

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Monday December 9, 2019 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. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions) (Jacques)
4. ADOPTION OF PREVIOUS MINUTES (Carma)
 - a) Regular Meeting of Council – November 25, 2019
5. DELEGATION(S)
6. STAFF REPORTS
 - CAO/Clerk's Department**
 - a) 2020 Meeting Schedule (Brenda)
 - b) By-law 50-2019 – Fees and Charges by-law (Jeff)
 - Community Services Department**
 - c) Accessibility Plan (Michel)
 - d) Change of Use – Capital funds for Dunvegan Recreation Association (Johanne)
 - Treasury Department**
 - e) Transfer from Reserves – Generator (Carma)
 - f) Glengarry Sports Palace (GSP) Financial Statements (Jacques)
 - Planning/Building & By-law Enforcement Department**
 - g) Automatic Mergers of Lots (Jeff)
 - h) By-law Z-13-2019 – Zoning Amendment (Brenda)
 - i) Cornwall Gravel Appeal Settlement (Carma)
 - Public Works Department**
 - j) Award RFP for Engineering Services – Creek Road Bridge (Michel)
 - Fire Department**
 - k) 2019 Annual Review for Emergency Management (Johanne)
7. UNFINISHED BUSINESS
8. CONSENT AGENDA (Carma)
 - a) Community Development Committee Minutes – October 30, 2019
 - b) Arts, Culture and Heritage Committee Minutes – November 4, 2019
9. NEW BUSINESS
10. NOTICE OF MOTION

Next Regular Public Meeting of Council
Monday January 13, 2020 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West,
Alexandria, Ontario.
Note: Meeting are subject to change or cancellation.

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

12. **CLOSED SESSION BUSINESS**

Union (as this matter deals with labour relations or employee negotiations they may be discussed in closed session under sections 239 (2)(d) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of November 25, 2019.

13. **CONFIRMING BY-LAW**

a) By-law 51-2019 (Jeff)

14. **ADJOURN** (Michel)

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF

PECUNIARY

INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday December 9, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

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

Regular Meeting of Council – November 25, 2019

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 4

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday November 25, 2019 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 November 25, 2019 at 7:00 p.m., with Mayor Jamie MacDonald presiding.

PRESENT: **Deputy Mayor** – Carma Williams
Councillor at Large – Jacques Massie
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
Councillor (Maxville Ward) – Johanne Wensink

ALSO, PRESENT: **CAO/Clerk** - Sarah Huskinson
Deputy Clerk – Lise Lavigne
Director of Community Services – Anne Leduc
Director of Finance / Treasurer – Kimberley Goyette
CBO Manager – Jacob Rhéaume
Fire Chief – Matthew Roy

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday November 25, 2019.

Carried

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Carma Williams

Seconded by: Michel Depratto

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

Regular Meeting of Council – November 12, 2019
Committee of the Whole Meeting – November 20, 2019

Carried

5. DELEGATIONS

a) Welch LLP – Presented by Ken Fraser

Ken Fraser from Welch LLP presented Council with the 2018 Financial Statement for the Glengarry Sports Palace.

b) Beyond 21 – Presented by Tish Humphries and Josh Harrison

Tish Humphries and Josh Harrison presented the Hub for Beyond 21 Foundation, they explain what they do for adults with developmental disabilities.

6. STAFF REPORTS

Community Services Department

a) Capital transfers for the MRACs

Resolution No. 3

Moved by: Brenda Noble

Seconded by: Michel Depratto

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2019-37; and

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

Transfer to Glen Robertson to proceed with the installation of the boiler	\$1,442
• \$1,000 from Laggan Recreation	
• \$442 from Greenfield Recreation	

Carried

Treasury Department

b) By-law 47-2019 – Rating By-law under the *Tile Drainage Act*

Resolution No. 4

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT Council adopt by-law 47-2019 being a rating by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act.*; and

That By-law 47-2019 be read a first, second, third time and enacted in Open Council this 25th day of November 2019.

Carried

Planning/Building & By-law Enforcement Department

c) Bell Project for the construction of a 91-meter Guyed Tower

Resolution No. 5

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-40 for the formal request that Romin International Inc. (Authorized Agent of Bell Mobility Inc) proposal be considered complete; and

THAT the Township of North Glengarry approves the assessment of the process Romin International Inc. has undertaken to date for the construction of a 91-meter guyed tower on County Road 45, South of County Road 43, in Alexandria for wireless telephony services and for high speed wireless internet.

Carried

Fire Department

d) By-law 48-2019 – Open Air Burning by-law

Resolution No. 6

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry approve By-law 48-2019 - Open Air Burning By-law effective January 1st, 2020; and

That By-law 48-2019 be read a first, second, third time and enacted in Open Council this 25th day of November 2019.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Clerk's Dept. Workplan Update
Community Services Dept. Workplan Update
Consultation - Mill Square Park & municipal waterfront lot
Treasury's Dept. Workplan Update
Planning/Bldg. & By-law Enforcement Dept. Workplan Update
Public Works Dept. Workplan Update
Fire Dept. 2019 Workplan Update
Public Meeting Minutes - July 22, 2019
Committee of Adjustment Minutes – August 22, 2019
Planning Committee Minutes – August 22, 2019
Committee of Adjustment Minutes – September 9, 2019
Planning Committee Minutes – Sept 9, 2019

Resolution No. 7

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION – Next Meeting of Council, Monday December 9, 2019

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

Resolution No. 8

Moved by: Johanne Wensink

Seconded by: Jeff Manley

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 November 12, 2019.

Carried

Resolution No. 9

Moved by: Jacques Massie

Seconded by: Jeff Manley

That we return to the Regular Meeting of Council at 8.26 p.m.

Carried

Resolution No. 10

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry authorizes the recruitment of an IT/Asset Management Coordinator; and

THAT the Council of the Township of North Glengarry authorizes the use of a portion of the Modernization and Efficiency Funding from the Province to finance this position until the end of 2020.

Carried

13. CONFIRMING BY-LAW

a) **By-law 49-2019**

Resolution No. 11

Moved by: Brenda Noble

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry receive By-law 49-2019; and

That Council adopt by-law 49-2019 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 49-2019 be read a first, second, third time and enacted in Open Council this 25th day of November 2019.

Carried

14. ADJOURN

Resolution No. 12

Moved by: Michel Depratto

Seconded by: Brenda Noble

There being no further business to discuss, the meeting was adjourned at 8:29 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

Section 5

DELEGATIONS

Section 6

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2019-21;
and

THAT the Council of the Township of North Glengarry accepts the 2020 Meeting Schedule as
attached in Schedule "A"; and

THAT the Council of the Township of North Glengarry cancel December 23rd, 2019 Regular
Meeting of Council.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

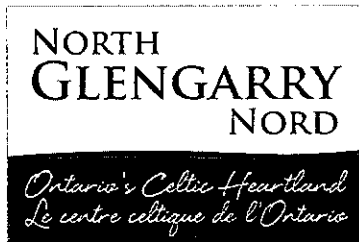
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item a



STAFF REPORT TO COUNCIL

Report No: AD-2019-21

December 9, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2020 Meeting Schedule

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2019-21

And THAT the Council of the Township of North Glengarry accepts the 2020 Meeting Schedule as attached in Schedule A.

Background / Analysis:

The procedural by-law passed in January of this year outlines the frequency of Council and Committee of the Whole meetings. Regular Council meetings are held at 7pm on the second and fourth Monday of each month and Committee of the Whole meetings are held at 3pm on the third Wednesday of the month.

Alternatives:

Option 1: THAT the Council of the Township of North Glengarry accepts the 2020 Meeting Schedule as attached in Schedule A.

Option 2: (not recommended) THAT the Council of the Township of North Glengarry does not accept the 2020 Meeting Schedule as attached in Schedule A.

Financial Implications:

None.

Attachments & Relevant Legislation:

2020 Meeting Schedule

Others Consulted:

None.

Signed by Sarah Huskinson / Chief Administrative Officer/ Clerk

Schedule of Meetings 2020

January	Monday, January 13, 2020	Regular Council
	Wednesday, January 22, 2020	Committee of the Whole
	Monday, January 27, 2020	Regular Council
February	Monday, February 10, 2020	Regular Council
	Wednesday, February 19, 2020	Committee of the Whole
March	Monday, March 9, 2020	Regular Council
	Wednesday, March 18, 2020	Committee of the Whole
	Monday, March 23, 2020	Regular Council
April	Tuesday, April 14, 2020	Regular Council
	Wednesday, April 22, 2020	Committee of the Whole
	Monday, April 27, 2020	Regular Council
May	Monday, May 11, 2020	Regular Council
	Wednesday, May 20, 2020	Committee of the Whole
	Monday, May 25, 2020	Regular Council
June	Monday, June 8, 2020	Regular Council
	Wednesday, June 17, 2020	Committee of the Whole
	Monday, June 22, 2020	Regular Council
July	Monday, July 13, 2020	Regular Council
	Wednesday, July 22, 2020	Committee of the Whole
	Monday, July 27, 2020	Regular Council
August	Monday, August 10, 2020	Regular Council
September	Monday, September 14, 2020	Regular Council
	Wednesday, September 23, 2020	Committee of the Whole
	Monday, September 28, 2020	Regular Council
October	Tuesday, October 13, 2020	Regular Council
	Wednesday, October 21, 2020	Committee of the Whole
	Monday, October 26, 2020	Regular Council
November	Monday, November 9, 2020	Regular Council
	Wednesday, November 18, 2020	Committee of the Whole
	Monday, November 23, 2020	Regular Council
December	Monday, December 14, 2020	Regular Council

Calendar for Year 2020 (Canada)

January

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March

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June

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July

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August

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September

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October

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November

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December

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Holidays and Observances:

Jan 1	New Year's Day	Jul 1	Canada Day
Jan 6	Epiphany	Aug 3	Civic/Provincial Day (Northwest Territories, Nunavut)
Feb 2	Groundhog Day	Aug 3	Saskatchewan Day (Saskatchewan)
Feb 14	Valentine's Day	Aug 3	New Brunswick Day (New Brunswick)
Feb 17	Islander Day (Prince Edward Island)	Aug 3	British Columbia Day (British Columbia)
Feb 17	Family Day (Many regions)	Aug 3	Natal Day (Nova Scotia)
Feb 17	Nova Scotia Heritage Day (Nova Scotia)	Sep 7	Labour Day
Feb 17	Louis Riel Day (Manitoba)	Oct 12	Thanksgiving Day (Many regions)
Mar 9	Commonwealth Day	Oct 12	Thanksgiving Day (Nova Scotia)
Mar 17	St. Patrick's Day	Oct 12	Thanksgiving Day (New Brunswick)
Apr 6	National Tartan Day	Oct 18	Healthcare Aide Day (British Columbia, Manitoba)
Apr 9	Vimy Ridge Day	Oct 31	Halloween
Apr 10	Good Friday	Nov 11	Remembrance Day (Many regions)
Apr 12	Easter Sunday (Nova Scotia)	Nov 11	Remembrance Day (MB, NS, ON)
Apr 12	Easter Sunday	Dec 11	Anniversary of the Statute of Westminster
Apr 13	Easter Monday (Many regions)	Dec 24	Christmas Eve
May 10	Mother's Day	Dec 25	Christmas Day
May 18	Victoria Day (Many regions)	Dec 26	Boxing Day (Many regions)
Jun 21	Father's Day	Dec 26	Boxing Day (Nova Scotia)
Jun 21	National Indigenous Peoples Day	Dec 31	New Year's Eve

Calendar generated on www.timeanddate.com/calendar

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2019-37 regarding the 2020 Fees and Charges By-law; and

THAT by-law 50-2019 be read a first, second, third time and enacted in Open Council, this 9th day of December 2019; and

THAT by-law 50-2019 comes into effect January 1, 2020.

Carried

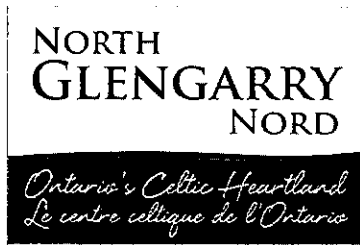
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item b



Report – TR2019-37

STAFF REPORT TO COUNCIL

Date: December 9, 2019

From: Kim Goyette, Director of Finance/Treasurer

RE: Fees and charges by-law 2020

Recommended Motion: THAT the Council of the Township of North Glengarry receives Staff Report No. TR2019-37 regarding the 2020 Fees and Charges By-law; and

THAT by-law 50-2019 be read a first, second, third time and enacted in Open Council, this 9th day of December 2019.

Background / Analysis: After a review of the current fees and charges, the departments of the Township of North Glengarry are recommending changes for 2020 respecting rates in Administration, Building/Bylaw/Planning, Public Works and the Waterworks Departments.

Alternatives:

Option 1: THAT the Council of the Township of North Glengarry accepts the changes in the fees and charges by-law.

Option 2: (not recommended) THAT the Council of the Township of North Glengarry does not accept the changes in the fees and charges by-law.

Financial Implications:

Others consulted:

Director of Finance Kimberley Goyette
CBO Manager Jacob Rhéaume
By-law Enforcement Officer Todd McDonell
Director of Public Works Michel Riberdy
Waterworks' Manager Dean McDonald

Attachments:

Signed by Sarah Huskinson - CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 50 - 2019

A by-law to amend By-law No. 29-2019 to establish user fees and charges administered by the Corporation of the Township of North Glengarry.

WHEREAS Section 391.(1) of the Municipal Act states that despite any Act a municipality and a local board may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS the Municipality did adopt By-law No. 29-2019 on August 22, 2019;

AND WHEREAS the Municipality wishes to rescind By-law No. 29-2019, as it pertains to 2019 fees and charges additions and rate changes.

NOW THEREFORE the Corporation of the Township of North Glengarry, hereby enacts as follows:

1. That Schedule "A" to "G" rates structure be changed.
2. That By-law No. 50 - 2019 comes into effect January 1st, 2020.

READ a first, second, third time and enacted in Open Council, this 9th day of December 2019.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 50 - 2019 and that such by-law is in full force and effect.

Date Certified

CAO/Clerk / Deputy Clerk

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
(1) ADMINISTRATIVE SERVICES		
Tax Certificate	\$40.00	\$40.00
Water/Sewer Certificate	\$20.00	\$20.00
Tax and Water/Sewer confirmation previous year's taxes written documents on premises per property	\$10.00	\$10.00
Documents not on premises per property	\$25.00	\$25.00
Interest on tax arrears	1.25%/ month	1.25%/ month
Late Payment Charge Water/Sewer Invoice	5% of the current o/s balance	5% of the current o/s balance
Administration fees for charge back	25% of invoice to a max of \$200.00. All materials charged out are to be at cost	25% of invoice to a max of \$200.00. All materials charged out are to be at cost
Dumping Station on Leroux St. Alexandria	\$2.00	\$2.00
Marriage Licence	\$125.00	\$125.00
NSF cheques	\$20.00	\$20.00
Entrance Application	\$50.00	\$50.00
Agency letter of Approval	\$250.00	\$250.00
Fax Transmission	\$1.00/page	\$1.00/page
First 10 photocopies	\$.50/page	\$.50/page
additional photocopies	\$.15/page	\$.15/page
Fire Fees Inspections	\$150.00 for original visit & inspection for compliance, any additional visits up to compliance \$150.00 per visit	\$150.00 for original visit & inspection for compliance, any additional visits up to compliance \$150.00 per visit
Fire Guard after fire	Full cost recovery	Full cost recovery
False Alarms within (1) year - 1st False alarm	no charge Notice	no charge Notice
Second false alarm -	advising of possible charges	advising of possible charges
Third false alarm	Full cost recovery	Full cost recovery
Garbage - extra garbage tags	\$3.00 each	\$3.00 each
Recycling blue & grey boxes	\$3.00 each for 1 or 2 boxes, \$10.00 each for 3rd and more.	\$3.00 each for 1 or 2 boxes, \$10.00 each for 3rd and more.
Composters	\$40.00 each	\$40.00 each
(2) TIPPING FEES - Policies governing the use of the Municipal landfill Sites		
Large items such as fridges, stoves, furniture	\$10.00 per item	\$10.00 per item
Residential loads (excluding construction, demolition & renovation materials) will be \$25.00/compacted cubic meter.		
(3) ROAD CREW CHARGE OUT RATES		
Operator	27.89/hr	35.00/hr
Foreman	34.77/hr	40.00/hr
Utility Installation Approvals	\$75.00	\$75.00
"Equipment rates will be charged out based on the most recent version of Ontario Provincial Standard Specification #127 as amended from time to time."		
(4) DOGS LICENCE FEES		
Dog licence	\$25.00 per licence/tag	\$25.00 per licence/tag
Dog licence bought after March 31 st	\$50.00 per licence/tag	\$50.00 per licence/tag
Replacement licence	\$10.00 per licence/tag	\$10.00 per licence/tag
Guide or Lead dog	no charge	no charge
Kennel licence	\$250.00 per licence	\$280.00 per licence
Boarding Kennel Licence	\$250.00 per licence	\$280.00 per licence
Release fee: first time	actual expenses	actual expenses
Release fee: second time	\$25.00 plus expenses	\$25.00 plus expenses
Release fee: third time	\$100.00 plus expenses	\$100.00 plus expenses
Release fee: fourth time	\$200.00 plus expenses	\$200.00 plus expenses

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
(5) ICE RENTAL FEES - GLENGARRY SPORTS PALACE		
Minor Sports within the Twp (Prime Time)	\$159.00/hr HST incl.	\$162.00/hr HST incl.
(Non Prime Time)	\$134.00/hr HST incl.	\$136.00/hr HST incl.
Regular Rates (Prime Time)	\$192.00/hr HST incl.	\$195.00/hr HST incl.
(Non Prime Time)	\$164.00/hr HST incl.	\$167.00/hr HST incl.
Tournament	\$162.00/hr HST incl.	\$165.00/hr HST incl.
Spring (April - May)	\$196.00/hr HST incl.	\$200.00/hr HST incl.
Old Blades (50 years +)	\$9.00/player HST incl.	\$10.00/player HST incl.
Jr. B. Glens	\$187.00/hr HST incl.	\$190.00/hr HST incl.
Jr. B. Glens - Practice	\$153.00/hr HST incl.	\$156.00/hr HST incl.
Hockey School Flat Rate	\$105.00/hr HST incl.	\$107.00/hr HST incl.
School Special Rate	\$86.00/hr HST incl.	\$88.00/hr HST incl.
Yearly Shinny Pass (no HST)	\$103.00/player	\$105.00/player
Minor Shinny (no HST)	\$5.00/player	\$5.00/player
Broomball Rates	\$176.00 per player HST incl.	\$179.00 per player HST incl.
(5)(a) ICE RENTAL FEES - MAXVILLE AND DISTRICT SPORTS COMPLEX		
Minor Sports within the Twp (Prime Time)	\$159.00/hr HST incl.	\$162.00/hr HST incl.
(Non Prime Time)	\$134.00/hr HST incl.	\$136.00/hr HST incl.
Regular Rates (Prime Time)	\$192.00/hr HST incl.	\$195.00/hr HST incl.
(Non Prime Time)	\$164.00/hr HST incl.	\$167.00/hr HST incl.
School Special Rate	\$86.00/hr HST incl.	\$88.00/hr HST incl.
Broomball Rates	\$176.00/hr HST incl.	\$179.00/hr HST incl.
(6) ARENA FLOOR RENTAL FEES - GLENGARRY SPORTS PALACE		
All Sports Programs:	\$70.00/hr HST incl.	\$71.00/hr HST incl.
Parties-Receptions-Trade Shows Auctions	Arena floor only - \$363.00 HST incl.	Arena floor only - \$370.00 HST incl.
	Arena floor & Hall - \$422.00 HST incl.	Arena floor & Hall - \$430.00 HST incl.
(6) ARENA FLOOR RENTAL FEES - MAXVILLE & DISTRICT SPORTS COMPLEX		
All Sports Programs:	\$70.00/hr HST incl.	\$71.00/hr HST incl.
Parties-Receptions-Trade Shows Auctions	Arena floor only - \$363.00 HST incl.	Arena floor only - \$370.00 HST incl.
	Arena floor & Hall - \$422.00 HST incl.	Arena floor & Hall - \$430.00 HST incl.
(6)(a) ICE & BOARD ADVERTISING - GLENGARRY SPORTS PALACE		
North boards - Yearly	\$351.00 HST incl.	\$357.00 HST incl.
In-ice Logo (Sides) (+ one time set-up fee which is the responsibility of the advertiser average of \$350 depending on size) Yearly	\$500.00 HST incl.	\$509.00 HST incl.
Change-room Door (Per Door) (+ one time set-up fee which is the responsibility of the advertiser) Yearly	\$200.00 HST incl.	\$204.00 HST incl.
In-ice Logo (Sides) + Change Room Door (5% Discount) Yearly	\$665.00 HST incl.	\$677.00 HST incl.
In-ice Logo (Sides) + Change Room Door + Rink Board (10% Discount) Yearly	\$946.00 HST incl.	\$963.00 HST incl.
Olympia Advertising (set-up is the responsibility of the advertiser. Yearly	\$2034.00 HST incl.	\$2071.00 HST incl.
Advertizing for both Arenas - In ice Logo, Change Room Door, Rink Board (15% Discount) Yearly	\$1712.00 HST incl.	\$1743.00 HST incl.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
(6)(b) ICE & BOARD ADVERTISING - MAXVILLE & DISTRICT SPORTS COMPLEX		
Wall Boards. Yearly	\$263.00 HST incl.	\$268.00 HST incl.
In ice Logo (Sides) (+ one time set-up fee which is the responsibility of the advertiser average of \$350 depending on size) Yearly	\$500.00 HST incl.	\$509.00 HST incl.
Change-room Door (Per Door) (+ one time set-up fee which is the responsibility of the advertiser) Yearly	\$200.00 HST incl.	\$204.00 HST incl.
In-ice Logo (Sides) + Change Room Door (5% Discount) Yearly	\$665.00 HST incl.	\$677.00 HST incl.
In-ice Logo (Sides) + Change Room Door + Wall Board 10% Discount) Yearly	\$867.00 HST incl.	\$883.00 HST incl.
Advertizing for both Arenas - In-ice Logo, Change Room Door, Rink Board (15% Discount) Yearly	\$1712.00 HST incl.	\$1743.00 HST incl.
(6)(c) OLYMPIA ADVERTISING - MAXVILLE & DISTRICT SPORTS COMPLEX		
Olympia Advertising PER SIDE (set-up is the responsibility of the advertiser) Yearly	\$439.00 HST incl.	\$447.00 HST incl.
(6)(d) WALL BOARD ADVERTISING - GLENGARRY INDOOR SPORTS COMPLEX		
Yearly	\$179.00 HST incl.	\$182.00 HST incl.
(6)(e) COOLER ADVERTISING - GLENGARRY INDOOR SPORTS COMPLEX		
Yearly	\$238.00 HST incl.	\$242.00 HST incl.
(7) FIELD RENTAL FEES - MAXVILLE & DISTRICT SPORTS COMPLEX		
Baseball Adults	\$18.50/hr HST incl.	\$19.00/hr HST incl.
Baseball Minors (no HST)	\$11.00/hr	\$11.00/hr
Tournaments for one day	\$158.00 HST incl.	\$161.00 HST incl.
Tournaments for a weekend	\$250.00 HST incl.	\$255.00 HST incl.
Soccerfield Adults	\$187.00 HST incl.	\$190.00 HST incl.
Soccerfield Minors	N/C	N/C
Teams outside of GSL (Minor) (no HST)	\$18.00/hr	\$18.00/hr
(8) BOARDROOM RENTAL FEES - GLENGARRY SPORTS PALACE		
All Rentals	\$70.00/day HST incl.	\$71.00/day HST incl.
Non-Profit organizations		
Max of 5 rentals all facilities combined /yrs	N/C	N/C
(9) GONDOLA RENTAL FEES - MAXVILLE & DISTRICT SPORTS COMPLEX		
All Rentals per event	\$81.00 HST incl.	\$82.00 HST incl.
(10) BANQUET HALL RENTAL FEES - GLENGARRY SPORTS PALACE		
Hall rental with bar	\$240.00 HST incl.	\$244.00 HST incl.
Hall rental without bar	\$181.00 HST incl.	\$184.00 HST incl.
Meeting	\$151.00 HST incl.	\$154.00 HST incl.
Kitchen rental fee	\$119.00 HST incl.	\$121.00 HST incl.
Community Kitchen Program (No HST)	\$50.00	\$50.00
Minor Sports Programs (Max 5 rentals all facilities combined per year)	N/C	N/C
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Classes	\$30.00/hr HST incl.	\$31.00/hr HST incl.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
(10)(a) BANQUET HALL RENTAL FEES - MAXVILLE & DISTRICT SPORTS COMPLEX		
Hall rental with bar	\$240.00 HST incl.	\$244.00 HST incl.
Hall rental without bar	\$181.00 HST incl.	\$184.00 HST incl.
Meeting	\$151.00 HST incl.	\$154.00 HST incl.
Kitchen rental fees	\$119.00 HST incl.	\$121.00 HST incl.
Community Kitchen Program (No HST)	\$50.00	\$50.00
Minor Sports Programs Max 5 rentals all facilities combined per year)	N/C	N/C
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Classes	\$30.00/hr. HST incl.	\$31.00/hr HST incl.
(11) ISLAND PARK COMMUNITY BUILDING		
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Meetings	\$23.00/hr. HST incl.	\$23.00/hr. HST incl.
Hall rental with bar	\$240.00/day HST incl.	\$244.00/day HST incl.
Hall rental without bar	\$181.00/day HST incl.	\$184.00/day HST incl.
Hall Rental	\$36.00/hr. HST incl.	\$37.00/hr. HST incl.
Campers	\$23.00/night HST incl.	\$23.00/night HST incl.
(12) INVESTIGATION SERVICES FEE		
Investigation regarding closed meeting	Cancelled	Cancelled
(13) GLENGARRY INDOOR SPORTS COMPLEX		
Turf - Prime Time hourly	\$109.00 HST incl.	\$111.00 HST incl.
Turf - Non Prime Time hour	\$83.00 HST incl.	\$84.00 HST incl.
Turf - School Prime Time Hour	\$78.00 HST incl.	\$79.00 HST incl.
Turf-School-Non Prime Time Hour	\$58.00 HST incl.	\$59.00 HST incl.
Turf - Summer Hourly (May to October)	\$50.00 HST incl.	\$51.00 HST incl.
Turf-Junior After School Monthly pass (no HST)	\$45.00	\$46.00
Turf - Youth Drop In (per time) (No HST)	\$6.00	\$6.00
Turf - Adult Per Time	\$8.00 HST incl.	\$8.00 HST incl.
Track - Adult Season Pass	\$158.00 HST incl.	\$161.00 HST incl.
Track - Senior Season Pass (60 +)	\$95.00 HST incl.	\$97.00 HST incl.
Track - Junior Season Pass (No HST)	\$67.00	\$68.00
Track - Drop in - Daily Pass	\$7.00 HST incl.	\$7.00 HST incl.
Track - Monthly Pass or 8 visit card	\$29.00 HST incl.	\$30.00 HST incl.
Track - Family Season Pass	\$329.00 HST incl.	\$335.00 HST incl.
Tennis - 1 hr	\$26.00 HST incl.	\$26.00 HST incl.
Tennis - 1.5 hr	\$35.00 HST incl.	\$36.00 HST incl.
Tennis - 2 hr	\$40.00 HST incl.	\$41.00 HST incl.
Tennis Membership- Adult	\$392.00 HST incl.	\$399.00 HST incl.
Tennis Membership Minor (No HST)	\$219.00	\$223.00
Additional guest 1 hr	\$7.00 HST incl.	\$7.00 HST incl.
Lawn Bowling 3 hours	\$39.00 HST incl.	\$40.00 HST incl.
Birthday parties for 10 children (No HST)	\$207.00	\$211.00
Each Additional child (No HST)	\$12.75	\$13.00

