

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Regular Meeting of Council

**Tuesday October 9, 2018 at 7:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0**

### Draft Agenda

#### THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Jamie)
  - a) Regular Meeting of Council – September 24, 2018
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT – Sarah Huskinson - CAO/Clerk
7. COMMUNITY SERVICES DEPARTMENT –  
Anne Leduc, Director of Recreation/Community Services
  - a) Municipal Recreation Associations 2018 Capital Budget Transfers ® (Brian)
  - b) 2019 Community Grants ® (Jeff)
8. TREASURY DEPARTMENT – Kimberley Champigny – Treasurer & Director of Finance
  - a) Property Tax Collection Policy ® (Jacques)
  - b) Strategic Asset Management Policy ® (Michel)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -  
Jacob Rhéaume – Director of Building, By-law & Planning / CBO
  - a) Z-05-2018 – Zoning Amendment ® (Carma)
  - b) Z-06-2018 – Zoning Amendment ® (Jamie)
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
  - a) Engineering Design Services Award – Water Treatment Plant Upgrades ® (Jeff)
12. CORRESPONDENCE
  - a) Recreation Advisory Committee Minutes – May 15,2018
  - b) Public Works Minutes – May 22, 2018
  - c) The Committee of Adjustment Minutes – June 11, 2018
  - d) Recreation Advisory Committee Minutes – June 12, 2018
  - e) Glengarry Sports Palace Minutes – June 12, 2018
  - f) CIP Approvals Committee Minutes – July 16, 2018
13. NEW BUSINESS
14. NOTICE OF MOTION  
Next Regular Public Meeting of Council

Monday November 12, 2018 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**

Identifiable Individual (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of September 24, 2018

17. **CONFIRMING BY-LAW**

a) By-law 55-2018 ® (Brian)

18. **ADJOURN** ® (Jacques)

# **Section 1**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Tuesday October 9, 2018.

**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 1**



## **Section 2**

# **DECLARATIONS OF CONFLICTS OF INTEREST**

## **Section 3**

# **ADOPTION OF PREVIOUS MINUTES**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

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

Regular Meeting of Council – September 24, 2018

**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 3**



# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## REGULAR MEETING OF COUNCIL

**Monday September 24, 2018 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 September 24, 2018 at 7:00 p.m., with Mayor Chris McDonnell presiding.

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

**ALSO PRESENT:** **CAO/Clerk** - Sarah Huskinson  
**Deputy Clerk** – Lise Lavigne  
**Treasurer & Director of Finance** – Kimberley Champigny  
**Director of the Building/By-law & Planning Services** – Jacob Rhéaume  
**North Glengarry Fire Chief** – Patrick Gauthier  
**Director of Public Works** – Ryan Morton

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 September 24, 2018.

**Carried**

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 – September 10, 2018  
Special Meeting of Council – September 17, 2018

**Carried**

4. **DELEGATION(S)**

**a) CEO Hôpital Glengarry Memorial Hospital – Micheal Cohen**

Mr. Micheal Cohen CEO of the Glengarry Hospital introduced himself to Council and the Public.

5. **COMMITTEE RECOMMENDATIONS**

6. **CAO/CLERK'S DEPARTMENT** – Sarah Huskinson - CAO/Clerk

a) **By-law 53-2018 – Lease Agreement with NHXT Inc.**

**Resolution No. 3**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2018-09;

AND THAT Council adopt by-law 53-2018, being a by-law to authorize the Mayor and Clerk to enter into a lease agreement with NHXT Inc. for a portion of the property known as 95 Lochiel Street East, Alexandria;

AND THAT by-law 53-2018 be read a first, second and third time and enacted in open Council this 24<sup>th</sup> day of September, 2018.

**Carried**

**Action - SH**

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

8. **TREASURY DEPARTMENT** – Kimberley Champigny, Treasurer & Director of Finance

9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT** -  
Jacob Rhéaume – Director of the Building/By-law & Planning Services

a) **Recruitment and hiring of a Planner and a By-law Enforcement Officer**

**Resolution No. 4**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

THAT the Council for the Township of North Glengarry authorize staff to proceed with the recruitment and hiring of a Planner and a By-law Enforcement Officer on a permanent full-time basis.

**Carried**

**Action - JR**

10. **FIRE DEPARTMENT** – Patrick Gauthier, North Glengarry Fire Chief

a) **Training Facility**

**Resolution No. 5**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

Council approves the new area for a Firefighter Training facility on 18535 Diverson Rd.

**Carried**

**Action - PG**

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

a) **Maxville Tower Logo Approval**

**Resolution No. 6**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto



**THAT**, the Council of the Township of North Glengarry selects option 2, presented in this report for the Maxville water Tower;

**AND FURTHER**, that “Ontario’s Celtic Heartland” wording is removed from the graphic;

**AND FURTHER**, that the Director of Public Works is authorized to issue a change order to Landmark Structures Inc. for the work as proposed in the amount of \$75,000 excluding HST.

**Carried**

**Action – RM**

**b) Hope Ouimet Rd. Culvert**

**Resolution No. 7**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

THAT the Council of the Township of North Glengarry approves the excess funds from the Brodie Road bridge project be used for the Hope Ouimet Culvert, originally scheduled for 2019, funded through the Federal Gas Tax.

**Carried**

**12. CORRESPONDENCE**

**a) Child and Youth Safety and well-being Proclamation**

**Resolution No. 8**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

**CHILD AND YOUTH SAFETY AND WELL-BEING PROCLAMATION**

Whereas, The Children’s Aid Society of the United Counties of Stormont, Dundas & Glengarry is mandated to protect every child and youth and their right to safety and well-being, the Society invites all citizens to join in a collective effort to help protect our children; and

Whereas, it is a community problem and finding solutions depends on involvement among people throughout the community; and

Whereas, the effects are felt by whole communities, and need to be addressed by the entire community; and

Whereas, effective awareness prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community; and

Whereas, all citizens should become more aware of the negative effects on our children and youth when safety and well-being is compromised its prevention lies within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment; and

Now Therefore Be It Resolved That, I Chris McDonell, Mayor of North Glengarry, do hereby proclaim October 2018 as “Child and Youth Safety and Well-Being Month” in the township of North Glengarry and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to protect children and youth, thereby strengthening the community in which we live.

**Carried**

**13. NEW BUSINESS**



14. NOTICE OF MOTION - Next Meeting of Council, October 9, 2018.

15. QUESTION PERIOD

16. CLOSED SESSION BUSINESS

**Resolution No. 9**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

**Proceed "In Closed Session",**

Identifiable Individual (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Litigation (as this matter deals with litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board they may be discussed in closed session under sections 239 (2)(e) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of August 27, 2018 and September 17, 2018.

**Carried**

**Resolution No. 10**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

That we return to the Regular Meeting of Council at 8:53 p.m.

**Carried**

17. CONFIRMING BY-LAW

a) **By-law 54-2018**

**Resolution No. 11**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

That the Council of the Township of North Glengarry receive By-law 54-2018; and

That Council adopt by-law 54-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 54-2018 be read a first, second, third time and enacted in Open Council this 24<sup>th</sup> day of September, 2018.

**Carried**

18. ADJOURNMENT

**Resolution No. 12**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 8:55 p.m.

**Carried**

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CAO/Clerk/ Deputy Clerk

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Mayor / Deputy Mayor



## Section 4

# DELEGATION



# Section 5

## COMMITTEE

## RECOMMENDATIONS

**Section 6**

**CAO/CLERK'S**

**DEPARTMENT**

**Sarah Huskinson**



**Section 7**

**COMMUNITY SERVICES**

**DEPARTMENT**

**Anne Leduc**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-34; and

THAT Council approves the Capital Budget transfers recommended by the Recreation Advisory Committee according to the information listed below:

Transfer to Dalkeith Recreation to proceed with the installation of playground equipment, which was originally not budgeted for 2018	\$6,500
• \$1,500 Alexandria Recreation	
• \$1,500 from Laggan Recreation	
• 2,500 from Glen Robertson Recreation	
Transfer to Father Gauthier Recreation to cover unexpected repairs to lighting on the soccer field required at the beginning of the season.	\$3,150
• \$750 from Maxville Recreation	
• \$2,400 from Apple Hill Recreation	

**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 7 Item a**

## STAFF REPORT TO COUNCIL

Report No: CS-2018-34

October 9, 2018

From: Anne Leduc – Director of Community Services

RE: MRAC 2018 Capital Transfers

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### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-34; and

THAT Council approves the Capital Budget transfers recommended by the Recreation Advisory Committee according to the information listed below:

Transfer to Dalkeith Recreation to proceed with the installation of playground equipment, which was originally not budgeted for 2018	\$6,500
• \$1,500 Alexandria Recreation	
• \$1,500 from Laggan Recreation	
• 2,500 from Glen Robertson Recreation	
Transfer to Father Gauthier Recreation to cover unexpected repairs to lighting on the soccer field required at the beginning of the season.	\$3,150
• \$750 from Maxville Recreation	
• \$2,400 from Apple Hill Recreation	

### Background / Analysis:

Council approved the Municipal Recreation Association Committee's Capital Budget of \$61,350 for 2018. The Municipal Recreation Associations have reviewed their final capital project plans for 2018.

Requests for capital adjustments were received from the Recreation Associations during their October 3<sup>rd</sup> Municipal Recreation Committee which recommended the following motions for Council's consideration:

- That \$1,500 from Alexandria Recreation, \$1,500 from Laggan Recreation and \$2,500 from Glen Robertson Recreation be transfer to Dalkeith Recreation to proceed with the installation of playground equipment, which was originally not budgeted for 2018.

- That \$750 from Maxville Recreation and \$2,400 from Apple Hill Recreation be transfer to Father Gauthier Recreation to cover unexpected repairs to lighting on the soccer field required at the beginning of the season.

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution

Or

Option 2 – Not recommended – That Council does not approve this resolution

**Financial Implications:**

The funds remain within the same Capital Budget envelope and do not increase nor decrease the whole of the Capital funding for the Municipal Recreation Associations as allocated by Council.

**Attachments & Relevant Legislation:**

N/A

**Submitted by:**

*Anne Leduc*

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Anne Leduc – Director of Community Services

**Others consulted:**

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Kim Champigny – Director of Finance / Treasurer

*Sarah Huskinson*

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Sarah Huskinson – Chief Administrative Officer / Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-35; and

That Council approves the following grants conditional to the approval of Community Grant Program funding in the 2019 municipal budget.

Applicant	Community Grant Funding Amount	In-Kind Amount
Centre Lochiel Centre	\$3,000.00	
Club Optimiste	\$3,000.00	\$928.00
Dalkeith Historical Society	\$900.00	
Earth Day	\$500.00	\$467.00
Friends of the Glengarry Trails	\$3,300.00	
Glengarry Artists Collective	\$3,300.00	\$2,294.00
Maxville & District Chamber of Commerce	\$2,000.00	
Maxville Fair	\$3,000.00	
MCM Festival	\$3,000.00	
St. Columba Presbyterian Church	\$3,000.00	
<b>TOTAL:</b>	<b>\$25,000.00 in Community Grant Funding</b>	<b>\$3,689.00 in In-Kind Funding</b>

**Carried**  
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**Defeated**  
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**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**



## STAFF REPORT TO COUNCIL

Report No: CS-2018-35

October 9, 2018

From: Anne Leduc – Director of Community Services

RE: 2019 Community Grants

### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-35; and

That Council approves the following grants conditional to the approval of Community Grant Program funding in the 2019 municipal budget.

