

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**Regular Meeting of Council**

**Agenda**

Tuesday November 12, 2024 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

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

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. ACCEPT THE AGENDA (Additions/Deletions)**

**4. ADOPTION OF PREVIOUS MINUTES**

- Regular Meeting of Council Minutes – Monday October 28, 2024

**5. DELEGATIONS**

**6. STAFF REPORTS**

**a. Administrative Department**

1. AD 2024-07: 2024 MECG Update
2. AD 2024-08: 2025 Council Meeting Schedule

**b. Treasury Department**

1. DR 2024-05: Drainage Services Proposal

**c. Building, Planning & By-law Department**

1. BP 2024-27: Zoning By-law Amendment No. Z-07-2024
2. BP 2024-28: Zoning By-law Amendment No. Z-08-2024

## **7. UNFINISHED BUSINESS**

## **8. CONSENT AGENDA**

- a. RRCA Board of Directors meetings highlights – October 24, 2024

## **9. NEW BUSINESS**

## **10. NOTICE OF MOTION**

### **Next Regular Meeting of Council**

**Monday November 25<sup>th</sup> 2024**, at 6 p.m. in the Council Chambers,  
3720 County Road 34, Alexandria, Ontario

**Note:** Meeting are subject to change and cancellation

## **11. QUESTION PERIOD**

- a. (Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair)

## **12. CLOSED SESSION**

### **“Proceed in Closed Session”**

As this matter deals with a proposed or pending acquisition or disposition of land by the municipality or local board they may be discussed in closed session under sections 239 (2)(c) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session Meetings of September 15 2024, September 30 2024, and October 28, 2024.

## **13. CONFIRMATION BY-LAW**

- a. By-law 53-2024

## **14. ADJOURMENT**

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

**Regular Meeting of Council**

**Agenda**

Monday October 28, 2024 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

**PRESENT:** Mayor: Jamie MacDonald  
Deputy Mayor: Carma Williams  
Councillor: Jacques Massie  
Councillor: Jeff Manley  
Councillor: Brian Caddell  
Councillor: Michael Madden  
Councillor: Gary Martin

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Director of Finance/Treasurer: Zoe Bougie

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. ACCEPT THE AGENDA (Additions/Deletions)**

**Resolution No. 1**

**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

**THAT** the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday October 28 as amended, 2024.

**Carried**

**4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

**THAT** the minutes of the following meeting(s) be adopted as circulated.

- Regular Meeting of Council Minutes – Tuesday October 15, 2024.

**Carried**

## **5. DELEGATIONS**

The Glengarry Artists Collectif – President Bobi Leutschaft Poitras and Vice President Yvonne Callaway.

President Bobi Leutschaft Poitras and Vice President Yvonne Callaway presented a painting to Council on behalf of the Arts, Culture and Heritage Committee.

## **6. STAFF REPORTS**

a. Treasury Department

### **Resolution No. 3**

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

**THAT** the Council of the Township of North Glengarry receives report DR-2024-04 Court of Revision Appointment – Caledonia Creek Municipal Drain; and

**THAT** By-Law 48-2024 be read a first, second and third time and enacted in open Council this 28<sup>th</sup> day of October 2024.

**Carried**

## **7. UNFINISHED BUSINESS**

## **8. CONSENT AGENDA**

## **9. NEW BUSINESS**

### **Resolutions No. 4**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

**WHEREAS** elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections;

**AND WHEREAS** legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

**AND WHEREAS** the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

**AND WHEREAS** the Municipal Elections Act, 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

**AND WHEREAS** the MEA sets out the rules for local elections, the Assessment Act, 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

**AND WHEREAS** with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill;

**AND WHEREAS** the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

**AND WHEREAS** while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

**AND WHEREAS** to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

**AND WHEREAS** the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

**AND WHEREAS** AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of North Glengarry calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

**AND FURTHER THAT** that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing; the Minister of Education; the Minister of Public and Business Service Delivery; Minister of Finance; the Premier of Ontario; the Local Member of Provincial Parliament; AMCTO; the Association of Municipalities of Ontario (AMO); and all Ontario Municipalities.”

**Carried**

**10. NOTICE OF MOTION**

**Next Regular Meeting of Council**

**Tuesday November 12 2024**, at 6 p.m. in the Council Chambers,  
3720 County Road 34, Alexandria, Ontario.

**Note:** Meeting are subject to change and cancellation

**11. QUESTION PERIOD**

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

**12. CLOSED SESSION**

**13. CONFIRMATION BY-LAW**

**Resolution No. 5**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

**THAT** the Council of the Township of North Glengarry adopts by-law 50-2024, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

**THAT** by-law 50-2024 be read a first, second and third time and enacted in Open Council this 28<sup>th</sup> day of October 2024.

**Carried**

**14. ADJOURMENT**

**Resolution No. 6**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

**THERE** being no further business to discuss, the meeting was adjourned at 6:16 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor



## STAFF REPORT TO COUNCIL

Report No: AD 2024-07

November 12, 2024

From: Jena Doonan, Deputy Clerk/ Community Emergency Management Coordinator

RE: 2024 Municipal Emergency Control Group Update

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### Recommended Motion:

**THAT** Council of the Township of North Glengarry accepts Staff report AD 2024-07, being a report on Municipal Emergency Control Group Meetings for 2024, for information purposes only.

### Background / Analysis:

In accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended (the "Act"), section 2.1(1), a Municipal Council is required to enact a by-law that establishes the creation and execution of an emergency management program and its members. The emergency management program will include an emergency plan, public education on risks to public safety and preparedness, training programs and exercises for municipality employees regarding the provision of necessary services and the protocols to be followed in emergency response and recovery efforts. The Community Emergency Management Coordinator is required to submit an annual report to the Emergency Management Ontario Ministry of Community and Safety and Correctional Services, to which this bylaw must be filed.

Over the course of the last eight months, The Municipal Emergency Control Group met 3 times. The first meeting was in March, where the Emergency Response Plan and By-law was reviewed, and the Community Emergency Management Coordinator and Emergency Information Officer were appointed. During the Public Education Week in May, social media posts were published focusing on preparing for an emergency during any season. During the second meeting, revisions to the Critical Infrastructure and Hazard Identification and risk analysis were made. A Tabletop exercise was held in September, in which a fictional emergency was declared due to major flooding and collapsed buildings as a result of failed infrastructure. Staff members from Glengarry Memorial Hospital held their tabletops simultaneously and we were able to connect and discuss the events together.

**Alternatives:**

N/A

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

By-Law 18-2024

*The Emergency Management and Civil Protection Act R.S.O 1990*

**Others Consulted:**

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## By-law No. 18-2024

**BEING** a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry

**WHEREAS**, under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act"), the Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program shall consist of an emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery efforts, and public education on risks to public safety and on public preparedness;

**AND WHEREAS**, the Act requires the emergency management program to conform to standards promulgated by the Ontario Fire Marshal and Emergency Management (OFMEM), including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also requires every municipality to identify and assess the various hazards and risks to public safety and identify elements of the infrastructure that are at risk of being affected by emergencies;

**AND WHEREAS**, the Act authorizes the Mayor to declare that an emergency exists in the municipality or in any part thereof, and allows the Mayor to take such action or make such orders as he or she considers necessary and that are not contrary to law, to implement the emergency plan to protect the property and the health, safety and welfare of the residents of the Township of North Glengarry.

**AND WHEREAS**, the Act authorizes one or more members of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

**AND WHEREAS**, the Act authorizes employees of the Township to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:**

### 1. Definitions

1.1. In this by-law:

"Emergency Plan" means a plan formulated pursuant to the Emergency Management and Civil Protection Act

The "Emergency Response Plan" (ERP) describes the Township's overall authority, principles, policies, emergency levels, operational concepts and organizational arrangements of the North Glengarry Emergency Management Structure.

## **2. Emergency Management Structure**

- 2.1. There shall be established within the Township, a formal emergency management structure, consisting of:
  - a) the Community Emergency Management Co-ordinator (CEMC)/Emergency Management Program Coordinator,
  - b) the Emergency Management Program Committee (EMPC)
  - c) the Municipal Emergency Control Group (MECG)
- 2.2. The designated CEMC for the Township shall be an employee of the Township of North Glengarry. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.
- 2.3. The responsibilities of the CEMC include:
  - a) develop and conduct municipal emergency management training programs;
  - b) develop and conduct Municipal training exercises;
  - c) develop and implement public education programs; and
  - d) during an emergency, provide advice to the MECG
- 2.4. The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery
- 2.5. The EMPC shall be chaired by the CAO of the Township and its members shall include the following:
  - a) CEMC
  - b) EIO
  - c) Fire Chief
- 2.6. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
- 2.7. The MECG shall control Township operations during an emergency. Members of the MECG are the following,
  - a) 2 members of council
  - b) CAO / Clerk
  - c) CEMC
  - d) Treasurer
  - e) Director of Public Works
  - f) Director of Community Services
  - g) North Glengarry Fire Chief
  - h) Information Technologist
  - i) EIO
- 2.8. The Mayor is hereby authorized to appoint a member of Council as his or her alternate to act in his or her absence. In addition, each member of the MECG shall designate at least one alternate who has the authority to act on his or her behalf should they be unavailable or unable to fulfill their duties.
- 2.9. Depending on the nature of the emergency, the CAO may authorize additional members from other departments or organizations to become members of the MECG.

