	_____	_____
<b>Councillor:</b> Brenda Noble	_____	_____
<b>Councillor:</b> Jeff Manley	_____	_____
<b>Councillor:</b> Michel Depratto	_____	_____
<b>Councillor:</b> Johanne Wensink	_____	_____
<b>Mayor:</b> Jamie MacDonald	_____	_____

**Section 5 (d)**



## COMMITTEE OF THE WHOLE

### STAFF REPORT

Report No: COTW CS-2019-05

April 17, 2019

From: Anne Leduc – Director of Community Services

RE: 2018 Recreation Invoices

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#### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-05; and

THAT the Committee of the Whole recommends that Council approve the transfer of \$23,159.00 from the Recreation Reserve Fund to the 2019 Recreation Island Park Capital Budget for the payment of two outstanding invoices from 2018.

#### **Background / Analysis:**

Two invoices that were part of Island Park Capital Projects were not captured in the 2018 year. Staff is requesting that funds from the Recreation Reserve be used to pay the invoices through this year's 2019 Island Park Capital Budget. The invoices are as follows:

Indik – Tennis Court repairs	\$17,915.00
St. Lawrence Testing – Asphalt Testing for walkway at Island Park	\$5,244.00
Total (Plus HST)	\$23,159.00

#### **Alternatives:**

Option 1 – Recommended – That the Committee of the Whole recommends that Council approves the transfer of \$23,159.00 from the Recreation Reserve Fund to the 2019 Recreation Island Park Capital Budget.

Or

Option 2 – Not recommended – That the Committee of the Whole not recommend this transfer of funds.

**Financial Implications:**

The Recreation Reserve contains approximately \$80,000, a sum remaining from Recreation budgets that was transferred at the end of the 2018 fiscal year.

The Island Park Capital Budget for 2019 will be increased by \$23,159.00 to offset these expenses.

**Attachments & Relevant Legislation:**

N/A

**Others consulted:**



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Kimberley Champigny – Director of Finance / Treasurer



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Sarah Huskinson – CAO / Clerk



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-06  
– Director of Community Services 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Johanne Wensink

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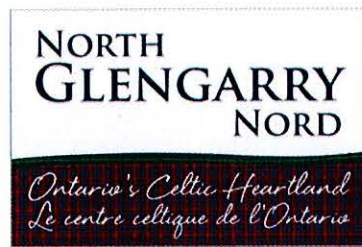
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**Mayor:** Jamie MacDonald

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**Section 5 (e)**



## **COMMITTEE OF THE WHOLE**

### **KEY INFORMATION REPORT**

**Report No: COTW CS-2019-06**

April 17, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department

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The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

### **FACILITIES**

#### **Removal of Aquatic Vegetation from Mill Pond**

The Township has received approval to remove aquatic vegetation from Mill Pond conditional on ensuring that the same mitigation procedures in place in 2018 are in place for 2019. An advisory must be issued to the Department of Fisheries and Oceans 10 days prior to start. Target date is the week of June 17<sup>th</sup> at the latest (depending on weather and activities in fish nests).

### **COMMENTS**

This report is presented for information purposes only.