Applicant	Community Grant Funding Amount	In-Kind Amount
Centre Lochiel Centre	\$3,000.00	
Club Optimiste	\$3,000.00	\$928.00
Dalkeith Historical Society	\$900.00	
Earth Day	\$500.00	\$467.00
Friends of the Glengarry Trails	\$3,300.00	
Glengarry Artists Collective	\$3,300.00	\$2,294.00
Maxville & District Chamber of Commerce	\$2,000.00	
Maxville Fair	\$3,000.00	
MCM Festival	\$3,000.00	
St. Columba Presbyterian Church	\$3,000.00	
<b>TOTAL:</b>	<b>\$25,000.00 in Community Grant Funding</b>	<b>\$3,689.00 in In-Kind Funding</b>



## Background / Analysis:

Each year, Council establishes a budgetary envelope to support special projects or events organized by community groups or individuals through the Community Grants Program. The 2019 municipal budget will include a request for an allocation of \$25,000 for the Community Grant Program.

A Community Grant Policy was established and was further refined in 2018 with the assistance of the Arts, Culture and Heritage Advisory Committee (ACH) and input from Council. The policy, criteria, and accompanying selection process was adopted by Council and requires all Community Grant Program applications to be vetted by the ACH committee whose recommendations are submitted to Council for approval.

This year the Township of North Glengarry received 12 applications totalling \$33,060.00 in funding and \$3689.00 in in-kind requests. The ACH committee met on October 3, 2018 and reviewed each application in detail. Of the 12 applications, the ACH Committee considers that 10 meet the requirements set out in the selection criteria. Therefore the ACH Committee recommends that the grants be allocated as outlined below for a total of \$25,000.00 in Community Grant Funding and \$3,689.00 in In-Kind Funding.

Applicant	Event/Project	Funding Amount	In-kind Amount
Centre Lochiel Centre	End of Summer Festivities in mid-September 2019 with either a County or a 70's themed evening.	\$3,000.00	
Club Optimiste	Samedis entre amis (activities in Island Park) and movie nights - 6 & 20 July, 3, 17 and 31 August and 7 September.	\$3,000.00	\$928.00
Dalkeith Historical Society	Photoville 2 continuation of project started in 2018. Opening Day on June 15, 2019 at the Dalkeith Historical Society Hall showing photos in different categories - landmarks, people, farms and property, vintage as well as modern. New Student photographic contest.	\$900.00	
Earth Day	Earth Day 2019 - event to take place in the Sandfield Centre on April 27th, 2019 from noon to 5 pm to bring attention to businesses & organizations that promote sustainable practices.	\$500.00	\$467.00
Friends of the Glengarry Trails	10 permanent storyboard holders on the Glengarry Trails starting at Lochiel Street Boardwalk. In partnership with the Glengarry Artists Collective (no funding has been requested by the GAC for this project). Stories will change seasonally.	\$3,300.00	
Glengarry Artists Collective	Creation of two distinct murals as part of Alexandria 200 festivities, creation of Culture Corners and in-kind for WOW event.	\$3,300.00	\$2,294.00

Maxville & District Chamber of Commerce	Shop Local to the Max! Focused Media campaign to promote and increase tourism and business traffic flow throughout the Village of Maxville.	\$2,000.00	
Maxville Fair	Funding to support Maxville Fair Education Tent and the broadcasting of the Holstein Show internationally.	\$3,000.00	
MCM Festival	St-Andrew's Day Concert on November 30, 2019 as part of the 200th Anniversary of Alexandria. Activities include a dance, concert and exposition of articles and pictures of the past.	\$3,000.00	
St. Columba Presbyterian Church	Victorian Tea and Gospel Choir Activities.	\$3,000.00	
	<b>TOTAL:</b>	<b>\$25,000.00</b>	<b>\$3,689.00</b>
		<b>in Community Grant Funding</b>	<b>in In-Kind Funding</b>

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution

Or

Option 2 – Not recommended – That Council does not approve this resolution

**Financial Implications:**

Prior to the disbursement of any funds, community groups are required to sign a “Letter of Agreement” that will specify the terms and conditions of the Community Grants.

The grants would be issued once the Community Grants Program is approved as part of the 2019 Operating Budget.

**Attachments & Relevant Legislation:**

N/A

**Submitted by:**

*Anne Leduc*

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Anne Leduc – Director of Community Services

**Others consulted:**

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Kim Champigny – Director of Finance / Treasurer

A handwritten signature in black ink, appearing to read "Sarah Huskinson". The signature is written in a cursive style with a large initial 'S'.

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Sarah Huskinson – Chief Administrative Officer / Clerk



## **Section 8**

**TREASURY DEPARTMENT**

**KIMBERLEY CHAMPIGNY**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

THAT Council approves the Property Tax Collection Policy, revised as of September 26, 2018.

**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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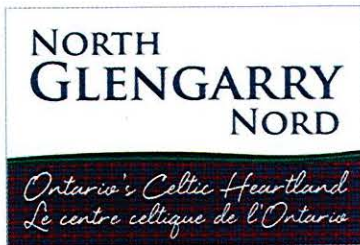
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**Section 8 Item a**



## STAFF REPORT TO COUNCIL

Report No: TR2018-17

September 26, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Property Tax Collection Policy

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### Recommended Motion:

THAT Council approves the Property Tax Collection Policy, revised as of September 26, 2018.

### Background / Analysis:

The purpose of this policy is to ensure proper billings and collections of the tax levy for local, upper tier and educational tax purposes to coincide with budgetary and legislative requirements for the year.

The policy shall ensure provide prompt, efficient and courteous service to the taxpayers of the Township and will ensure proper collection procedures are applied in accordance to various pieces of legislation.

The policy shall ensure that proper collection procedures are applied the following legislation.

The policy shall apply such collection policies in a consistent manner ensuring all taxpayers are treated and in accordance with various governing statutes while maximizing necessary controls to ensure proper allocation of payment and custody of funds for proper banking and recording procedures.

As noted in the Report to Council by the auditors, it was recommended to update the existing tax collection process. The current policy is outdated (revised 2004).

### Alternatives:

Option 1: Approve the revised Property Tax Collection Policy.

Option 2: Do not approve the revised Property Tax Collection Policy.

### Financial Implications:

This policy will clarify procedures and ensure more aggressive tax collection resulting in a reduction in tax arrears and increased available cash.



## **Attachments & Relevant Legislation**

Relevant legislation is noted in the Property Tax Collection Policy.

### **Others Consulted:**

Tax Collector

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

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## PROPERTY TAX COLLECTION POLICY

### BACKGROUND

Section 286 of the Municipal Act, 2001, states that the Treasurer is responsible for the invoicing, collection, and reconciliation for all accounts receivable in the Township as follows:

“A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including, a) collecting money payable to the municipality and issuing receipts for those payments; b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality; c) paying all debts of the municipality and other expenditures authorized by the municipality; d) maintaining accurate records and accounts of the financial affairs of the municipality;...”

#### 1. PURPOSE

The purpose of this policy is to ensure proper billings of the tax levy for local, upper tier and educational tax purposes to coincide with budgetary and legislative requirements for the year.

The policy shall provide prompt, efficient and courteous service to the taxpayers of the Municipality.

The policy shall ensure that proper collection procedures are applied about the following legislation:

- The Municipal Act
- The Municipal Affairs Act
- Municipal By-Laws
- The Municipal Interest and Discount Act
- The Bailiffs Act
- The Small Claims' Court Act
- Any legislation governing amounts to be collected in like (same) manner as taxes;
- Assessment Act
- Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017
- Any new legislation pertaining to collection of taxes

It shall apply such collection policies in a consistent manner ensuring all taxpayers are treated and in accordance with various governing statutes while maximizing necessary controls to ensure proper allocation of payment and custody of funds for proper banking and recording procedures.

This policy does not relate to the Township of North Glengarry's Water and Waste Water billings as this is handled in another policy.

## 2. DEFINITIONS

**Township** – refers to the Township of North Glengarry

**Treasurer** – the Director of Finance/Treasurer of the Township or Deputy Treasurer in their absence.

## 3. POLICY APPLICATION AND EXCLUSIONS

This policy applies to the billing and collection of taxes. It does not apply to the billing and collection of Water/Waste Water as that is covered in a separate policy.

## 4. REAL PROPERTY TAX

Property Tax is levied on the assessment of real property within the Township in accordance with Section 307(1) of the Municipal Act, RSO, 2001.

## 5. STANDARD BILLINGS

Due Dates for the payment of taxes shall be dependent, in the case of the Final Bill, on the final approval of the Annual Budget by Council and the subsequent passing of a levy bylaw. However, tax billings will normally be as follows:

Interim Tax Billing – produced in January with installment dates in February and April

Final Tax Billing – produced in June with installment dates in July and September

The specific dates will be identified in the Final Levy Bylaw for the Township. Where due dates are delayed because of factors beyond the Township's control, they shall be set by the notice provisions below.

**5.1 Interim Tax Billings** are based on the returned assessment roll. The tax billing will be calculated to produce a tax bill no more than fifty percent (50%) of the previous year's total taxes billed for each property in accordance with Section 317 of the Municipal Act. The tax billing may include fifty percent (50%) of any local improvement charges, area charges, business improvement area charges and any special charges levied by the municipality or required under provincial legislation (i.e. Bill 140). Amounts deemed to be taxes may be added to the interim billing at one hundred percent (100%).

**5.2 Final Tax Billings** are based on tax rates established by Bylaw from the budget requirements of the Municipality of North Glengarry, The County of Stormont, Dundas and Glengarry, and Ministry of Education. The tax billing will be calculated to produce a tax billing equal to the assessed value and the appropriate tax rate, all local improvement charges, area charges, business improvement area charges, any special charges levied by the municipality or provincial legislation (Bill 140). The Interim tax billing will be deducted from the total tax amount calculated to produce the final tax billing.



## 6. MAILINGS

The Municipal Act, Section 343 (1) requires tax billings to be post marked and mailed not later than twenty-one (21) calendar days prior to the date of the first installment due date. The Municipality will endeavor to post mark and mail the tax billing no less than thirty (30) calendar days prior to the first installment due date where ever possible.

## 7. BILL FORMAT

The tax billing issued will meet all requirements of the provincially legislated standard tax bill. Arrears are included solely in the first installment due date amount. Installment due dates will be indicated on the payment stubs.

## 8. SUPPLEMENTAY TAX BILLINGS

There are two sections of the Assessment Act that allow for taxation of rateable property not included in the revised assessment roll. The provision allows for taxation in the current year, plus a maximum of the two preceding years.