- 2.10 When one of the officials from the MECG group identifies the need for the MECG to assemble he/she will activate a call out through the Voyant Alert App.

### **3. Emergency Management Program**

- 3.1 The emergency management program shall be developed and implemented in accordance with the Act and Regulations published by the Ontario Fire Marshal and Emergency Management Offices. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs, and public education on risks and personal preparedness.
- 3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.
- 3.3 The Township shall submit a copy of the ERP and revisions, to the Chief, OFMEM.
- 3.4 The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.
- 3.5 These plans shall be updated as required and as determined by the CEMC.
- 3.6 The EMP shall be made available to the public.

### **4. Declaration of an Emergency**

- 4.1 In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.
- 4.2 This by-law hereby authorizes employees of the Township to take action in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist.
- 4.3. This by-law hereby designates all Township employees as emergency workers in the event of an Emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan.
5. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW".

5. By-law 13-2023, is hereby repealed

**READ** a first, second, third time and enacted in Open Council, this 8<sup>th</sup> day of April, 2024.



CAO/Clerk / Deputy Clerk



Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No.18-2024 and that such by-law is in full force and effect.

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

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



## **STAFF REPORT TO COUNCIL**

**Report No: AD 2024-08**

**November 12, 2024**

From: Jena Doonan, Deputy Clerk

RE: 2025 Council Meetings

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### **Recommended Motion:**

**THAT** Council of the Township of North Glengarry receives Staff Report AD-2024-08; and  
**THAT** Council approves the 2025 Meetings of Council as per the attached schedule.

### **Background / Analysis:**

In accordance with section 4 (B) of the procedural bylaw, Meeting Location and Schedule of Meetings, Council is required annually to adopt the schedule of meetings for the following calendar year.

### **Alternatives:**

Option 1: Recommended: that Council approves the 2025 Schedule of Meetings.

Option 2: Not recommended: that Council does not approve 2025 Schedule of Meetings.

### **Financial Implications:**

None.

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

2025 Proposed Schedule of Meetings

### **Others Consulted:**

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

## Schedule of Meetings 2025

January	Monday, January 13, 2025	Regular Council
	Tuesday January 7, 2025	Budget Meeting
	Monday, January 27, 2025	Regular Council
February	Monday, February 10, 2025	Regular Council
	Monday, February 24, 2025	Regular Council
March	Monday, March 10, 2025	Regular Council
	Monday, March 24, 2025	Regular Council
April	Monday, April 14, 2025	Regular Council
	Wednesday April 23, 2024	Committee of the Whole
	Monday, April 28, 2025	Regular Council
May	Monday, May 12, 2025	Regular Council
	Monday, May 26, 2025	Regular Council
June	Monday June, June 9, 2025	Regular Council
	Monday, June 23, 2025	Regular Council
July	Monday, July 14, 2025	Regular Council
	Wednesday, July 23, 2025	Committee of the Whole
August	Monday, August 11, 2025	Regular Council
September	Monday, September 8, 2025	Regular Council
	Monday, September 29, 2025	Regular Council
October	Tuesday, October 14, 2025	Regular Council
	Wednesday, October 22, 2025	Committee of the Whole
	Monday, October 27, 2025	Regular Council
November	Monday, November 10, 2025	Regular Council
	Monday, November 24, 2025	Regular Council
December	Monday, December 8, 2025	Regular Council

### Conferences

ROMA – Jan 19-21

AMO – Aug 17-20

OGRA – March 30- April 2

OEMC – Sept 17-19



## STAFF REPORT TO COUNCIL

Report No: DR-2024-05

November 12, 2024

From: Zoe Bougie – Director of Finance/Treasurer

RE: Drainage Services Proposal

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### Recommended Motion:

THAT the Council of the Township of North Glengarry receives report DR-2024-05 Drainage Services Proposal;

AND THAT By-Law 52-2024 be read a first, second and third time and enacted in open Council this 12<sup>th</sup> day of November 2024.

### Background / Analysis:

Under By-Law 28-2020, Dean McDonald is appointed as Drainage Superintendent for the Township of North Glengarry. As of January 1, 2025, Mr. McDonald will be stepping down due to competing work priorities. As a result, staff have investigated outsourcing drainage superintendent services.

As the volume of municipal drain related requests is low, in 2020, it was determined that a full-time staff member was no longer required. Staff approached Shade Group for a proposal (attached). This is not an agreement and there is no requirement for a minimum number of hours or projects per year. Shade Group has extensive municipal drain experience and are willing to work with North Glengarry to ensure a successful, low-cost program while ensuring the drainage needs of North Glengarry are met.

When drainage-related inquiries or requests are received, staff would complete a detailed form, and the Director of Finance/Treasurer would determine if the request could be carried out in-house. If it cannot be, staff would coordinate with Shade Group to have the work completed. Many items such as beaver maintenance and general inquiries will continue to be handled in-house.

The proposed plan would see a representative from Shade Group being appointed as Drainage Superintendent with Township staff acting as support.

**Alternatives:**

N/A

**Financial Implications:**

The 2024 budget allocated \$42,489 in wages and \$14,215 in benefits. Staff propose a budget of \$30,000 for contracted services for 2025. Shade Group would also be eligible for the Superintendent's grant. This grant is for up to 50% of the costs incurred by a drainage superintendent on eligible services.

**Attachments & Relevant Legislation:**

By-Law 52-2024

By-Law 28-2020

Shade Group Drainage Superintendent Services Proposal

**Others Consulted:**

Monica Shade, P. Eng., V.P. of Engineering & Sales

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



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

**BY-LAW NO 52-2024**

**BEING** A BY-LAW TO APPOINT A DRAINAGE SUPERINTENDENT.

**REFERENCE: Drainage Act, R.S.O. 1990, c. d.17**

**WHEREAS** Section 93 of the Drainage Act, RS.O. 1990, authorizes the Council of a local municipality to appoint a drainage superintendent and provide for their remuneration for the service performed by them in carrying out the provisions of this Act as set out therein;

**AND WHEREAS** Section 224 (d) of the Municipal Act, RSO 2001 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on Municipal policies and programs, and to carry out duties required by legislation;

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

1. THAT a representative from Shade Group is hereby appointed Drainage Superintendent for the Township of North Glengarry.
2. THAT the Drainage Superintendent appointed hereunder shall hold office until such time as deemed appropriate by Council.
3. THAT the Drainage Superintendent shall carry out the duties imposed on them pursuant to the Drainage Act, RS.O. 1990 and shall submit such reports and carry out such duties as may be required of them by Council from time to time.
4. THAT By-Law 34-2003 be and is hereby rescinded.
5. THAT By-Law 28-2020 be and is hereby rescinded.
6. THAT this By-Law shall come into effect on the 1<sup>st</sup> day of January 2025.

**READ a first, second and third time and passed in Open Council this 11<sup>th</sup> day of November 2024.**

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

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

I hereby certify this to be a true copy of By-Law No. 52-2024, and that such By-Law is in full force and effect.

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

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

November 5, 2024

Township of North Glengarry  
3720 County Road 34  
Alexandria, ON  
K0C 1A0

## DRAINAGE SUPERINTENDENT SERVICES

Thank you for allowing Shade Group Inc. (Shade Group) the opportunity to prepare this proposal to offer Drainage Superintendent Services for the Township of North Glengarry.

### COMPANY PROFILE

Shade Group is a family-owned general construction and professional services company based in Eastern Ontario. With over a decade of experience in the construction industry, we specialize in delivering comprehensive, real-world solutions with a focus on practicality and constructability. Our appreciation for rural landscapes and commitment to quality distinguishes us from competitors.

In 2021, we expanded our capabilities to include in-house engineering services, providing a seamless integration of design and construction expertise. Led by Monica Shade, P. Eng., our engineering services include stormwater management design, grading and drainage design, culvert sizing, and most notably, drainage engineering services under the Drainage Act.

Monica Shade, a licensed Professional Engineer with over ten years of experience, would lead the drainage superintendent services. She has worked extensively with municipalities across Eastern Ontario, managing a variety of Drainage Act-related projects. Her experience includes authoring Section 4, Section 65, Section 76, and Section 78 reports under the Act.