	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	IP - Removal of Band Shell	Report to COTW	JD						
	IP - Outdoor Exercise Equipment	Report to COTW	AL, JD						Glengarry Community Living
	IP - Soccer Benches & Cement Work	Report to COTW	JD						
	Dome - Counter Reno	Ongoing	AL, JD						
	Dome - Floor Reno	Ongoing	AL, JD						
	EcDev - Branding Signage	Ongoing	TK						
	EcDev - Interpretive Panels	Ongoing	TK						
	GSP - Condenser Water Supply Tank	Ongoing	RW						
	GSP - Stove for Community Kitchen	Ongoing	RW						
	IP - Change Tables & Sink	Ongoing	AL, JD						
	IP - Micro Nets	Ongoing	AL, JD						
	KingGPK - Electrical Panel	Ongoing	JD						
	Millsq - Architectural Design	Ongoing	AL						
	MSC - Counters Bathrooms	Ongoing	JA						
	MSC - QEL Amonia Detector	Ongoing	JA						
MSC - Water lateral Connection	Ongoing	AL, JA							
Other	Admin - Business & Community Awards Gala	Event	AL, TK, MD						
	Admin - Hiring Program Coordinator	Report to COTW	AL, SH						
	Admin - Ice Contract Forms - 2019 Fall Pre-Ice Season	Report to COTW	AL, MD						
	Admin - Ice Contract Forms 2019 / 2020 Season	Ongoing	AL, MD						
	Admin - Lighting of Island Park	Event	AL, JD & Others						
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						
	ComDevCttee - Terms of Reference	Report to Council	AL						
	Dome - Programming - Flag Football	Report to COTW	AL, JD						
	Dome - Programming - Running Program 2019 Session 1	Report to COTW	AL, JD						
	Dome - Programming - Running Program 2019 Session 2	Ongoing	AL, JD						
	Dome - Programming - Track for Seniors	Ongoing	AL, JD						
	Dome - Programming - Women's Volleyball	Report to COTW	AL, MD, JD						
	Dome - Programming - Youth Floor Hockey	Ongoing	AL, MD, JA, RW						
	Dome - Reinstatement of flood damages	Ongoing	AL, JD						
	Dome, GSP, MSC, IP - Programming - 2019 Family Day	Report to COTW	Rec Dept						
	Dome, GSP, MSC, IP - Programming - 2019 March Break	Report to COTW	Rec Dept						
	GSP - Audit	Ongoing	AL, MD						
	GSP - Debt recovery - Glengarry Highlanders	Report to COTW	AL, Finance						
	GSP - Programming - Yoga 2019 Session 1	Report to COTW	AL, MD						
	GSP - Programming - Yoga 2019 Session 2	Ongoing	AL, MD						
	GSP, IP - Soccer Fields (Preparation & Closures)	Ongoing	AL, JD, RW						
	GSP, MSC - Programming - Floor Hockey	Ongoing	AL, MD, JA, RW						
	IP - Aquatic Vegetation Removal Permit	Ongoing	AL						
	IP - Programming - 2019 Swimming Lessons	Ongoing	AL						
	IP - Programming - Summer Camp	Ongoing	AL						
	MSC - Heating renovations	Ongoing	AL, JA						
MSC - Programming - Kilt Skate	Report to COTW	AL, TK & Others							

Preparation   
Execution   
Complete 

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COW TR2019-13 - Funding Update for information purposes only.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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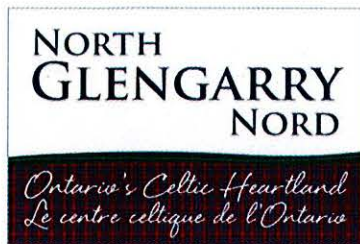
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**Section 5 (f)**





## STAFF REPORT TO COUNCIL

Report No: COW TR2019-13

March 22, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: Funding Update

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### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2019-13 for information purposes only.

### Background / Analysis:

This report is to provide Council with some information on four different funding streams – the Ontario Municipal Partnership Fund (OMPF), a one-time payment to support small and rural municipalities, the Ontario Community Infrastructure Fund (OCIF), and the Investing in Canada Infrastructure (ICIP) program.

In a letter dated March 14<sup>th</sup>, 2019, it was indicated that OMPF allocations would be reduced by 4% (\$98,800) for 2019. Since there was no information at budget time for this reduction, the 2019 budget reflects the non-reduced amount of \$2,258,500. Although it may be prudent to revise the budget, I feel that we should see where Township's financial position falls at year end and possibly take from reserves to cover the shortfall. OMPF funding is based on three items, an Assessment Equalization Grant, a Rural Communities grant and a Northern and Rural Fiscal Circumstance Grant – all using total households in the Township in their calculations.

On March 20<sup>th</sup>, 2019 we received a letter from the Minister of Municipal Affairs and Housing indicating that the Township would be receiving a one-time payment to support small and rural municipalities in the amount of \$598,861. This has solved the issue of revising the budget. This funding is based on the number of rural and urban households within the Township.

The exact use for these funds has not been determined, but I am suggesting that these funds be put to reserves and used to help offset costs in the 2020 budget. Due to already stretched resources based on the projects planned for 2019, I think it is better to plan for future items rather than rush to spend these funds.