- 8.1 Omissions:** Section 33 of the Assessment Act allows for the taxation of real property that has been omitted from the roll. The provision allows for taxation in the current year, plus a maximum of the two preceding years.
- 8.2 Additions:** Section 34 of the Assessment Act allows for taxation of assessment that has increased in value or has been added after the return of the last revised roll. These taxes apply to the current year only.
- 8.3 Supplementary Tax Bills** are issued and mailed in the same manner as the Interim and Final tax bills with the exception that a separate levying Bylaw is not required. The number of installments and due date of the supplementary bills will be determined by the Director of Finance.
- 8.4 Penalties and Interest** are charged on supplementary taxes outstanding.

## 9. SETTLEMENT OF ACCOUNTS

- 9.1** Payment will be in the form of cash, cheques, money orders, bank drafts, debit card payments, pre-authorized payment plans, internet and telephone banking made payable to the Township of North Glengarry. Credit cards will not be accepted. Cheques which are post-dated to the tax due date will be accepted and held by the Tax Department. Payment of taxes will be accepted at the Township of North Glengarry municipal office, at all local banks, Credit Unions and Trust Company locations or via mail to:

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

- 9.2** Change will not be returned for cheques accepted that are more than the amount due on the tax account. Should a credit appear on the tax account because of the payment, it will be applied to subsequent installments not yet due in the current year. However, at the written request of the taxpayer, a refund cheque will be requisitioned, after allowing sufficient time (15 business days) for the taxpayer's cheque to clear their financial institution. The minimum amount for a refund request to be processed will be \$25, unless the amount is more than the next tax installment that is yet to become due.
- 9.3** If two cheques are returned as non-sufficient funds (NSF) on a taxpayers account, personal cheques from that taxpayer, for any financial transaction within the municipality, will no longer be accepted unless they are certified. This restriction will be placed on the individual for a period of one year on the first restriction, and if there is a reoccurrence of two more NSF payments, cheques will no longer be accepted.
- 9.4** Should payment of a tax account be tendered in United States (US) funds, it will be accepted at the exchange rate established by the financial institution holding the accounts of the municipality on the due date.

## **10. TAX COLLECTION AVENUES**

- 10.1** There are five basic avenues set out by legislation to promote timely payment of taxes as follows:
- Penalty/interest
  - Bailiff action
  - Collection Agency
  - Rental attornment
  - Tax Registration/Tax Sale
- 10.2** **Penalty/Interest:** The rate at which penalty and interest is charged is set by the Municipal By-Law. Currently the rate is established under the provisions of the Municipal Act Section 345. The municipality may review this rate each year but cannot exceed the maximum percentage established at 1.25% per month. The purpose of penalty is to persuade ratepayers to pay on time. Penalty and interest shall be charged as set out in the legislation.
- 10.3** **Bailiff Action:** Section 349 of the Municipal Act, provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them and from any subsequent owner of the assessed land or any part of it
- 10.4** **Collection Agency:** Section 304 of the Municipal Act provides that if a municipality uses a registered collection agency under the Collection Agencies Act to recover a debt including taxes, the collection agency may recover its costs if the costs do not exceed the amount approved by the municipality.



**10.5 Rent Attornment:** Under Sections 350 of the Municipal Act, the Municipality may seize the rents of an income producing rental property upon giving proper notice. It is a severe action and should only be initiated after adequate notice.

**10.6 Tax Registration/Tax Sale:** Properties that are in arrears for two years are eligible for tax registration under the Part XI, Municipal Act. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding plus associated legal and/or administrative costs. A contracted tax registration firm may be used to process the required statutory notices/declaration or may be processed by the Treasurer and Tax Collector. Registration is a last resort and should be avoided if possible by encouraging the ratepayer to either make full payment or a mutually agreed upon payment plan. It is imperative that the schedule for registration be adhered to. Letters and correspondence should encourage payment.

**10.7 Additional Collection Tools:** The following additional tools are available to assist in the collection of realty taxes:

- Reminder notices
- Personalized letters
- Telephone follow up
- Interview
- Title Searches – Interested party Notification
- External Collection Agencies

## **11. STEPS AND TIMING OF COLLECTION PROCEDURES**

**11.1** Standard reminder or arrears notices are sent after the second installment due date. Reminder notices for less than \$5.00 are not produced as they are subject to small balance write-offs.

**11.2** Any notice sent by ordinary mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven. It is the taxpayer's responsibility to notify the Municipal Office of any mailing address changes in writing. Section 343 of the Municipal Act identifies that tax bills shall be sent to the taxpayer's residence or place of business or to the premises where the taxes are payable for unless the taxpayer directs the municipality otherwise. The direction for the delivery of tax bills continues until it is revoked in writing by the taxpayer (343(8)).

**11.3** Priority of tax accounts for collection is:

- Tax Accounts with three or more previous years outstanding
- Tax Accounts with two previous years outstanding
- Tax Accounts with one previous year outstanding
- Tax Accounts with current year only outstanding

- 11.4** For tax accounts which indicate taxes two years in arrears, a collection letter is sent to the property owner (s) advising of the tax arrears situation and asking for a minimum payment of the longest outstanding taxes owing as well as all associated penalty charges in full or satisfactory payment arrangements to be made by a given date. If acceptable payment arrangements are made, the account is monitored for compliance and follow-up is done as required.
- 11.5** Satisfactory payment arrangements would be a commitment to make payments on prearranged dates via a series of post-dated cheques or in person or through their banking institution.
- 11.6** If there is no response to the collection letter and the property legislatively qualifies, the property information will be forwarded to RealTax (contracted service), who will proceed with Tax Sale proceedings.
- 11.7** The Tax Collector and/or Treasurer appointed by the Township have the authority to exercise discretion in the application of these policies where unusual circumstances are apparent in order that consistent fairness is provided to the taxpayer and municipal collection procedures are maintained in principal, in accordance with approved policies and/or where governed by legislation.

## **12. LATE PAYMENT CHARGES**

- 12.1** Late payment charges are adjusted only in the following circumstances:
- Taxes are adjusted under Sections 354, 357, or 358 of the Municipal Act;
  - Taxes are adjusted following an Assessment Review Board Decision or Municipal Property Assessment Corporation's (MPAC's) Minutes of Settlement
  - Taxes are adjusted in accordance with a decision of the Courts
  - The interest or penalty was charged because of the Township's error or omission.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

THAT Council approves the Strategic Asset Management Policy dated September 28, 2018.

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_

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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 b**



October 1, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Strategic Asset Management Policy

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**Recommended Motion:**

THAT Council approves the Strategic Asset Management Policy dated September 28, 2018.

**Background / Analysis:**

Under Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure, every municipality must have a strategic asset management plan that is endorsed by the executive lead of the municipality and approved by resolution passed by the Municipal council.

This policy will demonstrate an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

**Alternatives:**

Option 1: Approve the Strategic Asset Management Policy dated September 28, 2018.

Option 2: Do not approve the Strategic Asset Management Policy.

**Financial Implications:**

None, but the policy does improve accountability and transparency regarding asset management planning.

**Attachments & Relevant Legislation**

Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure made under the Infrastructure for Jobs and Prosperity Act, 2015

**Others Consulted:**

Ken Fraser, Auditor



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

# NORTH GLENGARRY NORD



## STRATEGIC ASSET MANAGEMENT POLICY

### **PURPOSE**

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the Municipality's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the Township will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Township in focusing on service, rather than budget, driven asset management approaches.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

### **BACKGROUND**

The Township is responsible for providing a range of essential services to the community, including but not limited to water/waste water management, road maintenance, garbage and recycling services, and recreation. To deliver these services, it owns and manages a diverse municipal infrastructure asset portfolio of roads, bridges, culverts, recreation facilities, and water and wastewater. As the social, economic, and environmental wellbeing of the community depends on the reliable performance of these municipal infrastructure assets it is critical to implement a systemic, sustainable approach to their management.

Asset management refers to the set of policies, practices and procedures that allow an organization to realize maximum value from its municipal infrastructure assets. An asset management approach allows organizations to make informed decisions regarding the planning, building, operating, maintaining, renewing, replacing and disposing of municipal infrastructure assets through a wide range of lifecycle activities. Furthermore, it is an organization-wide process that involves the coordination of activities across multiple departments and service areas such Administration, Finance, Public Works, Planning and

Building, Parks & Recreation, Economic Development, Fire Department and a Recycling Plant (RARE - Recyclage Alexandria Recycling (Équipe)). As such, it is useful to adopt a structured and coordinated approach to outlining the activities, roles and responsibilities required municipal Council and Staff, as well as the key principles that should guide all asset management decision-making.

A comprehensive and holistic asset management approach will support efficient and effective delivery of expected levels of service and ensure that due regard and process are applied to the long-term management and stewardship of all municipal infrastructure assets. In addition, it will align the Township with provincial and national standards and regulations such as the *Infrastructure for Jobs and Prosperity Act, 2015* and *Ontario Regulation 588/17*, enabling the organization to take full advantage of available grant funding opportunities.

The approval of this policy is an important step towards integrating the Township's strategic mission, vision and goals with its asset management program, and ensuring that critical municipal infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

## 1. DEFINITIONS

Unless otherwise noted, the definitions provided in this document align with those outlined in *Ontario Regulation 588/17 (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure*, under the *Infrastructure for Jobs and Prosperity Act, 2015*.

**“Asset management (AM)”** means the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset.

**“Asset management plan (AMP)”** means documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives. Under *O. Reg. 588/17*, by 2023 AMPs for core municipal infrastructure assets will be required to include the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory- and condition-related background information available to the public.

**“Capitalization threshold”** means the value of a municipal infrastructure asset at or above which a Township will capitalize the value of it and below which it will expense the value of it.

**“Green infrastructure asset”** means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage

features and systems, parklands, storm water management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.

**“Level of service”** means parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability.

**“Lifecycle activities”** means activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.

**“Municipal infrastructure asset”** means an infrastructure asset, including a green infrastructure asset, directly owned by a Township or included on the consolidated financial statements of a Township.

## **2. ALIGNMENT WITH THE TOWNSHIP’S STRATEGIC DIRECTION**

This policy aligns with the Township of North Glengarry’s Official Plan). The following passages outline key strategic priorities listed within this document that the development of an asset management program will support:

### **2.1 Purpose:**

- a. To address infrastructure maintenance and renewal in a cost effective and sustainable manner;
- b. To improve drinking water quality and quantity for those communities in need in North Glengarry;
- c. To ensure that the Township of North Glengarry is investment ready for addressing economic development opportunities;
- d. To maintain and enhance recreational and cultural assets that contribute to the quality of life in North Glengarry;
- e. To ensure long term financial planning and financial accountability;
- f. To provide high levels of municipal service to ratepayers across all departments;
- g. To ensure that the Township is adequately equipped with human, financial and equipment resources to deliver the required quality of municipal services.