Prior to her employment with Shade Group, Ms. Shade was employed at McIntosh Perry Consulting Engineers from 2011 to 2021, where she provided drainage superintendent services to several municipalities across Eastern Ontario, including Beckwith, Tay Valley, Drummond/North Elmsley, Augusta, South Dundas, Montague and Rideau Lakes. In 2021, she made the decision to pursue independent practice to deliver more personalized, high-quality services, specializing in projects and services offered under the Drainage Act. At Shade Group, Ms. Shade's commitment to excellence ensures that each project receives the attention it deserves.

Effective communication is a cornerstone of our approach. We prioritize maintaining an open line of communication with our clients, believing that it is this transparency that truly sets us apart. As a small company, we have the flexibility to manage our workload efficiently and set realistic expectations. We pride ourselves on being responsive, ensuring that timelines are met, and proactively communicating any potential delays well in advance. Our goal is always to under-promise and over-deliver, rather than risk over-promising and under-delivering. We pride ourselves on doing what we said, when we said, for the price agreed upon.

At Shade Group, we are committed to delivering the highest standards of service, with a personal touch and a dedication to client satisfaction.

## TEAM MEMBERS

The primary point of contact for Township staff will be Monica Shade, P. Eng., who will provide overall project management and oversight. However, to ensure the delivery of cost-effective services, much of the day-to-day operations will be handled by Paul Matzinger. In light of this, it is recommended that Mr. Matzinger be appointed as the company representative when officially appointing Shade Group as the Drainage Superintendent. For more on this, please contact the undersigned to discuss further.

Both Mr. Matzinger and Ms. Shade have completed the Drainage Superintendent's Course offered by the Ontario Ministry of Agriculture, Food and Agribusiness, and both Ms. Shade and Mr. Matzinger are eligible for appointment as a Drainage Superintendent.

Mr. Matzinger joined Shade Group in 2023 and provides essential technical support to Ms. Shade across all projects. His responsibilities include drafting services for the preparation of maps, conducting field work such as surveying open channels and assessing maintenance needs, and assisting with the preparation of assessment schedules/Engineer's Reports.

Copies of the resumes for both Ms. Shade and Mr. Matzinger are included as attachments to this document for your reference.

## SERVICES

We would be pleased to offer our services as they relate to the Duties of a Drainage Superintendent as per Appendix A (<https://www.ontario.ca/page/agricultural-drainage-infrastructure-program-administrative-policies>). It is generally accepted that these are considered the tasks assigned to the Drainage Superintendent and these tasks are generally considered eligible for grant.

Given my experience working with other rural Township's, I would anticipate these tasks may generally include:

- Respond to requests for maintenance, and initiate and supervise maintenance works;
- Prepare tenders for maintenance;
- Respond to Township staff and landowner questions as they relate to Drainage Act related works;
- Advise landowners of approaches to solving their drainage problems;
- Investigate drainage concerns from landowners;
- Prepare maintenance grants;
- Actively participate in the Drainage Superintendent's Association of Ontario.

Additional services can be discussed with Township staff as required to address the Township's specific needs. Shade Group is flexible in its service offerings and is prepared to provide support on an as-needed basis. Township staff may opt to manage certain services in-house to control costs, or delegate tasks to Shade Group when additional capacity is needed. Ultimately, we are confident in our ability to deliver a level of service that aligns with the Township's objectives

To complement the services outlined above, we recommend initiating our involvement with a start-up meeting with Township staff. This will provide an opportunity to discuss the desired level of involvement from Shade Group and identify any challenges with the current operations. Additionally, we would welcome the chance to share some of our best practices from other Townships, particularly regarding the streamlining of addressing landowner inquiries. One potential solution involves the use of a Standard

Form that administrative staff can either provide to landowners for completion or complete on their behalf. Following this, staff may choose to conduct an internal review to determine whether the issue pertains to a municipal drain or falls under private drainage. Alternatively, the completed forms can be submitted to Shade Group for screening. This approach offers flexibility, enabling us to support Township staff in managing workloads while keeping costs manageable by maintaining some functions in-house.

**RATES**

Fees for our services would be billed on an hourly basis, as needed.

The following is provided as an anticipated blended rate based on the anticipated level of involvement from Ms. Shade versus Mr. Matzinger:

Team Member	Rate (excl. HST)	% Workload
Ms. Shade	\$130/hr	20%
Mr. Matzinger	\$90/hr	80%
<b>Est. Blended Rate</b>	<b>\$98/hr</b>	

Fees for Shade Group’s services would be billed on an hourly basis at the above stated respective staff rates. Our level of involvement would be dictated by staff or landowner requests, with an anticipated upset limit established by Township staff at the beginning of each year. Should the anticipated upset limit be approached, we would undertake discussions with Township staff on how to proceed if fees are expected to exceed the upset limit.

Any travel, as required to attend site meetings with landowners, meet with Township staff, attend Council meetings, etc. would be billed at \$0.75 per kilometer (+HST).

These rates are valid until December 2025.

**CLOSING**

We welcome the opportunity to continue working with North Glengarry staff. I would be happy to attend a meeting to discuss further how we can be of service to the municipality and its stakeholders.

Should you have any questions or concerns, please do not hesitate to contact the undersigned at your earliest convenience.

Sincerely,

Monica Shade, P. Eng.  
 Vice President of Engineering  
 T: 613.889.9733  
 E: [monica@shadegroup.ca](mailto:monica@shadegroup.ca)

Enclosed:

- Appendix A – OMAFRA – Duties of a Drainage Superintendent
- Resume – Monica Shade + Paul Matzinger

## APPENDIX A - DUTIES OF THE DRAINAGE SUPERINTENDENT

The following is a list of duties that a superintendent may be requested to perform. Although not all superintendents will be required to perform all of these duties, most will be required to perform many of the following tasks:

1. To initiate and supervise the maintenance and repair of any drainage works in accordance with the current bylaw.
2. To assist in the construction or improvement of any drainage works.
3. To report to council and to keep council informed on drainage matters.
4. To inspect and report to council on a regular basis the condition of all drainage works in the municipality.
5. As directed by council, remove any minor obstruction from any drainage works from time to time in accordance with Section 81 of the *Drainage Act*. Costs are charged to the drain.
6. Advise landowners of approaches that they might take to solve their drainage problems.
7. Aid a person in drawing up a petition but should not circulate the petition.
8. Advise council on matters dealing with petitions being received.
9. Attend on-site meetings held by the engineer to provide assistance to all parties.
10. Review and comment on engineering reports received by council; attend meeting to consider report to advise council and affected ratepayers at the time of consideration of the report.
11. Provide comment to the Court of Revision, as required.
12. Advise the council and landowners of the procedures and appeal rights under the act.
13. Call tenders for work and advise council on tenders.
14. Testify before the Agriculture, Food and Rural Affairs Appeal Tribunal, as required.
15. Act as liaison between council, engineer, contractor and landowner during drain construction.
16. Visit site during drain construction, report progress to council and check compliance with specifications.
17. Attend final inspection of drain construction, as required.
18. Inspect new drains for deficiencies and advise landowners of appeal rights on quality of construction prior to the end of the one-year period (Section 64), as required.
19. Investigate drainage concerns from landowners.
20. Investigate and report to council where council is notified that a drain is out of repair or has been placed on notice under Section 79.
21. Prepare a maintenance budget and drainage superintendent's budget for submission to the ministry.
22. Keep an accurate log of all activities.
23. Verify application for maintenance grant and drainage superintendent's employment grant.
24. Familiarize oneself with the drainage works within the municipality.
25. Be aware of special assistance programs for landowners and municipalities relating to soil and water management.
26. Be aware of ministry requirements affecting the drainage superintendent work.
27. Be aware of the best methods of repairing and maintaining drainage works in accordance with the act and good construction practice.
28. Be prepared to comment on drainage matters relating to severances and subdivision.
29. Actively participate in the Drainage Superintendent's Association of Ontario.