Also, on March 14<sup>th</sup>, 2019 we received a letter from the Ministry of Infrastructure and Ministry of Agriculture, Food and Rural Affairs indicating the 2018 Top Up Applications and 2019 OCIF Top-Up intake had been cancelled. The Township applied to this program in 2017 and was not successful. It was again applied for in 2018 which has now been cancelled. Both times, the Township applied for the replacement of the Creek Road Bridge. The 2018 OCIF Top Up application indicated the cost of the project to be just over \$2.2 million with grant funding available as just under \$1.6 million. This project was not placed in the 2019 budget as we were unsure if funding would be approved.

There is a new program being initiated in 2019 called Investing in Canada Infrastructure (ICIP). This program commits up to \$30 billion in combined federal and provincial funding to support public transit, green infrastructure, community, culture and recreation, and rural and northern infrastructure investments (roads, bridges, air and marine needs). This grant is competitive in nature and for our Township, the shared costs for approved projects would be 50% federal, 33.33% provincial and 16.67% municipal. The ICIP program launched on March 18<sup>th</sup>, with an early intake submission deadline of April 14<sup>th</sup>, 2019. A previous Council report suggested applying for the Creek Road Bridge as the information is ready for the grant submission.

For information purposes.

**Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

CAO/clerk



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE: April 17, 2019**

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

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

THAT the Committee of the Whole receives by-law #15-2019 being a by-law to adopt the tax rates for the year 2019.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (g)**



## **STAFF REPORT TO COUNCIL**

Report No: COWTR-2019-17

April 12, 2019

From: Kim Champigny, Director of Finance/Treasurer

RE: 2019 Tax Rates

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### **Recommended Motion:**

THAT Council of The Township of North Glengarry adopt by-law #15-2019 being a by-law to adopt the tax rates for the year 2019.

### **Background / Analysis:**

The 2019 Operating and Capital Budgets were approved by Council on February 11<sup>th</sup>, 2019 for which \$5,831,033 in municipal tax dollars is required to be raised. Annually, a tax rate by-law is required to authorize tax rates that are sufficient to generate property taxes required to support the municipal budget, as well education and county tax rates.

There are many consideration and components to the property tax system: assessment value; tax ratios; tax rates; capping; and, the annual operating budget amount. The Township tax rates have a municipal, county and education rate component. Of the total tax rate, 39% of the dollars are sent to the County, 26% are sent to the Province for the Education Tax and 35% of the dollars remain in the Township.

The assessment for each property in the Township is set by MPAC, the Municipal Property Assessment Corporation. All properties are assessed by MPAC every four years. The 2017 taxation year was the first year of the new assessment cycle, which is based on a valuation date of January 1, 2016, and therefore, we are in the third year of the assessment cycle. All increases to properties, due to the reevaluation in 2016, are phased in over the period of the four year assessment cycle. Any decreases in valuation, as a result of the 2016 valuation, were applied in 2017. The 2018 assessment roll, used in the 2019 taxation calculation, includes all of the phased in values, as well as any assessment growth due to new construction.

Section 308 of the Municipal Act requires that Municipal Council establish tax ratios by passing a by-law each year. Tax ratios distribute the tax burden amongst property classes and therefore, must be set prior to establishing the annual tax rates. The Township is a lower tier municipality and as such, the County sets the tax ratios for the Township to utilize. These tax ratios have been set for the 2019 taxation year, as well as the County rates. The Provincial Government sets the Education tax rates annually which



are sent to the Township to include in the total tax rate to levy to residents. The Township tax rate is calculated by dividing the net requirement, or the \$5,831,033, by the total weighted assessment.

The original estimation presented to Council earlier this year suggested a 0% increase in the overall tax rate. Based on the education rate, the adopted county rate and the approved municipal levy, as predicted, there will be a 0% increase to the total tax rate.

**Alternatives:**

Option 1: Adopt the 2019 tax rates

Option 2: Do not adopt the 2019 tax rates.

**Financial Implications:**

The adoption of tax rates does not change the overall taxation revenue of the municipality.