### **2.2 Goals and Objectives:**

- a. To recognize, protect and strengthen the defining and distinct characteristics of both the urban and rural areas of the Township;
- b. To direct the future growth and development of the Township;
- c. To protect groundwater and surface water resources for human consumption and recreational activities;
- d. To undertake community improvements for the purposes of enhancing the quality of life for existing and future residents of the Township;



### **3. INFRASTRUCTURE**

The Township shall improve and maintain, to the extent it's resources and priorities permit, the infrastructure necessary to meet the needs of industry and residents located in the Township.

#### **4. POLICY STATEMENT:**

To guide the Township, the following policy statements have been developed:

**4.1** The Township will implement an enterprise-wide asset management program through all departments. The program will promote lifecycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.

**4.2** The Township will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:

- i. Complete and Accurate Asset Data
- ii. Condition Assessment Protocols
- iii. Risk and Criticality Models
- iv. Lifecycle Management
- v. Financial Strategy Development
- vi. Level of Service Framework

**4.3** The Township will develop and maintain an asset inventory of all municipal infrastructure assets which includes unique identification, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost repair, rehabilitation or replacement costs.

**4.4** The Township will develop an asset management plan that incorporates all infrastructure categories and municipal infrastructure assets that meet the capitalization threshold outlined in the organization's Tangible Capital Asset Policy. It will be updated at least every five years in accordance with *O. Reg. 588/17* requirements, or current provincial legislation, to promote, document and communicate continuous improvement of the asset management program.

**4.5** The Township will integrate asset management plans and practices with its long-term financial planning, budgeting strategies, and other relevant departmental plans (such as fire master plan, recreation master plan). This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.

**4.6** The Township will explore innovative funding and service delivery opportunities, including but not limited to grant programs, and alternative financing and procurement approaches, and shared provision of services, as appropriate.

**4.7** The Township will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.

**4.8** The Township will consider the risks and vulnerabilities of municipal infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.

**4.9** The Township will ensure that all asset management planning is aligned with any of the following financial plans:

i. Financial plans related to the Township's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.

ii. Financial plans related to the Township's wastewater assets.

**4.10** The Township will align all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*; shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.

**4.11** The Township will coordinate planning for interrelated municipal infrastructure assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.

**4.12** The Township will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.

## **5. ROLES AND RESPONSIBILITIES**

The development and continuous support of the Township's asset management program requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

### **5.1. Council**

- i Approval of the AM policy.
- ii. Maintain adequate organizational capacity to support the core practices of the AM program
- iii. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets
- iv Establish and monitor levels of service

### **5.2. Senior Management Team**

- i. Development of policy and policy updates
- ii. Provide corporate oversight to goals and directions and ensure the AM program aligns with the Township's strategic plan
- iii. Ensure that adequate resources are available to implement and maintain core AM practices
- iv. Provide departmental staff coordination
- v. Establish and monitor levels of service
- vi. Track, analyze and report on AM program progress and results



### **5.3. Executive Lead (Director of Finance/Treasurer)**

- i. Development of policy and policy updates
- ii. Provide organization-wide leadership in AM practices and concepts
- iii. Provide departmental staff coordination
- iv. Establish and monitor levels of service
- v. Coordinate and track AM program implementation and progress

### **5.4. Departmental Staff**

- i. Utilize the new business processes and technology tools developed as part of the AM program
- ii. Participate in implementation task teams to carry-out AM activities
- iii. Establish and monitor levels of service
- iv. Provide support and direction for AM practices within their department
- v. Track, analyze and report on AM program progress and results

## **6. KEY PRINCIPLES:**

The Township shall consider the following principles as outlined in *section 3* of the *Infrastructure for Jobs and Prosperity Act, 2015*, when making decisions regarding asset management:

**6.1.** Infrastructure planning and investment should take a long-term view, and decision-makers should consider the needs of citizens by being mindful of, among other things, demographic and economic trends.

**6.2.** Infrastructure planning and investment should consider any applicable budgets or fiscal plans.

**6.3.** Infrastructure priorities should be clearly identified to better inform investment decisions respecting infrastructure.

**6.4.** Infrastructure planning and investment should ensure the continued provision of core public services, such as health care and education.

**6.5.** Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.

**6.6.** Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

**6.7.** Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

**6.8.** Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information:

- i. investment decisions respecting infrastructure should be made based on information that is either publicly available or is made available to the public, and;

ii. information with implications for infrastructure planning should be shared between the Township and broader public-sector entities and should factor into investment decisions respecting infrastructure.

**6.9.** Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Township, as the case may be, the Township should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.

**6.10.** Infrastructure planning and investment should promote accessibility for persons with disabilities.

**6.11.** Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.

**6.12.** Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.

**6.13.** Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and any specific benefits identified by the community.



**Section 9**

**PLANNING/BUILDING  
BY-LAW  
DEPARTMENT**

**Jacob Rhéaume**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-05-2018; and

That by-law Z-05-2018 be read a first, second and third time and enacted in Open Council this 9<sup>th</sup> day of October, 2018.

**Carried**

\_\_\_\_\_

**Defeated**

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**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 9 Item a**

## STAFF REPORT TO COUNCIL

Report No: BP-2018-15

October 9, 2018

From: Chantal Lapierre – Planning Department

RE: ZONING AMENDMENT Z-05-2018  
LOCATION – 19661 COUNTY ROAD 24 DUNVEGAN  
OWNER – DUNMATT FARM INC.

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**Recommended Motion:** That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-05-2018.

**Background / Analysis:** An application for a zoning amendment request was presented to the Planning Committee earlier this evening. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of October 9<sup>th</sup>, 2018, the application is being presented to Council this evening for adoption. This is a condition imposed on a recent severance application concerning a surplus dwelling to the needs of the farm.

**Alternatives:** Option #1 That Council adopt the by-law as presented

OR

Option #2 Council does not adopt the by-law

**Financial Implications:** No financial implications to the Township

**Attachments & Relevant Legislation:**

- By-Law Z-05-2018

**Others consulted:**



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Reviewed by  
Sarah Huskinson – CAO/Clerk

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

**BY-LAW NO. Z-05-2018**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000**

**WHEREAS** By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, County of SD & G;

**AND WHEREAS** the Council of the Corporation of the Township of North Glengarry deems it advisable to amend By-Law 39-2000 as hereinafter set forth;

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Concession 9 South Part of Lot 14 (19661 County Road 24) Dunvegan, Township of North Glengarry zoned General Agricultural Special Exception 169 (AG-169) and General Agricultural Special Exception 170 (AG-170) on Schedule "A" attached hereto, the following provisions shall apply:
  - i) AG-169 Special Exception: No agricultural uses shall be permitted on the severed portion.
  - ii) AG-170 Special Exception: No residential development shall be permitted on the retained portion. and to recognize a 10 meter reduction in the set back of the existing barn located at the rear of the lot to be severed from the required from the required 15 meters and to prohibit the keeping of livestock in the barn located north of the severed lot.
2. That Schedule "A" of By-Law 39-2000 is hereby amended by changing to AG the zone Symbol of the lands indicated "Zone changed to AG-169 and AG-170" on the Schedule "A" hereto.
3. That Schedule "A" attached hereto is hereby made fully part of the By-Law.

This By-Law shall come into effect on the date of passing hereof subject to the provisions of the Planning Act.

**READ** a first, second, third time and enacted in Open Council, this 9<sup>th</sup> day of October, 2018.

\_\_\_\_\_  
CAO/Clerk/Deputy Clerk

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

I, hereby certify that the forgoing is a true copy of By-Law No. Z-05-2018, duly adopted by the Council of the Township of North Glengarry, on the 9<sup>th</sup> day of October, 2018.

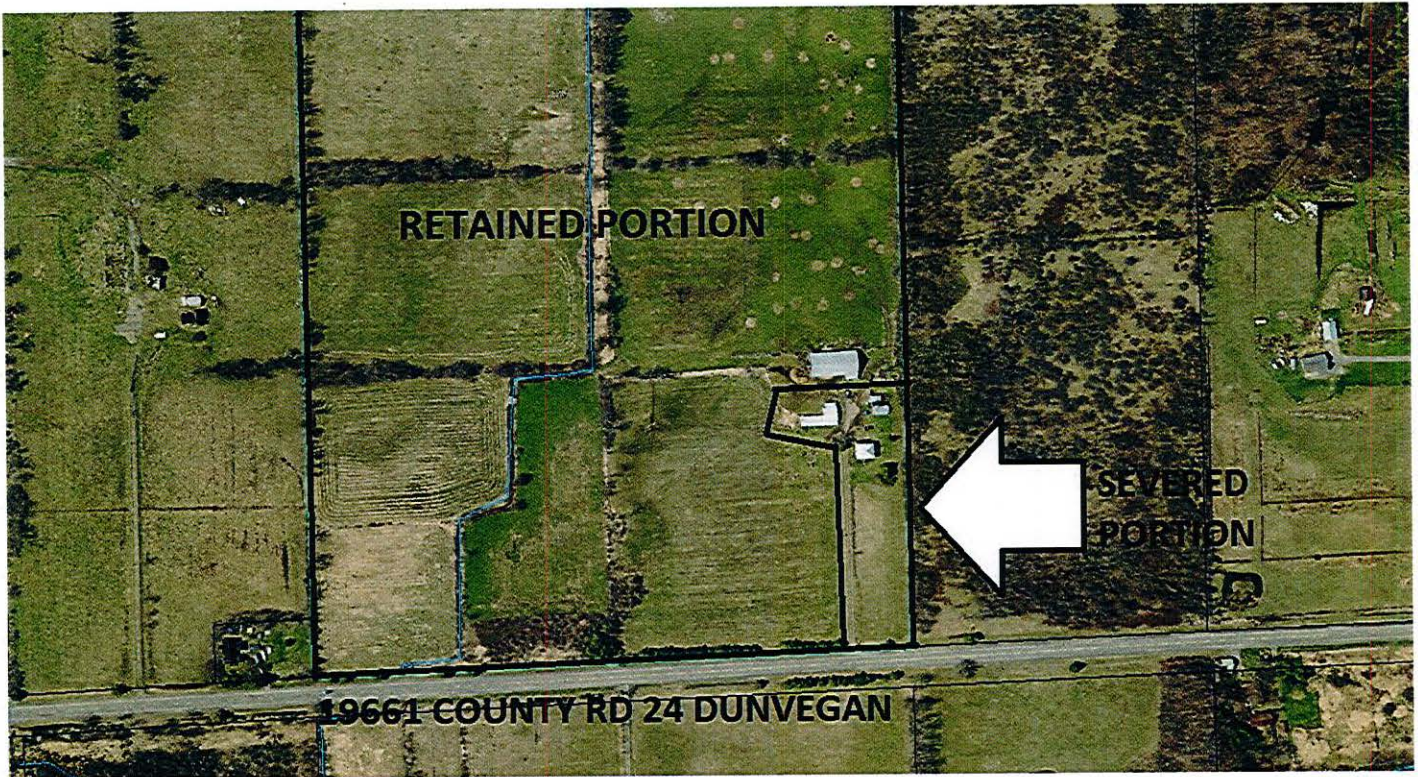
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Date Certified

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



**SCHEDULE "A"**  
**TO BY-LAW NUMBER Z-05-2018**

**Legend**  
**Subject Property**  
**Zone Change to AG-169 and AG-170**



**Concession 9 South Part of Lot 14**  
**Township of North Glengarry**  
**United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-05-2018**  
**Passed this 9<sup>th</sup> day of October, 2018**

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

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

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-06-2018; and

That by-law Z-06-2018 be read a first, second and third time and enacted in Open Council this 9<sup>th</sup> day of October, 2018.