SOURCE: <https://www.ontario.ca/page/agricultural-drainage-infrastructure-program-administrative-policies#section-3> (Nov 5, 2024)



# MONICA SHADE, P. ENG.

## VICE PRESIDENT OF ENGINEERING + SALES

### CONTACT

E : monica@shadegroup.ca  
T : 613-889-9733

### EDUCATION

Bachelor of Engineering Science  
Integrated Engineering  
The University of Western Ontario, London  
(2011)

### AFFILIATIONS

Registered Professional Engineer of Ontario

Active Member - Drainage Superintendents  
Association of Ontario – Chapter 6

### CONTINUING EDUCATION

Annual attendance at Drainage Engineer's  
Conference (Guelph)

Drainage Superintendents Course (2012)

Sustainable Infrastructure: Low Impact  
Development and Climate Resilience.  
Professional Certificate 2022

Emerging Leaders Training Workshop

PSMJ Resources Inc, Project Management  
Bootcamp

### PROFESSIONAL EXPERIENCE

Project Engineer  
McIntosh Perry Consulting Engineers Ltd. (2011  
- 2018)

Practice Area Lead, Land Development  
McIntosh Perry Consulting Engineers Ltd. (2019  
- 2021)

Vice President of Engineering + Sales  
Shade Group Inc. (2021 - Present)

### PROFESSIONAL PROFILE

Monica Shade is the Vice President of Engineering at Shade Group Inc. Ms. Shade comes from over 13 years' experience in the construction and civil engineering industry, specializing in Drainage Engineering and Water Resource Management. Ms. Shade has worked on a large variety of projects throughout her career, including land development projects (subdivisions, site plans), municipal projects, and road reconstruction works. Ms. Shade has had the opportunity to see projects from start through to completion, having completed all aspects of a project (drafting, stormwater management design, reporting, etc.) on multiple occasions. Ms. Shade is well versed in working with approval agencies, including Conservation Authorities throughout Ontario, municipalities and provincial agencies such as the Department of Fisheries and Oceans, Ministry of Natural Resources and Forestry and the Ministry of the Environment, Conservation and Parks. Over the past decade, Ms. Shade has also had the privilege of working with landowners and municipalities on many projects under the Drainage Act. Ms. Shade has experienced these various projects from both sides of the table; both as the Drainage Engineer and as the Drainage Superintendent, so she is familiar with the requirements not only of new reports or updated Engineer's Reports, but also of the on-going challenges with future maintenance. A summary of Ms. Shade's project experience has been provided below and she would welcome the opportunity to discuss her experience further should that be desired.

### RELEVANT PROJECT EXPERIENCE

#### *Drainage Act Experience – Drainage Engineer*

- S. 78 Fly Creek Drain – South Stormont Township (2015–2017)
- S. 4 Stewart Municipal Drain – Beckwith Township (2016–2017)
- S. 4 Gold Creek Drain – Drummond/North Elmsley (2017–2020)
- S. 65 Various – South Dundas Township (2018–2022)
- S. 65 Bell Drain – Beckwith (2018)
- S. 78 McNairn Drain – South Glengarry (2018–2020)
- S. 78 Cassidy Drain – City of Ottawa (2018–2020)
- S. 78 Various Drains – North Stormont (2018–2020)
- S. 78 Oliver Magee Drain – South Glengarry (2018–2020)
- S. 78 Allin Drain – Leeds & the 1000 Islands (2018–2020)
- S. 78 Biermann Drain – Leeds & the 1000 Islands (2018–2020)
- S. 78 Pierce-Blasko Drain – Leeds & the 1000 Islands (2018–2020)
- S. 65 Bell Drain – South Dundas (2021)
- S. 65 Delbert Murdock Drain – South Dundas (2021)
- S. 65 Thorpe Ellis Drain – South Dundas (2021 + 2023)
- S. 65 Ault-Munroe Drain – South Dundas (2021+2022)
- S. 65 Moffatt-Fetterly – South Dundas (2022)
- S. 65 Southworth Gallinger – South Dundas (2022)
- S. 78 Little Rideau Creek – Champlain Township (2021)
- S. 76 Fling Drain – South Dundas (2022)
- S. 76 Donald Hanes Branch No. 1 – South Dundas (2022)

# MONICA SHADE, P. ENG.

## VICE PRESIDENT OF ENGINEERING + SALES



### RELEVANT PROJECT EXPERIENCE (CONTINUED)

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#### *Drainage Act Experience – Drainage Engineer (Continued)*

- S. 78 Zandbergen Drain – South Dundas (2022)
- S. 78 Adam's Drain – Nation Township (2022)
- S. 76 St. Andre's Drain – Township of Alfred and Plantagenet (2022)
- S. 78(5) Donald Hanes Branch No. 1 – South Dundas – Minor Improvement (2023)
- S. 78(5) Hawn Branch – South Stormont – Minor Improvement (2023)
- S. 76 McMillan Drain – South Dundas (2023)
- S. 76 Donald Hanes Drain + Branches + Hess Creek – South Dundas – (2023)
- S. 78(5) Anderson Drain – North Dundas – Minor Improvement (2023)
- S. 78(5) West Branch of the Kittle Creek Drain – North Dundas – Minor Improvement (2023)
- S. 65 Delbert Murdock – South Dundas (2023)
- S. 65 Douma Drain – South Dundas (2024)
- S. 76 Reuben Mattice, Glen Becker + Van Moorsel Drains – South Dundas (2024)
- S. 78 Ranger Drain – Nation Township (2024)
- S. 78 Ouderkirk Drain – North Stormont (2024)
- S. 78(5) Zeron Drain – South Dundas – Minor Improvement (2024)
- S. 78(5) Donat Lafleche Drain – Nation Township – Minor Improvement (2024)
- S. 78(5) Brisson Drain – North Stormont – Minor Improvement (2024)
- S. 78(5) Dillabough Drain – North Stormont – Minor Improvement (2024)
- S. 76 East Branch Kittle Creek Drain – North Dundas (2024)
- S. 78 Wood Eadie Drain – Russell Township (2024)
- S. 76 Caledonia Creek – Nation Township (2024)
- S. 65 Vanfoort Drain – South Dundas (2024)
- S. 65 Doran Creek – South Dundas (2024)
- S. 78 Henderson Drain – North Dundas (On-Going)
- S. 78 Various Drains – North Stormont (On-Going)
- S. 78(5) Real Diotte Drain – North Glengarry (On-Going)
- S. 76 East Justus, Bilow, etc – North Dundas (On-Going)

#### *Drainage Superintendent Services*

- Montague Township
- Beckwith Township
- Augusta Township
- Rideau Lakes Township
- Drummond/North Elmsley Township
- Tay Valley Township
- South Dundas – On-Going Consultation

#### *Asset Management Plans*

- Montague Township (2016)
- Beckwith Township (2013 & 2019)
- Tay Valley Township (2013)
- Drummond/North Elmsley Township (2013)

# MONICA SHADE, P. ENG.

## VICE PRESIDENT OF ENGINEERING + SALES



### RELEVANT PROJECT EXPERIENCE (CONTINUED)

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#### *Peer Review on behalf of Township*

- Various – Available on Request

#### *Road Needs Studies*

- Montague Township (2019)
- Township of Laurentian Hills (2017)
- Township of Norwich (2015 & 2017)
- Beckwith Township (2013 & 2019)

#### *Stormwater Management Design – Subdivisions + Solar Farms*

- Various – Available on Request

#### *Site Plan Control Applications – Stormwater Management + Lot Grading and Drainage*

- Various – Available by Request

#### *Culvert Sizing/Design*

- Various – Available by Request

#### *Site Specific Grading and Drainage Plans*

- Various – Available by Request





# PAUL MATZINGER

## TECHNICAL SUPPORT STAFF

### PROFESSIONAL PROFILE

Paul Matzinger joined Shade Group's engineering team in 2023. Mr. Matzinger works directly under Ms. Shade on various engineering projects, including Grading and Drainage Plans for building permit applications, civil engineering design for Site Plan Approval, and various projects completed under the Drainage Act. Mr. Matzinger's roles include performing field work to collect topographic information, processing field data to compile base plans, and preparing design drawings in Civil3D, including Plan and Profile Drawings, Grading Plans, Erosion and Sediment Control Plans, etc. Mr. Matzinger also assists Ms. Shade in preparing permit applications to permitting agencies, including those to Fisheries and Oceans Canada and local Conservation Authorities. Mr. Matzinger assists in the preparation for and attendance at various public meetings as required under the Drainage Act and offers a support role to the various engineering practices completed by Shade Group. Mr. Matzinger also assists in the preparation of reports prepared under the Drainage Act, including S. 76 (updates to assessment schedules) and S. 78/78(5) (major and minor improvement projects).