**Attachments & Relevant Legislation:**

**Others Consulted:**

N/A



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COW TR2019-12 -- the Director of Finance/Treasurer 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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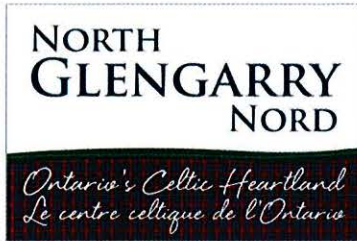
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**Mayor:** Jamie MacDonald

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**Section 5 (h)**



## **STAFF REPORT TO COUNCIL**

**Report No: COW TR2019-16**

**April 4, 2019**

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for April

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. COW TR2019-16 – the Director of Finance/Treasurer 2019 Workplan updated for April 2019.

### **Background / Analysis:**

The Treasury Department is presenting Council with their workplan for 2019. There is a great deal of policy work to be done to ensure transparency and consistency.

The Asset Management Software implementation will be a large project with tight deadlines due to the deadline for completion to be eligible for funding.

A big focus for the Department will be continued tax collection to reduce arrears. The new Tax Collector will be starting April 23, 2019 so you will see a change in the configuration of the office as another desk is added to Linda Lancaster's area.

The first quarter CWWF federal portion of the Maxville water project claim has been submitted.

After discussion with SMT, new cost centres will be added to capital accounts to streamline capital asset cost recording.

To reduce risk, the Accounts Receivable/Utility Billing, Accounts Payable, and Payroll functions will all have alternate backup staff trained to do these functions. Jena Doonan has been learning the Accounts Receivable/Utility billing process as a backup to that position.

### **Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

A handwritten signature in cursive script, appearing to read "Sarah Huskinson".

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



Treasury Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Accounts Receivable Policy	Policy approved by Council	SM, KC		Green				
Utility Billing Policy	Policy approved by Council	SM, KC		Green				
Travel Policy	Policy approved by Council	KC, SH	Blue				Approved by council	
Review Records Retention Policy	Policy approved by Council	KC, SH		Green				
Credit Card Policy	Council	KC, SH		Green				
New Check Pro procedures have been documented	Procedure created	SM, KC	Blue					
Asset Management Software Implementatin	Software installed and staff trained resulting in a usable product	Dept		Green	Yellow		Resources to complete could be an issue	
Council Remuneration Bylaw	Bylaw Approved	KC, SH	Blue					
Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	LL, KC	Blue	Green				
Sale of 2018 registered tax sale property	Cash for sale of property	KC, RM, SH				Yellow	Potential of over 20 properties for sale in the fall.	
Water rates Maxville	Confirmed water rates approved for Maxville	KC, RM, SH			Green			
10 year capital plan template to directors	Plan sent and completed by Directors for 2020 budget	KC, Directors				Yellow		
Rescind FGT bylaw for bridges only	Rescind Bylaw	KC			Green			
Variance reports - Monthly to Directors	Variance reports delivered to Directors	KC	Blue					
2020 Budget	Budget complete	KC, Directors			Green			
A/R and Utility training for backup	Trainee completes A/R	KC, SM, JD	Yellow	Blue				
A/P training for backup	Trainee completes A/P	KC, RK, JD	Green	Yellow				
Payroll training for backup	Trainee completes payroll	KC, RK, JD		Yellow				
RBC Form 349	Form submitted to RBC	KC	Blue					
Hire New Tax Collector	Tax Collector Hired	KC, LL, RK	Blue					
Municipal Audit	Audit Complete	KC, RK, SM, LL, LL	Green	Yellow				
Maxville Water Project Funding	Funding from grants or LTD complete	KC, RK	Yellow	Yellow			Continue review for bridge financing. Awaiting confirmation from province	
Checkpro Automatic Deposit	Automatic Cheque Deposits	KC, SM, LL	Blue				Great, efficient tool with backup staff positions.	
Employee BBQ	BBQ complete	All employees		Green			Sarah set it for June	
Year End Financial Processing	Audited financial statements	SM, RK, KC	Yellow					
CWWF Claim Jan 1 - Mar 31/19	Claim submitted	KC		Blue			Claim is \$1,241,080 Procedures clarified.	
Creation of new building permit deposit tracking form	Balances to GL monthly	KC, JR, CL		Yellow			Hopefully perfect for Q2	
Creation of cost centres for capital	Cost centres complete	KC, SMT		Yellow				

Preparation ■  
Execution ■  
Complete ■

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. BP-2019-06 – Chief Building Official 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

**YEA**

**NEA**

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**Section 5 (i)**



**STAFF REPORT TO COUNCIL**

**Report No: BP-2019-06**

**April 17, 2019**

**From:** Jacob Rheume – Chief Building Official

**RE:** 2019 Work Plan

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**Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. BP-2019-05 – the Director of Building, By-law & Planning 2019 Work Plan.