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
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SCHEDULE "B"

DESCRIPTION	2019	2020
Lottery Licences	3% of value of prize	3% of value of prize

SCHEDULE "C"

DESCRIPTION	2019	2020
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SWIMMING POOL AND FENCES

Swimming pool & fence	included in schedule "F"	included in schedule "F"
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SCHEDULE "D"

DESCRIPTION	2019	2020
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DRAINAGE INSPECTION FEES

Drainage Inspection	\$60.00	\$75.00
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SCHEDULE "E"

DESCRIPTION	2019	2020
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PLANNING FEES

Official Plan Amendment	\$2,500.00	\$2,500.00
Zoning By-law Amendment	\$1,500.00	\$1,500.00
Temporary Use By-Law	\$750.00	\$750.00
Minor Variance or Authorization	\$500.00	\$500.00
Land Severance/Consent (review)	\$150.00	\$500.00
Cash & lieu of Parkland	\$1000.00 per severance	\$1000.00 per severance
Site Plan Agreement - Residential	\$1000.00 + fee of 2% of the total estimated cost of constructing the facilities.	\$1000.00 + fee of 2% of the total estimated cost of constructing the facilities.
Site Plan Agreement - Industrial/ Commercial/Institutional	\$2000.00 + fee of 2% of the total estimated cost of constructing the facilities.	\$2000.00 + fee of 2% of the total estimated cost of constructing the facilities.
Plan of Condominium	\$100.00/unit (+)	\$100.00/unit (+)
Draft Plan of Subdivision Application	\$75.00/residential lot Minimum of \$1,000.00 Maximum of \$2,200.00	\$75.00/residential lot Minimum of \$1,000.00 Maximum of \$2,200.00
Subdivision Agreement	\$5,000.00 Deposit +/-	\$5,000.00 Deposit +/-
Work Surveillance	2% /estimated cost of works	2% /estimated cost of works
Financial securities	\$75.00	\$75.00
Letter of Compliance	\$60.00	\$60.00
Encroachment	\$200.00 + registration fees	\$200.00 + registration fees
Lifting 0.30 metre reserve	\$150.00 + additional fees	\$150.00 + additional fees
Dedication R.O.W.	\$150.00 + legal eng/survey fees	\$150.00 + legal eng/survey fees
Cash-in-lieu of Parking	\$100.00 + cash-in-lieu	\$100.00 + cash-in-lieu
Cash-in-lieu of Parkland	as per Planning Act	as per Planning Act
Part Lot Control Removal	\$250.00/by-law+legal, eng/survey	\$250.00/by-law+legal, eng/survey
Zoning Compliance	\$40.00	\$40.00
Written replies to inquiries	\$35.00	\$35.00
Consent under Planning Act (if required)	\$150.00	\$500.00
Work Orders	\$50.00	\$50.00
Registered Work Orders & Removal of same	Cost + \$300.00	Cost + \$300.00
Zoning By-law	\$45.00	\$45.00
Official Plan	\$30.00	\$30.00
Signs: Permit application fee	\$30.00 per sq. meter	\$30.00 per sq. meter
Minor Variance application for signs	\$150.00	\$150.00

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "F"			
DESCRIPTION		2019	2020
CLASSES OF PERMITS & PERMIT FEES			
	Class of Permit		
Construction			
1	Residential Dwellings Units	\$500. base fee +.65¢/sqft	\$500. base fee +.65¢/sqft
2	Residential Additions	\$100.00 + .67¢/sq.ft.+min.	\$100.00 + .70¢/sq.ft.+min.
3	Residential Renovations and Repairs	\$150.00 +\$ 7.00/ \$1000 of construction value	\$150.00 +\$ 7.00/ \$1000 of construction value
4	New siding and/or exterior foam board insulation	\$100.00	\$100.00
5	Replacement of Insulation only	\$100.00	\$100.00
6	Replacement of roof sheathing	\$125.00	\$125.00
7	Minor Foundation repair	\$125.00	\$125.00
8	Residential Accessory Buildings and Carports	.50¢/sqft min.\$100	.50¢/sqft min.\$100
9	Accessory Apartment and Suites	\$220.00	\$220.00
10	Veranda, Balcony or Gazebo	\$50.00 +.36¢/sqft	\$50.00 +.36¢/sqft
11	Attached or detached deck	\$50.00 +.36¢/sqft	\$50.00 +.36¢/sqft
12	Mobile Home Installation	\$330.00	\$330.00
13	Solid Fuel Burning Appliances	\$100.00	\$100.00
Pools			
14	Private above ground swimming pool	\$110.00	\$110.00
15	Private in-ground swimming pool	\$160.00	\$160.00
16	Deck serving pool	.36¢/sqft	.36¢/sqft
Commercial			
17	Institutional, Commercial and Assembly Buildings & Additions	\$200.00 base fee + .62¢/sq.ft.	\$200.00 base fee + .62¢/sq.ft.
18	Industrial Buildings & Additions	\$200.00 base fee + .59¢/sq.ft.	\$200.00 base fee + .62¢/sq.ft.
19	Accessory Buildings to Commercial/Industrial/Institutional	\$150.00 base fee + .59¢/sq.ft.	\$150.00 base fee + .62¢/sq.ft.
20	Commercial/Industrial/Institutional Renovations/Repairs	\$150.00 +\$13.80/\$1000 of construction value	\$150.00 +\$13.80/\$1000 of construction value
21	Restaurant or Takeout Installation	\$500.00	\$500.00
Farming			
22	Farms Buildings	.33¢/sq.ft.	.33¢/sq.ft.
23	Accessory Farm Buildings (other than those listed bellow) & Additions	.33/sqft min. \$150	.33/sqft min. \$150
24	Fabric Covered Structures	.33¢/sq.ft.	.33¢/sq.ft.
25	Greenhouses	.27¢/sq.ft.	.27¢/sq.ft.
26	Agricultural Renovations/Repairs	\$ 100.00 +\$ 6.85/ \$1000 of construction value	\$ 100.00 +\$ 7.00/ \$1000 of construction value
27	Lagoons /Manure pit	\$ 245.00 per structure	\$ 245.00 per structure
28	Silos	\$ 245.00 per structure	\$ 245.00 per structure
Plumbing			
29	Residential		
	Up to 5 fixtures	\$60.00	\$60.00
	Each additional fixtures	\$12.00	\$12.00
	Building drains	\$25.00	\$25.00
	Stacks	\$20.00	\$20.00
30	Other Building		
	Up to 5 fixtures	\$80.00	\$80.00
	Each additional fixtures	\$14.00	\$14.00
	Building drains	\$30.00	\$30.00
	Stacks	\$25.00	\$25.00
Other Types			
31	Tents greater than 60 meter square	\$55.00	\$55.00
32	Change of Use Permit	\$250.00	\$250.00
33	Transfer of Permit	\$100.00	\$100.00
34	Conditionial Permit Agreement	\$265.00	\$265.00
35	Communications Tower	\$500.00	\$500.00
Demolition			
36	Demolition - Residential Accessory Building	\$65.00/structure	\$65.00/structure
37	Demolition - Residential	\$125.00	\$125.00
38	Demolition - Farm	\$50.00/Structure	\$65.00/Structure
39	Demolition - Commercial/Institutional Accessory	\$150.00/structure	\$150.00/structure
40	Demolition - Commercial/Institutional	\$300.00	\$300.00

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "F"			
DESCRIPTION		2019	2020
CLASSES OF PERMITS & PERMIT FEES			
Permit Renewal			
41	Renewal of Residential permit where permit is \$100 or less (no deposit)	\$75.00	\$75.00
42	Renewal of Residential permit where permit is \$100 or more (no deposit)	40% of permit fee min. \$100	40% of permit fee min. \$100
43	Renewal of Agricultural permit where permit is \$100 or less (no deposit)	\$50.00	\$50.00
44	Renewal of Agricultural permit where permit is \$100 or more (no deposit)	35% of permit fee min. \$100	35% of permit fee min. \$100
45	Renewal of other permit (no deposit)	30% of permit fee min. \$200	30% of permit fee min. \$200
46	Renewal of old septic permit	\$185 up to a max. of 2 yrs. renewal	\$185 up to a max. of 2 yrs. renewal
Septic			
New Construction / Replacement			
47	Class 4 & 5 sewage system, less than 4,000 liters/day: **System requiring annual maintenance **Other	\$810.00 \$735.00	\$810.00 \$735.00
48	Repeat Class 4 & 5 (less than 4,000 liters) Inspections	\$185.00	\$185.00
49	Class 4 & 5 sewage system, 4,000 liters or more/day: **System requiring annual maintenance **Other	\$1,180.00 \$1,070.00	\$1,180.00 \$1,070.00
50	Repeat Class 4 & 5 (4,000 liters or more) Inspections	\$230.00	\$230.00
51	Class 2 (Grey water) & Class 3 (Cesspool) Septic	\$370.00	\$370.00
52	Repeat Class 2 & Class 3 Inspections	\$185.00	\$185.00
Treatment Unit Alterations (no changes to disposal field)			
53	Replacement/Enlargement/Relocation	\$370.00	\$370.00
54	Repeat Inspections	\$185.00	\$185.00
55	Adding Tertiary Treatment	\$370.00	\$370.00
56	Repeat Inspections	\$185.00	\$185.00
57	Tertiary Treatment Unit Repair	\$185.00	\$185.00
Disposal System Alterations			
58	Adding Pumping /Dosing System	\$370.00	\$370.00
59	Repeat Inspections	\$185.00	\$185.00
60	Repair Pumping/Dosing System	\$185.00	\$185.00
61	Material Alteration	\$735.00	\$735.00
62	Minor repair (ie. Level header	\$185.00	\$185.00
63	Installation of Filters/Risers	\$185.00	\$185.00
Permit Revisions (Certificate of Change)			
64	Change of tertiary treatment unit type	\$185.00	\$185.00
65	Pipes and Stone to Chambers (equal area)	\$370.00	\$370.00
66	Chambers to Pipes and Stone (increase)	\$370.00	\$370.00
67	Pipes and Stone to Chambers (reduction)	\$370.00	\$370.00
68	Additional of Fixtures or Living Area (no design flow increase)	\$185.00	\$185.00
69	Increased design flow and/or elevations changes	\$185.00	\$185.00
70	Change in type of system (ie. Conventional to Tertiary)	\$370.00	\$370.00
71	Different locations on property (site evaluation)	\$185.00	\$185.00
72	Repeat Inspections	\$185.00	\$185.00
Permit Cancellation and Transfers			
75	Administrative Revision	\$94.00	\$94.00
76	Owner cancels application (no inspection done)	80%	80%
77	Owner cancels application (no permit done)	50%	50%
77	Owner cancels application (permit issued)	33%	33%
78	Owner changes designer or contractor	\$370.00	\$370.00

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "F"			
DESCRIPTION	2019	2020	
CLASSES OF PERMITS & PERMIT FEES			
	Renovations / Change of Use Permit		
79	File Search / Review (no letter provided)	\$50.00	\$50.00
80	File Search / Review (letter provided)	\$160.00	\$160.00
	File Searches		
81	File Searches (images only)	\$50.00	\$50.00
82	Images and Legal report	\$70.00	\$70.00
Additional fees			
83	Building without a permit (single storey deck)	75% cost of permit + % of Order issued - min. \$50	75% cost of permit + % of Order issued - min. \$50
84	Building without a permit	75% cost of permit + % of Order issued - min. \$150	75% cost of permit + % of Order issued - min. \$150
85	Installing a sewage system without a permit	50% cost of permit + % of Order issued - min. \$200	50% cost of permit + % of Order issued - min. \$200
86	Order to comply issued	20%	20%
87	Unsafe Order issued	25%	25%
88	Stop Work Order issued	40%	40%
89	Emergency Order issued	100%	100%
90	Order not to cover issued	\$80.00	\$80.00
91	Order to uncover issued	\$150.00	\$150.00
92	Order Prohibiting Occupancy	\$100.00	\$100.00
93	Property Standards Order Issued	35% additional fee to permit	35% additional fee to permit
94	Property Standards Appeal	\$100.00	\$100.00
95	Repeat Inspection	\$50.00	\$50.00
Labour			
96	Where the Township undertakes to complete to work required to comply with any order	Cost of the work + 30% administrative fee	Cost of the work + 30% administrative fee
97	Where the Township undertakes to complete to work required to comply with a by-law		
Certificates			
98	Register Order on Title	Legal fees plus \$150.00	Legal fees plus \$150.00
98	File search for Certificate of approval and use permit	\$70.00	\$70.00
99	Removal of non-compliance notice registered against property	\$500.00 (plus lawyer fees)	\$500.00 (plus lawyer fees)
100	Miscellaneous Inspections	\$125.00	\$125.00

Schedule "F" to Fees and Charges By-Law 50-2019

Administration Performance Deposit

Class of Permit	Administration Performance
17,18	\$ 3,000.00
1,19	\$ 2,000.00
20, 21, 22	\$1, 500.00
2, 23	\$ 500.00
12, 24, 35	\$ 300.00
8,9,25,26,27,28,30,32	\$ 200.00
3,4,5,6,7,10,11,13,14,15,16,29	\$100.00
31,33,36 to 39	Not applicable

Conditional Permit #34	Bond
Residential	\$1,000.00
Farm	\$1,000.00
Other – Part 9 Building	\$2,000.00
Other – Part 3 Building	\$5,000.00

Notes to Schedule "F"

- 1) The amount of the administration performance deposit will be calculated according to the class of permit as determined by Schedule "F" of this by-law and is payable at the time of the application.

- 2) In the event that the applicant abandons their project the administration performance deposit shall be retained in full by the municipality. Once the permit has been issued therefore by the Chief Building Official the administration performance deposit will be refunded in whole or in part to the permit holder in accordance with the following provisions
 - (a) One hundred (100%) per cent of the administration performance deposit is to be refunded if construction is fully completed within one (1) year of the date of the issuance of the building permit.
 - (b) Seventy five (75%) per cent of the administration performance deposit is to be refunded if construction is fully completed within two (2) years of the date of issuance of the building permit.
 - (c) Fifty (50%) per cent of the administration performance deposit is to be refunded if construction is fully completed within three (3) years of the date of the issuance of the building permit.
 - (d) Twenty five (25%) per cent of the administration performance deposit is to be refunded if construction is fully completed within four (4) years of the date of the issuance of the building permit.

- (e) No refund of the administration performance deposit will be awarded if construction is not fully completed within four (4) years. This will not relieve the permit holder and/or the contractor of obligations under any provisions of any By-Law, the Building Code Act or regulations made thereunder.
- 3. The refund of the whole or part of the administration performance deposit shall not be deemed a waiver of any provisions of any By-Law or requirements of the Building Code Act or regulations made thereunder. Also, the refund should not be construed as a certification or guarantee that the building for which a permit was issued meets all the requirements of the Building Code Act or regulations made thereunder.
- 4. Any project subject to a site plan agreement where securities are imposed, a deposit shall not be required.
- 5. In the event that the permit fee is less than the deposit, at the discretion of the building department, the deposit fee can be rounded up to the nearest one hundred dollar.

CONDITIONAL PERMITS – BOND:

- 6. The bond fee for conditional permits will be calculated according to the use and size of the building as determined by Schedule “F” of this by-law and is payable at the time of the application.
- 7. A conditional permit will require the owner(s) or authorized agent to agree with all of the conditions imposed by the Township. A bond will be required as per the use and building size. In the event that the owner (s), authorized agent, contractor or any person involved in the project does not comply with a term in the agreement, the bond will be automatically forfeited to the Township.
- 8. Where a conditional permit is issued and a term is not complied with, the Chief Building Official may revoke the permit as authorized in 8.(10) of the Ontario Building Code Act,.
- 9. A conditional permit bond fee does not relieve the requirements of submitting an administration performance deposit when the permit is obtained.
- 10. In the event that all terms have been complied with and a full permit is obtained, the bond fee will be reimbursed in full.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. 50 - 2019**

SCHEDULE "G"

DESCRIPTION	2019	2020
1) WATERWORKS MONTHLY RATE STRUCTURE		
WATER RATES		
Residential/Commercial/Large Users	First 15m ³ - \$61.33	First 15m³ - \$65.54
	Balance \$1.94/m ³	Balance \$1.94/m ³
SANITARY SEWER RATES		
Residential/Commercial/Large Users	First 15m ³ - \$33.46	First 15m³ - \$35.29
	Balance 1.10/m ³	Balance 1.10/m ³
SANITARY SEWER RATES (for those without meters)		
Residential/Commercial/Large Users	\$33.46 Flat Rate	\$35.29 Flat Rate
2) WATERWORKS FEES ASSOCIATED WITH BILLING		
Re-connection fee due to non payment	during regular hours \$60.00 after regular hours \$150.00	during regular hours \$60.00 after regular hours \$150.00
Re-connection fee due to plumbing	no charge after regular hours \$150.00	no charge after regular hours \$150.00
deposit w/s for tenants Alex & Maxville	\$250.00	\$250.00
deposit water for tenants Glen Robertson	\$150.00	\$150.00
Large Commercial/Institutional water use	\$500.00	\$500.00
Water works staff charge out rate	\$29.00/hr + 22%	\$35.00/hr
Foreman charge out rate	\$30.00/hr + 22%	\$40.00/hr
Water works Manager charge out rate	\$35.00/hr + 22%	\$55.00/hr
3) SERVICE CONNECTION FEES / Residential - Commercial		
¾" Water serv. connection + meter connection	\$2500.00*	\$2500.00*
1" Water serv. connection + meter connection	\$3000.00*	\$3000.00*
1½" Water serv. connection + meter connection	\$3250.00*	\$3250.00*
2" Water serv. connection + meter connection	\$3500.00*	\$3500.00*
3" Water serv. connection + meter connection	\$4000.00*	\$4000.00*
4" Water serv. connection + meter connection	\$5000.00*	\$5000.00*
6" Water serv. connection + meter connection	\$6000.00*	\$6000.00*
each add residential household equivalent	\$1000.00*	\$1000.00*
*meter connection = meter, back flow preventor, all connection material.		
3) SANITARY SERVICE CONNECTION FEES		
100 mm connection (1 Household equivalent)	\$2,500.00	\$2,500.00
200 mm connection (1 Household equivalent)	\$3,500.00	\$3,500.00
each add residential Unit (household equivalent)	\$1,000.00	\$1,000.00
4) WATER RATES FOR TANKERS		
service charge for fill ups 1-5m;	\$3.11/m ³ + \$10.00 filling time	\$3.32/m³ + \$10.00 filling time
6m +	\$3.11/m ³ + \$40.00 filling time	\$3.32/m³ + \$40.00 filling time
After regular hours	\$3.11/m ³ + \$120.00 filling time	\$3.32/m³+ \$120.00 filling time

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives the Staff Report No. CS-2019-38; and

THAT Council adopts the Multi-Year Accessibility Plan for the Township of North Glengarry.

Carried

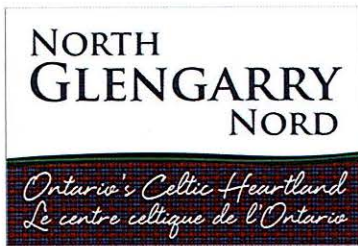
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item c



STAFF REPORT TO COUNCIL

Report No: CS-2019-38

December 9, 2019

From: Anne Leduc – Director of Community Services

RE: Accessibility Plan

Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2019-39; and

THAT Council adopts the Multi-Year Accessibility Plan for the Township of North Glengarry.

Background / Analysis:

The purpose of the Accessibility for Ontarians with Disabilities Act (AODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers so that people living with disabilities will have more opportunities to participate in everyday life.

The AODA mandates that each municipality prepare an Accessibility Plan to outline the organization's strategy to prevent and remove barriers. The AODA sets out the roadmap for an accessible Ontario by 2025.