**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**

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**Section 9 Item b**

## STAFF REPORT TO COUNCIL

Report No: BP-2018-16

October 9, 2018

From: Chantal Lapierre – Planning Department

RE: ZONING AMENDMENT Z-06-2018  
LOCATION – McDOUGALD STREET ALEXANDRIA  
OWNER – RICHARD DEGUIRE

---

**Recommended Motion:** That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-06-2018.

**Background / Analysis:** An application for a zoning amendment request was presented to the Planning Committee earlier this evening. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of October 9<sup>th</sup>, 2018, the application is being presented to Council this evening for adoption.

**Alternatives:** Option #1 That Council adopt the by-law as presented

OR

Option #2 Council does not adopt the by-law

**Financial Implications:** No financial implications to the Township

**Attachments & Relevant Legislation:**

- By-Law Z-06-2018

**Others consulted:**

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Reviewed by  
Sarah Huskinson – CAO/Clerk



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

**BY-LAW NO. Z-06-2018**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000**

**WHEREAS** By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, County of SD & G;

**AND WHEREAS** the Council of the Corporation of the Township of North Glengarry deems it advisable to amend By-Law 39-2000 as hereinafter set forth;

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

1. Notwithstanding the provisions of Section 5.2 to the contrary, on the lands described as being Plan 173 Lot 4 (McDougald Street) Alexandria, Township of North Glengarry zoned Residential Second Density (R2) on Schedule "A" attached hereto, the following provisions shall apply:
  - i) R2: To permit the construction of a semi-detached dwelling unit and to reduce the interior side yard setback from the required 2.4 meters to the proposed 1.65 meters.
2. That Schedule "C" of By-Law 39-2000 is hereby amended by changing to R2 the zone Symbol of the lands indicated "Zone changed to R2" on the Schedule "A" hereto.
3. That Schedule "A" attached hereto is hereby made fully part of the By-Law.

This By-Law shall come into effect on the date of passing hereof subject to the provisions of the Planning Act.

**READ** a first, second, third time and enacted in Open Council, this 9<sup>th</sup> day of October, 2018.

\_\_\_\_\_  
CAO/Clerk/Deputy Clerk

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

I, hereby certify that the forgoing is a true copy of By-Law No. Z-06-2018, duly adopted by the Council of the Township of North Glengarry, on the 9<sup>th</sup> day of October, 2018.

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

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



**SCHEDULE "A"**  
**TO BY-LAW NUMBER Z-06-2018**

**Legend**  
**Subject Property**  
**Zone Change to R2**



**Plan 173 Lot 4**  
**Township of North Glengarry**  
**United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-06-2018**  
**Passed this 9<sup>th</sup> day of October, 2018**

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

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



**Section 10**

**FIRE DEPARTMENT**

**Patrick Gauthier**

**Section 11**

**PUBLIC WORKS**

**DEPARTMENT**

**Ryan Morton**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

**THAT**, the Council of the Township of North Glengarry awards a contract for engineering services to McIntosh Perry Consulting Engineers in the amount of \$366,421 excluding HST for the provision of design, tendering and contract administration services for the Alexandria Water Treatment Facility Upgrades as part of the Maxville Water Project;

**AND FURTHER**, that the finance department is directed to transfer \$21,421 from the construction contingency to offset the negative variance in the budget;

<b>Carried</b>	<b>Defeated</b>	<b>Deferred</b>
_____	_____	_____

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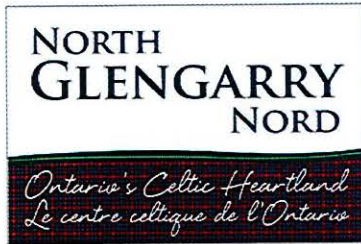
**MAYOR / DEPUTY MAYOR**

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

<b>YEA</b>	<b>NEA</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Section 11 Item a**





# STAFF REPORT TO COUNCIL

WT-2018-09

October 08, 2018

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

RE: Engineering Design Services Award – Water Treatment Plant Upgrades

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## **Recommended Motion:**

**THAT**, the Council of the Township of North Glengarry awards a contract for engineering services to McIntosh Perry Consulting Engineers in the amount of \$366,421 excluding HST for the provision of design, tendering and contract administration services for the Alexandria Water Treatment Facility Upgrades as part of the Maxville Water Project;

**AND FURTHER**, that the finance department is directed to transfer \$21,421 from the construction contingency to offset the negative variance in the budget;

## **Background / Analysis:**

This report is being provided to Council in order to award a contract for engineering services to McIntosh Perry Consulting Engineers for the purpose of designing required upgrades to the Alexandria Water Treatment Facility.

Staff issued an RFP for engineering services to complete upgrades at the Alexandria Water Treatment Facility in order to treat and supply water to the Village of Maxville as part of the Maxville Water Project. The Township owns and operates the Alexandria Water Treatment Plant (WTP). The system operates under Municipal Drinking Water Licence Number 181-101 (Appendix A) and Drinking Water Works Permits No. 181-201 (Appendix B). The Alexandria WTP is a conventional filtration facility that obtains raw water from Mill Pond, which is supplied by the Garry River and Middle Lake. The plant has a rated capacity of 8,014 m<sup>3</sup>/d, but is restricted by the Permit to Take Water, with a maximum withdrawal rate of 5,616 m<sup>3</sup>/d. The Township recently amended the Maxville Water Supply Environmental Study Report, recommending the provision of potable water to the Village of Maxville from the Alexandria WTP.

The assignment includes upgrades to the treatment facility's ability to treat water, maintain taste and odour aesthetics and provide for adequate pumping capacity and ability from Alexandria to Maxville.

The RFP requested specific deliverables in order to obtain and apples to apples comparison for cost of providing those services. There are some elements that have

not been determined such as exterior design, roof requirements and other elements that may incur additional nominal design that will take place during the design phase.

The project is set up to be designed and tendered for construction around February or March of 2019. As with any project, additional delays or work may affect this date.

Staff completed a thorough review of the submissions and evaluated the proposals based on the following criteria;

Proposal Clarity and Conformance	10 Pts
Understanding of Major Issues and Objectives	10 Pts
Experience, Qualifications and Availability of Team Members	20 Pts
Approach and Methodology	25 Pts
Financial Proposal	35 Pts

As part of the review, an extensive comparison was undertaken based on a number of factors;

- 1) Level of effort
- 2) Hours committed
- 3) Who is committing the hours
- 4) What type of hours are allocated and to what discipline
- 5) Rates incorporated in to hourly comparison
- 6) Review of disbursement costs as they relate to the project
- 7) Aggregate cost/hour inclusive of disbursements and total hours committed to determine value per dollar spent.

All of these factors are subjective in nature and were used to assign scoring to the proponents based on a consensus approach by the review committee of municipal staff and outside partners where applicable.

### **Alternatives:**

Being that this project must move forward, there are no other alternatives.

In addition, this assignment is based on an RFP and pre-established scoring criteria, so the successful proponent is based on that criteria.

### **Financial Implications:**

Budget for this assignment:

Design Engineering -	\$180,000
CA Engineering -	\$150,000
Testing -	\$ 15,000
<u>Total</u>	<u>\$345,000</u>
 Recommended Proponent	 \$366,421
 Variance	 \$-21,421

The recommended firm results in an overage of \$21,421 over the budgeted amount. Staff is recommending that the finance department be approved to obtain the additional funds through the construction contingency allowance of \$600,000 (20%). This will reduce the contingency funds available to \$578,579 (19.3%) which is relatively insignificant.

\*Note: The inspection fees for the successful proponent are based on 1008 hours. Actual inspection fees are billed based on actual hours spent. If the inspection requirement is less than 1008 hours, the Township is billed accordingly. Same is true for the opposite.

Financial Evaluation Summary:

		Bid Amount	Proportionate Score	Total Score
Lowest Bid	EVB	\$303,927.00	1.00	35.00
↓	McIntosh Perry	\$366,421.00	1.21	29.03
	RV Anderson	\$392,485.00	1.29	27.10
			0.00	#DIV/0!
			0.00	#DIV/0!
			0.00	#DIV/0!
Highest Bid			0.00	#DIV/0!

Aggregate Financial Summary (\$/Hour)

Firm	Aggregate Cost/Hr
EVB	\$134.01
McIntosh Perry	\$109.97
RV Anderson	\$143.61

As indicated above, McIntosh Perry is providing the more engineering services per hour of service inclusive of disbursements. This is a major factor in assessing the "best overall proponent".

**Others consulted:**

- Sarah Huskinson, CAO/Clerk
- Dean McDonald, Environmental Services Manager
- Angela Cullen, Water/Wastewater Compliance Supervisor

**Attachments:**

- The level of effort evaluation is not attached to protect the proponents rates and fees that could be proprietary. However, the document is available for review
- Overall Scoring Criteria Results



Reviewed by Sarah Huskinson – CAO/Clerk



## SCORING MATRIX EVALUTATION

This is a subjective review of the proposals based on the RFP requirements and deliverables. The consensus approach was used to determine the scoring.

The proponents had to reach a minimum score of 52/65 to move on and have their financial proposals opened.

Upon opening the financial proposals, the resultant calculation of those points determine who is awarded the assignment.

### McIntosh Perry

Proposal Clarity and Conformance	10/10 Pts
Understanding of Major Issues and Objectives	10/10 Pts
Experience, Qualifications and Availability of Team Members	18/20 Pts
Approach and Methodology	25/25 Pts
Financial Proposal	29.03/35 Pts
Total	92.03/100

### EVB Engineering

Proposal Clarity and Conformance	9/10 Pts
Understanding of Major Issues and Objectives	9/10 Pts
Experience, Qualifications and Availability of Team Members	16/20 Pts
Approach and Methodology	22/25 Pts
Financial Proposal	35/35 Pts
Total	91.00/100

### RV Anderson

Proposal Clarity and Conformance	8/10 Pts
Understanding of Major Issues and Objectives	9/10 Pts
Experience, Qualifications and Availability of Team Members	18/20 Pts
Approach and Methodology	23/25 Pts
Financial Proposal	27.10/35 Pts
Total	85.10/100



# **Section 12**

# **CORRESPONDENCE**



## Recreation Advisory Committee Minutes

The meeting of the Recreation Committee of Tuesday May 15, 2018 was held at the Sandfield Centre.