### RELEVANT PROJECT EXPERIENCE

#### *Drainage Act Experience – Drainage Engineering Projects - Support*

- S. 65 Thorpe Ellis Drain – South Dundas (2023)
- S. 78(5) Donald Hanes Branch No. 1 – South Dundas – Minor Improvement (2023)
- S. 78(5) Hawn Branch – South Stormont – Minor Improvement (2023)
- S. 76 McMillan Drain – South Dundas (2023)
- S. 76 Donald Hanes Drain + Branches + Hess Creek – South Dundas – (2023)
- S. 78(5) Anderson Drain – North Dundas – Minor Improvement (2023)
- S. 78(5) West Branch of the Kittle Creek Drain – North Dundas – Minor Improvement (2023)
- S. 65 Delbert Murdock – South Dundas (2023)
- S. 65 Douma Drain – South Dundas (2024)
- S. 76 Reuben Mattice, Glen Becker + Van Moorsel Drains – South Dundas (2024)
- S. 78 Ranger Drain – Nation Township (2024)
- S. 78 Ouder Kirk Drain – North Stormont (2024)
- S. 78(5) Zeron Drain – South Dundas – Minor Improvement (2024)
- S. 78(5) Donat Lafleche Drain – Nation Township – Minor Improvement (2024)
- S. 78(5) Brisson Drain – North Stormont – Minor Improvement (2024)
- S. 78(5) Dillabough Drain – North Stormont – Minor Improvement (2024)
- S. 76 East Branch Kittle Creek Drain – North Dundas (2024)
- S. 78 Wood Eadie Drain – Russell Township (2024)

### CONTACT

E : paul@shadegroup.ca  
T : 613-331-1021

### EDUCATION

Bachelor of Mechanical Engineering  
Queen's University, Kingston (2014)

Diploma, Electro-Mechanical Engineering  
Technician, Algonquin College (2017)

### AFFILIATIONS

Active Member - Drainage Superintendents  
Association of Ontario – Chapter 6

### CONTINUING EDUCATION

Annual attendance at Drainage Engineer's  
Conference (Guelph)

On-Site Sewage Systems (2012) – Exam  
Preparation Course (2024)

Drainage Superintendants Course (2024)

### PROFESSIONAL EXPERIENCE

Junior Field Engineer  
Enviri (2017-2019)

Product Designer  
Tiger Cat Industries Inc. (2020 - 2021)

Technical Support Staff  
Shade Group Inc. (2023 - Present)

# PAUL MATZINGER

## TECHNICAL SUPPORT STAFF



### RELEVANT PROJECT EXPERIENCE (CONTINUED)

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#### *Drainage Act Experience – Drainage Engineering Projects - Support*

- S. 76 Caledonia Creek – Nation Township (2024)
- S. 65 Vanfoort Drain – South Dundas (2024)
- S. 65 Doran Creek – South Dundas (2024)
- S. 78 Henderson Drain – North Dundas (On-Going)
- S. 78 Various Drains – North Stormont (On-Going)
- S. 78(5) Real Diotte Drain – North Glengarry (On-Going)
- S. 76 East Justus, Bilow, etc – North Dundas (On-Going)

#### *Other Projects*

- Various Grading Plans in support of Building Permit Applications
  - Details available upon request.

The CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 28-2020

Being a By-Law to Amend By-Law No. 34-2003, pursuant to the Drainage Act 1990

WHEREAS, Section 93 of the Drainage Act, R.S.O. 1990, authorizes the Council of a local municipality to appoint a drainage superintendent and provide for his remuneration for the service performed by him in carrying out the provisions of this Act as set out therein;

AND WHEREAS Section 224 (d) of the Municipal Act, RSO 2001 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on Municipal policies and programs, and to carry out duties required by legislation;

NOW THEREFORE, pursuant to the Drainage Act, R.S.O. 1990 and the Municipal Act, the Council of the Township of North Glengarry enacts as follows:

1. That Dean McDonald is hereby appointed Drainage Superintendent for the Township of North Glengarry.
2. The Drainage Superintendent appointed hereunder shall hold office until such time as deemed appropriate by Council.
3. The Drainage Superintendent shall carry out the duties imposed upon him pursuant to the Drainage Act, R.S.O. 1990 and shall submit such reports and carry out such duties as may be required of him by Council from time to time
4. That By-Law 34-2003 shall also remain in effect.
5. This By-law comes into force on the passing thereof

READ a first, second, third time and enacted in Open Council, this 22<sup>nd</sup> day of June, 2020

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

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

I hereby certify this to be a true copy of By-law No. 28-2020 and that such by-law is in full force and effect.

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

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



## **STAFF REPORT TO COUNCIL**

**Report No: BP-2024-27**

**November 12, 2024**

From: Jacob Rheume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-07-2024**

**Owner:** Martin DUMAS

**Location:** 18873 Kenyon Concession Road 5, Alexandria

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### **Recommended Motion:**

**THAT** the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-07-2024.

**THAT** By-Law No Z-7-2024-2024 be read a first, second and third time and enacted in open Council this 12<sup>th</sup> day of November 2024.

### **Background / Analysis:**

A zoning amendment application was presented during a public meeting of planning on October 28, 2024.

Purpose of application was to re-zone both the severed and retained portion subject to Consent Applications B-84-24 & B-49-24 as follows;

To re-zone the 73.01 acres “severed portion” (B-48-24) of the property from General Agricultural (AG) to General Agricultural Special Exception (AG-250) to:

- prohibit residential development and;
- acknowledge the deficiency with the road frontage from the required 200m to the proposed 156m and;
- acknowledge the deficiency in lot area from the required 74 acres to the proposed 73.01 acres and;

To re-zone the 1.58 acres “severed portion” (B-49-24) from General Agricultural (AG) to General Agricultural Special Exception (AG-251) to:

prohibit agricultural uses.

The application was circulated as per the planning act, being by regular mail, posted on the property and posted on the Township website. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and 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-07-2024
- Public Meeting of Planning Staff report from October 28, 2024

**Others Consulted:**

n/a

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

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

**BY-LAW NO. Z-07-2024**

**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, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 5 Part lot 29 (18873 Kenyon Concession Road 5, Alexandria) of North Glengarry zoned General Agricultural Special Exception 250 (AG-250) and General Agricultural Special Exception 251 (AG-251) on Schedule “A” attached hereto, the following provisions shall apply:
  - i) AG-250 Special Exception on the “severed” portion (B-48-24) to:
    - prohibit residential development and;
    - acknowledge the deficiency with the road frontage from the required 200m to the proposed 156m and;
    - acknowledge the deficiency in lot area from the required 74 acres to the proposed 73.01 acres and;
  - ii) AG-251 Special Exception on the “severed” portion (B-49-24) portion to:
    - Prohibit agricultural uses
2. That Schedule “A” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-250” and “AG-251” 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 12<sup>th</sup> day of November 2024.

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

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

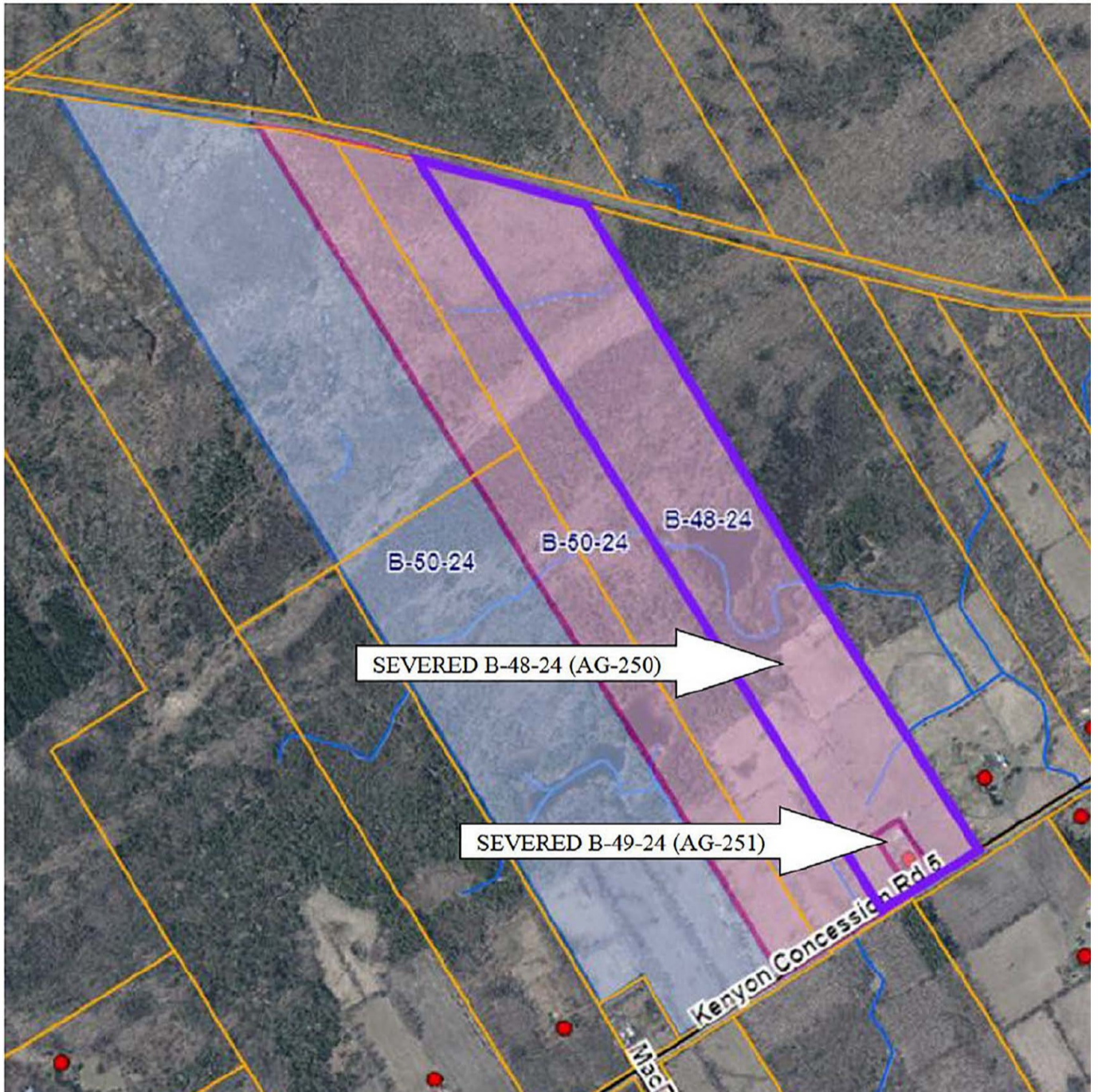
I, hereby certify that the forgoing is a true copy of By-Law No. Z-07-2024, duly adopted by the Council of the Township of North Glengarry, on the 12<sup>th</sup> day of November, 2024.