Under the ADOA, the municipality is required report compliance with the Province every two years as a public sector organization. 2019 is a reporting year. The AODA also provides that each municipality shall have an Accessibility Committee to review and comment on the plan. This review is mandatory every second year. At the December 6, 2019 meeting, the SDG Accessibility Committee, made up of a representative from each local municipality, reviewed the Township of North Glengarry's Accessibility Plan. The Township of North Glengarry's Committee representative is Mr. Richard Tyo.

The attached Multi-Year Accessibility Plan outlines how the Township will continue to remove barriers and improve accessibility to our Township's goods, services and facilities over the next five years. The plan builds on our accomplishments introduced through our previous Multi-Year Accessibility Plan.

This Multi-Year Plan only examines the customer service; information and communications; employment; and design of public spaces standards. Transportation is excluded from our plan due to the Township's relatively small size and the lack of transportation services provided.

Initiatives found within Appendix A of the draft Multi-Year Accessibility Plan were either a requirement outlined within the given standard or an initiative that can further promote accessibility within the Township of North Glengarry as well as measures in which the Township did or can go above and beyond the basic requirements to ensure that the Township is at the forefront of accessibility initiatives. Appendix A will be updated and amended as additional work is undertaken or additional regulatory information is obtained.

In accordance with the AODA and the Building Code, it is mandatory that all Township of North Glengarry facilities will be compliant with the relevant requirements by 2025.

The Multi-Year Accessibility Plan for the Township of North Glengarry shall be for a 5-year period beginning 2019 to 2024. As required by legislation, it is anticipated that the Plan will be updated biennially.

Alternatives:

Option 1 – Recommended – That Council approves this resolution

Or

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

Financial Implications:

Any outstanding and new issues required to be compliant with the AODA will be brought forward prior to the annual budget review.

Attachments & Relevant Legislation:

Relevant Acts and Legislations:

- Ontarians with Disabilities Act, 2001 (ODA) – December 14, 2001 – <https://www.ontario.ca/laws/statute/01o32>
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA) – <https://www.ontario.ca/laws/statute/05a11>
- Integrated Accessibility Standards Regulation 191/11– <https://www.ontario.ca/laws/regulation/110191>

Others consulted:

Kim Goyette – Director of Finance / Treasurer

Signed by Sarah Huskinson – CAO/ Clerk



Township of North Glengarry

Multi-Year Accessibility Plan

Adopted December 2019

This document is available in alternative format upon request

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1) Introduction

The Accessibility Plan referred to in this document is under the jurisdiction of the Council of the Corporation of the Township of North Glengarry. Council consisting of a Mayor, Deputy Mayor and 5 councillors. The Municipal contact is the Chief Administrative Officer / Clerk.

In compliance with the Integrated Accessibility Standards Regulation 191/11, the Township's Multi-Year Plan will examine customer service, information and communications, employment; and design of public spaces. Transportation will be excluded due to the relatively small size of the municipality and the lack of transportation services. In accordance with the AODA, all Township of North Glengarry's facilities will be compliant with the relevant requirements by 2025.

Questions, comments or inquiries should be forwarded to:

Sarah Huskinson
Chief Administrative Officer / Clerk
Township of North Glengarry
90 Main Street South
Alexandria, Ontario K0C 1A0
Email: cao@northglengarry.ca
Telephone: 613-525-1110

2) Statement of Commitment to Accessibility Planning

The Township of North Glengarry Council is committed to creating an inclusive environment for persons of all ages and abilities by providing services and facilities that are accessible to everyone. The Accessibility Plan plays an important role in supporting the Township's core principals of integration, independence, dignity and equal opportunity for persons with disabilities.

The Township of North Glengarry is committed to:

- The continual improvement of access to facilities and services for people with disabilities.
- The participation of people with disabilities in the development and review of its annual accessibility plans.
- The provision of quality services to all members of the community with disabilities.

3) Publication of the Accessibility Plan

The Township of North Glengarry's Accessibility Plan will be available on the municipal website. Paper copies of the plan are available in regular font size and large print at the Alexandria Municipal Office and Maxville Library.

4) Accessibility Committee

The Township of North Glengarry has representation on the United Counties of Stormont, Dundas & Glengarry Accessibility Committee.

Members:

Mr. Al Lummis
545 Church Street
Winchester, Ontario
K0C 2K0

Mr. Stephen Middleton
57 Dickinson Drive
PO Box 508
Ingleside, Ontario
K0C 1M0

Mr. Roderick Tyo
3395 Loch Garry Road
Apple Hill, Ontario
K0C 1B0
(Township of North Glengarry Representative)

Mr. Ian MacDonald
21615 Concession 6 Road
North Lancaster, Ontario
K0C 1Z0

Ms. Cheryl Irven
14240 Concessions 10–11
Crysler, Ontario
K0C 1R0

5) Legislation

Ontarians with Disabilities Act, 2001 (ODA) – December 14, 2001

The ODA dictates that provincial and municipal governments and key broader public sector organizations are to review their policies, programs and services through the development of annual accessibility plans. Under ODA, a municipality with a population of 10,000 or more must have an Accessibility Advisory Committee.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act, or AODA, aims to identify, remove, and prevent barriers for people with disabilities. The AODA became law on June 13, 2005 and applies to all levels of government, non–profits, and private sector businesses in Ontario that have one or more employees (full–time, part–time, seasonal, or contract).

The AODA includes requirements that all organizations must meet, with deadlines specific to an organization's type and size. The AODA is made up of five parts, or Standards, and deadlines for compliance began as of January 1, 2010.¹

1. Customer Service Standard
2. Information and Communication Standard
3. Employment Standard
4. Transportation Standard
5. Design of Public Spaces Standard

The AODA standards are part of the Integrated Accessibility Standards Regulation (IASR). The IASR includes, in addition to requirements specific to each standard, the following general requirements:

1. provide training to staff and volunteers
2. develop an accessibility policy
3. create a multi-year accessibility plan and update it every five years
4. consider accessibility in procurement and when designing or purchasing self-service kiosks

Integrated Accessibility Standards Regulation 191/11

On June 3, 2011, the Ontario government passed the Integrated Accessibility Standards Regulation 191/11 which combines accessibility standards in these areas – information & communications, employment, and transportation, design of public spaces and customer service. Compliance is required by all public, private and not-for-profit organizations with at least one employee.

Federal Accessibility Legislation – Accessible Canada Act (Bill C-81)

On June 20, 2018 the Federal Government introduced Bill C-81 the Accessible Canada Act: An Act to Ensure a Barrier-Free Canada. The Act's stated purpose is to identify, remove and prevent accessibility barriers in areas that fall under federal jurisdiction. Under this legislation, organizations under federal jurisdiction will be required to follow accessibility regulations, develop accessibility plans and will be required to establish processes for receiving and dealing with feedback about their accessibility plan and barriers that a person may have encountered in dealing with the organization. Although this legislation does not directly impact municipal operations, it does highlight the Government's commitment to improve accessibility for all Canadians in all levels of government.

6) Why Accessibility?

The Accessibility for Ontarians with Disabilities Act, 2005 defines persons with disabilities in the following manner, which is the same definition used in the Ontario Human Rights Code.

A "disability" is:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, includes, but is not limited to: diabetes mellitus;

¹ Accessibility Ontario – About the OADA - <https://accessontario.com/aoda/>

epilepsy; a brain injury; any degree of paralysis; amputation; lack of physical co-ordination; blindness or visual impediment; deafness or hearing impediment; muteness or speech impediment; or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

People of all ages and backgrounds live with disabilities. In certain cases, individuals have more than one disability. Many others develop disabilities through illness, injury or aging. The 2017 Canadian Survey on Disability² indicates that one (1) in seven (7) individuals aged 15 years and older reported a disability. This represents about 3.8 million Canadians.

Estimates indicate that by 2020, 20% of Ontarians will live with a disability³.

- 15.5% of Ontarians reported a disability through the 2006 PALS (compared to 13.5% in 2001);
- 1.8% of Ontario’s children age 0 to 4 years and around 4.7% of Ontario’s 5 to 14 year olds were reported as living with a disability;
- 41.7% of Ontarian’s with disabilities have severe or very severe disabilities and the proportion with severe or very severe disabilities increases with age;
- Because disability tends to increase with age, it is estimated that 20% of the population will have disabilities by the year 2020;

7) Identifying, Removing and Preventing Barriers

A “barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice. People with disabilities may face unnecessary barriers almost everywhere: at home, at work, at school, in parks, in recreational facilities, in the streets, in theatres, in stores and restaurants and in municipalities. The following are examples of types of barriers that may exist in North Glengarry:

Barrier Types	Example
Architectural	A hallway or door that is too narrow for a wheelchair or scooter or lack of ramps or ramps with improper grade for access.
Attitudinal	A recreation program which can inadvertently discriminate and/or discourages persons with disabilities from participating.
Communication	A staff member who talks loudly when addressing a person with a hearing disability or lack of sensitivity training for front counter Staff to identify persons with disabilities.
Informational	Typefaces that are too small to be read by persons with low vision.

² Statistics Canada website: <https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2017008-eng.htm>

³ Statistics Canada website: <http://www.statcan.ca/english/freepub/89-628-XIE/89-628-XIE2007003.htm>

Physical	A door knob that cannot be operated by any person with limited upper mobility.
Policy / Practice	A practice of announcing important messages over an intercom that persons with hearing impairments cannot hear clearly. Lack of Human Resources policy with respect to hiring persons with disabilities.
Technological	Information on a municipal website, which cannot be accessed by a person who is blind who has reading software for a computer.

8) Past Achievements to Remove and Prevent Barriers

As part of its compliance to the above mentioned regulations, the Township of North Glengarry has taken steps to identify, remove and prevent barriers to persons with disabilities.

The following actions are a portion of what was completed since the implementation of the Township’s Accessibility Plan in 2013:

Customer Service:

- The Township has adopted Accessibility Standards for Customer Service and continues to remain in compliance with this standard.
- A Feedback feature is included in the Township’s website, allowing individuals to submit feedback through the website. The information on the website also indicates that feedback can be provided in person, in paper format, by telephone or email.
- Existing employees continue to receive Accessibility training.
- All new employees are required to complete the Accessibility training as part of their orientation.
- During the 2018 Municipal Election, an Accessibility Plan was developed and implemented to ensure an accessible election for all eligible voters, including alternate voting methods (internet and telephone).

Information and Communications:

- In 2017 the Township launched a refreshed website. The new website interface is accessible and in compliance with AODA requirements.
- The website also features a built-in accessibility checker function which allows Township staff to maintain accessibility standards as changes are made to the website.
- The Township continues to offer to provide documents in alternative formats on request.
- Accessible signage with braille was installed in the Glengarry Sports Palace indicating change rooms, bathrooms, community hall, and elevator locations. Braille will be included in signage whenever updates or replacements are required.

Employment:

- The Township continues to meet and monitor employment standards
- Job postings include information on the Township’s ability to accommodate individuals throughout the recruitment process for all employment opportunities.

Design of Public Spaces:

- The bathroom at the Alexandria Library was gutted and reconfigured to be fully accessible.

- New tiling was installed in the lobby, change areas and bathrooms at the Glengarry Indoor Sports Complex to prevent trip hazards.
- New push-button hardware was installed at Maxville Library building.
- A new accessible sidewalk bump-out was create on Main Street, south of Mill Square Street to ensure a safer road crossing area.
- In 2018 and 2019 Island Park was outfitted with additional handicap-accessible picnic tables.
- The Township of North Glengarry’s Procurement Policy was updated and includes accessibility information for these processes.
- Playground equipment was installed or replaced at the Glen Robertson Recreation Centre, the Dalkeith Community Centre, the Dunvegan Community Centre, the Maxville & District Sports Complex Park and Island Park. When purchasing new equipment, accessible play components were included.
- Accessible Outdoor exercise equipment was installed in Island Park in partnership with Glengarry Community Living.
- A new ramp was added to the north side of Glengarry Sports Palace building allowing easier access to the elevator.
- New commercial grade carpet installed at the Glengarry Sports Palace to replace the old and difficult to manoeuver carpet that was a barrier for accessibility and general safety.
- New board room tables were purchased that can be reconfigured to meet specific client needs.
- An accessible sidewalk was poured between the entrance to the Glengarry Sports Palace and the entrance to the Alexandria Library.
- Renovations were performed at the Dunvegan Community Centre’s hall entrance and Bathroom to meet accessibility standards.
- Footpaths in Island Park were removed and reinstated with a minimum 9 foot width to accommodate patrons.
- A cement pad was poured under the second gazebo at Island Park with a cement walk way to facilitate access to this space.
- LED lighting was replaced in the Glengarry Indoor Sports Complex to increase illumination.
- Tiles were replaced in the Lobby, Change Areas and Bathrooms in the Glengarry Indoor Sports Complex to create even flooring.
- An uneven Community Hall floor at the Maxville & District Sports Complex was replaced.
- The Township took advantage of the roadwork done in conjunction with the Maxville Water Project to ensure all old sidewalks that were reinstated and newly poured sidewalks included accessible curb ramps. The newly poured sidewalks increase accessibility to locations such as the King George Park, the Maxville Manor, the local elementary school, the curling club, and the fair grounds.
- In accordance with the Township’s sidewalk plan, sidewalks in Glen Robertson were removed and reinstated with accessible curb ramps.

9) Moving Forward – Projects Identified for 2020 and beyond

The following are commitments and strategies from 2019 onwards that the municipality intends to take to remove and prevent barriers to persons with disabilities:

Customer Service:

- Monitor and updated Accessibility Standards training for Employees, Councillors and Volunteers.

- Continue to train new employees on Accessibility Standards for Customer Service
- Continue with the implementation plan as outlined in Appendix A

Information and Communications:

- The website will be reviewed to ensure continuous compliance with AODA standards.
- All municipal laptops and computers will be upgraded to the Windows 10 operating system to make available built-in accessibility features and assistance technology support to all staff.
- The Township will continue to invest in technology that can accommodate accessibility needs.
- Implementation of new e-scribe software for the creation of AODA compliant Council agendas and minutes.
- Continue with the implementation plan as outlined in Appendix A

Employment:

- Enhance workplace emergency responses through individualized emergency response information and assistance, as required.
- Continue with the implementation plan as outlined in Appendix A

Design of Public Spaces:

- Change areas and shower areas will be reconfigured at the Glengarry Sports Palace, upon successful receipt of ICIP Grant, to remove barriers.
- Upon successful receipt of the Invest in Canada Infrastructure Program Grant, the bathrooms at the Glengarry Sports Palace in the Lobby, Change Rooms and Community Hall will be reconfigured to allow for easier access by larger wheelchairs and assistive devices.
- The Glengarry County Archives, which presently leases space within the Glengarry District High School, has purchased a building in Alexandria that is undergoing refurbishment. Accessibility requirements will be integrated in this project.
- Continue sidewalk rehabilitation to Accessibility standards
- Continue with the implementation plan as outlined in Appendix A

10) Feedback

Feedback from customers gives the Township of North Glengarry opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services and recognize the right of customers' to make a complaint.

1. To ensure that the delivery of goods and services to those individuals with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

Clerk, Township of North Glengarry
90 Main Street South, Alexandria, Ontario, K0C 1A0
Email: cao@northglengarry.ca
Phone: 613-525-1110
Fax: 613-525-1649

2. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
3. Feedback will be encouraged by Township Staff and the process for feedback will be explained to customers and posted on the Township website. Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.
4. The municipality is committed to provide accessible formats and offer communication supports for persons with disabilities in a timely manner and at no more than the cost for other persons who ask for the same information.

11) Monitoring Process

In order to ensure that the targets established to address the removal of barriers are completed, annual reviews will be conducted by Municipal staff. The Multi-Year Accessibility Plan for the Township of North Glengarry was developed in 2011. The revised plan shall be for a 5-year period beginning January 1, 2020 to December 31, 2024. As required by legislation, it is anticipated that the Plan will be updated biennially.

Appendix A includes the activities that have been undertaken to date and those that are targeted by municipal staff for the future. Appendix A will be reviewed and amended as work is undertaken or additional regulatory information is obtained.

Appendix A – IASR Compliance Workplan

Customer Service Standards	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
Establish policies, practices and procedures on providing goods and services to people with disabilities									Annually
Training for all department staff and Councillors on accessible customer service and new staff annually									Ongoing
Train all department staff and new staff upon hire on the Integrated Accessibility Standards Regulation and the Human Rights Code as it relates to people with disabilities									Ongoing
Monitor changes to legislation and modify materials as required									Ongoing
Post notices of temporary disruptions as per Accessibility Standards for Customer Service policy and notices will be reviewed and modified as required									Ongoing
Make available documents in large print									Ongoing
Review the Municipal Accessibility Standards for Customer Service Policy									Annually

Information and Communications	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
Communication and Information Policy									Annually
Review process to receive feedback from the public									Annually
Make available documents in large print									Ongoing
Review the Municipal Accessibility Standards for Customer Service Policy									Annually
Post notices of temporary disruptions as per Accessibility Standards for Customer Service policy and notices will be reviewed and modified as required									Ongoing
The Municipality will continue to invest in technology that improves access and accommodates accessibility needs									Ongoing
Monitor changes to legislation and modify materials as required.									Ongoing
Increasing on line availability of forms									Ongoing
Staff training to establish standards for key words and consistent font on website									Ongoing
Staff training for forms of social media when posting on Facebook									Ongoing
Website updated to prescribed WCAG AA									
2018 Municipal Elections conducted via Telephone / internet and composite paper ballot. An Accessibility Plan was prepared to coordinate all accessible elections preparations									
Inclusion of information regarding AODA and disability issues in orientation provided to new Council									
Review and update the Municipal multi-year Accessibility Plan									Annually

Information and Communications (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
Implementation of e-scribe software for the creation of AODA compliant Council and Committee agendas and minutes								Targeted 2020	
Upgrade computers to Windows 10								Targeted 2020	

Employment	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
Review the Municipal Employment Practices Policy									Annually
Employment advertisement specifies that accommodation is available for job applicants with disabilities									Ongoing
Develop and review individual employee accommodation plan template for employees with disabilities									Ongoing
Employee Orientation Checklist includes accessibility training									Ongoing
Enhance workplace emergency responses through individualized emergency response information and assistance, as required								Targeted 2020	

Design of Public Spaces	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
1. Fire Station – Alexandria – No public access – not required to be accessible									
2. Fire Station – Apple Hill – No public access – not required to be accessible									
3. Fire Station – Maxville – No public access – not required to be accessible									
4. Glengarry County Archives – No barriers noted									
The Glengarry County Archives, which presently leases space within the Glengarry District High School, has purchased a building in Alexandria that is undergoing refurbishment. Accessibility requirements will be integrated in this project								Targeted 2020	
5. Library – Alexandria									
<ul style="list-style-type: none"> Barriers removed 									
New automatic doors were installed									
New commercial grade carpet installed									
Signage was added to advise that accessible bathroom is available in another location									
Bathroom demolished and reinstated to meet standards									
6. Library – Maxville									
<ul style="list-style-type: none"> Barriers removed 									
Push-button hardware installed on front door									
Door sill was installed to mitigate door lip									
7. Office Building – Municipal Office									
<ul style="list-style-type: none"> Staff on 2nd floor – no elevator – Physical barrier – removal not feasible but receptionist contacts 2nd floor staff who meets with public in accessible space on ground floor. 									
8. Office Building – Public Works Office – No barriers noted									

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
9. Park – Apple Blossom Park – No barriers noted									
Older playground equipment was refurbished and reconfigured to increase accessibility and remove barriers									
10. Park – Clark–Macintosh Park – No barriers noted									
New playground equipment was installed and old equipment refurbished and reconfigured to increase accessibility and remove barriers									
11. Park – Dalkeith Community Hall Park – No barriers noted									
New playground equipment was installed and configured to increase accessibility and remove barriers									
12. Park – Dunvegan Park – No barriers noted									
New playground equipment was installed and old equipment refurbished and reconfigured to increase accessibility and remove barriers									
13. Park – Glen Robertson Park – No barriers noted									
New playground equipment was installed and old equipment refurbished and reconfigured to increase accessibility and remove barriers									
14. Park – Island Park – No barriers noted									
New sidewalk was installed to increase access to public beach and splash pad									
Cement pads poured to allow wheel chairs to be alongside individuals sitting on park benches									
Cement pad was poured under Gazebo 1									

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
Accessible outdoor exercise equipment was installed in partnership with Glengarry Community Living									
Footpaths were remove and re-asphalted to a width of 3 metres to accommodate users									
Cement pad was poured under Gazebo 2									
Accessible picnic tables were purchased over several years for the Park									
Playground equipment was rehabilitated to remove barriers									
15. Park – King George Park – No barriers noted									
Perimeter pathways were paved with stone–dust									
Park was leveled to flatten and areas grassed to increase accessibility									
16. Park – Maxville Sports Complex Park – No barriers noted									
New playground equipment was installed and old equipment refurbished and reconfigured to increase accessibility and remove barriers									
17. Park – Mill Square Parkette – No barriers noted									
Accessible outdoor furniture									
Crosswalk with audible pedestrian crossing controls on Main Street									
Accessible sidewalk bump–out on north side of Mill Square Street									
Accessible sidewalk bump–out on south side of Mill Square Street									
18. Public Works – Sewage Lift Stations – No public access – not required to be accessible									
19. Public Works – Shops – No public access – not required to be accessible									
20. Public Works – Water Treatment Plant – No public access – not required to be accessible									

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
21. Public Works – RARE Recycling Plant - No public access but on occasion public that requires assistance access the building									
Signage was installed in parking area advising patron to call to request vehicle-side assistance from an attendant									
Entrance not equipped with automatic door									T.B.D.
Washroom not conforming									T.B.D.
22. Recreation Building – Apple Hill Community Centre									
• Barriers removed									
Push-button hardware installed on front door									
Door sill was installed to mitigate door lip									
23. Recreation Building – Dalkeith Community Centre									
• Barriers removed									
Ramp was installed									
New automatic doors were installed									
24. Recreation Building – Dunvegan Community Centre									
• Barriers removed									
The ramp was rebuilt to meet accessibility requirements									
Bathroom was demolished and rebuilt to meet accessibility standards									
Hall entrance was renovated to remove barriers									
25. Recreation Building – Glen Robertson Community Centre									
• Barriers removed									
New automatic doors were installed									
Door sill was installed to mitigate door lip									

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
26. Recreation Building – Glengarry Sports Palace									
Yellow paint strips added to the edge of stairs in viewing area									
New automatic doors added to the Glengarry Sports Palace Entrance and Lobby									
Directional signage for elevator access was installed									
Ramp on north side of building to facilitate access to elevator									
Accessible signage with braille installed in the Glengarry Sports Palace <ul style="list-style-type: none"> • Elevator • 2nd floor Community Hall sign • Lobby & washroom signs 									
Elevator door decal to clearly identify this door									
Accessible outdoor picnic table was installed between the Glengarry Sports Palace and the Alexandria Library									
New commercial grade carpet installed in the Glengarry Sports Palace's Board Room									
New versatile board room tables									
Accessible sidewalk was poured at the front of the Glengarry Sports Palace between the lobby entrance and the Alexandria Library									
Viewing area – Physical – patrons in wheelchair have difficulty viewing ice surface									Targeted 2021
Change rooms – Physical – change room doors do not meet minimum width									Targeted 2021
Showers – Physical – shower space does not meet minimum requirements									Targeted 2021

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
27. Recreation Building – Island Park (Sandfield Centre & Gary Shepherd Hall) – No barriers noted									
Side door parking was created at the Sandfield Centre to create closer accessible parking area									
Asphalted area was widened at North building façade to facilitate entrance into the building									
Sinks were installed that increase clearance area in bathrooms									
28. Recreation Building – Maxville & District Sports Complex									
Uneven flooring in the Community Hall was replaced									
LED lighting was replaced on the track/turf/court area to increase illumination									
New doors leading into the Community Hall to allow for wider mobility devices									
Sinks were installed to increase clearance area in bathrooms									
Change rooms and Showers do not meet minimum width requirements – Physical – major renovations required									Targeted 2023
29. Recreation Building – Glengarry Indoor Sports Complex (Tim Horton’s Indoor Soccer Dome) – No barriers noted									
New tiling installed in lobby, change areas and bathrooms to prevent trip hazards									
LED lighting was added to bathroom and change areas to increase illumination									

Design of Public Spaces (Continued)	Completed 2013 or prior	2014	2015	2016	2017	2018	2019	2020	Comment
30. OTHER INFRASTRUCTURE									
• Sidewalk implementation plan									
In accordance with the Township's sidewalk plan, old sidewalks were replaced on Glen Robertson' Main Street and reinstated with accessible curb ramps									
Newly poured sidewalks that include accessible curb ramps as part of the Maxville Water Project at locations such as the King George Park, the Maxville Manor, the local elementary school, the curling club and the fair grounds									
• Review of design guidelines for public spaces									
Review processes for inclusion of accessible elements in public spaces									Ongoing
Monitor changes to legislation and modify materials as required									Ongoing
Review possible locations									Ongoing
Review signage in public locations to include reflective components									Ongoing

Appendix B – Accessibility Standards for Customer Service

NORTH
GLENGARRY
NORD



Accessibility Standards for Customer Service Policy Statement

Revised: fall 2017

In providing good accessible customer service the Township of North Glengarry shall use reasonable efforts to ensure that policies, practices, and procedures are consistent with the following principles:

1. Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities, and others, will be integrated, unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use, or benefit from the goods or services.
3. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use, and benefit from the goods or services.
4. Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
5. That the Township of North Glengarry employees when communicating with a person with a disability shall do so in a manner that takes into account the person's disability.