**PRESENT:** **Chairman & Deputy Mayor** – Jamie MacDonald  
**Councillor** – Carma Williams  
**Councillor** – Brian Caddell  
**Member at large** – France Brunet  
**Director of Community Services** - Anne Leduc  
**Community Services Assistant** – Chloe Crack

**REGRETS:** **Member at Large** – Bob Linney

**GUESTS:** **Councillor** – Jeff Manley  
**Councillor** – Michel Depratto  
**Working Foreman** – Jeremy Dubeau  
**Lead hand Maxville Sports Complex** – Jerome Andre

### 1. CALL MEETING TO ORDER

Motion to call the meeting to order at 4:00 pm.

**Resolution No.:** 1      **Moved by:** Brian Caddell      **Seconded by:** Carma Williams  
**CARRIED**

### 2. ADDITIONS, DELETIONS OR AMENDMENT

None.

### 3. ADOPTION OF THE AGENDA

That the agenda for the Recreation Committee meeting of April 10, 2018 be accepted as amended.

**Resolution No.:** 2      **Moved by:** Brian Caddell      **Seconded by:** Carma Williams  
**CARRIED**

### 4. DECLARATIONS OF CONFLICT OF INTEREST

None noted.

## 5. ADOPTION OF PREVIOUS MINUTES

That the minutes from the Recreation Advisory Committee meeting for April 10, 2018 be accepted as presented.

**Resolution No.:** 3

**Moved by:** France Brunet

**Seconded by:** Carma Williams

**CARRIED**

## 6. BUSINESS ARISING FROM THE MINUTES

The Director of Community Services presented an Enbridge usage chart to explain the variance and the adjustments that should be made to reflect the true costs of 2017 and 2018 year to date for the Glengarry Indoor Sports Facility.

## 7. AGENDA ITEMS

### a) Budget Update - Dome

The budget review was performed by Anne Leduc, who indicated that the Dome is trending similar to last year. The Enbridge rates have increased causing some concern. The field revenues are still being reviewed and an update will be presented at the next meeting. The naming rights for 2017 were received in 2018 and were accrued to 2017.

### b) Budget Update – Island Park

The budget review was performed by Chloe Crack, who indicated that Island Park is trending similar to last year. Staff have been working hard on the Goose Management project. They have located 8 nests up to date. Since taking over the accounts receivables for the department, we have been able to reduce the amounts outstanding by a significant amount.

### c) Budget Update – Maxville & District Sports Complex

The budget review was performed by Chloe Crack, who indicated that the Maxville & District Sports Complex is trending similar to last year. The parking lot lights have been changed and the propane has increased due to the switch over from oil to propane.

Be it resolved that the financial statements and accounts be approved as circulated.

**Resolution No.:** 4

**Moved by:** Brian Caddell

**Seconded by:** Carma Williams

**CARRIED**

### d) Action Report – 2019 Recreation Rate Increases

Be it resolved THAT the Recreation Advisory Committee receives the Staff Report for the 2019 Recreation Rate Increases for the User Fees & Charges By-Law; and THAT the Recreation Advisory Committee recommends that the Council for the Township of North Glengarry approves the 2019 Recreation Rate Increases for its User Fees and Charges By-Law, subject to approval by the Board of the Glengarry Sports Palace for its portion of the rates.



**Resolution No.:** 5

**Moved by:** France Brunet

**Seconded by:** Carma Williams

**CARRIED**

**e) Key Information Report – Recreation Activities Update**

The Director of Community Services presented the Key Information Report touching on the introduction of the Ice Request Forms that will be introduced for the upcoming season, the GSP Canteen Report, Upcoming Events & Activities, Facilities & Projects Updates.

**f) MRAC Verbal Update**

The Director of Community Services informed the committee that the pickle ball lines will be painting on the outdoor pad at the Maxville & District Sports Complex and the nets have also been ordered. The Community Kitchen Pamphlet was circulated and details need to be finalized with the EOHU.

**8. PENDING BUSINESS**

None.

**9. CORRESPONDANCE**

None.

**10. CLOSED SESSION BUSINESS**

None.

**11. NEXT MEETING**

The next meeting will be held on June 12, 2018 at the Sandfield Centre at 4pm.

**12. ADJOURNMENT**

The meeting was adjourned at 4:50 pm

**Resolution No.:** 5

**Moved by:** Brian Caddell

**Seconded by:** Carma Williams

**CARRIED**

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Chairman of the Committee

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Date



**Public Works Advisory Committee Meeting**

**Tuesday May 22, 2018 at 2:00 p.m.**

**Sandfield Centre**

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

1. The Public Works Advisory Committee Meeting of May 22, 2018 held at the Sandfield Centre, was brought to order at 2:15 p.m.

**Present:** **Chair:** Brian Caddell  
**Deputy Mayor:** Jamie MacDonald  
**Councillor:** Jeff Manley  
**Councillor:** Jacques Massie  
**Councillor:** Carma Williams  
**Councillor:** Michel Depratto

**Staff:** **Public Works Director:** Ryan Morton  
**Environmental Manager:** Dean McDonald  
**Director of Transportation:** Roch Lajoie  
**RARE General Manager:** Linda Andrushkoff  
**Recording Secretary:** Micheline Larocque

**Absent:** **Mayor:** Chris McDonell  
**Member at Large:** Kevin Van den Oetelaar  
**Member at Large:** Ron Aubin  
**C.A.O.:** Sarah Huskinson

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

**Additions:**

**Moved by:**

**Seconded by:**

Moved to accept the agenda.

**Carried**

**3. Declaration – Conflict of Interest**

**4. Adoption of Previous Minutes**

**Resolution No. 2018-14**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

**Carried**

**5. Agenda Items**

**a. Maxville Water Update**

**Moved by:**

**Seconded by:**

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

**Carried**

**b. Vallance Road Update**

**Moved by:**

**Seconded by:**

**That,** Geotechnical Work will be done on Vallance Rd

**Carried**

**c. Water Works Activity Update – Dean McDonald**

**Resolution No. 2018-15**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

The Public Works committee of the Township of North Glengarry hereby receives the Water Works Activity Update presented by Dean McDonald

**Carried**

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

**Resolution No. 2018-15**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

The Public Works committee of the Township of North Glengarry hereby receives the Roads Department Activity Update presented by Ryan Morton

**Carried**

**e. RARE Financial – Linda Andrushkoff**

**Resolution No. 2018-15**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

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

**Carried**

**f. Matter Pending**



**Carried**

**6. Correspondence**

**7. Notice of Motion**

**8. Closed Session Business**

**9. Next Meeting:**

The next meeting Monday June 18, 2018 at 2:00pm

**Carried**

**13. Adjournment**

**Resolution No. 2018-16**

**Moved by:** Jacques Massie

**Seconded by:** Jamie MacDonald

Moved to adjourn the meeting at 3:00 p.m.

**Carried**

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**Micheline Larocque – Recording Secretary**

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**Chair – Brian Caddell**

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

**THE COMMITTEE OF ADJUSTMENT MEETING**

Monday June 11<sup>th</sup>, 2018  
Council Chambers  
Centre Sandfield Centre  
102 Derby Street West, Alexandria, ON

A Committee of Adjustment Meeting was held in the Council Chamber on Monday June 11<sup>th</sup>, 2018 at 6:00 p.m.

**PRESENT:** **Mayor** – Chris McDonell  
**Deputy Mayor** – Jamie MacDonald  
**Councillor (Lochiel Ward)** – Brian Caddell  
**Councillor (Maxville Ward)** – Carma Williams  
**Councillor (At Large)** – Jacques Massie  
**Councillor (Kenyon Ward)** – Jeff Manley  
**Councillor (Alexandria Ward)** – Michel Depratto  
**CAO/Clerk** – Sarah Huskinson  
**Planning Department** – Gerry Murphy

**1. COMMITTEE OF ADJUSTMENT MEETING CALLED TO ORDER**

The chair of the Committee called the Meeting to order at 6:00 p.m.

**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 Committee of Adjustment Hearing agenda of Monday, June 11<sup>th</sup>, 2018.

**Carried**

**3. ACCEPT THE MINUTES**

- **No minutes to be approved at this time.**

The Meeting was then turned over to the Planning Department – Gerry Murphy

**4. MINOR VARIANCES**

a) **No. MV-04-2018, MV-05-2018, MV-06-2018 & MV-07-2018 (Re-convening from May 28<sup>th</sup>)**  
**Owner: Shawnvest Inc. / Mike Sauve Construction**  
**Location: 12, 14, 16 & 18 Ethier Blvd., Alexandria**

**Resolution No. 2**

**Moved by:** Jacques Massie

**Seconded by:** Carma Williams

That the Committee of Adjustment approve Minor Variance application **MV-04-2018, MV-05-2018, MV-06-2018 & MV-07-2018** as recommended by the planning department.

The clerk asked for comments from the public in attendance.

**Suzanne Poulin** – Explained that after further consideration and thought, she was ok with the new development proposal of semi-detached dwellings on Ethier Blvd., however requested that the contractor maintains a stone/brick exterior finish on the front.

**Planning Department** – Gerry Murphy responded that he will look into the matter and see if there was any information registered on title regarding the construction/appearance and he will also review the previous site plan agreement to ensure proper development.

**Councillor (Lochiel Ward)** – Brian Caddell indicated that it was unfortunate that there was a zoning misunderstanding however the land in question was originally zoned R2 and the contractor is within his rights.

**Councillor (Alexandria Ward)** – Michel Depratto was reminding the audience that this matter was regarding a minor variance application and not a zoning matter.

The clerk asked two additional times for comments from the public in attendance. No other comments were made.

**Carried**

**b) No. MV-09-2018**

**Owner/Agent: Ronald Theoret**

**Location: 43 Bishop St. N, Alexandria**

**Resolution No. 3**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

That the Committee of Adjustment approve Minor Variance application **MV-09-2018** as per the conditions recommendation by the planning department.

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

**Carried**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**7. NOTICE OF MOTION**

**8. ADJOURNMENT**

**Resolution No. 4**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 6:25 p.m.

**Carried**

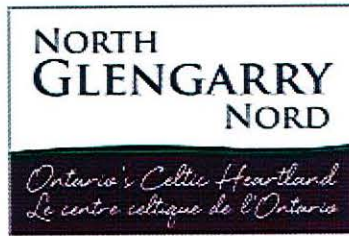
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**CAO/Clerk/Deputy Clerk**

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**Mayor/Deputy Mayor**





## Recreation Advisory Committee Minutes

The meeting of the Recreation Committee of Tuesday June 12, 2018 was held at the Sandfield Centre.

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

**GUESTS:** **Councillor** – Jeff Manley  
**Councillor** – Michel Depratto  
**Working Foreman** – Jeremy Dubeau  
**Lead hand Maxville Sports Complex** – Jerome Andre

### 1. CALL MEETING TO ORDER

Motion to call the meeting to order at 4:00 pm.

**Resolution No.: 1**      **Moved by:** Brian Caddell      **Seconded by:** Bob Linney  
**CARRIED**

### 2. ADDITIONS, DELETIONS OR AMENDMENT

None.

### 3. ADOPTION OF THE AGENDA

That the agenda for the Recreation Committee meeting of May 15, 2018 be accepted as amended. Additions: MRAC Minutes.