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

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

**SCHEDULE "A"  
TO BY-LAW NUMBER Z-07-2024**

**Legend  
Subject Lands  
Zone Change from "AG" to "AG-250" and "AG-251"**

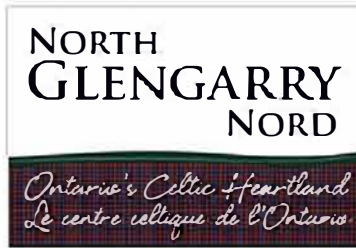


**Conc 5 Part lot 29 (18873 Kenyon Concession Road 5, Alexandria)  
Township of North Glengarry  
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-07-2024.  
Passed this 12<sup>th</sup> day of November 2024.**

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

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



**STAFF REPORT  
PUBLIC MEETING OF PLANNING**

**DATE:** October 28, 2024

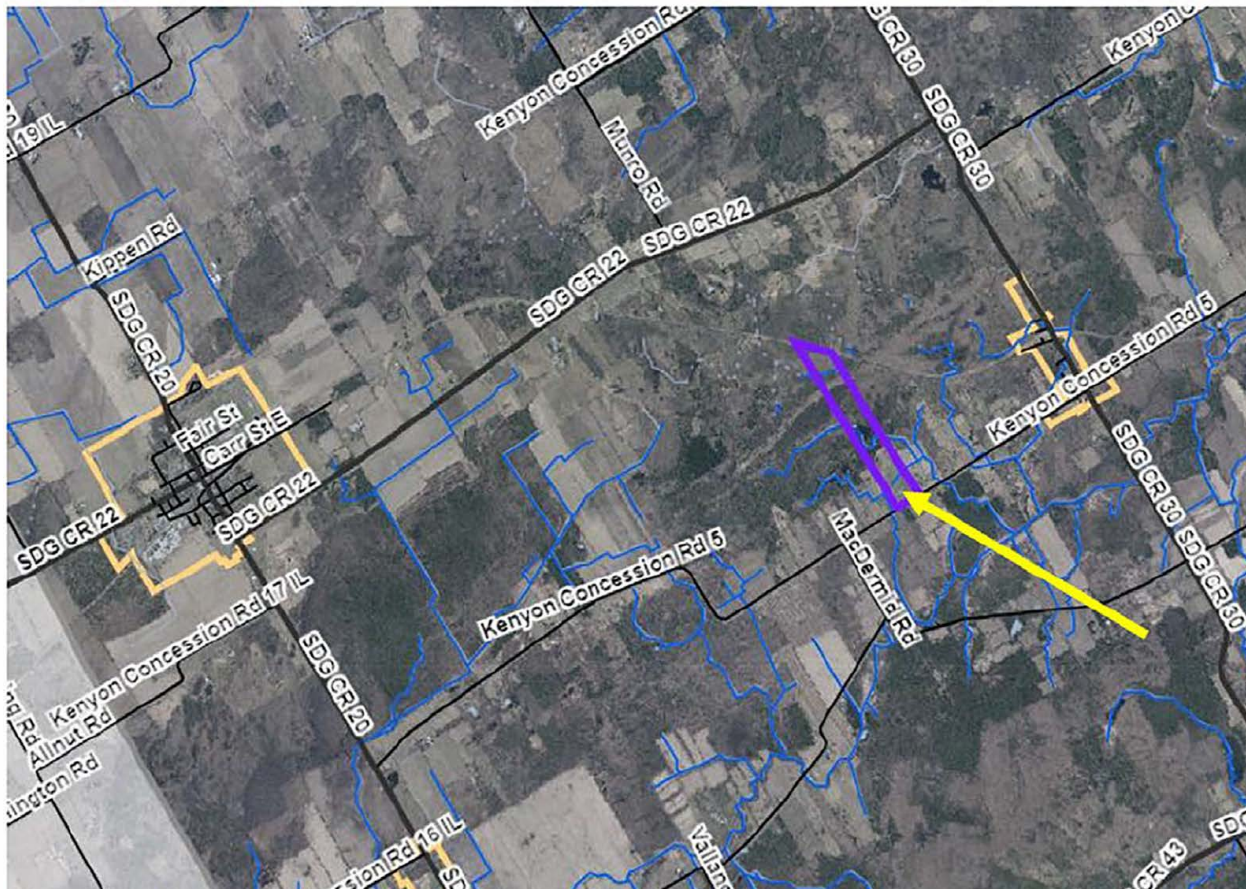
**TO:** Mayor and Council Members

**FROM:** Jacob Rheaume, Director of Building, By-law & Planning

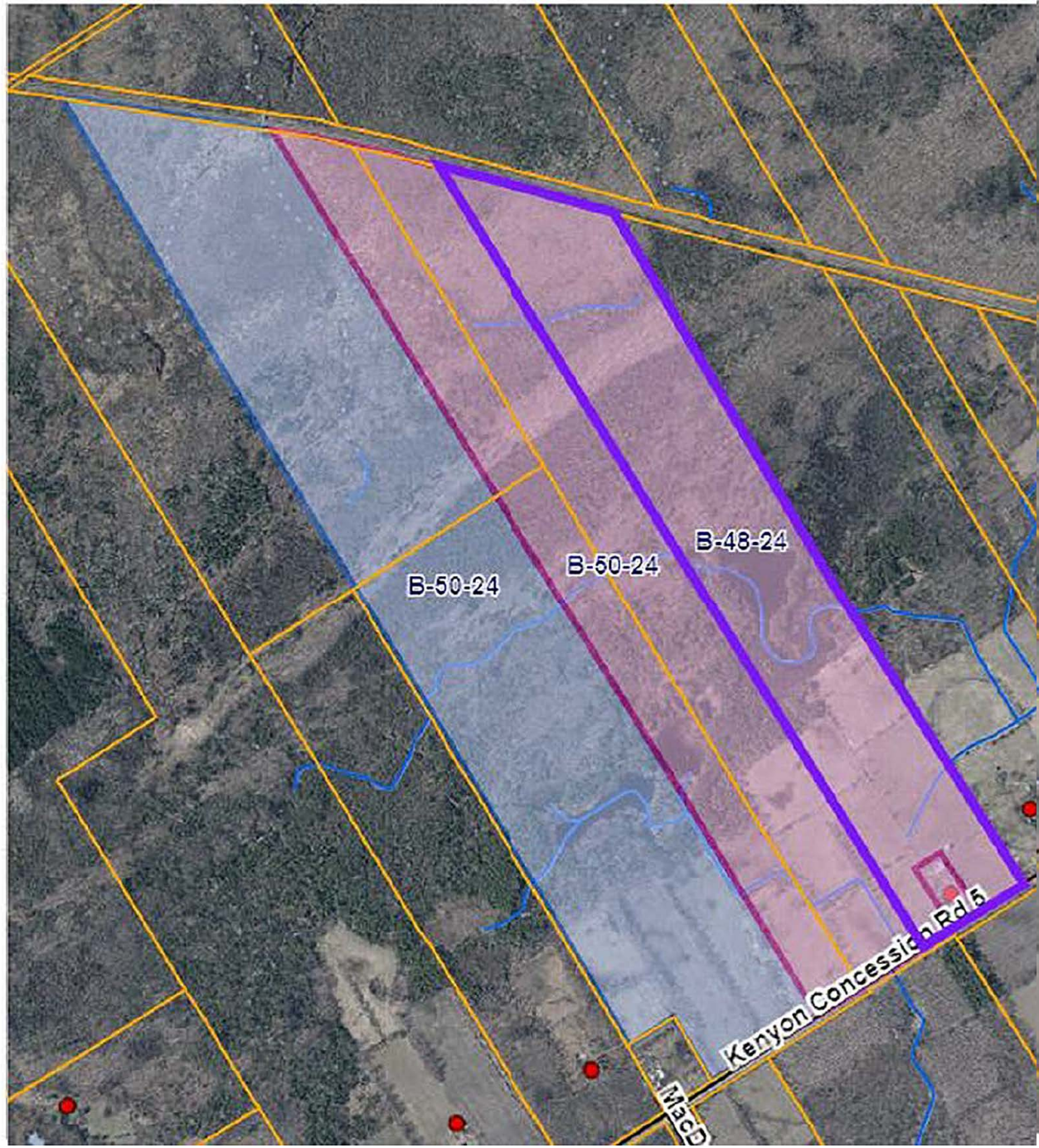
**RE:** Zoning By-law Amendment No. Z-07-2024