APPLICATION

This policy applies to every person who deals with members of the public or other third parties on behalf of the Township of North Glengarry whether the person does so as an employee, agent, volunteer, or otherwise.

LEGISLATIVE AUTHORITY

The Accessibility Standards for Customer Service, Ontario Regulation 429/07, was created under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The standard came into effect on January 1, 2008. It sets out obligations for certain persons, businesses, and other organizations to provide goods or services in a way that is accessible to people with disabilities in Ontario.

DEFINITIONS

“Assistive devices” shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids, and medical aids. (i.e. canes, crutches, wheelchairs, or hearing aids)

“Disabilities” shall mean the same as definition of disability found in the Ontario Human Rights Code.

“Employees” shall mean every person who deals with members of the public or other third parties on behalf of the Township of North Glengarry.

“Persons with Disabilities” shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

“Service Animals” shall mean any animal that is of service to a person with a disability.

“Support Person” shall mean any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

PRINCIPLES

Accessible Customer Service follows four basic principles:

1. Dignity – service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.
2. Independence – when a person with a disability is allowed to do things on their own without unnecessary help or interference from others.
3. Integration – service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless an alternative measure is necessary to enable a person with a disability to access goods or services.
4. Equal Opportunity - service is provided to a person with a disability in such a way that they have an opportunity to access your goods or services equal to that given to others.

These basic principles will be taken into account when serving individuals with disabilities. Staff will do the following:

1. Question - what can I do to help people with disabilities access our services?
2. Ask the individual how I can help?
3. When communicating with a person with a disability, do so in a manner that takes into account the person's disability.
4. Offer a variety of methods of communication.
5. Understand the nature and scope of the services you offer.

EXISTING POLICIES, PRACTICES, AND PROCEDURES

Existing policies, practices, and procedures will be reviewed and revised on an ongoing basis as gaps in policies are identified and impact the ability to provide goods or services to customer with disabilities. Feedback from customers will be used to identify policy gaps.

ASSISTIVE DEVICES

Every employee shall use reasonable efforts to allow person with disabilities to use their own assistive devices to access goods and/or services.

SERVICE ANIMALS

Service animals, such as guide dogs, offer independence and security to many people with various disabilities. If it is questionable whether an animal is a service animal, a person may be asked to provide a letter from a physician or nurse confirming that the person requires the animal for reasons related to a disability.

1. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained and other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.
2. The service animal shall be under the care and control of the person with the disability. If a service animal is unruly or disruptive, an employee may ask the person with the disability to remove the animal from the area, and other reasonable arrangements to provide goods or services shall be explored with assistance from the person with a disability.

SUPPORT PERSON(S)

Support person(s) assist people with disabilities in a variety of ways, by assisting with communications such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may also be a friend or relative that will assist and support the customer.

1. If a person with a disability is accompanied by a support person, the Township of North Glengarry shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.
2. In the event that admission fees are charged, there will be no charge to the support person.
3. The Township of North Glengarry may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

SERVICE DISRUPTION – NOTICE

It is possible that from time to time there will be disruptions in service, such as an entrance way that is under repair, renovations that limit access to an area, service to an elevator, or technology that is temporarily unavailable. If disruption in service is planned, and expected, it is important to provide reasonable notice.

1. Notice of the disruption must include information about the reason of the disruption, its anticipated duration, and a description of alternative facilities.
2. Notice will be provided on the website, signs posted at appropriate site, and, if suitable, advertised in local newspaper or radio a week in advance of the disruption.

UNEXPECTED DISRUPTION IN SERVICE – NOTICE

1. In the event of an unexpected disruption in service, notice may be provided in an appropriate manner and as quickly as possible.
2. Notice will be provided on the website, signs posted at appropriate site, and if suitable advertised on the local radio station.
3. In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.

FORMAT OF DOCUMENTS

If requested for a copy of a document in a different format than available to accommodate a person with a disability, the Township of North Glengarry will make every attempt to provide the information requested in a format that is useful to the individual.

DOCUMENTATION

1. Notice that the Township of North Glengarry has an Accessible Customer Service Standard Policy will be posted at a conspicuous place on premises operated by the Township of North Glengarry and posted on the Township website.
2. A copy of the documents will be given upon request and consideration will be given to format to accommodate a person's disability.

TRAINING

Training on Accessible Customer Service Standards will be as follows:

1. Training will be given to every person who participates in developing the policy, practices, and procedures under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service.
2. Training will be given to every person who deals with the public on behalf of the Township of North Glengarry including 3rd parties i.e. employees, agent volunteers, management.
3. Training will include:
 - i. A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
 - ii. How to interact and communicate with persons with various types of disability.
 - iii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
 - iv. How to use equipment or assistive devices available on our premises, or that otherwise provide, that may help with the provision of goods or services to people with disabilities.
 - v. What to do if a person with a particular type of disability is having difficulty accessing our goods or services.
 - vi. The Accessibility Customer Service Standard Policy for the Township of North Glengarry.

4. New employees, agents, volunteers, management, etc., shall receive training as soon as “practicable”, after being assigned.
5. Ongoing training on changes to policies, procedures, and new equipment shall be provided.
6. The method and amount of training shall be geared to the trainee’s role in terms of accessibility.
7. Training records shall be kept, including the dates when the training is provided and the names of individuals to whom the training was provided.

FEEDBACK

Feedback from customers gives the Township of North Glengarry the opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services and recognize the right of customers’ to make a complaint.

To ensure that the delivery of goods and services to those individuals with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

Clerk, Township of North Glengarry
90 Main Street South, Alexandria, Ontario, K0C 1A0
Email: cao@northglengarry.ca
Phone: 613-525-1110
Fax: 613-525-1649

1. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
2. Feedback will be encouraged by Township Staff and the process for feedback will be explained to customers and posted on the Township website.

Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives the Staff Report No. CS-2019-39; and

THAT Council approves the change of use for \$4,234.74 in remaining Capital funds for the Dunvegan Recreation Association towards the installation of the accessible door at the Dunvegan Community Centre.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 6 Item d



STAFF REPORT TO COUNCIL

Report No: CS-2019-39

December 9, 2019

From: Anne Leduc – Director of Community Services

RE: Change of Use – Capital funds for Dunvegan Recreation Association

Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2019-39; and

THAT Council approves the change of use for \$4,234.74 in remaining Capital funds for the Dunvegan Recreation Association towards the installation of the accessible door at the Dunvegan Community Centre.

Background / Analysis:

Council approved the Municipal Recreation Association Committee's Capital Budget of \$66,600 for 2019. From this amount, the Dunvegan Recreation Association had allocated \$10,000 towards the replacement of the air-conditioning unit in the Dunvegan Community Centre. The invoice for the replacement totaled \$5,765.26.

The Dunvegan Recreation Association is requesting a change of use for the remaining \$4,234.74 to partially cover the cost of the installation of the accessible door at the front of the Dunvegan Community Centre. The accessibility project also included the installation of a new exterior ramp, renovations to the entrance hall and renovations to the bathroom.

The total cost for accessibility project stand at \$37,482.88. The Dunvegan Recreation Association paid \$17,482.88 towards the project and the remaining \$20,000 came from the Township's Dunvegan Accessibility Reserve Fund.

A change of use for the \$4,234.74 in remaining Capital funds would considerably reduce the out of pocket portion funded by the Dunvegan Recreation Association towards the accessibility project.

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

Others consulted:

Kim Champigny – Director of Finance / Treasurer

Signed by Sarah Huskinson – CAO / Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry approve a transfer from CEMC Reserve in the of \$6,500 for a backup generator for the Emergency Operations Centre.

Carried

Defeated

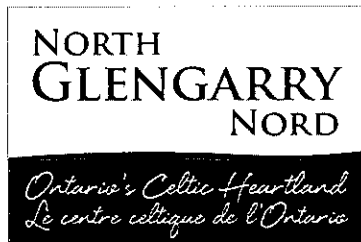
Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

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

Section 6 Item e



STAFF REPORT TO COUNCIL

Report No: TR2019-35

November 26, 2019

From: Kim Goyette – Director of Finance/Treasurer

RE: Transfer from Reserves Generator

Recommended Motion:

THAT the Council of the Township of North Glengarry approve a transfer from the CEMC Reserve in the amount of \$6,500 for a backup power generator for the Emergency Operations Centre.

Background / Analysis:

In the spring of 2019, an application was put forward to Enbridge for funding to support the purchase of a backup power generator for the Emergency Operations Centre.

On November 25th, 2019 a representative came from Enbridge to deliver a cheque in the amount of \$7,500 towards this purchase. The total quote for this generator is \$14,000 plus HST.

Since this was not a budgeted expense, the treasury department is requesting a transfer from the CEMC reserve to cover the balance of the cost of this generator in the amount of \$6,500.

Alternatives:

1. Approve the transfer from reserves.
2. Do not approve the transfer from reserves.

Financial Implications:

A transfer from the CEMC reserve in the amount of \$6,500 plus the \$7,500 grant received will cover the cost of purchasing this generator.

Attachments & Relevant Legislation:

None.

Others Consulted:

Fire Chief Matthew Roy

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry accepts the Glengarry Sports Palace (GSP) Financial Statements for the year ending December 31, 2018 as presented to Council on November 25, 2019; and

THAT the Council of the Township of North Glengarry forgives the temporary borrowing provided to the GSP in the amount of \$50,000; and

THAT the Council of the Township of North Glengarry forgives \$35,206 due to the Township of North Glengarry from the GSP; and

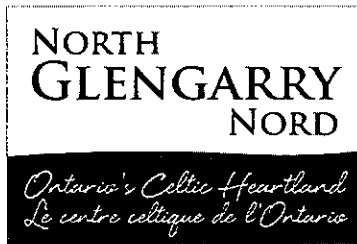
THAT the Council of the Township of North Glengarry authorizes the transfer of the reserve for future capital expenditures in the amount of \$56,455 to offset forgiving the loan and due to amount.

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

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

Section 6 Item f



STAFF REPORT TO COUNCIL

Report No: TR2019-36

December 2, 2019

From: Kim Goyette – Director of Finance/Treasurer

RE: Glengarry Sports Palace (GSP) Financial Statements

Recommended Motion:

THAT the Council of the Township of North Glengarry accepts the Glengarry Sports Palace (GSP) Financial Statements for the year ending December 31, 2018 as presented to Council on November 25, 2019; and

THAT the Council of the Township of North Glengarry forgives the temporary borrowing provided to the GSP in the amount of \$50,000; and

THAT the Council of the Township of North Glengarry forgives \$35,206 due to the Township of North Glengarry from the GSP; and

THAT the Council of the Township of North Glengarry authorizes the transfer of the reserve for future capital expenditures in the amount of \$56,455 to offset forgiving the loan and due to amount.

Background / Analysis:

The draft December 31, 2018 year-end financial statements for the GSP were presented to Council on November 25th, 2019. In the fall of 2019, a new agreement was reached between the Townships of North Glengarry and South Glengarry changing the current financial situation resulting in the forgiveness of temporary borrowing and monies due to North Glengarry. A transfer from reserves is recommended to offset these amounts.

The above resolution will accept the financial statements and provide direction based on the new agreement arrangements.

Alternatives:

1. Approve the above resolution.
2. Do not approve the resolution.

Financial Implications:

The resolution will forgive \$50,000 in short term borrowing provided to the GSP and will also forgive \$35,206 that was due to North Glengarry from the GSP. The transfer from reserve funds in the amount of \$56,455 will offset these amounts.

Attachments & Relevant Legislation:

None.

Others Consulted:

Ken Fraser, Welch LLP

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-41 – Automatic Merging of Lots; and

THAT the Council of the Township of North Glengarry authorizes the Township Planner to remove the Parkland Fee of \$1,000 part of Consent Applications for lot creation that resulted from unknown automatic lot merging.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

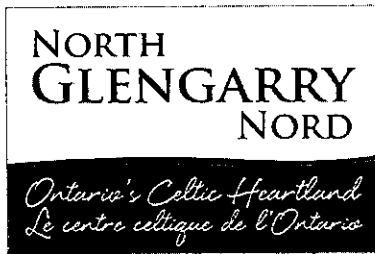
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 6 Item g



STAFF REPORT TO COUNCIL

Report No: BP-2019-41

December 9, 2019

From: Kasia Olszewska, Planner

RE: Automatic Merging of Lots

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-41 – Automatic Merging of Lots

and THAT the Council of the Township of North Glengarry authorizes the Township Planner to remove the Parkland Fee of \$1,000 part of Consent Applications for lot creation that resulted from unknown automatic lot merging.

Background / Analysis:

Council requested the report to clarify automatic lot mergers and the associated parkland fee requirement for lot creation.

Merging of lots that occurs automatically, without the property owner's knowledge can occur when two or more abutting properties come under a single ownership:

Title to separately owned properties may in law "merge in title" and become one property for property assessment purposes when two or more abutting properties come under a single ownership. This may occur even if there is no Application to Consolidate Parcels registered at the land registry office. (Excerpt from MPAC Property Severances and Mergers of Title).

The quoted law is contained in Sections 50(3) Subdivision Control and 50(5) Part Lot Control. An individual can own abutting lots in a plan of subdivision without the lots merging. If land is not in a plan of subdivision, notwithstanding once a severance always a severance, lands can and do merge.

Subsection 50(3) does not give any consideration to the prior history of the lands in question. For Planning Act purposes, all abutting land under the same ownership merges into one parcel. If lands are not in a plan of subdivision then mergers can occur with or without individual(s) knowledge.

Below are some examples of how an automatic merger can occur:

- 1. Lawyers may inadvertently take title in a client's name without making sure that the client does not own abutting land. As soon as title is taken in the same name, even though the properties were historically separate, there is merger. A consent is needed to unwind the merger.*
- 2. Mergers can occur as a result of the operation of law. Common examples are the owner of one parcel being registered in the name of A and the abutting parcel in the name of A and B as joint tenants. B then dies and the properties are merged as a matter of law, without the knowledge of the owner. (Excerpt from Section 50 of the Planning Act: Back to Basics)*

Given the information above and previous discussions during Planning Committee meetings, Planning Staff recommends the removal of the Parkland Fee requirement for Consent Applications where the applicant can provide legal proof regarding an automatic lot merging without the owner's knowledge.

Financial Implications:

No financial implications to the Township.

Alternatives:

Option 1: to remove the Parkland Fee of \$1,000 part of Consent Applications for lot creation that resulted from unknown automatic lot merging.

OR

Option 2: to maintain the Parkland Fee of \$1,000 part of Consent Applications for lot creation that resulted from unknown automatic lot merging.

Attachments & Relevant Legislation:

MPAC Property Severances and Mergers of Title
Section 50 of the Planning Act: Back to Basics

Others consulted:

Jack Sullivan, SDG County Planning Department

George Balango, Senior Planner, Zelinka Priamo Ltd.
Jacob Rheaume, CBO

| Signed by
Sarah Huskinson – CAO/Clerk

Property Severances and Mergers of Title: Assessment Roll Adjustments

Background

MPAC assesses land at its current value, based on a legislated valuation date established by the Ontario Assessment Act. “Current value” means that MPAC assesses the value of a property based on the amount of money the land would sell for, if sold at arm’s length by a willing seller to a willing buyer.

MPAC assigns a separate assessment roll number for each property.

From time to time, properties may undergo severances, mergers of title or consolidation of parcels. Property severances and consolidation of parcels are typically registered on title at the land registry office.

Property Severances

Property severance or consent is the process of dividing one property into two or more properties. Property owners wishing to sever a property must contact their municipality to learn about the consent process and what permits may be required.

Consolidation of Parcels

Consolidation of parcels takes place when two or more abutting parcels under a single ownership are consolidated at the land registry office pursuant to an Application to Consolidate Parcels.

Mergers of Title

Title to separately owned properties may in law “merge in title” and become one property for property assessment purposes when two or more abutting properties come under a single ownership. This may occur even if there is no Application to Consolidate Parcels registered at the land registry office.

MPAC does not proactively review the title to land to determine if a merger of title has occurred, but if MPAC receives notice or other documentation indicating that a merger of title has occurred, MPAC will follow the process for mergers of title as outlined below.

Assessment Roll Adjustments Arising From Property Severances, Mergers of Title or Consolidations of Parcels

Severance Process

1. Once a property is severed, the property owner is sent a notice of the severance decision by the consent-granting authority, usually a Committee of Adjustment or Land Division Committee.
2. MPAC receives notification from the land registry office that a transfer document that implements the severance decision has been registered.
3. Upon receiving notice of the transfer document from the land registry office, and depending upon municipal preferences, MPAC assigns a new or updated roll number for the newly severed parcels.
4. MPAC informs the relevant municipality, advising it of the changes to the assessment roll numbers as a result of the severance.
5. A Property Assessment Notice reflecting the changed roll numbers is mailed to the property owner for the next taxation year.

Consolidation of Parcels and Mergers of Title Process

1. MPAC receives notice from the land registry office or other satisfactory documentation that formerly separate abutting properties have merged in title.
2. Upon receiving notice from the land registry office or other satisfactory documentation that two or more abutting properties have merged in title, MPAC will retire one or both of the formerly separate roll numbers and update the property information to reflect the merger of title. However, as an Application to Consolidate Parcels does not necessarily mean that two or more parcels have merged in title, MPAC may not combine roll numbers solely on that basis.
3. Depending upon municipal preferences, a new or updated roll number will be created for the newly consolidated parcel.
4. MPAC informs the relevant municipality, advising it of the changes to the new or updated roll number.
5. A Property Assessment Notice reflecting the change is mailed to the property owner for the next taxation year.

Note: The applicable law prevails to the extent there is any conflict between this information and the current law. This information is not intended to provide legal advice and should not be relied upon as such.

SECTION 50 OF THE *PLANNING ACT*: BACK TO BASICS

Sidney H. Troister, LSM¹
October 11, 2018

PREAMBLE

This paper is by no means intended as an exhaustive analysis of section 50 of the *Planning Act*. There is a substantial history and body of law that is highly relevant to the understanding and application of the section, and the reader is well advised to review it in assessing the application of the section to any given fact situation. This paper should be regarded as an overview of the section, its purpose, a summary of its more important subsections and a starting place for more detailed analysis. It is designed only as an introduction to the section and should be read in that context.

1. INTRODUCTION

Section 50 of the *Planning Act* affects virtually all transactions involving real property interests in Ontario. Its purpose is to control the manner in which land can be divided and dealt with, and non-compliance is fatal to any intended transaction. Because it is restrictive in nature, limiting the manner in which owners can deal with their land, it has been the subject of numerous schemes for avoidance, legislative amendment, and extensive litigation to determine the manner in which it affects transactions.

Contrary to some beliefs, electronic searching and conversion to Land Titles has not eliminated *Planning Act* compliance for the title search process but in fact, has added another layer of rules and issues. Section 50 is still very much a concern in the title searching process and a source for errors and defective titles. It still requires an understanding of the law and the rules of compliance and contravention that form the basis on which one decides how to search title.

There is a substantial body of case law regarding section 50 of the *Planning Act*. Although one must be aware of the reported decisions, they are not necessarily the key to avoiding contraventions of section 50, or resolving issues relating to the effect of the section on prior transactions. Many of the reported decisions have arisen in the context of vendor and purchaser applications where the two sides of an issue are often not strenuously argued, since the parties may be intent only on solving a mutual problem as quickly and cheaply as possible, without extensive research or consideration of planning policies. Inconsistent judicial decisions are not uncommon and, consequently, may make it difficult for the practitioner to rely on the reasoning contained in any one decision to resolve questions of title. As a result, it is important to understand the plain wording of the subsections and also to appreciate the case law pertaining to them in the context in which the decisions have been rendered, so that the cases can be properly and carefully applied to ensure compliance with the *Act*.

2. THE BASIC PROHIBITION: SUBSECTION 50(3)

The basic prohibition is contained in the first lines of section 50(3). Subsections (a) to (h) contain exceptions. In the following analysis, I review the prohibitions, and then the exceptions.

50.(3) No person shall convey land by way of a deed or transfer, or grant, assign or exercise a power of appointment with respect to land, or mortgage or charge land, or enter into an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a period of twenty-one years or more unless,

- (a) the land is described in accordance with and is within a registered plan of subdivision;
- (b) the grantor by deed or transfer, the person granting, assigning or exercising a power of appointment, the mortgagor or chargor, the vendor under an agreement of purchase and sale or the grantor of a use of or right in land, as the case may be, does not retain the fee or the equity of redemption in, or a power or right to grant, assign or exercise a power of appointment in respect of, any land abutting the land that is being conveyed or otherwise dealt with other than land that is the whole of one or more lots or blocks within one or more registered plans of subdivision;
- (c) the land or any use of or right therein is being acquired or disposed of by Her Majesty in right of Canada, Her Majesty in right of Ontario or by any municipality;
- (d) the land or any use of or right therein is being acquired for the purpose of an electricity distribution line, electricity transmission line, hydrocarbon

distribution line or hydrocarbon transmission line within the meaning of Part VI of the Ontario Energy Board Act, 1998 and in respect of which the person acquiring the land or any use of or right therein has made a declaration that it is being acquired for such purpose, which shall be conclusive evidence that it is being acquired for such purpose;

- (d.1) the land or any use of or right therein is being acquired, directly or by entitlement to renewal for a period of 21 or more years but not more than 50 years, for the purpose of a renewable energy generation facility or renewable energy project, and in respect of which the person acquiring the land or any use of or right therein has made a declaration that it is being acquired for such purpose, which shall be conclusive evidence that it is being acquired for such purpose;
- (e) the land or any use of or right therein is being acquired for the purposes of flood control, erosion control, bank stabilization, shoreline management works or the preservation of environmentally sensitive lands under a project approved by the Minister of Natural Resources under section 24 of the Conservation Authorities Act and in respect of which an officer of the conservation authority acquiring the land or any use of or right therein has made a declaration that it is being acquired for any of such purposes, which shall be conclusive evidence that it is being acquired for such purpose;
- (f) a consent is given to convey, mortgage or charge the land, or grant, assign or exercise a power of appointment in respect of the land or enter into an agreement in respect of the land;
- (g) the land or any use of or right therein was acquired for the purpose of an electricity distribution line, electricity transmission line, hydrocarbon

distribution line or hydrocarbon transmission line within the meaning of Part VI of the Ontario Energy Board Act, 1998 and is being disposed of to the person from whom it was acquired; or

- (h) the only use of or right in land that is granted is an easement or covenant under the Conservation Land Act.