**Background / Analysis:**

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan for 2019.

The Planning department is required to update the Comprehensive Zoning By-law, although part of the work has started prior to 2019, it still needs to be reviewed and implemented to include new cannabis regulations, which we are working on. Our Planner has already started to work with JL Richards to update the Comprehensive Zoning By-law. We are still in the process of reviewing what was done and what will need to be done, while trying to save consultation costs. A new Site Plan Control By-law will also be put in place for an easier process for the land owners and developers. We will also discuss a Sub-Division application process for the future, our Planner also has started to do some research on what would be required from developers in order to get the Ministry's approval for new subdivisions within the Urban Settlement Area of Alexandria. Also note that there is still the LPAT appeal for the Official Plan in progress.

The By-law Enforcement Officer will be taking on more dog enforcement and animal control; most of the By-law creation/review relates to animal control, including dogs and livestock, poundkeeping, etc. There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of 2019 but we are looking into some other options for after, along with the other Townships. We recently decided that it was of best interest for North Glengarry to pull out of a joint kennel for animal control throughout the United Counties. The By-law Enforcement Officer and the Department are currently working on a new Animal Control By-law, a Poundkeeper By-law and an Exotic/Prohibited Animal By-law. The Clean Yards is also

being implemented for better enforcement coverage and a first draft will be presented to Council soon. The By-law Enforcement Officer will be going ahead with the same complaint tracking system software as the Public Works Department.

The Building Department is in the middle of the process for two new developments; Site Plan Control will be in effect for both so Council will be made aware with them when they go through; SPDA will be presented to Council in the next month. The Department is working alongside IT to create a newer software for Building Permit Applications & tracking system being linked with Zoning. Some updates like civic numbers, severances and ZBA need to be done prior. The sign By-law is also being reviewed.

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

None.

**Others consulted:**

Todd McDonell, *By-law Enforcement Officer*  
Kasia Olszewska, *Planner*



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Reviewed by  
Sarah Huskinson – CAO/Clerk



Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2019				2020
				Q1	Q2	Q3	Q4	
Strat Plan								
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR					
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO					
	Creation of Site Plan Control By-law	Approved by Council	KO					
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR					
	Creation of Livestock/Poundkeeper By-law	Approved by Council	TM, JR					
	Review of Clean Yards By-law	Approved by Council	TM, JR					
	Review of Garage Sale By-law	Approved by Council	TK, JR					
	Review of Sign By-law	Approved by Council	JR					
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK					
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK					
	Update of current GIS	IT building a new software for building permits and zoning references and tracking	KO, JR					
	Ongoing ZBA, MV	Ongoing Planning	KO					
	Ongoing Consent Applications	Ongoing Planning	KO					
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO					
	2 large scale project Building/Site Plan	New development in the Township	KO, JR					
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR					
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL					
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL					
	Nutrient Management Plan training/update	New training required to ensure OMAFRA compliance	JR					
	Review Dog Catcher Duties	Current contract to expire	TM, JR					
	Ongoing By-law Complaints	Ongoing By-law	TM					
	Ongoing Building Permit Applications	Ongoing Building	JR					
	Outstanding Building Permits (Hospital/Schools)	Hospital and Schools have some outstanding building permits and needs to be closed	CL, JR					
	Office Painting	All Township offices to be repainted	JR					



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. FS-COW-2019-02 – Fire Department 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (j)**



## **STAFF REPORT TO COUNCIL**

**Report No: COW FS 2019-02**

**April 17th, 2019**

From: Pat Gauthier - Fire Chief

RE: 2019 Work plan

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### **Recommended Motion:**

That the Committee of the Whole receives Staff Report No. COW FS-2019-02 the Fire Chief's 2019 Work plan update.

### **Background / Analysis:**

The work plan update shall serve as a progress report for Council. As previously stated in the original work plan report last month, the Fire Department's goal for 2019 is to bring together the standardization work that has been done since 2016 by conducting a full review of all departmental policies and foundational documents. It is our hope that the successful completion of the Capital Projects for 2019 will tie up all loose ends.