**Resolution No.: 2**      **Moved by:** Brian Caddell      **Seconded by:** Bob Linney  
**CARRIED**

### 4. DECLARATIONS OF CONFLICT OF INTEREST

None noted.

### 5. ADOPTION OF PREVIOUS MINUTES

That the minutes from the Recreation Advisory Committee meeting for May 15, 2018 be accepted as presented.

**Resolution No.: 3**      **Moved by:** Brian Caddell      **Seconded by:** Bob Linney  
**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. At the last meeting, concerns about the Field Revenue were brought forward and Chloe found that a total of \$13,244.00 was recorded in February 2017 for revenues from November and December 2016. The proper adjustments were made to reflect the true numbers.

### b) Budget Update – Island Park

The budget review was performed by Chloe Crack, who indicated that Island Park is trending similar to last year. Hall Rental revenues have increased due to extra exercise classes and there have been funds received under other revenue for the commemorative tree fund.

### c) Budget Update – Maxville & District Sports Complex

The budget review was performed by Chloe Crack, who indicated that the Maxville & District Sports Complex is trending similar to last year. The Canteen revenues are low do to ice cancelation and a cancelled tournament. There was grant received in 2017 for the hydro rebate. Hydro has gone down and wages are up do to minimum wage increase.

### d) Budget Update- Glengarry Sports Palace

The budget update was performed by Chloe Crack, who indicated that the Glengarry Sports Palace is trending similar to last year. New programming was introduce ball hockey and yoga and has been a great success and will be continued in the fall. There has not been any contribution from South Glengarry.

Be it resolved that the financial statements and accounts be approved and circulated.

**Resolution No.:** 4

**Moved by:** Brian Caddell

**Seconded by:** Bob Linney  
**CARRIED**

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

The Director of Community Services presented the Key Information Report touching on the introduction of Canada Day activities also confirming the final plans to launch the fireworks are in place. There are dead trees to be removed near the entrance at Island Park. With the new Basketball Court in place for July 1<sup>st</sup>, we will be hosting a 3 on 3 Tournament. Issues were identified with the Maxville Ballfield. The Director and Lead Hand for that facility will bring back a plan for the Recreation Advisory Committee's review.

**f) Key Information Report-Glengarry Sports Palace**

The Director of Community Services presented the Key Information Report touching on the introduction of the Ice Request Forms which saw a positive response. We were successful in receiving all 35 Ice Request Forms from our users. Lobsterfest saw another great year! A second round of Youth Ball Hockey will be scheduled in the fall.

**g) MRAC Verbal Update**

The Director of Community Services informed the committee that the pickle ball lines will be painted on the outdoor pad at the Maxville & District Sports Complex and the nets have also been ordered.

**8. PENDING BUSINESS**

None.

**9. CORRESPONDANCE**

The MRAC minutes were presented. Bob Linney reported that there has been a drop in the Men's U19 compared to the past year.

**10. CLOSED SESSION BUSINESS**

None.

**11. NEXT MEETING**

The next meeting will be held on July 10, 2018 at the Sandfield Centre at 4pm.

**12. ADJOURNMENT**

The meeting was adjourned at 4:44 pm

**Resolution No.: 5**

**Moved by: Bob Linney**

**Seconded by: Brian Caddell**

**CARRIED**

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Chairman of the Committee

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Date

## GLENGARRY SPORTS PALACE BOARD OF DIRECTOR MEETING

Tuesday, June 12, 2018 – 7:00 pm

**PRESENT:** Chairman - Appointee of SG – Charlie Sangster  
Vice Chairman - Councillor at Large - Jacques Massie  
Mayor of SG - Ian McLeod  
Councillor of NG – Mike Depratto  
Director of Community Services – Anne Leduc  
Community Services Assistant – Chloe Crack

**GUESTS:** Welch LLP – Ken Fraser  
CAO of SG – Bryan Brown  
Director of Finance – Kim Champigny  
Community Services Support – Melissa Shannon

**REGRETS:** Mayor of NG – Chris McDonell

### 1. CALL MEETING TO ORDER

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

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

CARRIED

### 2. ADDITIONS, DELETIONS OR AMENDMENTS

Letter from Pierre Brunet added under Correspondence.

### 3. APPROVAL OF THE AGENDA

Be it resolved that the agenda be approved as amended.

Resolution No.: 2      Moved by: Michel Depratto      Seconded by: Ian McLeod

CARRIED

### 4. DISCLOSURE OF PECUNIARY INTEREST

None were noted.

### 5. ADOPTION OF PREVIOUS MINUTES

Be it resolved that the minutes from April 10, 2018 be accepted as presented.

Resolution No.: 3      Moved by: Michel Depratto      Seconded by: Ian McLeod

CARRIED

### 6. BUSINESS ARISING FROM THE MINUTES

None were noted.



## 7. DELEGATION

Mr Ken Fraser from Welch LLP., presented the draft financial statements for the Glengarry Sports Palace for the year 2017.

BE IT RESOLVED THAT the Glengarry Sports Palace Board receives and approves Statements and Report to the Board of Directors for the year ended December 31, 2017, as submitted by Welch LLP;

THAT the Glengarry Sports Palace Board directs the Director of Community Services to implement the recommendations Numbers 1 through 5 located in Appendix A – Reportable Matters; and

THAT the Glengarry Sports Palace Board recommends that the Glengarry Sports Palace Financial Statements be submitted to the Council for the Township of North Glengarry for approval as part of their financial exercise.

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

**CARRIED**

## 8. 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 similar to last year. The Glengarry Sports Palace has not received any funds from South Glengarry for the 2017 and 2018 Annual Contributions. The revenues for the different activities have been added and are doing extremely well. A second session of youth ball hockey will be offered in the fall along with 4 X 4 and yoga.

### b. Statement of Transactions, Credit Line and VISA

The Statement of Transactions was presented.

BE IT RESOLVED THAT the Draft Budget and Statement of Transactions be approved as circulated.

**Resolution No.: 5      Moved by: Jacques Massie      Seconded by: Michel Depratto**

**CARRIED**

### c. Action Report – 2019 Recreation Rate Increase

The Director of Community Services presented the 2019 Fees & Charges By-Law.

BE IT RESOLVED THAT the Glengarry Sports Palace Board receives the Staff Report for the Recreation Rate Increase for the User Fees and Charges By-Law; and

THAT the Glengarry Sports Palace Board recommends that the Council for the Township of North Glengarry approves the 2019 Recreation Rate Increases for its User Fees and Charges By-Law.

**Resolution No.:** 6      **Moved by:** Jacques Massie      **Seconded by:** Michel Depratto

**CARRIED**

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

The Director of Community Services and Chloe Crack presented the Key Information Report touching on the introduction of the Ice Request Forms which saw a positive response. We were successful in receiving all 35 Ice Request Forms from our users. Lobsterfest saw another great year!

**e. Letter from Pierre Brunet**

Jacques Massie presented a letter from Pierre Brunet stating he would be glad to take over the canteen if ever the Board decided to send it out for tender. As per the last GSP Board Meeting, the members decided to retain the canteen for another year.

**9. PENDING BUSINESS**

None.

**10. CORRESPONDANCE**

None.

**11. CLOSED SESSION BUSINESS**

None.

**12. NEXT MEETING**

The next scheduled meeting will be scheduled at the call of the chair.

**13. ADJOURNMENT**

Be it resolved that the meeting be adjourned to the call of the Chair at 7:59 pm.

**Resolution No.:** 7      **Moved by:** Michel Depratto      **Seconded by:** Ian McLeod

**CARRIED**

---

Chairman of the Board

---

Date



**DRAFT Minutes of the  
CIP Approvals Committee (CIPAC) Meeting**

Monday July 16, 2018 at 5:45 p.m.  
Sandfield Centre  
102 Derby Street West, Alexandria

A meeting of the Community Improvement Plan (CIP) Advisory Committee (CIPAC) was held on Monday, July 16, 2018 at 5:45 pm at the Sandfield Centre (102 Derby Street West, Alexandria).

**PRESENT:**

**Karen Davison Wood**, Committee Chair  
**Jeff Manley**, Councillor  
**Carma Williams**, Councillor  
**Deirdre Hill**, Maxville & District Chamber of Commerce  
**Nathalie-Anne Bussière**, Arts, Culture & Heritage Committee  
**Michael Madden**, Alexandria & District Chamber of Commerce  
**Tara Kirkpatrick**, Economic Development & Communications Officer  
**Anne Leduc**, Community Services Director

**REGRETS:**

**Sarah Huskinson**, Chief Administrative Officer  
**Jacob Rheaume**, Chief Building Officer

**Guests:**

**Michelle Daprato**  
**Serge Bellefeuille**

**1) CALL TO ORDER**

The meeting was called to order at 5:45 p.m., by Karen Davison Wood

**2) ACCEPT THE AGENDA**

**Resolution No.: 1 Moved by: Nathalie-Anne Bussière Seconded by: Deirdre Hill**

That the Agenda of the CIP Approvals Committee of July 16, 2018, be accepted with the additions of the Terms of Reference for the SDG Regional Incentives Program as 5 g) i) and the SDG Economic Development, Communications and Tourism 2<sup>nd</sup> quarter update for 2018 to Correspondence.

**Carried.**

**3) DECLARATION OF CONFLICT OF INTEREST**

➤ There were no declarations of conflict of interest expressed by the members present.

**4) RATIFICATION OF THE MINUTES OF June 4, 2018**

**Resolution No. 2 Moved by: Jeff Manley Seconded by: Michael Madden**

That the minutes of the June 4, 2018 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

## 5) AGENDA ITEMS

### a) Opening CIP: 17 Main Street North, Alexandria (Commercial). Former Meloche Meat Market

Project Overview – Front facade

- Remove existing siding, replace with wooden siding and paint siding in “Restful retreat” blue paint, by Beauti-Tone.
- Paint trim around windows, door and roof in white, “Here Comes the Bride”, by Beauti-Tone.
- Replace existing door with antique wooden door, painted in “Plastic Pink Flamingoes”, by Beauti-Tone.
- Replace two upper and two lower windows and install new transom window above door.

Project Overview – North façade

- Scrape and paint the North façade in “Restful retreat” blue paint. All four sides of the building will be painted in the same palate.
- Install one new window.
- Paint roof in pale grey “Place of Dust”, by Beauti-Tone
  
- The property owner remains optimistic that the original wooden planks may still be underneath the existing vinyl siding. If the existing planks are in good condition, the owner may be able to restore and repaint them to match the existing siding on the remainder of the building. The property owner will take photos of the building after the demolition commences and will advise CIPAC of how the project will be impacted by the findings.