The prohibition contained in the preamble to the subsection prohibits a person from effecting a broad variety of transactions relating to land or interests in land. "Person" includes a corporation and any other type of body, such as a partnership or a sole proprietorship, as well as an individual. The subsection applies to everyone.

The prohibited transactions are as follows:

1. conveying land by deed or transfer;
2. granting, assigning or exercising a power of appointment (a power to appoint is equivalent to a power to convey with respect to land; land held by an owner to uses includes a power of appointment;²)
3. mortgaging or charging land;
4. entering into an agreement of sale and purchase of land; and
5. entering into any agreement that has the effect of granting the use of or right in land, directly or indirectly by entitlement to renewal, for a period of twenty-one years or more

² The use of powers of appointment is now anachronistic but was a method to avoid the need to obtain a wife's consent to any dealing by a husband. Dower was abolished in 1984. The use of a power of appointment was also part of scheme to avoid merger of titles and was prohibited by this inclusion in the prohibited transactions.

(i.e., any agreement that would give someone the right to use land for twenty-one years or more). For example, this would include:

- i) granting a right-of-way or easement in perpetuity;
- ii) granting a lease with a term of twenty-one years or more;
- iii) granting a fifteen year lease with an option to renew for ten years; or
- iv) granting an option to purchase.

Therefore, it must be recognized that section 50 is, on its face, extremely broad and that virtually all common transactions, except perhaps short term leases without options to purchase or renew, are caught by the prohibition.

It should be noted, however, that the courts have interpreted the proscribed and enumerated transactions very narrowly, with the result that other types of procedures which have the effect of dividing land but which are not specifically prohibited are not affected by the section.

It appears from the case law that the following are not included in the general prohibition even though they may divide land:

- vesting orders under the *Family Law Act*.
- vesting orders under the *Trustee Act*.

5. THE EXCEPTIONS TO THE PROHIBITION

There are 9 statutory exceptions to the basic prohibition, that if satisfied makes the transaction permissible. Each exception involves a transaction either where land is not being divided or where municipal or governmental consideration of planning issues is present. The three most common exceptions are found in subsections (a), (b) and (f).

Plans of Subdivision: Subsection 50(3)(a)

No transaction is prohibited by subsection 50(3) of the *Planning Act* so long as the land that is the subject matter of the transaction is “described in accordance with and is within a registered plan of subdivision”.

This is a reasonable exception, given that governmental approval would already have been granted to the pattern of land division laid out on the plan before the plan of subdivision was registered. With respect to land within a registered plan of subdivision, the underlying purpose of section 50 has already been served and need not hinder or prevent the conveyance of or other dealings with land within the registered plan.

However, one must note the application of the “part lot” control provisions contained in subsection 50(5) of the *Act*, which function as a substantial qualification to this exception (see Part 6 below). As will be noted later, this exception applies most frequently to dealings with whole lots or blocks on a plan of subdivision and not to part lots.

Notwithstanding the above exception, it is possible for a municipality, for the purposes of section 50, to deem a plan of subdivision which has been registered for eight years or more, *not* to be a registered plan of subdivision, pursuant to subsection 50(4). Presumably, a municipality would

choose to pass such a by-law where it wanted to regain planning control over an established area, perhaps because of changes in patterns of development or municipal policy where the previously approved plan is considered obsolete. Note that where the municipality makes such an election, the plan remains a plan of subdivision for all purposes except for the purpose of being eligible for the exception provided in subsection 50(3)(a):

50.-(4) The council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3).

Note that such by-laws may have been passed and registered prior to a 40 year search period or ignored or missed in converting lands to the electronic system. There appears to be no case about how one would resolve a compliance problem if the old by-law is not brought forward on conversion. While the title may be valid, the municipality may not regard the property as a lot for building permit purposes.

No Abutting Lands: Paragraph 50(3)(b)

Subsection 3(b) constitutes the major exception to subsection 50(3). This exception allows a person to carry out the transaction so long as he or she does not retain the fee or the equity of redemption (*i.e.*, the right to recover unencumbered ownership of the land upon repayment of a mortgage loan) in any land “abutting the land that is being conveyed or otherwise dealt with”, unless the abutting land is the whole of a lot or block on a registered plan of subdivision.

If a person deals with all of the land owned so that that person retains no ownership interest in any land having a common boundary with the land being dealt with, such dealing is permitted, since it complies with paragraph 50(3)(b). However, dealing only with a part of a parcel of land while retaining ownership of abutting land is prohibited because it would have the effect of dividing the parcel into two parcels. Note that the last few lines of subsection (3)(b) provide an exception where the retained land is the whole of a lot or block on a plan of subdivision. From a planning perspective, this type of situation should not be prohibited. If the whole lot or block is exempt in any event, because it is on a plan of subdivision (and not subject to the part lot control rule), it follows that the remaining and abutting part lot parcel should be similarly considered a separate parcel.

It is this subsection that gives rise to the need to search abutting ownership. If one contravenes the Act by retaining abutting land to the parcel being dealt with, then, in order to avoid contravention, the title searcher must search owners of abutting land to confirm that there have been no historical breaches of the Act by the current and all past owners.

Typical search errors:

1, Relying on a PIN as constituting an entire property. PINs are the invention of Teranet and the province and their way of cataloguing parcels of land. A single property can consist of more than one PIN and as a result, one cannot rely on a PIN to constitute a single property for *Planning Act* purposes. *Planning Act* is interested in legal descriptions and not PINs which are irrelevant to a *Planning Act* search. Abutting land to every PIN must be searched

unless the land described on the PIN is otherwise exempt. In simple terms, there is no exception in the *Planning Act* for land consisting of a single PIN. In addition, consolidating properties into a single PIN does not in any way merge titles for *Planning Act* purposes. A committee of adjustment requiring as a condition of consent that PINs be consolidated does not merge the properties and serves no planning purpose.

2. Tenure of land often causes title problems. The basic rule is that one owns abutting land if the same persons or entities that have the power to dispose of one parcel have the power to dispose of the other. A most common error is the belief that Smith owning one parcel and Smith “in trust” owning the abutting parcel keeps the parcels separate. Smith and Jones as joint tenants on one parcel and as tenants in common on the abutting parcel do not keep the properties separate. Both Smith and Jones have the power to dispose of both properties. Tenure is irrelevant. Who has the power to dispose is what counts. Committees may be asked to grant consents of seemingly separate properties because of the inadvertent merger by virtue of the manner in which title is taken.

3. Lawyers may inadvertently take title in a client’s name without making sure that the client does not own abutting land. As soon as title is taken in the same name, even though the properties were historically separate, there is merger. A consent is needed to unwind the merger.

4. Mergers can occur as a result of the operation of law. Common examples are the owner of one parcel being registered in the name of A and the abutting parcel in the name of A and B as joint tenants. B then dies and the properties are merged as a matter of law. This is a too common problem with recreational properties where zoning bylaws may prevent obtaining a consent because the properties were separately undersized.

The following examples will assist in appreciating the practical manner in which this basic exception to the prohibition operates and how the Act can be contravened. Assume Owner is the owner of various parts of this parcel of land.

If Owner owns only parcel B, Owner is able to sell it and rely on the “no abutting lands” exception to avoid a contravention of section 50. Owner owns no lands abutting or contiguous to the land being dealt with. However, if Owner owns parcels B and C and only wants to sell parcel B, and retain Parcel C, the transaction will not fall within the “no abutting lands” exception and Owner will have to find some other exception to the prohibition for the interest to pass. The same analysis would apply if Owner were mortgaging the land, or granting an option to purchase or a lease with a term of twenty-one years or more, *etc.* to any dealing with parcel B while still owning parcel C.

On a purchase of land, one should ensure that the buyer does not own abutting land. Taking title in the same name will create a merger and a problem for a financing of the newly purchased land. Be warned that the same person but with a variation in the name does not keep the properties separate. John Smith and John Alan Smith or John Smith and John Smith in trust are still the same people and merger will occur.

Figure 1

A	B	C
D	E	F

Variations on the above fact situation give some idea as to how the subsection has been interpreted and applied:

1. Owner acquired parcel B in May 2012, and parcel C in June 2013. Historically, they had been separate properties. Can Owner now sell parcel B alone and rely on the “no abutting lands” exception even though, historically, there is no planning issue involved?

Subsection 50(3) does not give any consideration to the prior history of the lands in question. For *Planning Act* purposes, all abutting land under the same ownership “merges” into one parcel, and the transaction is prohibited.

2. In the same fact situation, when Owner bought Parcel C in 2013, could he give a mortgage to the Bank to finance his purchase?

Owner would be giving a mortgage on one parcel of land while retaining ownership of abutting land. The mortgage would contravene the Act even though it is a mortgage given to finance a purchase.

3. If Owner owned parcels B and F, can Owner sell B and retain F? Lands which only meet at a point have been held not to abut. As a result, “checker boarding” can be used in the acquisition of parcels of land, whereby alternating parcels of land are ultimately registered in different owners’ names to avoid future potential *Planning Act* contraventions. Parcels A, C and E could be purchased by Owner 1, and B, D and F purchased by Owner 2 to avoid merger.

4. Could Owner sell the mineral rights to parcel B, and still retain the surface rights without the transaction contravening section 50? Subsection 50(2) provides that interests in lands do not abut when they meet on a horizontal plane only. As of December 9, 1994, subsection 50(2.1) deems land to exclude mining rights in or under land but not mining rights on the land.

5. Where Owner owns parcels B and C, can a sale be effected in such a simultaneous manner that, at the instant of simultaneous conveyances, Owner retains no abutting land? If the two parcels are being conveyed to different persons, according to subsection 50(15), Owner is deemed to retain ownership in the abutting land for the purposes of subsection 50(3), unless the conveyances involve “the same parties acting in their same respective capacities”. If Owner were to convey parcels B and C simultaneously to Buyer X and Buyer Y respectively, the merged parcel of B and C would be divided contrary to the section and the simultaneous transactions would not be protected by subsection

50(3)(b). However, Owner can convey parcels B and C to the same Buyer and the conveyance will be protected by the “no abutting lands” exception. The parcels remain merged, now under Buyer’s ownership, and there is no violation of the spirit of the section.

6. If Owner owns parcels B and C, and B is a part of a lot on a plan of subdivision or not on a plan of subdivision, and C is the whole of a lot on a plan of subdivision, can Owner sell B only and have the conveyance remain within the “no abutting lands” exception? The last phrase of paragraph 50(3)(b) provides that the no-abutting-lands exception applies if the *abutting* land is “the whole of one or more lots or blocks within one or more registered plans of subdivision” (see Part 6 below).

There is a substantial body of case law developed in the 1970s as to what constitutes ownership of abutting land.³ In very general terms, the governing criterion is who has the power of disposition over the land. Some combinations of ownership of abutting parcels are reasonably well-settled. Others are much trickier. Some examples:

Smith owning parcel A and Smith and Jones owning parcel B keeps parcels separate. Note that tenure is not relevant. However, Smith and Jones owning parcel A as tenants in common and parcel B as joint tenants does not keep the parcels separate. The power to dispose of both properties rests with both of them.

Smith owns parcel A and Smith Inc. owns parcel B. The corporate veil is not pierced to look behind to the control of the corporation to determine power of disposition.

Trusts remain a problem but perhaps less so if the land is in Land Titles. Some of the issues include the power of disposition under the trust agreement, actual knowledge of the trust, and its terms, and reliance on the statutory power of disposition under the Land Titles Act. For safety’s sake, reference on title to the capacity of an owner as trustee should be avoided.⁴

Transactions Involving Government and Environmental Projects: Paragraphs 50(3)(c), (d), (d.1), (e), (g) and (h).

The rationale for these exceptions is identical. If the government or a government agency wishes to acquire or dispose of lands in such a way that additional parcels will be created, or that land will be divided, one can only assume that it, as the body with control over planning, has considered the planning implications of the transaction and found them to be satisfied. The environmental exceptions are very fact specific and avoid an unintended application of the act.

Paragraph 50(3)(c) is the most commonly applied exception to the general prohibition for the acquisition or disposition of land by Federal, Provincial and Municipal governments. As a result, for example, there can be no *Planning Act* contravention regarding conveyances to municipalities for road widening purposes.

³ *The Law of Subdivision Control in Ontario* outlines most of the cases interpreting the meaning of “retaining the fee or equity of redemption” and the reader is well advised to refer to the cases if the issue is uncertain.

⁴ A detailed analysis of the effect of owning land as trustee for *Planning Act* purposes is noted in Chapter 5 of *The Law of Subdivision Control in Ontario*.

Paragraph 50(3)(d) relates more specifically to the acquisition of land or rights in land for the purpose of transmission lines pursuant to Part VI of the *Ontario Energy Board Act, 1998*. Paragraph 50(3)(e) excepts from section 50 contravention the acquisition of land or rights in land for purposes of flood control, erosion control, bank stabilization, shoreline management or the preservation of environmentally sensitive lands.

Consent Obtained: Paragraph 50(3)(f)

The other major exception to the prohibition set out in subsection 50(3) is where the transaction is effected with the consent of the relevant governmental body.

“Consent” is defined in subsection 50(1) of the *Act*. Approval of an otherwise prohibited transaction may be given by the appropriate municipal, city or county council or the Ministry of Municipal Affairs and Housing, depending on the location of the land, once it has determined that planning principles will not be sacrificed or may be compensated for in some way. Often the consent will be granted by a Committee of Adjustment or Land Division Committee, which are bodies to which powers to grant consent have been delegated.

Pursuant to subsection 53(43), a consent lapses on the expiry of two years following the date on which the certificate of decision of consent was given, if the transaction approved for consent has not been carried out. The body granting consent can also shorten the lapse date or impose conditions on the grant of consent.

For example, obtaining the necessary consent to the division of a parcel of land in half, for the purpose of selling the eastern half, and satisfying all conditions that are imposed upon the granting of the consent, allows the owner to sell the eastern half within the next two years, while continuing to own the western half, without contravention of section 50. The deed to the eastern half will be endorsed with or will include a certificate from the consenting authority that consent to the transaction has been given, to establish that the transaction is permitted. Practically, obtaining consent is the most common manner in which an owner may deal with part of his land while retaining an interest in abutting land. In addition, one must ensure that the transaction in question or contemplated by the consent was completed within the prescribed time.

Common searching errors:

1. A certificate of consent is dated by the committee of adjustment or land division committee. The transaction attached to the consent certificate must be carried out within two years of the date of the certificate. Searchers must review the date on the certificate to ensure that the transaction occurred within the two year life of the certificate of consent. A transaction occurring after the lapsing of the consent is a contravention.⁵

2. Thinking “once a consent always a consent” makes 2 separate lots can be a mistake. It does and it doesn’t. If one property is conveyed with consent, 2 lots are created but

⁵ On occasion, the registration of the transfer may occur outside of the time allowed. There is case law that indicates that a transaction occurs not upon registration of the document but on the unconditional delivery of the document. Proof would have to be provided to confirm that the transaction was actually effected during the life of the consent.

if they remain under common ownership, only the lot conveyed with consent has status for separate dealing. If a consent has been obtained for parcel A and the vendor wants to convey parcel B that abuts, it may be that the transaction regarding parcel B will contravene the *Planning Act*.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-42 to adopt Zoning By-law Z-13-2019; and

THAT by-law Z-13-2019 be read a first, second, third time and enacted in Open Council, this 9th day of December 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item h

STAFF REPORT TO COUNCIL

Report No: BP-2019-42

December 9, 2019

From: Kasia Olszewska, Planner

RE: ZONING AMENDMENT Z-13-2019
LOCATION – Eigg Road, Alexandria, ON
OWNER – Chris and Elizabeth Nutt

Recommended Motion: That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-13-2019.

Background / Analysis: An application for a zoning amendment request was presented to the Planning Committee on November 25th, 2019. 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 November 25th, 2019, 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-13-2019
- Resolution of November 25th, 2019
- Planning Committee Report from November 25th, 2019

Others consulted:

Signed by Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-13-2019

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 12.1 to the contrary, on the lands described as being Concession 3, Part Lot 37 (Eigg Road, Alexandria, ON) Township of North Glengarry zoned Rural (RU-15) on Schedule "A" attached hereto, the following provisions shall apply:
 - i) Special Exception Rural (RU-15): permit a detached secondary dwelling structure with a ground floor area (GFA) of 426ft², that is less than the required 800ft²
2. That Schedule "B" of By-Law 39-2000 is hereby amended by changing the "RU" Zone Symbol on the subject lands to "RU-15" 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 9th day of December, 2019.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

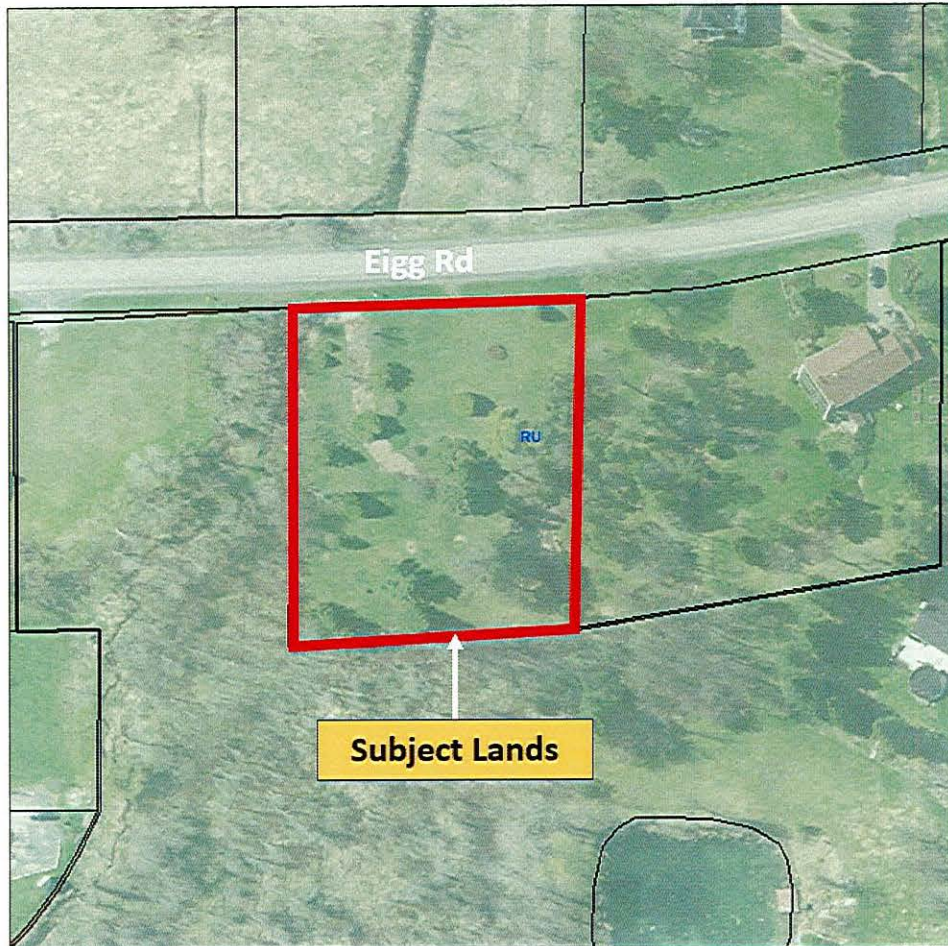
I, hereby certify that the forgoing is a true copy of By-Law No. Z-13-2019, duly adopted by the Council of the Township of North Glengarry, on the 9th day of December, 2019.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE "A"
TO BY-LAW NUMBER Z-13-2019**

**Legend
Subject Property
Zone Change from "RU" to "RU-15"**



**Concession 3, Part Lot 37
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-13-2019
Passed this 9th day of December, 2019**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk

**TOWNSHIP OF NORTH GLENGARRY
STAFF REPORT
PLANNING COMMITTEE MEETING**

Date: November 25, 2019

To: Planning Committee Members

From: _____
Kasia Olszewska – Planner

Sarah Huskinson - CAO/Clerk

Re: Zoning Amendment Z-13-2019

Owner: Chris Nutt

Property Location: Concession 3 Part Lot Lot 37, Eigg Road, Alexandria, ON

Official Plan designation: Rural District

Zoning designation: Rural (RU)

Purpose of application: rezone the subject lands from Rural (RU) to special exception (RU-15) to permit a detached secondary dwelling structure with a ground floor area (GFA) of 426ft², that is less than the required 800ft².

Discussion: The Planning Department has received a request from the applicant to rezone a property to permit a detached secondary dwelling (granny suite), with a reduced required Ground Floor Area of 426ft² (800ft²) is required. The proposed granny suite will be built in addition to the proposed single detached dwelling, a use that is permitted under the Rural designation.

The subject lands have an area of 1.22 acres and are located on the south side of Eigg Road within a Rural Settlement area. The lands are currently vacant. The subject lands are surrounded by Rural lands in all directions, and agricultural lands further to the south.

The proposed development is consistent with the Provincial Policy Statement (PPS 2014) as follows:

Policy 1.1.4.1 *Healthy, integrated and viable rural areas should be supported by:*

- a) building upon rural character, and leveraging rural amenities and assets;*
- c) accommodating an appropriate range and mix of housing in rural settlement areas;*

The proposed zoning amendment promotes the efficient use of land and is appropriate for rural settlement areas. The proposed use is consistent with the type of development stipulated in the PPS.

The proposed use conforms to the SDG Official Plan; secondary dwellings are permitted in the Rural District designation.

The lands adjacent to the subject lands are zoned Rural (RU) in all directions, and General Agriculture (AG) further to the south. The proposed secondary dwelling is compatible with the adjacent lands and is desirable to the surrounding rural character of the area.

Recommendation: It is the recommendation of the Planning Department that the application Z-13-2019 be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

DATE: November 25th, 2019

RESOLUTION # _____

MOVED BY: _____

SECONDED BY: _____



That the Planning Committee recommend approval of zoning amendment Z-13-2019 and that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval.

Carried

Defeated

Deferred



MAYOR / DEPUTY MAYOR

YEA

NEA

**Deputy Mayor: Carma Williams
Councillor: Brenda Noble
Councillor: Jacques Massie
Councillor: Jeff Manley
Councillor: Johanne Wensink
Councillor: Michel Depratto
Mayor: Jamie MacDonald**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

WHEREAS the Council of the Township of North Glengarry has reviewed LPAT Cornwall Gravel Appeal from Cornwall Gravel Company Limited for the removal of the significant woodland layer for Part Lot 18, Concession 9, Geographic Township of Kenyon, Township of North Glengarry

AND WHEREAS these lands are located within the modified Schedule B2 – Significant Woodland and Schedule B3 – Natural Heritage Systems, which serve to identify and protect the limited forested areas within the Township, in accordance with Section 3(5) of the Planning Act.

THEREFORE BE IT RESOLVED that the Council of The Township of North Glengarry does not support the proposed modification from Cornwall Gravel to the County Official Plan for the proposed removal of the significant woodland layer on Part Lot 18, Concession 9, Geographic Township of Kenyon.

AND BE IT FURTHER RESOLVED that Council deems this decision to be consistent with Section 3(5) of the Planning Act.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item i



STAFF REPORT TO COUNCIL

Report No: BP-2019-43

December 9, 2019

From: Kasia Olszewska, Planner

RE: Cornwall Gravel Appeal LPAT Settlement - Dunvegan Quarry

Recommended Motion:

WHEREAS the Council of the Township of North Glengarry has reviewed LPAT Cornwall Gravel Appeal from Cornwall Gravel Company Limited for the removal of the significant woodland layer for Part Lot 18, Concession 9, Geographic Township of Kenyon, Township of North Glengarry

AND WHEREAS these lands are located within the modified Schedule B2 – Significant Woodland and Schedule B3 – Natural Heritage Systems, which serve to identify and protect the limited forested areas within the Township, in accordance with Section 3(5) of the Planning Act.