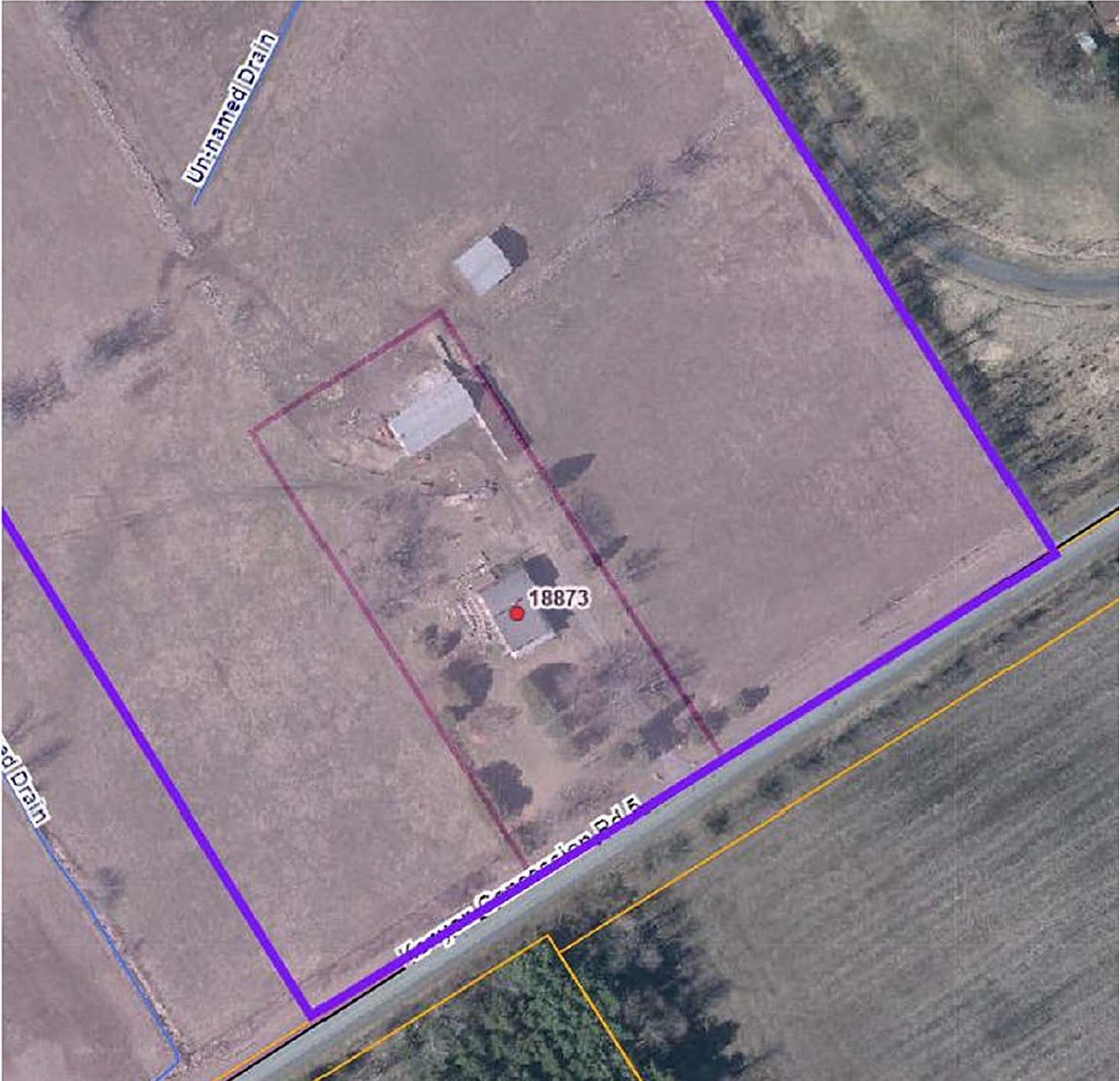
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**Owner:** Martin DUMAS  
18873 Kenyon Concession Road 5, Alexandria

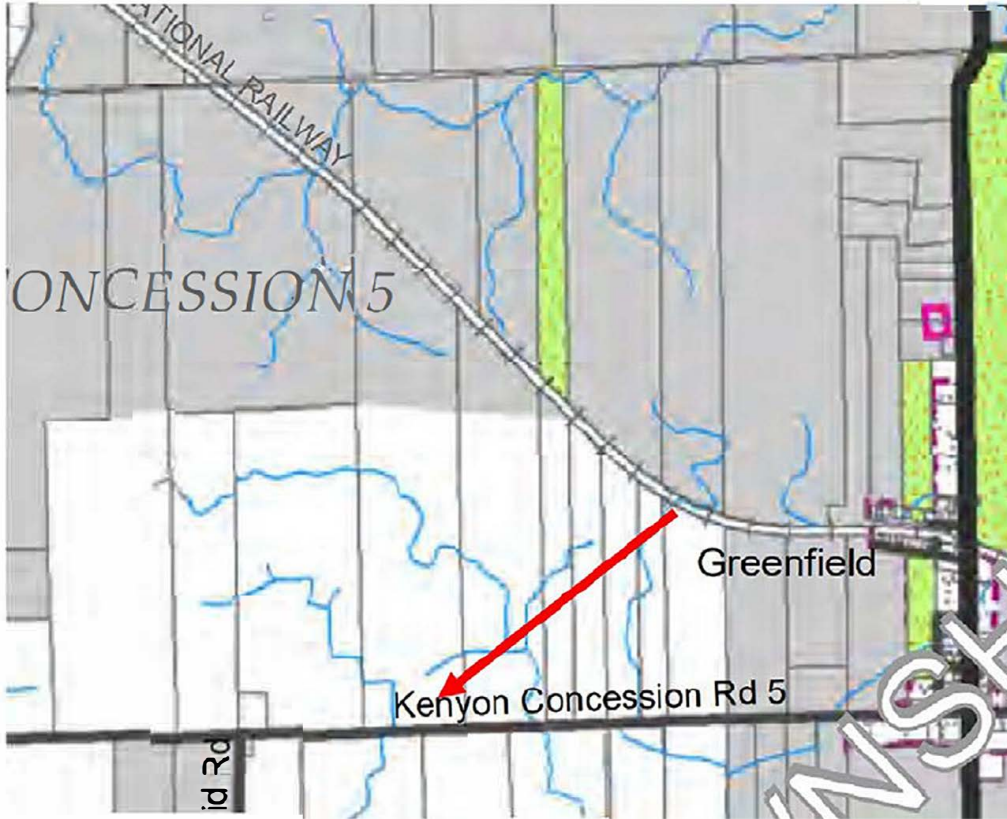




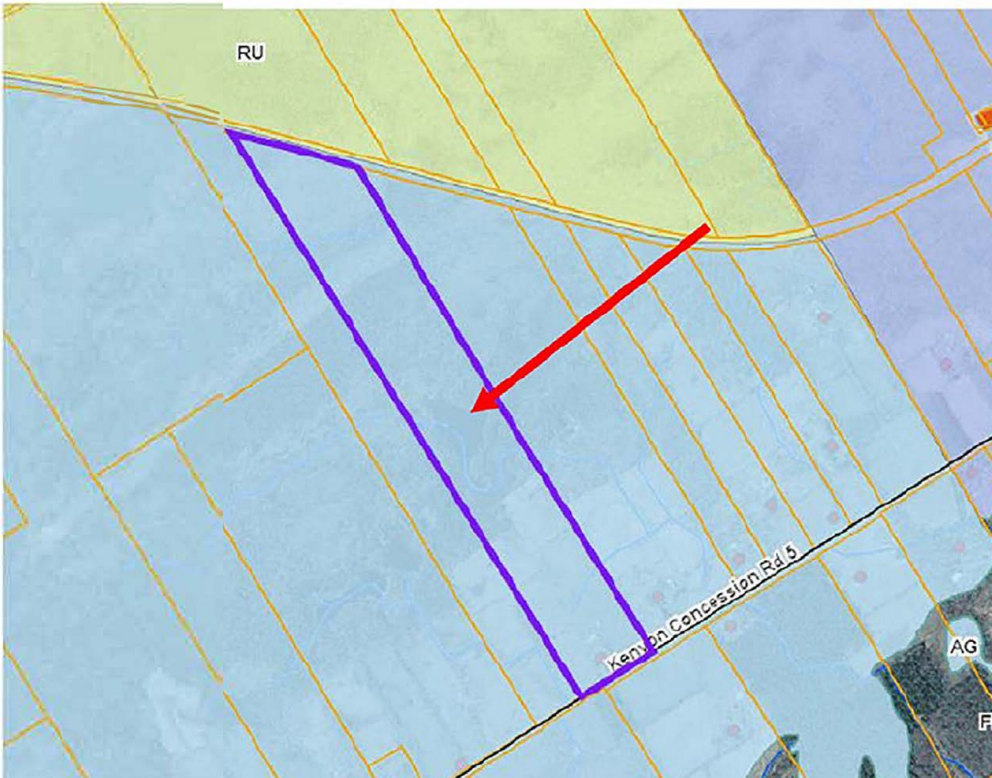




**Official Plan designation: Agricultural Resource Lands & Rural District**



**Zoning designation: General Agricultural (AG)**



**Purpose of application:** to re-zone both the severed and retained portion subject to Consent Applications B-84-24 & B-49-24 as follows;