Total Grants Requested:

- Program A: \$94.38
- Program B: \$6,514.71
- Program C: \$37.56
- Program E: \$750.00
- Program G: \$10,000.00

**Resolution No. 3**

**Moved by: Jeff Manley**

**Seconded by: Michael Madden**

That the Community Improvement Plan Advisory Committee (CIPAC) recommends to Council the Community Improvement Plan (CIP) Project at 17 Main Street North, in Alexandria (North Glengarry Township), as submitted by the property owners Serge Bellefeuille and Michelle Daprato, as follows:

1. Program A (Planning and Design Grant) of 50% up to a maximum of \$94.38, payable in two equal installments of \$47.19.
2. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$6,514.71 towards the cost of improvements to two façades.
3. Program C (Civic Address Signage Grant) of \$37.56 representing a matching grant of 75% for a civic address sign at one locale.
4. Program E (Building Permit Fee Grant) equal to 100% of eligible Building Permit fees, up to a maximum of \$750.00.
5. Program G (Municipal Loan Program) equal to \$10,000.00.



**TOTAL: \$7,396.64 in Grants and \$10,000 in Loans**

Carried.

**b) Opening CIP: 21902 Main Street, Glen Robertson (Residential). Maxime Chouinard**

Project Overview: Program B

- Cover 1/3 of the front façade in grey stone.
- Re-clad the entire house in “River Rock” grey, vinyl siding.
- Paint window frames on the front façade in black paint.
- Build a roof over the front entrance, with two black beams leading to a wooden deck.
- Cap existing deck in wood and add glass railings.
- Replace shingle roof with black, steel roof.
- Paint trim surrounding windows and doors.
- Replace front door, front façade.

Project Overview: Program C

- Add a cement pathway from the house to driveway & Sidewalk. Sidewalk to be done in Novistone DS anthracite.
- The committee has asked that staff follow up with the property owner to determine if the siding will be installed laterally or horizontally and to verify the colour of the trim around the doors and windows.

**Resolution No. 4**

**Moved by: Jeff Manley**

**Seconded by: Michael Madden**

That the Community Improvement Plan Advisory Committee (CIPAC) recommends to Council the Community Improvement Plan (CIP) Project at 21902 Main Street, Glen Robertson (North Glengarry Township), as submitted by the property owner Maxime Chouinard, as follows:

1. Program A (Planning and Design Grant) of 50% up to a maximum of \$500.00, payable in two equal installments of \$250.00 each.
2. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$5,201.38 towards the cost of improvements to two façades.
3. Program C (Civic Address Signage Grant). The Municipal Civic Sign will be provided for free.
4. Program D (Landscaping Grant) 50% matched grant up to a maximum of \$1,287.50.
5. Program E (Building Permit Fee Grant) equal to 100% of eligible Building Permit fees, up to a maximum of \$750.00.
6. Program G (Municipal Loan Program) equal to \$10,000.00.

**TOTAL: \$7,738.88 in grants and \$10,000 in loans.**

**Considerations:**

- CIPAC does not consider the replacement of the front door as a visible visual improvement under Program B as it represents the lifecycle replacement of this element.

Carried.

c) **Closing CIP: 8 Main Street North, Alexandria (Commercial). Left'N Write Papery**

Project Overview

**Reimbursables to Tenant**

- (1) Removal of the paint and restoration of the front transom window **(NOT Completed). Program B**
- (2) Removal of the green carpet on the exterior entry stairs and repaint in an anti-slip gray paint **(Not Completed** due to deterioration of existing steps). Program B
- (3) Installation of a salvaged antique commercial door painted black **(Complete). Program B**
- (4) Addition of a hanging sphere landscaping features on either side of the door **(Complete). Program D**
- (5) Installation of a new perpendicular sign on the existing bracket **(Complete). Program C**
- (6) Possibility of repointing some of the brickwork, as needed, on the front façade. **(NOT Completed).**
- (7) Paint the window frames in the same green as existing **(Complete). Program B**

**Reimbursables to Building Owner:**

- (1) Replace the rotted window frame and cracked window with a new red cedar wood frame and thermal glass window. **(Complete). Program B**

**Item requested to be included in reimbursables to Building Owner:**

- (2) **Replace Roof: This item was originally brought to the members at the August 10, 2016 CIPAC meeting where the extract from the minutes read:**  
"Replacing existing asphalt shingle roof with a new tin roof, as the application should be submitted by the property owner and not the tenant and should be accompanied by two (2) estimates for the same project prepared by separate contractors. Furthermore, structural modifications to the roof are not covered by the CIP; however, the committee is prepared to entertain the project, without a guarantee of approval, provided that the proposed tin roof be a heritage tin, in order to restore this original architectural feature." This information was forwarded via email from Kerri-Lynn Strotmann to Christine Gauthier and Anick Bauer on September 1<sup>st</sup>, 2016.
  - The CIPAC members verified that the property owner did indicate her intention to replace the roof on her application form. She provided what they considered to be adequate quotes for the work completed, but did remark that she should have provided a second quote. After discussion, the committee felt that the finished roof did meet their initial requirement to replace the roof in tin.

**Resolution No. 5**

**Moved by: Jeff Manley**

**Seconded by: Nathalie-Anne Bussière**

That the Community Improvement Plan Advisory Committee (CIPAC) resolves that the Community Improvement Plan (CIP) Project at 8 Main Street North, in Alexandria (North Glengarry Township), has been completed as per the plans approved by Council on August 31, 2016, and subsequent presentations to the CIPAC; and as per the Letter of Agreement for the Municipal Financial Incentive (Grant) Program signed by the property owner, Christine Gauthier and the delegated tenant, Anick Bauer on September 21, 2016.

**A grand total of \$4,315.11 shall be paid.**

- (1) The sum of **\$3,492.83** (Three-Thousand, Four-Hundred and Ninety-Two Dollars and Eighty-Three Cents), in the form of a Building Improvement and Infill Grant (**Program B**).

**TOTAL: \$3,492.83, Property Owner**

A total of \$822.28 shall be paid to the delegated tenant, Anick Bauer. This payment represents:

- (1) The sum of \$467.47 (Four-Hundred and Sixty Seven Dollars and Forty-Seven Cents), in the form of a Building Improvement and Infill Grant (**Program B**).
- (2) The sum of \$309.62 (Three-Hundred and Nine Dollars and Sixty-Two Cents), in the form of a Commercial Signage Grant (**Program C**).
- (3) The sum of \$45.19 (Forty-Five Dollars and Nineteen Cents), in the form of a Landscaping Grant (**Program D**).

**TOTAL: \$822.28, Tenant Carried.**

**d) Closing CIP: 32 Main Street South, Maxville (Residential). David Rhodes**

**Project Overview**

- 1) Remove the existing siding and replace all four sides of the building with board and batten cladding, stained in Granite Ridge grey paint. Property owner is eligible for two facades. (**completed**).
- 2) Decking on front deck to be replaced and stained in a clear finish. (**completed**).
- 3) Replace the existing posts on the front balcony with 6x6 posts featuring the same molding details. (**completed**).

**Resolution No. 6**

**Moved by: Carma Williams**

**Seconded by: Deirdre Hill**

That the Community Improvement Plan Advisory Committee (CIPAC) resolves that the Community Improvement Plan (CIP) Project at 32 Main Street South, in Maxville (North Glengarry Township), has been completed as per the plans approved by Council on October 10, 2017 and as per the Letter of Agreement for the Municipal Financial Incentive (Grant) Program signed by the applicant, David Rhodes on October 17, 2017.

A total of \$7,820.51 shall be paid to David Rhodes. This payment represents:

- (1) The sum of **\$7,500.00** (Seven-Thousand, Five-Hundred Dollars), in the form of a Building Improvement and Infill Grant (**Program B**).
- (2) **The sum of \$320.51** (Three-Hundred, Twenty-Dollars and Fifty-One Centre) in the form of a **Building Permit Fee Grant Program (Program E)**.

**TOTAL: \$7,820.51 Carried.**

**e) Update on MPAC change to 12-14 Main Street, Maxville**

- On June 20, 2018, Kevin McDougald, Property Valuation Analyst for MPAC, confirmed that properties 12-14 Main Street, in Maxville, had been consolidated. The properties were purchased by the same

property owner in March 2016 under instrument GL21621 and having one PIN number. The consolidation of the properties was the result of a 2017 "Request for Reconsideration" as submitted by the owner.

- The CIP stipulated that only one CIP project is eligible per roll number. Because these properties have merged, and since 12/12A have already benefited from the CIP program, 14 Main Street is no longer considered eligible for the CIP program.

**f) Alexandria Mural. Proposed new location at 90 Main Street South**

- Money was allocated in the 2018 budget to restore the "Senate Mural" in Mill Square. Due to a dispute with the property owner of the building on which this mural was to be installed, this project has been cancelled. Staff proposed that the location of the mural be changed to 90 Main Street South, in Alexandria. Rather than restoring the Senate Mural, it was proposed that the "Simon's Store" mural, which was formerly on Main Street, be reprinted and affixed to Town Hall.
- CIPAC felt that a better proposal would be to affix a new mural to the Muir's building in King George Park, in Maxville.
- Staff will be in touch with the Friends of King George Park committee, as well as the property owner, to further discuss this option.
- Funding for this project comes from the Main Street Revitalization Funds.

**g) Update on the United Counties of Stormont, Dundas & Glengarry (SDG) Regional Incentives Program.**

- Approved by Council on July 9, 2018 and sent to the MMA.
- The Regional Incentives Approval Committee is in the process of being formed and the Counties are actively seeking representatives to sit on this committee.

**(A) Terms of Reference for the SDG Regional Incentives Program**

- The Counties have requested the appointment of a committee member to represent the Township of North Glengarry on this advisory committee.
- CIPAC proposes Michael Madden as the proposed candidate and Karen Davison Wood as an alternate. Staff will communicate this information to SDG"

**h) Update on the Heritage Coordinators.**

- The Heritage Coordinators are nearly finished investigating the list of potential candidates for inclusion on the Heritage Listing.

**6) NEW BUSINESS**

- There was no new business.

**7) CORRESPONDENCE**

- SDG Economic Development for the 2<sup>nd</sup> Quarter report from Terry Besner.

**8) NEXT CIPAC MEETING**

- Tuesday, August 7, 2018, 5:45 pm, at the Sandfield Centre (102 Derby Street West, Alexandria).



**9) ADJOURNMENT**

The meeting was adjourned at 8:32 pm.

**Moved by: Nathalie-Anne Bussière**

**Carried.**

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Recording Secretary – Tara Kirkpatrick

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Chair – Karen Davison-Wood

# **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:** October 9, 2018

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

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

**Proceed "In Closed Session",**

Identifiable Individual (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of September 24, 2018.

**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 16 Item a**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting September 24, 2018 be adopted as printed.

**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 16 Item b**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

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

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

That we return to the Regular 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:** October 9, 2018

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

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

That the Council of the Township of North Glengarry receive By-law 55-2018; and

That Council adopt by-law 55-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 55-2018 be read a first, second, third time and enacted in Open Council this 10<sup>th</sup> day of October, 2018.

**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 17 Item a**

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

**BY-LAW 55-2018  
FOR THE YEAR 2018**

**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 October 9, 2018 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 9<sup>th</sup> day of October, 2018.

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. 55-2018, duly adopted by the Council of the Township of North Glengarry on the 9<sup>th</sup> day of October, 2018.

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

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

**Section 18**

**ADJOURN**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** October 9, 2018

**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**