THEREFORE BE IT RESOLVED that the Council of The Township of North Glengarry does not support the proposed modification from Cornwall Gravel to the County Official Plan for the proposed removal of the significant woodland layer on Part Lot 18, Concession 9, Geographic Township of Kenyon.

AND BE IT FURTHER RESOLVED that Council deems this decision to be consistent with Section 3(5) of the Planning Act.

Option 1: Adopt the resolution (recommended)

Option 2: Defeat the resolution

Background/Analysis:

Cornwall Gravel Company Limited has requested removal of the Significant Woodlands layer on Schedules B2 and B3, in North Glengarry, in the SDG Official Plan adopted through the Ministry of Municipal Affairs (MMA), and Planning Act notice changes near aggregate properties.

The recommended resolution relates to “Dunvegan Quarry” on County Road 24, in Dunvegan. Cornwall Gravel is proposing the removal of the Significant Woodland layer shown on Schedules B2 and B3. These schedules serve to identify and protect the limited forested areas within the Township, in accordance with Section 3(5) of the Planning Act. All significant woodlands, in accordance with

Provincial criteria (Forest cover and trends Analysis), were identified and shown on the County Official Plan schedules, in partnership with Raisin Region Conservation. Removal of any such woodland layers should be subject to a peer-reviewed environmental study to demonstrate the woodlands are not significant.



Financial Implications:

No financial implications to the Township.

Alternatives:

None.

Attachments & Relevant Legislation:

Cornwall Gravel Appeal

Others consulted:

SDG County Planning Department

Joshua Moon, SDG LPAT Solicitor

Signed by Sarah Huskinson – CAO/Clerk

APPENDIX 1

SUBJECT LANDS

AGGREGATE PROPERTIES

- 1 **Apple Hill Quarry:** Part Lots 11-14, Concession 10, Geographic Twp. of Charlottenburgh, Township of South Glengarry

For the reasons cited in Paragraph (A) of Schedule A of the Notice of Appeal, remove the quarry sump from Schedule A-6 – Land Use and Schedules B-1 to B-5 inclusive. The quarry sump is not a watercourse.

For the reasons set out in Paragraph (A) of Schedule A of the Notice of Appeal:

- Schedule B-2: Remove Woodlands inside the licensed boundary.
- Schedule B-3: Remove Woodlands inside the licensed boundary.
- Schedule B-3: Remove LSW inside the licensed boundary.

- 2 **Avonmore Quarry:** Lots 37 & 38, Concession 5, Geographic Twp. of Roxborough, Township of North Stormont

Licensed Section

For the reasons set out in Paragraph (A) of Schedule A of the Notice of Appeal, remove the quarry sump from Schedule A-3 – Land Use and Schedules B-1 to B-5 inclusive. The quarry sump is not a watercourse.

For the reasons set out in Paragraph (A) of Schedule A of the Notice of Appeal

- Schedule B-1: Remove Organic Soils within licensed boundary.
- Schedule B-2: Remove Woodlands within licensed boundary.
- Schedule B-3: Remove Woodlands within licensed boundary

Non-licensed Section

- In addition to the removal of Organic Soils from within the licensed boundary, Organic Soils should also be removed from the unlicensed portion of this property. The Organic Soil designation is required to identify potential constraints to development from unstable soil conditions associated with Organic Soils and the capability of such soils to adequately support development loads and infrastructure. The use of the lands for a pit/quarry will not engage those concerns and accordingly the designation is not required.

- 3 **Bonville Quarry:** Part Lots 8-10, Concession 8, Geographic Township of Cornwall, Township of South Stormont

- Schedule A-4: Designate this property as Mineral Aggregate Reserve for the reasons set out in Paragraph (C) of Schedule A of the Notice of Appeal.

In addition to the reasons set out in Paragraph (C) of Schedule A of the Notice of Appeal, a prior Decision of the Ontario Municipal Board (2007 OMB Decision #2505, Item 3(a)(i)) directed SD&G

to indicate the presence of stone at CGC's active quarries, and on Lot 10 of its proposed Bonville quarry, on the Bedrock Overlay mapping. There is extractable bedrock on this property.

In the Aggregate Resources Inventory of SD&G, this property is identified on the "Bedrock Resources" (ARIM map 167-2B). Most of the property is highlighted as Lindsay Formation. The remainder of the property, in the southeast corner, is highlighted as "Selected Bedrock Resources Area, see Table 6". The Table 6 indicates Lindsay Formation, with 0-8m overburden depth, and Estimated Workable Thickness of 18m, plus other statistics.

4 **Boucks Hill:** Part Lot 19 & 20, Concession 5, Geographic Twp. of Williamsburgh, Township of South Dundas

- Schedule B-5. Add Bedrock overlay to the remainder of this property. The Bedrock overlay is required to correctly identify the onsite geology of the property as supported by ARIP 167 and is required to be consistent with Section 2.5.1 of the Provincial Policy Statement.

5 **Cinanni Pit:** North Half Lot 6, Concession 11, Geographic Township of Mountain, Township of North Dundas

- Schedule A-1. Designate this property as Mineral Aggregate Reserve for the reasons set out in Paragraph (C) of Schedule A of the Notice of Appeal.

In addition to the reasons set out in Paragraph (C) of Schedule A of the Notice of Appeal, the prior Official Plan indicates that the eastern 80% of this property is already designated Mineral Aggregate Reserve. The Mineral Aggregate Reserve designation should be extended to include the remaining 20% of this property. In the Aggregate Resources Inventory of SD&G, this property is identified on the "Sand and Gravel Resources" ARIM map 167-1A. The ARIM map categorized this sand deposit as from the Lacustrine Beach, with "Thickness Class 1, greater than 6m thickness", which is the highest level of sand deposit thickness.

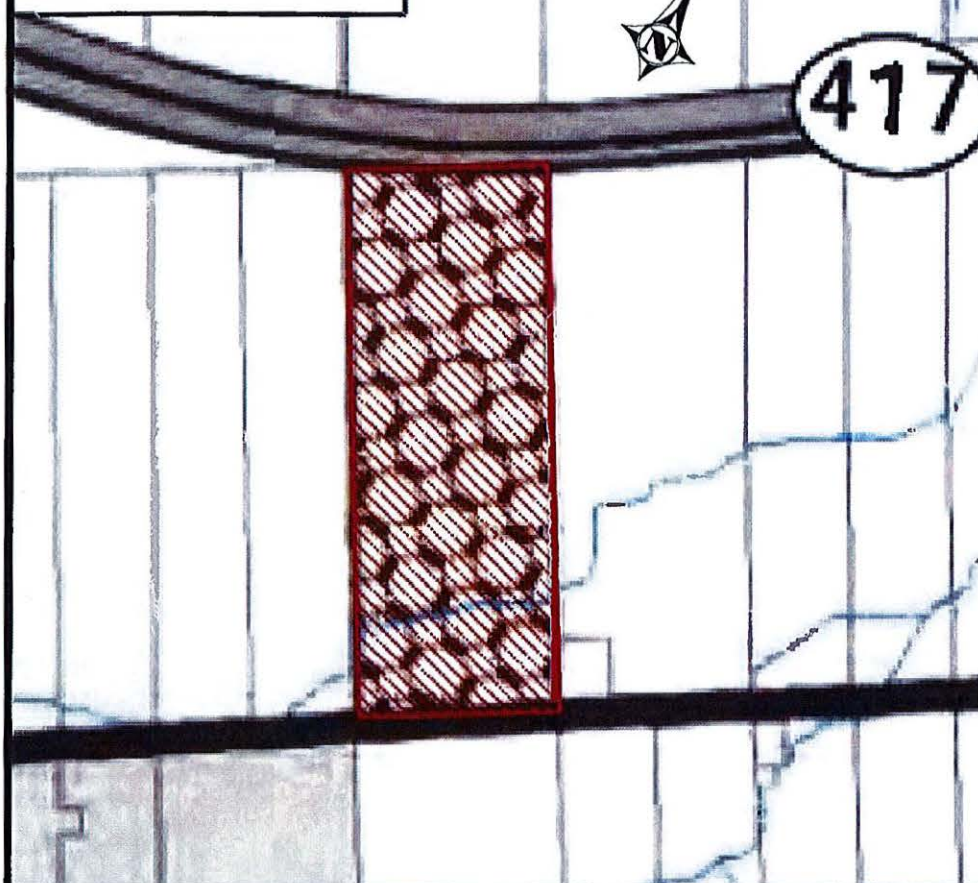
- All Schedules: Remove land use designation of "Agricultural" and replace with "Rural". The land use designation of Agricultural was implemented by way of modification of the Approval Authority without consultation with or notice to the Appellant and without any supporting justification.
- Schedule B-2 & B-3. Remove Woodlands from this property. The on-site woodlot does not comprise a significant Woodland within the meaning of the Provincial Policy Statement.
- Schedule B-5: Add Tertiary Aggregate Reserve to the entire property. Schedule B-5 to the SD&G Official Plan contains a legend for "Tertiary Aggregate Reserve". There does not appear to be an accompanying definition or specific policy to which the legend relates. Schedule B-5 should be amended to reflect the existence of sand and gravel resources over the entirety of this property so as to be consistent with the requested Mineral Aggregate Reserve designation on Schedule A-1. A definition of "Tertiary Aggregate Reserve" should be included in the SD&G Official Plan.

6 **Dunvegan Quarry.** Part Lot 18, Concession 9, Geographic Township of Kenyon, Township of North Glengarry

For the reasons set out in Paragraph (A) of Schedule A of the Notice of Appeal:

- Schedule B-2: Remove Woodlands from this licensed property.
- Schedule B-3: Remove Woodlands from this licensed property.

July 2017 Official Plan
Schedule A5 - Land Use



LEGEND

Boundaries (Land Use Designation)

- Urban Settlement Area
- Rural Settlement Area
- Urban Service Limit

Settlement Areas (Land Use Designation)

- Residential District
- Commercial District
- Employment District
- Rural District
- Airport District
- Salvage Yard District
- Waste Disposal District
- Special Land Use Districts (See Table 9.1.4 in OP Text)

Natural Heritage Features & Areas (Land Use Designation)

- Provincially Significant Wetland (PSW)
- Crown Land

Resource Lands (Land Use Designation)

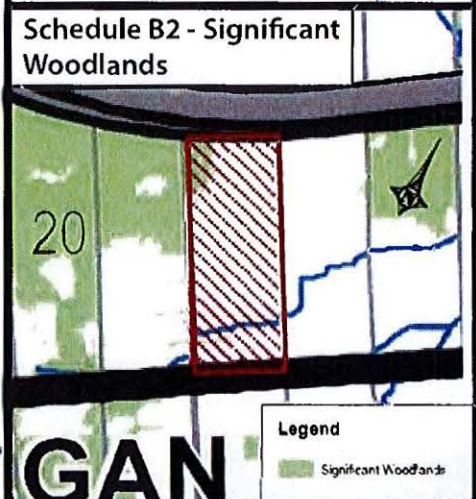
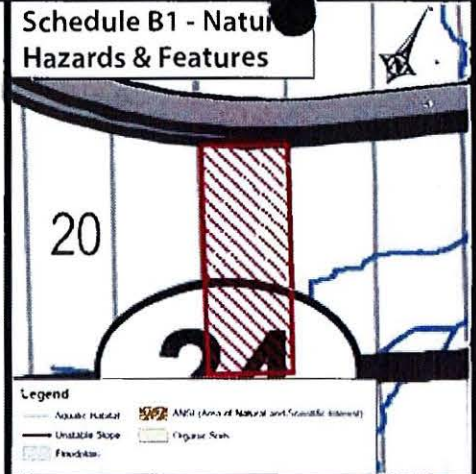
- Agricultural Resource Lands
- Extractive Resource Lands (Mineral Aggregate Reserves)
- Extractive Resource Lands (Licensed Pit & Quarry)

Transportation and Infrastructure

- Provincial Highway
- County Road
- Township Road
- Road Allowance
- Rail Line
- Oil or Gas Pipeline
- Electric Power Transmission Line
- Township Boundary
- Water Ways
- Airport
- Communal Well
- Sewage Lagoon
- Hospital

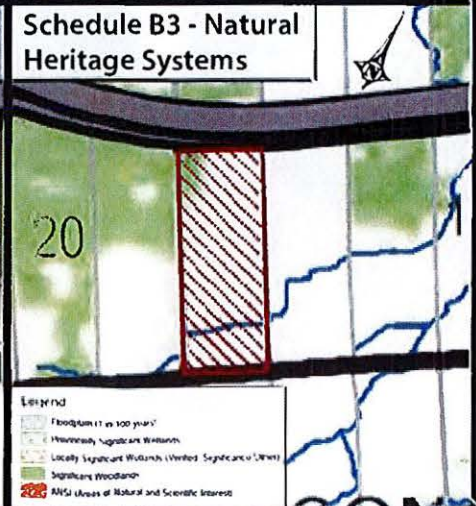
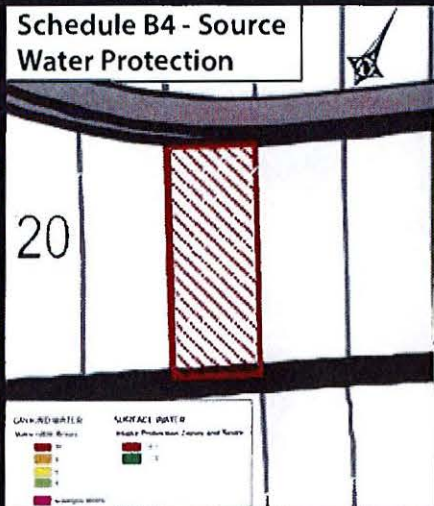
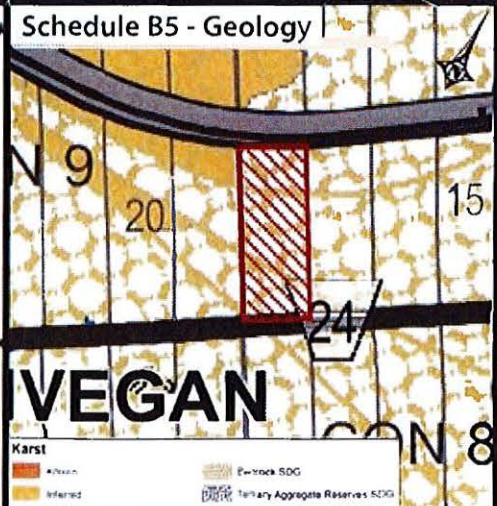
MOECC Identified Closed Waste Site (Approximate Location)

- C Closed Waste Site



CGC Dunvegan Quarry July 2017 OP
Part Lot 18, Concession 9
Geographic Township of Kenyon
Township of North Glengarry

- Dunvegan Quarry Property



**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. PW-2019-23 to award Request for Proposal for Engineering Services; and

THAT the Council of the Township of North Glengarry passes a resolution authorizing the Mayor and CAO/Clerk to enter into an agreement with BT Engineering for engineering service for the Creek Road Bridge Replacement Project in the amount of \$78,405.00 excluding HST.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item j



STAFF REPORT TO COUNCIL

December 2, 2019

From: Michel Riberdy – Director of Public Works

RE: Award Request for Proposal for Engineering Services - Creek Road Bridge Replacement Project, Contract No. RDS 2019-07

Recommended Motion:

That the Council of the Township of North Glengarry passes a resolution authorizing the Mayor and CAO/Clerk to enter into an agreement with BT Engineering for engineering service for the Creek Road Bridge Replacement Project in the amount of \$78,405.00 excluding HST.

Background / Analysis:

This report is being provided to Council in order to award the engineering services for the Creek Road Bridge Replacement Project.

The engineering services will include completing a preliminary design of a new two-lane bridge that will accommodate farming equipment, provide safe passage for two vehicles travelling in opposite direction simultaneously and will ensure the load capacity meets the current standards.

The project will see the replacement of the existing, single-lane Creek Road Bridge which was built in 1929 and has surpassed its expected lifespan. The new bridge will be a two-lane structure in accordance with the Canadian Bridge Design Code (CAN/CSA – S6-06 or latest revision).

The Township received 9 proposal submissions, 2 of which were disqualified as they were received after the closing deadline. Proposals were received from the following engineering firms:

- Q&E Engineering
- Greer Galloway Group Inc.
- HP Engineering Inc.
- BT Engineering Inc.
- McIntosh Perry Consulting Engineers Ltd.
- GHD Limited
- Read Jones Christoffersen Ltd.
- Keystone Bridge Management Corp. (disqualified)
- Ainley Graham & Associates Ltd. (disqualified)

The eligible proposals were evaluated on the following criteria:

Proposal Evaluation Criteria

Category	Points Available
Understanding of Objectives, Approach and Methodology	20
Project Team Qualifications	15
Work Plan	20
Experience with Similar Projects	15
Financial (envelope 2)	30
	100

During the Request for Proposal (RFP) process, an addendum was issued to address questions received from engineering firms to better define the scope of the project. The survey and the geotechnical study components were not included in the scope of work in order to obtain fair submissions. These two items will be discussed in detail at a later date with the successful engineering firm in order to determine the specific scope of the investigation required to adequately design the bridge, and this will be an additional cost to the design process.

This project is currently considered a Schedule A+ under the Environmental Assessment Act, it may become a Schedule B through the engineering review process. The bridge replacement will consider the impacts of widening the structure, the horizontal alignment, the vertical profile on the surrounding properties, the fish habitat and so on. Therefore, based on the range of environmental effects and cost associated to this project, the project could be upgraded to a Schedule B. If so, this will mean additional level of effort and additional cost.

The design will consider lateral space for a shoulder that can accommodate pedestrians/cyclists and snow storage. A single-span structure is currently envisaged with alternative types of materials.

The contract administration services do not form part of the scope of work for this assignment, but there is a provision in the RFP as per the following:

Contract Administration Services Required

At the invitation of the Township, the final scope of Contract Administration Services will be established with the successful proponent following the completion of the detailed design and tender award.

The Request for Proposal for Engineering Services – Creek Road Bridge Replacement Project, Contract No. RDS 2019-07 and the Creek Road Bridge – Detailed Evaluation and Scoring are available for viewing at the Public Works Office if Council is interested.

Alternatives:

N/A

Financial Implications:

This project is funded through the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Funding Stream and through the Township’s reserves.

Federal Contribution	\$1,139,325.00
Provincial Contribution	\$759,474.05
Total Funding Provided	\$1,898,799.05
Township Contribution	\$379,000
Total	\$2,277,799.05

Provisional Items

The engineering review will determine if Stage 1 Archaeological Assessment and Schedule B Class EA is required for Creek Road Bridge replacement project.

Item	Description	Level of Effort (Hours)	BT Eng. Fees (\$)	Subconsultants Fees (\$)
1	Stage 1 Archaeological Assessment	55		6,600
2	Review Existing Survey Data and Complete Site Survey of the Study Area	60		7,200
3	Geotechnical Investigation (including 2 boreholes)	34		4,760
4	Schedule B Class EA (if required)	151	16,985	
Total Provisional Fees (Excluding HST)			16,985	18,560

Others Consulted:

Sarah Huskinson, CAO/Clerk
Kim Goyette, Director of Finance/Treasurer

Attachments:

Appendix A - Creek Road Bridge – Summary of Scores

Appendix B – Creek Road Bridge – RFP Evaluation (Financial)

Signed by Sarah Huskinson – CAO/Clerk

Creek Road Bridge - RFP Evaluation
 Financial Evaluation (30 Points)

	Engineering Fees	Disbursements	Hourly Rate	Total Inspection	Total	Rank	Calculation	Points
Q&E Engineering Inc.	58,080.00	3,900.00	320.00		62,300.00	3	34%	22
Greer Galloway Group Inc.	41,990.00	10,100.00	380.00		52,470.00	2	41%	26
HP Engineering Inc.	19,540.00	1,450.00	290.00		21,280.00	1	100%	30
BT Engineering Inc.	77,355.00	1,050.00	470.00		78,875.00	4	27%	18
McIntosh Perry Consulting Engineers	89,976.75	000.00	421.25		90,398.00	5	24%	14
GHD Limited	128,765.00	10,100.00	630.00		139,495.00	6	15%	10
Read Jones Christoffersen Ltd. (RJC)	146,000.00	8,000.00	560.00		154,560.00	7	14%	6
Keystone Bridge Management Corp.	37,525.00	1,700.00	400.00		39,625.00	Disqualified: Received after closing		
Ainley Graham & Associates Ltd.	71,050.00	1,462.00	37,100.00		109,612.00	Disqualified: Received after closing		

Report No.: PW 2019-23

APPENDIX A

Creek Road Bridge - Summary of Score
Summary

	Understanding of Objectives	Project Team Qualifications	Experience with Similar Projects	Work Plan	Financial	Total	Ranking
Available Points	20	15	15	20	30	100	
Q&E Engineering Inc.	17	14	14	10	22	77	3
Greer Galloway Group Inc.	14	12	13	10	26	75	4
HP Engineering Inc.	8	10	10	7	30	65	6
BT Engineering Inc.	18	14	14	18	18	82	1
McIntosh Perry Consulting Engineers Ltd.	19	14	14	17	14	78	2
GHD Limited	15	14	14	15	10	68	5
Read Jones Christoffersen Ltd. (RJC)	10	7.5	5	10	6	39	7

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receives the Staff Report No. FS-2019-05 – 2019 Emergency Management Compliance for information purposes only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

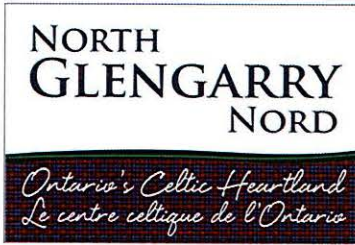
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item k



STAFF REPORT TO COUNCIL

Staff Report FS-2019-05

December 9th, 2019

From: CEMC Lindsay McIntosh-Mainville

RE: 2019 Emergency Management Compliance

Recommended Motion:

That the council of the Township of North Glengarry receives the Staff Report No. FS-2019-05 for information purposes only.

Background/Analysis:

2019 Emergency Management Overview

This package includes all the minutes from the meetings held for emergency management. In February meeting the Emergency Plan was reviewed, and in the April meeting the HIRA and Critical infrastructure was reviewed and updated.

This package also includes the Table Top exercise in September and the follow up meeting in October had a drill with setting up the new EOC.

This year the Emergency Management Team had IMS 100 and 200 training along with radio training.

Major changes in 2019

- The Primary EOC moved from the Alexandria Fire Station to Island Park
- 211 became a partner with North Glengarry.
- Alternate CEMC became Kimberly Champigny

Alternatives:

Option 1: THAT the Council of the Township of North Glengarry accepts the 2019 Emergency Management Compliance.