### **COMMUNICATIONS**

The communications project is a complex undertaking involving many agencies. This project will require intense management of time and quality of work in order to ensure its success.

**UPDATE:** The project is moving along at the expected pace with infrastructure installation beginning this month. We are now looking at adding an antenna site in Maxville (water tower) immediately as opposed to waiting after troubleshooting the system. Also, in order to ensure our new equipment is properly maintained, we are currently looking at the cost of building 2 climate controlled rooms to house our communications equipment. A report will be prepared for the next Council meeting.

### **TRAINING FACILITY**

The training facility project is an ambitious undertaking. No project of its kind has ever been attempted in SD&G. The work required for this project to succeed will mostly be done by fire department and township staff.

**UPDATE:** There is no update on this project yet as we were waiting for the snow to melt in order to access the site with Raisin Region Conservation Authority staff to address their concerns. This meeting will occur before the end of April. We are confident that all environmental concerns will be addressed satisfactorily and that the construction phase will begin sometime during Q2.

### **FIREWELLS**

The firewells project will continue to move ahead this year. The main focus of this project is to establish the year-round water source at the training facility. This water source will also serve the south-east portion of our township and address the constant critical shortage of reliable water for firefighting in that area.

**UPDATE:** The firewells project has not moved ahead yet this year as it is centered around the training facility project and will follow the same progress timelines.

### **STATION RENOVATIONS**

This year, we will continue focusing on renovating our fire stations. These buildings are in need of updates in the truck bay areas.

**UPDATE:** We are currently designing an office area for station 1. This area will include a stock room to be used for storing extra personal protective equipment storage (replacement gloves, flash hoods, rubber boots...). Updates to the truck bay areas will occur later this year as budget permits.

### **POLICIES AND PROCEDURES**

Preparation work on policies and procedures updates will begin this month.

### **RECORDS MANAGEMENT SYSTEM (BeeOn)**

This system will be live this month. A data entry, troubleshooting and training period will precede full implementation.

### **TRAINING**

The current training program (phase 1), although established as policy, will require 6 months to be established in practice. It is our expectation that the program will be set once the training facility is fully operational. Phase 2, which will encompass full Fire Dynamics training, will be the next step in training and will begin, in earnest, in January 2020.

### **PPE MAINTENANCE, AIR MANAGEMENT**

These projects are completed. They are expected to be revised and fully operational by May 1st.

### **AID AGREEMENTS, F.D. REVIEW/RISK ASSESSMENT, BY-LAW REVIEW**

Drafts are expected to be completed in August and available for full review by OFM Field Advisors in September.

**Alternatives:**

None.

**Financial Implications:**

Addition of an extra Communications Repeater and antenna at the Maxville water tower is estimated to cost up to \$50,000. Construction of 2 rooms for communications equipment will cost up to \$20,000. The Fire Department is proposing using reserves to funds for these projects.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

Deputy Fire Chief



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



Fire Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Communications	Project appoved by Council	MR,PG						Installation of infrastructure
	Training Facility	Project appoved by Council	PG,MR						On hold due to late thaw
	Firewells	Project appoved by Council	PG,MR						On hold due to late thaw
	Station Renovations	Project appoved by Council	PG						Preliminary scope of work
Other	Policies and Procedures	Requires updating	PG,Committee						Preparation, assigning tasks
	Record Management System	2018 Capital project	MR,PG,ICO Tech						Implementing, training
	Training program (All Members)	NFPA 1001	MR,PG						Ongoing/Quality Review
	PPE Maintenance	NFPA 1851	MR,PG						Final review/complete
	Air Management Program	NFPA 1989	PG,MR						Final review/complete
	Aid Agreements	FPPA	PG						Ongoing
	F. D. Review and Risk Assessment	FPPA	PG						Ongoing
	Review By-laws	OFM template	PG						Ongoing



**Section 6**

**UNFINISHED**

**BUSINESS**

## **Section 7**

# **OTHER BUSINESS**



**SECTION 8**

**MATTERS ARISING**

**FROM STANDING**

**COMMITTEES**

**SECTION 9**

**NOTICE OF MOTION**



**SECTION 10**

**ADJOURNMENT**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** April 17, 2019

**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:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 10**