Option 2: (not recommended) THAT the Council of the Township of North Glengarry does not accept the 2019 Emergency Management Compliance

Financial Implications:

None

Attachments & Relevant Legislation:

Annual Review for Emergency Management 2019

Others Consulted

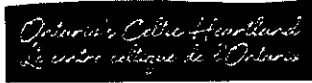
None

Signed by Sarah Huskinson – CAO/Clerk

Annual Review for Emergency Management 2019

- Appointment of CEMC 4-1- Nov. 2017- Alternate Oct 2019
- Emergency Management Program Committee- listed in By-law 42-2018
- HIRA- Reviewed April 23rd
- CI- Reviewed April 23rd
- Municipal Emergency Plan- Reviewed Feb. 21st
- MCEG- Training
 - IMS 100 spring and 200- July 2nd & 3rd
 - Radio Training: April 2nd
 - Senior Elected Training June 13th
 - Exercise- Sept. 19th
 - Drill- Oct 17th
- EOC- Primary location changed as of Sept. 1st, 2019.
- EIO- Tara Kirkpatrick and Alternate Anne Leduc
- Public Education- Social Media EP week. – Brochure April 24th & 25th at the CIP open houses. -Flyer in newspaper and on the back of St. 2 advertising. - Oct. 2019
- Emergency Management Annual Review- Meetings: Feb, April, Oct.
- Emergency Management Program and By-law 42-2018

- Changes in 2019
 - Moved the Primary EOC from the Alexandria Fire Station to Island Park
 - 211 became a partner with North Glengarry.
 - Alternate CEMC became Kimberly Champigny



Municipal Emergency Management Program Committee Meeting

Thursday, February 21, 2019 at 10:00 a.m.
Sandfield Centre (102 Derby Street, West, Alexandria)

Minutes

PRESENT: Sarah Huskinson, CAO/Clerk
Lindsay McIntosh, CEMC
Anne Leduc, Alternate EIO
Roch Lajoie, Public Works
Kim Champigny, Director of Finance
Lise Lavigne, Deputy Clerk
Sylvie Major, Communications
Tara Kirkpatrick, EIO
Eric Hurtubise, Alternate CEMC
Philippe Geoffrion, OFMEM-EMO
Zoe Bougie, EOC Admin/ Scribe

(1) Call to Order

- The CAO called the meeting to order at 10 am

(2) Accept the Agenda (Additions / Deletions)

- a. Agenda was accepted, no additions or deletions

(3) Agenda

A. Run Who's Responding App Test

- Idea is to have a quarterly check of the app; consensus that it was a good idea
- The tests will help to familiarize users with the app
- Members would like to test specific details of the app's function to be prepared in the case of a real emergency
- Include the app in the upcoming exercise
- Use the app to keep users updated on what is going on during the exercise / emergency (chat function in specific)

B. IMS 100

- Members of the committee will need to take the training
 - Everyone will need to complete IMS 100 shortly to complete IMS 200 as a group
 - IMS 100 will help to feel more prepared in the event of an emergency
- Estimated completion time is 3-4 hours but does not have to be completed in one sitting
- Complete IMS100 by April 15th

- Members will have to send the certificate to the CEMC by April 15th
- Will receive the certificate immediately upon completion
- If members have already taken the training, they must send the certificate to the CEMC
- Council should take IMS100 to better understand in the case of a real emergency
- 2 days for **IMS 200**, scenarios and role playing
 - May 29th, May 30th dates for IMS200 (9:00-4:00 approximately)
 - IMS 200 will be done at Island Park
- The CEMC will distribute the password for IMS200 to sign up online
- Modify the exercises to suit the township

C. Public Awareness

- Discussion about the campaign for emergency preparedness week coming up the first full week of May
 - Across Canada
 - Can begin outreach whenever
- The theme is “Are you ready?”
- The Township will be focussing on extreme weather
 - Are you ready: extreme weather
 - Extreme heat and cold
- Info graphics
 - Roof failure possibly a topic for extreme weather conditions
- Suggestions → reach out to the EIO
 - She will begin making ad campaigns based on the budget
- WeatherCAN
 - Very informative, access to historical data from environment Canada, app for Android and Apple

D. 211 Update

- February 11th John presented 211 to council
- February 20th 211 was discussed at the committee of the whole yesterday
- Hoping to endorse 211 services on March 11
- 211 will be beneficial for emergency management and for information to residents
- Will need to incorporate 211 into the plan
- Once formally approved, the residents will be informed of the service
- Ad campaigns are already prepared for 211, will add a note and add to the “what’s new” ads

E. Radio Training:

- Several members do not know how to use the radio
 - Issue if there is an emergency
- Need to book a training
- Alternate CEMC will perform the training

- Booked for April 2nd, at 10 AM for whomever wants to attend and learn to use the radio
 - Station 1, Alexandria
 - The Alternate CEMC will make a template for codes, terms, jargon that is used
 - An event will be made, and members can decide if they would like to attend
- Members would like to practice using the radio
 - Must identify yourself every time you speak and who you are addressing
 - Must let dispatch know it is a training exercise

F. Review Emergency Plan

- Plan that goes to the public
- Will need a new forward signed by current mayor, same by-law
- Cosmetic changes do not have to be an amendment
- Two parts, public version and then operating procedures and guidelines (all confidential info goes in the second part)
- Emergency plan is very generic
 - Any details go in the appendix
- 211 is a new resource does not need to be added, just added to the resource list
- Population remains the same
- Water in Maxville in services, make a change when hooked up
- Open positions on the Emergency Management Committee were discussed. The CAO will approach different employees to fill empty positions.
- OPP actively involved in the committee
- Appendix A will need to be updated
- If there are any additional changes to the appendices or any part of the document, please inform the CEMC

G. Review Dates of Coming Year

- April 23rd
 - Guest Speaker Jan Harder
 - The EIO and CEMC previously attended a talk at the University of Ottawa about how the city responded to the recent tornados
 - Very informative, many suggestions that were helpful
 - How the councillors came in to play; public will look to council for information
 - The natural progression for people to contact Hydro Ottawa about having no power, Hydro was able to grow an audience and collaborated with the city to release information
 - Elderly were very uninformed, no form of communication, cut off from information
 - What to do if social media is not available as a form of communication (Could potentially use a siren, church bell or amateur radio)
 - Council will be invited to this presentation

- Reviewing HIRA and CI
- September 19th
 - Tabletop exercise
 - Tabletop must be done every year
- October 17th
 - Review of the exercise and compliancy

(4) New Business

- No new business

(5) Correspondence

- No correspondence

(6) Next Meeting, April 23rd at 10 am

- Expect another Who's Responding app notification

(7) Adjournment

- The meeting was adjourned at 11:06 am by the CAO

**NORTH
GLENGARRY
NORD**



**Municipal Emergency Management Program
Committee Meeting**

Tuesday, April 23, 2019 at 10:00 a.m.
Sandfield Centre (102 Derby Street, West, Alexandria)

Minutes

PRESENT: Sarah Huskinson, EOC Manager
Lise Lavigne, Alternate EOC Manager
Patrick Gauthier, Operations Chief / Department of Incident Command
Lindsay McIntosh, C.E.M.C.
Eric Hurtubise, Alternate C.E.M.C.
Tara Kirkpatrick, Emergency Information Officer
Anne Leduc, Alternate Emergency Information Officer
Todd McDonell, Safety Officer
Rachel Kitchen, Alternate Finance/Admin Chief
Zoe Bougie, Receptionist of EOC / Scribe
Melissa Dubeau, Alternate Receptionist of EOC / Scribe
Sylvie Major, Alternate Logistics Communications

Roch Lajoie, Public Works Officials Operations or Logistics
Dean McDonald, Public Works Officials Operations of Logistics
Jena Doonan, Receptionist for 90 Main Street South
Katherine Beehler, C.E.M.C. for the United Counties of SD&G
Carma Williams, Deputy Mayor
Jeff Manley, Councillor
Johanne Wensink, Councillor
Brenda Noble, Councillor

(8) Call to Order

- The EOC Manager called the meeting to order at 10 a.m.

(9) Accept the Agenda (Additions / Deletions)

- a. Agenda was accepted, no additions or deletions

(10) Agenda

H. Guest Speaker: Jan Harder (City Councillor of Barhaven)

I. Run Who's Responding App Test

- An alert was sent out prior to the meeting by the C.E.M.C.
- Majority of members received the notification from the app
- The chat button (incident responder chat) within the app would allow you to communicate with others in the app
- Recommendation that incident address be used in the notification
- Clarification that when the emergency / incident notification comes in, you choose where you will be going (standing down, hall, scene) before you arrive
 - This would allow others to know who will be available / responding
- Depending on level of risk / complexity it may alter where individuals are responding to
 - Hall is the EOC
 - Scene would be going straight to the scene of the emergency / incident
- Recommendation that members of council be added to the app to keep them informed in the case of an emergency / incident

J. IMS 100 Completion and IMS 200 – May 29th and 30th

- All members have successfully completed the IMS 100 training
- The next step is the IMS 200 training
- IMS 200 training will take place at Island Park on May 29th and 30th
- One full day and one half day of training
- Exam will be held on the second day
 - Open book, can work with others
 -

K. Review HIRA

- Dissected last year, put through the new HIRA method
- Confidential information used to understand the dangers in our area
- Ranking of the potential hazards and risks and their likelihood of happening
- Program put out by the province, does have the ability to be altered if needed

L. Review Critical Infrastructure (CI)

- CI is a list of business in North Glengarry that are important
 - Ex. Grocery stores, hardware stores, restaurants, etc.
- Must change the name of the Director of Public Works
- Edits to two locations: the Maxville Home Hardware and the Glengarry Memorial Hospital
- What happens if the phones are down?
 - Looking at implementing a service in case the mobile network goes down
 - Looked into a satellite phone but it is costly and must be paid monthly
 - Potential idea to have a reciprocal agreement with the Counties (or another municipality) to share the device in the case of an emergency being declared
 - Members are to report to the EOC in the case of an emergency
- Perhaps have an area for residents and the communities to report to

M. EOC Location

- Currently, the EOC is the fire station in Alexandria (primary) and the fire station in Maxville (secondary)
 - Poses a conflict as during an emergency / incident, the EOC may be in the way of the emergency services
- Suggestion to move the EOC to the Sandfield Centre / Gary Shepard Hall
 - The building was intended for communications and is a good size to accommodate the number of people
- The media centre would need to be moved
- Suggestion to move the media centre to the Township Office
 - Media centre means an area to direct the media away from the EOC and emergency services
 - Allows for an area to hold a media debrief
 - Would allow for them to use the outside of the building as a backdrop or the board room depending on the weather
 - Would allow for the media to be out of the way
- Confirmed that the Township Office at 90 Main Street, Alexandria will be the new media centre
- The second EOC will also need to be moved from the firehall
 - Cannot be moved to the Arena in Maxville as it is Red Cross certified
 - Possibility to approach the curling club to form an agreement to make that location the alternate EOC
- Need an alternate location for the media centre as well in case of an emergency that involves Main Street
 - The highland games provides several buildings

- Table the alternate media centre
- Can decide during the emergency where to organize the media
- Will be necessary to move the supplies to the new EOC locations
- Will need to update the plan with the new locations
- Will no longer have access to the radio since the EOC has moved from the fire station, will need a designated radio in the tote that must remain charged
 - The C.E.M.C. will keep a radio

N. Other

- Do we have a community leader?
- Would be beneficial to communicate with one community leader to pass along information
- A potential next step is to specify contact people in the various communities, either individuals who are community leaders or ones acting as such
 - Phone tree would help to spread information
- A list should be drafted, and individuals approached about being in charge to pass along information about an emergency / incident
- Both unofficial and official community plans need to be included in the emergency plan

(11) New Business

- No new business

(12) Correspondence

- No correspondence

(13) Next Meeting, September 19th, 2019 - Exercise

- Tabletop exercise

(14) Adjournment

- The meeting was adjourned at 11:56 am by the EOC Manager

Exercise Sept. 19th ,2019

Statement of Intent

Due to the requirements under the Emergency Management and Civil Protection Act, 1990 which states, " Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan." This exercise is being developed for the Township of North Glengarry's 2019 Compliance measures. The exercise will include all members of the Municipal Emergency Control Group (MECG) (as per the Emergency Plan) as well as community partners who may be involved in such a scenario.

This exercise will identify any issues with a massive evacuation and hazardous materials.

The purpose of the proposed exercise is to test the communication between agencies and our Who's responding app. Have an efficient change of command between North Glengarry Staff and Fire or another agency and evaluate several emergency functions within the Township of North Glengarry included but not limited to if the EOC should be opened, where an evacuation centre should be located.

The following has been determined as the needs to be assessed in this exercise:

a. Risks/ Hazards being tested:

Hazardous Materials (Incident/Spills fixed site incident): This is the hazard focused on this year due to the potential of an ammonia leak in our Sports Complex.

b. Geographic area:

The primary geographic area for this exercise will be The Glengarry Sports Palace located at 170 Macdonald St. Alexandria, Secondary geographic locations will be determined as the exercise unfolds due to evacuation procedures and locations.

c. Emergency Functions: Determine what function needs to be exercised.

x	Alert Notification	x	Individual / Family Assistance
x	Communications	x	Public Safety
x	Coordination	x	Public Works
x	Emergency Public Information	x	Resource Management
	Damage Assessment	x	Warning
x	Health and Medical		Other:

d. Organization and Personnel: Determine who would be involved and who needs the training. Have policies or staff changed?

x	Police	x	Hospital
x	Fire Department	x	Paramedic Services
	Business and Industry		Public Transportation
x	Public Works		Education
	Airport		Neighbouring Jurisdictions
	Provincial Emergency Support		Volunteer Organizations
	Public Health		Others:

e. Exercise type: Determine which exercise to conduct. How much time can be allocated for development? Is a certain type required to obtain compliance?

	Seminar	x	Table Top
	Drill		Functional
	Game		Full Scale

Define the Scope

1 Type of Emergency:

Risks/ Hazards being tested:

Hazardous Materials (Incident/Spills fixed site incident) This is the hazard focused on this year due to the potential of an ammonia leak and a massive evacuation of the Glengarry Sports Palace.

2 Geographic Location:

The primary geographic area for this exercise will be The Glengarry Sports Palace located at 170 Macdonald St. Alexandria, Secondary geographic locations will be determined as the exercise unfolds due to evacuation procedures and locations.

3 Functions:

- a) Communication: Between GSP staff and outside agencies. Who's responding app is used. Getting the information out to the surrounding homes.
- b) Coordination: of the outside agencies, evacuation center.
- c) Public Safety: Evacuate, get medical treatment to all needed.

4 Personnel and Organizations for each Function:

Communication	Municipality, Police, Fire
Coordination	Municipality, IC
Public Safety	Municipality, Police, Fire, EMS, Hospital

5 Exercise Type:

- Orientation Seminar
- Drill
- Game
- Table-top Exercise
- Functional Exercise
- Full Scale Exercise

Phase 2, Step 3: Write A Statement of Purpose
Define Objectives

Exercise Objectives	
Objective #1: Within 3 minutes of the lead agencies arrival at GSP they assume command from the GSP staff.	Organizations: Staff from GSP (Township) The IC
Objective #2:	Organizations:

<p>Within 20 minutes after the evacuation notice was given the Glengarry Sports Palace should be evacuated and a new evacuation center should be established.</p>	<p>The Township of North Glengarry O.P.P North Glengarry Fire Department</p>
<p>Objective #3: To demonstrate how the Who's responding app could be affective in this incident. Notify and prepare the surrounding residents.</p>	<p>Organizations: The Township of North Glengarry O.P.P. North Glengarry Fire Department</p>

Compose a Narrative

Narrative Outline
<p>Event: Ammonia Leak at GSP</p> <p>There is a Remembrance Day Glens Game taking place on November 15, 2019 at the Glengarry Sports Palace. There is a full house with more than 750 people at the arena, including 22 veterans and Legion members on site for the wreath laying ceremony. It's a cold evening with a strong North-East wind and temperatures are hovering around zero degrees. It is snowing and slushy outside and you can hear the wind whistling.</p> <p>There are 45 Air Cadets on hand for the ceremony, that is set to take place at 8 pm that night. The Glens are playing against Char Lan and both mayors (South and North) are on hand for the ceremony. There are two GSP staff present including the equipment operator who is on duty and the rink attendant.</p> <p>Between practice and the start of the game (at 7:50 pm) the equipment operator notices a yellow alarm is showing on the monitor in the ICE RESURFACER ROOM, as he is getting ready to flood the ice for the game preparation.</p> <p>He immediately contacts CIMCO Maintenance to get direction on how to deal with the yellow reading. No ammonia odour is detected at this point.</p> <p>CIMCO advises him to keep monitoring the system and tells him a repair crew will be sent out on Monday.</p> <p>At 7:53 the equipment operator leaves the room on the ice resurfacer and he proceeds to flood the ice for the game.</p> <p>At 8 pm the equipment operator returns to the maintenance room and notices that the reading is now showing that the ammonia levels have increased, but remain in the YELLOW zone. The Equipment operator remains in the room to monitor the situation and to keep checking the levels. (Normally he would leave and assume other duties. He decides to stay and assess this unusual situation).</p> <p>Meanwhile, the two mayors are on the ice and the wreath laying ceremony has started. North Glengarry's Mayor is speaking to the crowd. Veterans, legion members and cadets are on the ice as part of the process. Hockey players are also on the ice.</p> <p>At 8:05 p.m. the equipment operator notices that levels are continuing to increase and have now reached the red zone. As part of protocol he presses the red lockdown button, which blocks access to</p>

the refrigeration plant room and promptly calls CIMCO again to advise of the progressing situation. During this discussion it is agreed that they will follow protocol. He begins the evacuation of the ammonia, which involves going outside of the building and pressing the discharge button.

At **8:10 pm** he comes back inside and dials 9.1.1. on his cell phone as he rushes inside the building to begin the evacuation process.

The equipment operator walks up to the microphone located in the middle of the rink and says that there has been a mechanical issue and people need to begin evacuating the building immediately. People are advised to leave in an orderly fashion, leaving from the bottom rows first. The rink attendant is at centre ice and the two are helping to evacuate from the bottom of the stands.

INJECTION POINT One:

8:20 pm. Evacuation is slow. There are only two staff to direct people to evacuate the stands from the bottom upwards. Everyone is trying to use the main door and they are not following staff orders to use the side doors.

People in the upper rows begin to panic because they begin to smell the ammonia and some people begin to have itching eyes and to cough. This generates more panic in the stands. People on the ice are showing similar signs of discomfort. Someone pulls the fire alarm.

People begin shoving in the stands and those on the ice are falling down as they try to exit through the one middle door leading to the change rooms.

Someone falls leaving the main grand stands, taking out six people below them. At least one has a broken bone and you can see the arm bone sticking out. Two have head injuries and a third is unconscious. The others appear to have minor injuries, but are unable to get up, as people continue to surge past, trampling some of the injured as they try to escape the building. The crowds are now in full pledged panic. The two staff members have lost control of the surging crowd.

Staff can hear sirens outside

INJECTION POINT Two: It is now 8:25 pm.

There is a missing child (If perimeter is not set, parent goes back into the building).

At the same time, one of the people collapses during the evacuation. He is near the canteen and is clutching his chest.

INJECTION POINT Three: It is now 8:35.

There are six people upstairs in the community hall with mobility issues. Four are in wheelchairs and two are in walkers. One has an oxygen tank. There are two personal support workers from Community Living with them.

INJECTION POINT FOUR: It is now 8:35 pm.

Even though the ammonia is dissipating, there is a very strong smell outside of the arena and can be detected across the street near neighbouring residences. Some residents are outside watching the scene unfold.

How fast, strong, deep, dangerous:

- The ammonia leak is released into the air but is blown back into the Area due to high North East Winds and the cooling fans on the north east side blow the ammonia onto the ice surface.
- Evacuation of the GSP to an evacuation center
- Panic: people running everywhere, trying to get to their cars- traffic jammed. Trying to find family members.

- injuries
- Surrounding homes to be notified.

How you found out:

GSP staff saw alarm
GSP staff called 911

Response:

GSP staff followed proto call and called Cimco Maintenance who recommended evacuation of the Ammonia. Called 911. Began evacuation of building
911 – dispatched Fire and O.P.P.

Damage reported:

250 people showing symptoms of ammonia poisoning
6 people trapped upstairs in GSP
6 people fell down bleachers
6 people fell on ice

Sequence of events During Exercise:

Table Top Discussion:

- The fire chief is the first to arrive on scene. The response time is fairly quick. Fire would assume command at this point in the incident. (For any incident, fire always assumes command, the purpose is for a full size up of what is occurring, advising dispatch and members of the situation and what is going on, communication that is taking place between fire chief and dispatch in Cornwall, basically saying what is occurring, for example “appears to be people evacuating, more to follow”) Objective
- All three fire stations would be deployed for this incident. There is a time delay from each station but there will be approximately 20 fire fighters arriving as well as police officers.
- There will be an attempt to mitigate how many people are showing up. A point person will be appointed. (In the case of a real emergency, it may be unknown what situation emergency services are walking into, in this case there was an announcement by staff to evacuate the building and the fire department, police department and paramedics are aware of the ammonia.)
- A unified command is best in large incidents. Creating a unified command allows to coordinate efforts. The police will assign someone to work with the fire department to unite forces and best utilize resources. The senior officer for police would identify themselves at the scene. Depending on the hazard, the police are only able to do so much as they do not have the proper safety equipment.
- The alternate for Logistics Communications is at the game. Using the Who’s Responding application, she could start an incident by clicking the send alert button. As a member of the group, it is her responsibility to notify the group of the incident. (It is possible to get more than

one notice of an incident if several individuals send them. Anyone within the group can advise to assemble the EOC. Even if the incident is not an emergency, the group can still meet. The chat function will allow group members to know what is going on and communicate with one another.

Objective

- If the app is not working, the alternate Logistics Communications would have called the CEMC as they are first on the Emergency Notification Contact List. If the CEMC was unreachable, the alternate CEMC would be contacted, moving down the list until a member was reached and notified. (It is a good idea to have the Emergency Notification Contact List in your phone's contacts in case you do not have the plan readily accessible.)

Note: It is key to understand the Emergency Management Plan. There is no stipulation that the group will come together for every incident. Refer to the appendix of the Plan to see your role and responsibility.

- The Fire Chief will not be notifying the group as that is not his initial response.
- The fire department will be making the initial entry as they have the proper safety equipment. Police and paramedics would not be able to enter the scene as it is an ammonia leak and they do not have the proper equipment. For an incident this size, fire does have the capacity to handle the situation.
- The fire chief would notify the fire coordinator, who would stage to see if mutual aid is necessary.
- If the equipment operator had not called 911 and advised of the ammonia leak, it would delay the process. The fire department would have still responded (and the fire alarm had also been pulled) but response time would have varied as it would have been unknown about the ammonia leak. The more information available to the fire department, the better prepared they are.
- Mutual Aid may be needed. The fire department has the resources, but Cornwall Hazmat would be beneficial. The fire department would continue reaching out further if the incident required it. A command post would be set up to allow fire, police and paramedics communicate with their dispatch.
- The primary action for police would be blocking off the road (within the unified command). The individuals who manage the system would be contacted for additional information, command would still gather information and evacuate.
- Depending on the substance, there are decontamination processes in place. It is important to look for the corresponding symbols and specific safety measures must be taken. As we are aware, the substance is ammonia, therefore there is no need for surface decontamination. There is the possibility that eye-flushing will be necessary. Though decontamination may not be needed for everyone involved, no one would leave at this time as there is the potential for issues to develop. As in many cases, adrenaline may be running high and symptoms may not be instantly noticeable.

The attendants of the game will be evacuated to an evacuation centre.

- As it is a north-east wind, the wind is not blowing towards the hospital but into the town of Alexandria. The hospital may be in a button-down situation, which means no one is able to enter or exit. If this code was called, injured individuals would need to be sent / go to another hospital. The fire department will evacuate and remove individuals from the area and the paramedics will triage and transport if need be. If EMS receives word from the hospital about the code, they will automatically begin transporting injured individuals to another hospital.
- The Glengarry Memorial Hospital is only equipped to handle 10 seriously injured people and then there would be a substantial wait for any other injuries. If there were more than 10 injuries, other hospitals in the surrounding areas would be used such as Cornwall, Hawkesbury and Winchester.
- Ambulance dispatch manages which ambulances will respond. The closest ambulances will respond first and then more will be sent accordingly. If needed, the City of Ottawa has a mass casualty vehicle that could be requested.
- As an evacuation centre will be needed, the local high school, Glengarry District is considered. (Agreements are in place with all schools in the area to be used as an evacuation centre if needed.) Objective
- There would be approximately 10 officers from SDG staffed on a Friday night. Every other available officer would be heading towards the incident at the incident commanders request.

Note: Emergency services can make decisions as well if the EOC has not been established, they will continue moving forward and the group will catch up

- A situation like this wouldn't really need a full EOC but the CAO makes the final call.
- Red Cross could take over the evacuation centre. The Public Works department would focus on any necessary road closures.

Note: It is important to give proper information to the public. The information must be correct going out as quickly as possible.

- The EOC is open. Primaries and alternates are now beginning to organize based on availability.
 - There is no CAO or alternate available
 - The fire chief is at the scene of the incident
 - The Mayor was at the hockey game
- The group would reach out to the CEMC from the United Counties for additional support. The Warden is currently the mayor and cannot be reached. The Province would come in but not take over.

Note: It is important to clearly indicate where the group will be meeting and setting up.

- The EIO would prepare an initial message for social media approved by the CAO.
 - The OPP media relations and the EIO would work closely together to have the same correct message.
 - The next morning a media scrum would take place at the Township office with the CAO and Mayor

Interjection: There is a collapse in the canteen. The individual is clutching their chest.

- This individual will be triaged as well. There is also defib downstairs. Someone, whether it be the fire department, or a civilian will help to evacuate this person.

Interjection: There are six people upstairs with mobility issues.

- Procedures dictate that elevators cannot be used when the fire alarm goes off. Additional information can be obtained from staff for building layout and any other important information.
- A fire crew would come up and remove the people. Fire could enable the use of the elevator knowing it is not a fire. Regardless of how the individuals are evacuated, the fire department would find a way to remove the people from one of the several exits available to them.
- Paramedics would then triage them and move them to another location.
- The police have set up the evacuation centre at the high school. There would be multiple triages set up by the paramedics. The fire department's objectives would be to evacuate and then move to a triage area.
- Everyone that could walk, would be sent to the high school. Vehicles may not be accessible, and people would need to stay. Streets in the area would be blocked for ready access.
- The Ministry of the Environment would be contacted through the fire dispatch

Note: The code for ammonia is 2857 UN, ERG2016 is a free app that can be downloaded to use to look up substances.

- A third of a mile would be the perimeter for ammonia (reaching all the way to the fire station on County Road 43.)
- Based on the size of the perimeter that would be needed, GDHS would not be the best choice for an evacuation centre. Le Relais or another school further away from the incident would be the better choice.
- The ammonia is now dissipating but the neighboring residents are now outside. The Ministry of Environment is involved. It is important for information to be communicated effectively with residents to prevent this. It may be necessary for police to go door-to-door to evacuate residents

within the perimeter. The call out system could also be used to send out automated phone messages.

Demobilization / Recovery

- The first steps in terms of demobilizing:
 - Fire: The fire department would still be on scene until everything is rectified such as air quality etc. All action plans must be taken care of (an initial action plan would be put into place including steps for termination.) Fire would be working with the EOC for a proper breakdown.
 - Police: Police will consult with the fire chief.
- Breaking down further, communicating with EOC for their next steps, the CAO and mayor would make the decisions for notifications of breaking down the incident (specifics can be found in the appendix).
- Once the scene is safe, it may need to be documented for information purposes (in the case of death or life-threatening injuries), this could last days depending on how stable the scene is.
- The perimeter could change based on what fire decides. Police would take over scene security towards the end. Transferring of command would occur and fire would transfer command to police. If there is any idea that there is any criminal negligence, police will continue investigating. The police will control for the ministries until they finish their investigations.
- Police are now controlling the scene and may no longer be able to work with the municipality as they continue their investigation. The police would send out information to the media which would be communicated to the municipality for release.
- After action reports get completed, debriefings occur.

Recovery Issue: How will you get individuals to return to watch hockey?

- This will need to be done through messaging from the Township. The Township will need to regain public trust through the CAO and mayor. A communications strategy would be needed. The Township will also need to apologize and explain the steps that will be taken in the aftermath and to prevent any similar situations in the future.

Current time:

7:50 p.m. November 15th 2019

Advance warning?

There will be no advanced warning.

Location:

The location of the emergency will be at The Glengarry Sports Palace (GSP) 170 Macdonald St. Alexandria

Relevant weather conditions:

High North East Winds
0 degrees slushy snow outside.

Other factors that would influence emergency procedures:

Wind direction

Statement of Intent

Due to the requirements under the Emergency Management and Civil Protection Act, 1990 which states, " Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan." This exercise is being developed for the Township of North Glengarry's 2019 Compliance measures. The exercise will include all members of the Municipal Emergency Control Group (MECG) (as per the Emergency Plan).

This exercise will identify any issues with our primary EOC.

f. Emergency Functions: Determine what function needs to be exercised.

<input checked="" type="checkbox"/>	Alert Notification	Individual / Family Assistance
<input checked="" type="checkbox"/>	Communications	Public Safety
<input checked="" type="checkbox"/>	Coordination	Public Works
	Emergency Public Information	Resource Management
	Damage Assessment	Warning
	Health and Medical	Other:

g. Organization and Personnel: Determine who would be involved and who needs the training. Have policies or staff changed?

<input checked="" type="checkbox"/>	Police	Hospital
<input checked="" type="checkbox"/>	Fire Department	Paramedic Services
	Business and Industry	Public Transportation
<input checked="" type="checkbox"/>	Public Works	Education
	Airport	Neighbouring Jurisdictions
	Provincial Emergency Support	Volunteer Organizations
	Public Health	Others:

h. Exercise type: Determine which exercise to conduct. How much time can be allocated for development? Is a certain type required to obtain compliance?

	Seminar	Table Top
<input checked="" type="checkbox"/>	Drill	Functional
	Game	Full Scale

Define the Scope

1 Type of Emergency:

The following has been determined as the needs to be assessed in this exercise:

- a. Risks/ Hazards being tested: Primary EOC location 102 Derby St W. Alexandria ON. is the new location of the EOC and hasn't been set up or tested.

2 Geographic Location:

102 Derby St. W Alexandria ON

3 Functions:

- d) Communication: Send out message on Who’s responding APP
- e) Coordination: Set up new EOC

4 Personnel and Organizations for each Function:

Communication Municipality, Police, Fire
 Coordination Municipality, Police, Fire

5 Exercise Type:

- Drill

Write A Statement of Purpose

The purpose of the exercise is to test the set -up of the primary EOC.

Define Objectives

Exercise Objectives	
<p>Objective #1:</p> <p>Within 15 minutes of the Who’s responding APP message being sent out the MECG is gathering at the primary EOC.</p>	<p>Organizations:</p> <p>Staff from Island Park (Township)</p>
<p>Objective #2:</p> <p>To have the EOC set up in 10 minutes after the first member arrives.</p>	<p>Organizations:</p> <p>The Township of North Glengarry</p>

Sequence of Events during drill:

Time of arrival: 9:45 AM

Already present: Larry, Melissa and Jeremy.

The notification was sent through the Who’s Responding app at 9:48 AM. The Primary EOC is being setup.

Jeremy began to set up the EOC upon receiving the notification at 9:48 AM. Melissa and Larry began helping him. Tables were set up in a u-formation facing the main entrance of the Sandfield Centre.

Additional tables were set up in a rectangular shape.
 Rick arrived and signed in at 9:52 AM. Melissa sat at the entrance and checked in members of the group as they arrived. Lise and Rachel arrived at 9:52 AM and signed in. Melissa retrieved the box of supplies at 9:53 AM and began distributing the contents. Lise, Rachel and Rick helped to distribute materials and set up the EOC. Dean, Roch and Michel arrived at 9:55 AM and signed in. Jena arrived at 9:56 AM and signed in. Lise put up maps of the Township. All members that were present took their designated binder. Sarah arrived at 9:58 AM and signed in. Jamie arrived at 9:58 AM and signed in. It was discussed that had it been a real emergency, Melissa would hand out name tags and place cards to members. Jeremy would sit at the door as security to ensure that no one enters without permission.
 Rick's phone system was tested, and it functioned.
 The exercise ended at 10:00 AM. In total it took 12 minutes to have everyone arrive and set up the EOC.

Current time:
 9:45 a.m. Oct 17th, 2019

Advance warning?
 There will be no advanced warning.

Location:
 The location of the EOC is 102 Derby St. W Alexandria.

Other factors that would influence emergency procedures:

- **New building**
- **Not knowing where things are located.**

Thursday October 17, 2019

Municipal Emergency Management Program

Committee Meeting Minutes

Present: Sarah Huskinson, CAO/Clerk
 Jamie MacDonald, Mayor
 Carma Williams, Deputy Mayor
 Lindsay McIntosh, CEMC
 Matt Roy, Fire Chief
 Roch Lajoie, Transportation & Logistics
 Dean McDonald, Alternate for Logisites
 Michel Riberdy, Alternte CEMC
 Lise Lavigne, Alternate EOC Manager
 Rachel Kitchen, Finance and Admin
 Rick Elderbroom, IT
 Melissa Dubeau, EOC Receptionist
 Jeremy Dubeau, EOC Co-ordinator
 Zoe Bougie, Scribe

CALL TO ORDER

The Emergency Management Meeting was called to order at 10:07 AM.

AGENDA ITEMS

a. EOC Set Up:

Since the EOC had never been set-up before at the new location, it was important to run a drill to familiarize members. Since Jeremy was already at the EOC, he began the setup immediately when receiving the alert from the Who's Responding app. The EOC had previously been set up for photos that were included in the plan. The photos showed how the tables should be set up and where everything goes. The drill was also to help members understand that whoever arrives at the EOC first should begin the setup process. The only noticeable issue was that anyone could come through the doors. The tables had been set up in a u-shape to block the door for this reason. Jeremy would sit on the inside and after all members arrive, the doors would be locked. Anyone who arrives after would be asked for credentials. All other doors would be locked. It is important that the member who has the key or arrives first to the EOC inform the group through the chat function in the app.

A white board was installed at the EOC. Members discussed the need for a flip chart and pins to be able to put up maps. Laminated maps were also requested. Rick will work with Lindsay to add GIS to her laptop.

b. Who's Responding:

Most members received the notification and the chat function was used.

c. Exercise Review:

On September 19th, 2019 a preparedness scenario was held. The scenario was an ammonia leak at the GSP. It was a table top discussion and the EOC was not set up. The Fire Chief reviewed the exercise and the decisions that were made by the group.

The scenario was reviewed, and it was discussed again how everyone would have taken action. It was determined that an EOC would have been needed. The logistics plan for the evacuation was discussed. Recovery was also discussed in terms of follow up. Strategic communication would have been established through the EOC.

Overall, the exercise was done well. A lot of important points were established, and member roles were better defined.

The Fire Chief is looking in to using the decontamination tent available at the hospital. Fire would like to train to use the tent while allowing the hospital resources to continue within the hospital.

d. Full Scale Exercise:

the year. All of council should receive some type of briefing. Council will need to be present for the full-scale emergency exercise.

The group also discussed how Council would respond in the case of an emergency. The mayor and deputy mayor would report to the EOC. Direction will need to give direction to the rest of the councillors to determine where they should go during an emergency.

NEW BUSINESS

NEXT MEETING:

February 13th, 2020

ADJOURNMENT

The meeting was adjourned at 10:43 AM.

Section 7

UNFINISHED

BUSINESS

Section 8

CONSENT AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

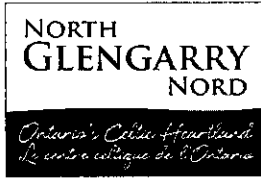
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8



Community Development Committee

MINUTES

Wednesday, October 30, 2019 at 3:00 pm
Sandfield Centre, 102 Derby St West, Alexandria

PRESENT: Carma Williams, Chair
Jeff Manley, Councillor
Gina Dragone, Community Representative
David Fillion, Community Representative
Brenda Noble, Councillor
Rory Levert, Community Representative
Michael Madden, Community Representative
Anne Leduc, Director – Community Services / Recording Secretary

The meeting was chaired by Jeff Manley as of 4 pm.

REGRETS: Sarah Huskinson, CAO
Dean MacGillivray, Community Representative

1) CALL TO ORDER

The meeting was called to order at 3:05 pm by Carma Williams.

2) DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest by the members present.

3) ADDITIONS, DELETIONS OR AMENDMENTS

Agenda Items

- 8 f Economic Development event – David Campbell
- Move 8 a to the end of the agenda section

Correspondence

- 10 b Email from Carilyne Hébert on Volunteer Administrators Network
- 10 c Email from Kasia Olszewska regarding Tiny Homes
- 10 f Economic Development event with speaker David Campbell

4) ADOPTION OF THE AGENDA AS MODIFIED

Moved by: Jeff Manley

Seconded by: David Fillion

THAT the agenda for the Community Development Committee for October 30, 2019 be adopted as modified.

Carried.

5) ADOPTION OF THE PREVIOUS MINUTES

Moved by: David Fillion

Seconded by: Rory Lever

THAT the minutes of the September 25, 2019 Community Development Committee meeting be accepted as presented.

Carried.

6) BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the minutes.

7) DELEGATIONS

None

8) AGENDA ITEMS

a. Hospital related residential development – Verbal Update

Mr. Robin Flockton provided notes to Mr. Michael Madden regarding the possible Seniors' Residence Project. Assumptions are that residents, who are active seniors, would have 325 available units to rent from.

The growth from the turnaround of homes in North Glengarry would be positive on the local economy. IAH Canada is the promoter of this project and will be attending a senior's symposium in Martintown. The project name is Shire and the units would be between 1100 to 1300 sq ft in size. There does need to be a reuse strategy for in 20 to 30 years.

b. Marketing Plan Working Group – Verbal Update

No update at this time.

c. Staff Report – Marketing Plan

Moved by: Michael Madden

Seconded by: Rory Levert

THAT the Community Development Committee recommends that the Council for the Township of North Glengarry approves the sum of \$30,000 as part of its 2020 budget exercise to hire a consultant to create a Development and Marketing Plan for the Township.

Carried.

d. Educational Reform / School Boundary Working Group – Verbal Update

Next meeting is on October 30, 2019 and have rebranded the committee as North Glengarry SOS. The reason is to be inclusive of other schools that may be in affected in the future. The creation of a Rural Education Reform Package is a priority. The United Counties of SDG passed a motion at their last County meeting similar to the one passed in North Glengarry on educating children in their own community. The motion passed by North Glengarry was circulated to the MMP Jim McDonell and the 443 other Ontario municipalities. Councillors Manley and Noble and Deputy Mayor Williams noted that they have been receiving emails from other municipalities.

Challenges with Senior Staff from the Ministry of Education were brought up.

There is a plan for a Town Hall meeting in Maxville at the end of November, drawing from the surrounding population to discuss saving North Glengarry Schools.

An invitation should be extended to the SDG Counties to glean from the SOS North Glengarry’s past and present activities on the school issue.

The Ministry of Education is passing a resolution on November 13th to review the school boundaries.

e. Population and Maintenance of Community Assets Listing (Document attached)

The information is presented as a placeholder.

f. Economic Development event with speaker David Campbell

Mr. Campbell presented information on Cornwall and the region, especially on the population growth issue pertinent to the area. The issue of qualified employees is found to be common across the board. Even though the population has been stable in the region, a large part of the available workforce living here commutes to the larger urban centres. Several dignitaries from Cornwall, Akwesasne and SDG agreed that these challenges were common to all. The parties agreed that communication and cooperation between the municipalities are a priority for all.

Cornwall Councillor Eric Bergeron spoke specifically about Alexandria and the positive changes that have occurred over the recent years, especially the revitalization of Main Street.

9) PENDING BUSINESS

None

10) CORRESPONDENCE/INFORMATION ITEMS

a. Key Information Report – Economic Development Update

Staff gave a verbal update on the activities in the Economic Development Department.

b. Email from Carilyne Hebert on the creation of a Volunteer Administrators Network.

Staff advised that they will be working with the Social Council on this subject.

c. Correspondence between Kasia Olszewska and Anne Leduc regarding City of Kitchener allowing for the construction of a 3rd residential unit on property.

Staff will update the committee members as a property in North Glengarry goes through the process of building a small home in the rural zone. This applications will be presented to the Township's Planning Committee on November 25th.

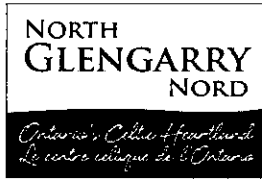
11) NEXT MEETING

The next Community Development Committee will take place on November 27, 2019 at 3 pm at the Sandfield Centre (102 Derby Street W., Alexandria).

12) ADJOURNMENT

The meeting was adjourned at 4:32 pm by Michael Madden

Carma Williams
Chair



Arts, Culture and Heritage Committee

MINUTES

Monday, November 4, 2019 at 4:30 pm
Sandfield Centre, 102 Derby St West, Alexandria

PRESENT: Jeff Manley, Chair
Carma Williams, Deputy Mayor
Karen Davison Wood, Member at Large
Deirdre Hill, Member at Large
Michael Madden, Member at Large
Sharon McRae, Member at Large
Nicole Nadeau, Member at Large
Dane Lanken, Member at Large
Tara Kirkpatrick, Ec. Dev & Communications Officer
Anne Leduc, Director – Community Services / Recording Secretary

REGRETS: Sarah Huskinson, CAO / Recording Secretary
Kasia Olszewska, Municipal Planner

1. CALL TO ORDER

The meeting was called to order at 4:33 p.m.

2. DECLARATIONS OF PECUNIARY INTEREST

Jeff Manley – Community Grants Application from the Glengarry History
Nicolle Nadeau – Community Grants Application from the MCM Festival
Deirdre Hall – Community Grants Application from the Kenyon Agricultural Society and the Friends of the King George Park

3. ADDITIONS, DELETIONS OR AMENDMENTS

None

4. ADOPTION OF THE AGENDA

Moved by: Michael Madden

Seconded by: Deirdre Hall

THAT the agenda for the Arts, Culture and Heritage Meeting of November 4, 2019 be adopted as presented.

Carried.

5. ADOPTION OF PREVIOUS MINUTES

Add under Declaration of Pecuniary Interest - Chair Jeff Manley has declared a pecuniary interest in item 8 a (i) CIP Intake – 20107 Kenyon Concession 4, Alexandria

Moved by: Nicole Nadeau

Seconded by: Deirdre Hall

THAT the minutes for the Arts, Culture and Heritage Meeting of October 16, 2019 be adopted as amended.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None

7. DELEGATIONS

None

8. AGENDA ITEMS

a. Community Improvement Plan Projects

i. **124-126 Main Street South, Alexandria ON**

Moved by: Karen Davison-Wood

Seconded by: Carma Williams

THAT the Arts, Culture and Heritage Committee recommends the following to Council for the Community Improvement Plan Project at 124-126 Main Street South, in Alexandria as submitted by the applicants Kevin van den Oetelaar and Steven van den Oetelaar.

- Program B – Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$5,067.05 towards works on two (2) façades;
- Program C – Civic Address Grant representing two civic signs provided by the municipality as part of its civic sign program; and
- Program G – Municipal Loan in the amount of \$10,000.

Consideration:

Removal of the signage on the north side of the building.

Carried.

ii. **1 Main Street South, Alexandria ON**

Moved by: Sharon McRae

Seconded by: Michael Madden

THAT the Arts, Culture and Heritage Committee recommends the following to Council for the Community Improvement Plan Project at 1 Main Street South, in Alexandria as submitted by the applicant Jean Vaillancourt of Vaella Holdings Inc.

- Program B – Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$3,394.45 towards works on two (2) façades;
- Program C – Civic Address Grant representing two civic signs provided by the municipality as part of its civic sign program;
- Program E – Building Permit Grant for 100% up to \$288.00; and
- Program G – Municipal Loan in the amount of \$4,777.28.

Carried.

iii. 88 St-Paul Street, Alexandria ON

Moved by: Dane Lanken

Seconded by: Nicole Nadeau

THAT the Arts, Culture and Heritage Committee recommends the following to Council for the Community Improvement Plan Project at 88 St. Paul Street, in Alexandria as submitted by the applicants Lyn Lacombe and Robert Lecuyer:

- Program B – Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$7,242.50 towards works on two (2) façades;
- Program C – Civic Address Grant representing one civic sign provided by the municipality as part of its civic sign program;
- Program D – Landscaping Grant representing a matching grant of 50% up to a maximum of \$2,000.00;
- Program D – Public Art Grant representing a matching grant of 50% up to a maximum of \$1,000.00
- Program E – Building Permit Fee Grant representing a matching grant of 100% up to maximum of \$750.00; and
- Program G – Municipal Loan in the amount of \$9,665.30.

Carried.

iv. 169 Main St N, Alexandria ON

Moved by: Deirdre Hill

Seconded by: Carma Williams

THAT the Arts, Culture and Heritage Committee recommends the following to Council for the Community Improvement Plan Project at 169 Main Street North as submitted Eric Dauner, signing authority for White Rock Motel Inc.

- Program B – Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$1,996.98 towards works on one (1) façade;
- Program C – Civic Address Grant representing one civic sign provided by the municipality as part of its civic sign program; and
- Program E – Building Permit Fee Grant representing a matching grant of 100% up to maximum of \$750.00.

Carried.

v. **1645 County Road 30, Greenfield ON**

Moved by: Michael Madden

Seconded by: Deirdre Hill

THAT the Arts, Culture and Heritage Committee recommends that Council approves a six (6) month extension from November 12, 2019 to May 12, 2020 for the Community Improvement Plan project at 1645 County Road 30 in Greenfield.

Carried.

b. **Community Grants Review – Binder Supplied**

Moved by: Karen Davison-Wood

Seconded by: Sharon McRae

THAT the Arts, Culture and Heritage Committee recommends that Council approves the following grants conditional to the approval of the Community Grant Program funding in the 2020 municipal budget.

Applicant	Community Grant Funding Amount	In-Kind Amount
Centre Lochiel Centre	3,500.00	
Dalkeith Historical Society	1,500.00	
Friends of the King George Park	850.00	
Glengarry Artists Collective	3,235.00	765.00
Glengarry Earth Day	1,000.00	1,159.00
Glengarry Historical Society et al.	2,800.00	
Kenyon Agricultural Society	3,500.00	
MCM Festival	3,500.00	1,746.00
TOTAL:	\$19,885.00	\$3,670.00

It was noted that the Glengarry Artists Collective's event may fall during the construction period on Main Street in Alexandria. Staff will verify the timeline and speak with the Collective on a possible change of location.

An additional amount of \$300 was allocated to the Glengarry Historical Society's request in order to fund the translation for the English text into French. The Committee requests that the texts, both English and French be presented to the Committee prior to production.

c. **King George Park Mural Update – Verbal Update**

The ribbon cutting was performed on Saturday, November 2, 2019 at 9 am. In attendance were members of the ACHC, Maxville Chamber of Commerce, Maxville Farmers' Market, and Glengarry Artists Collective. The Township has received compliments on the mural from the property owner, Mr. Allan MacEwen.

d. Remembrance Day Banners – Verbal Update

Banners, designed by Significo, will be in on November 5th and installed by the Public Works crew.

The picture of the piper on the banner was authorized for use by National Defence to which we were referred by the SDG Highlanders.

The Maple Leaf Magazine has asked for a copy of the Township's Banners press release to include in a future edition.

The Alexandria Legion has committed funding to the second phase in 2020.

9. PENDING BUSINESS

None

10. CORRESPONDENCE/INFORMATION ITEMS

None

11. NEXT MEETING

The next meeting will be held on December 2, 2019, 2019 at 4:30 pm at the Sandfield Centre at Island Park (102 Derby Street West, Alexandria ON).

12. ADJOURNMENT

The meeting was adjourned at 6:57 pm by Carma Williams.

Jeff Manley
Chair

Section 9

NEW BUSINESS

Section 10

NOTICE OF MOTION

Section 11

QUESTION PERIOD

Section 12

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

Proceed "In Closed Session",

Union (as this matter deals with labour relations or employee negotiations they may be discussed in closed session under sections 239 (2)(d) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of November 25, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9 2019

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting of November 25, 2019 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 12

Section 13

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 51-2019; and

That Council adopt by-law 51-2019 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 51-2019 be read a first, second, third time and enacted in Open Council this 9th day of December 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 13 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 51-2019
FOR THE YEAR 2019**

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 December 9, 2019 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 9th day of December 2019.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 51-2019, duly adopted by the Council of the Township of North Glengarry on the 9th day of December 2019.

Date Certified

CAO/Clerk / Deputy Clerk

Section 14

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: December 9, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 14