To re-zone the 73.01 acres “severed portion” (B-48-24) of the property from General Agricultural (AG) to General Agricultural Special Exception (AG-250) to:

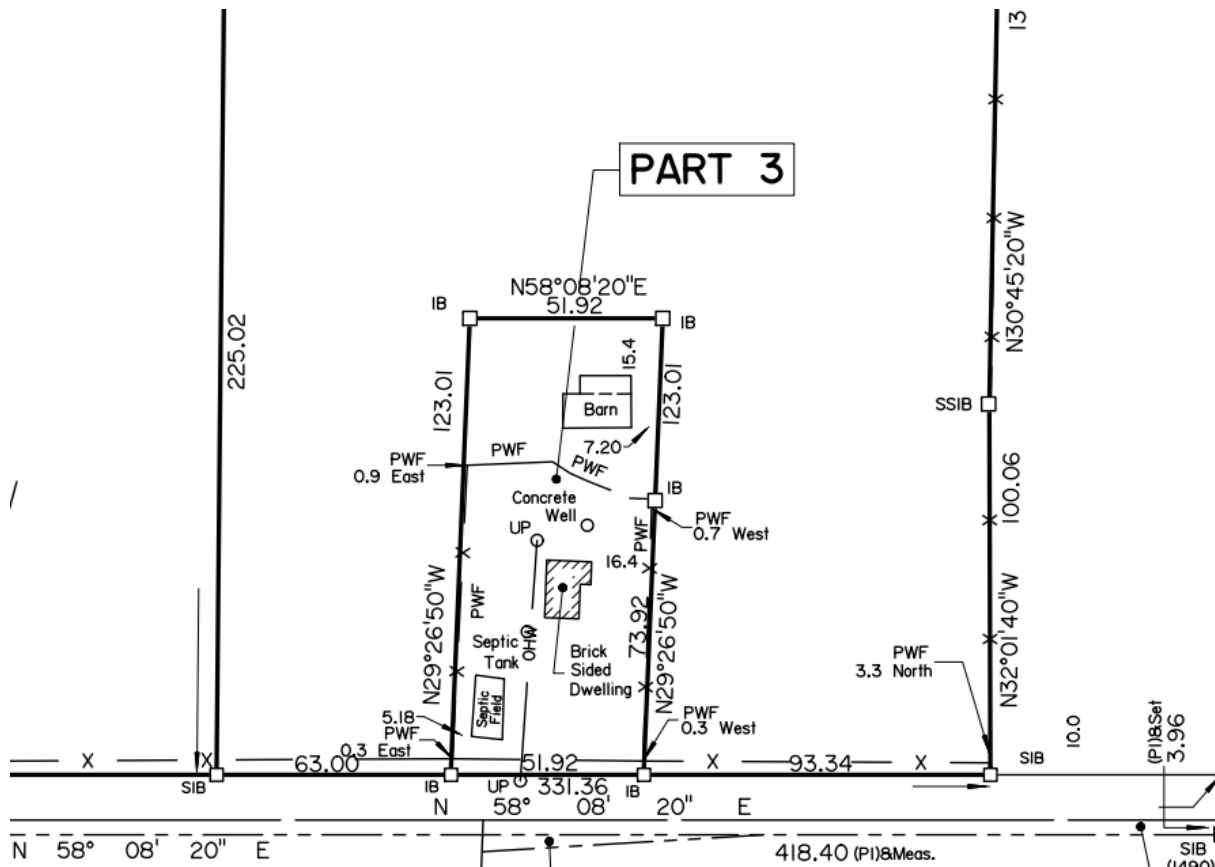
- prohibit residential development and;
- acknowledge the deficiency with the road frontage from the required 200m to the proposed 156m and;
- acknowledge the deficiency in lot area from the required 74 acres to the proposed 73.01 acres and;

To re-zone the 1.58 acres “severed portion” (B-49-24) from General Agricultural (AG) to General Agricultural Special Exception (AG-251) to:

- prohibit agricultural uses.

**Discussion:** The subject land area is approximately 300.05 acres. The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on June 25, 2024, to sever approximately 1.58 acres of land deemed surplus to the needs of the farming operation.

The applicant is also doing simultaneous severances from the original 300 acres and realigning property lines in order to create 3 lots that are 74 acres or more, to comply with the Township’s Zoning By-law, only one of which is subject to this ZBA.



The newly created property lines will be created in accordance with the Zoning By-law requirements for both portions, the setbacks from the accessory storage building will be compliant with the interior yard minimum required. The closest point to the property line to either building will be more than 6m. The new property line is proposed to be in such a location to keep the area to a minimum to accommodate the residential use for the dwelling, septic, well and the accessory building. Only the lot frontage and lot area for the agricultural portion is non-compliant for this severance. The lot area is proposed to be less than the minimum required 74 acres for agricultural lands.

The existing driveway and civic number will be used only for the residential portion. There is a second entranceway from Kenyon Concession Road 5 directly into the agricultural portion of the severance, located just West of the new residential lot. That entranceway will be kept for access to the fields. A new civic number could be issued for the agricultural portion of the severance.



The owner will have to apply for a change-of-use permit for the agricultural building as it will remain on the residential portion of the severance. A demo permit will also have to be issued for older agricultural building on the agricultural portion, which is going to be demolished and removed from the property. Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structures are creating a health and safety hazard for the public and future owners, such as sheds, silo, other old buildings, etc.



The use of either portion of the severances will remain the same. The residential lot will be used only for residential purposes. The applicant is also doing simultaneous severances from the original 300 acres and realigning property lines in order to create 3 lots that are 74 acres or more, to comply with the Township's Zoning By-law, only one of which is subject to this ZBA.

The 2 other properties that are more than 74 acres will be able to have residential or agricultural development on them, the same type of severance (surplus dwelling) would be the only option for severance on the 2 other lots, only after the dwellings would have been constructed and completed, and after the time period in the new OPA-24 would have lapsed (10 years).

The surrounding official plan designation is Agricultural Resource Lands & Rural District for all adjacent and neighboring properties.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties on the South side of the railway tracks and Rural on the North side.

The surrounding uses include rural residential properties, mostly wooded, and more East is the Rural Settlement Area of Greenfield. To the North of the agricultural portion is the railway tracks with more wooded area on the North.



We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.

### **Planning Act**

The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.

### **Provincial Policy Statement (2020)**

According to the Provincial Policy Statement (2020) lot creation in prime agricultural areas is discouraged and may only be permitted in certain circumstances. A residence surplus to a farming operation is the most common reason and is applicable to this application provided that:

The new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the planning authority ensures that new residential dwellings are prohibited on any remnant parcel or farmland created by the severance.

### **SDG Counties Official Plan (2018)**

The SDG Counties Official Plan Policy (8.12.13.3(7)) permits lot creation in agricultural lands for a residence surplus to a farming operation if the new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the municipality prohibits further dwellings (residential development) on the vacant retained lands created by the subject consent.



**In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.**



## **STAFF REPORT TO COUNCIL**

**Report No: BP-2024-28**

**November 12, 2024**

From: Jacob Rheaume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-08-2024**

**Owner:** Colin UNRUH

**Location:** 18331 Kenyon Concession Road 8, Maxville

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### **Recommended Motion:**

**THAT** the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-08-2024;and

**THAT** By-Law No. Z- 08 -2024 be read a first, second and third time and enacted in open Council this 12<sup>th</sup> day of November 2024.

### **Background / Analysis:**

A zoning amendment application was presented during a public meeting of planning on October 28, 2024.

Purpose of application was to re-zone the AG-179 zoned property (0111 011 015 68000) from "General Agricultural Special Exception - AG-179" to "General Agricultural Special Exception - AG-252" to:

- prohibit residential development;
- acknowledge the shortage of minimum required interior side yard setback from the required 12 meters to 6.4 meters & 3 meters (MV-02-2023);
- permit the continued operation of a commercial cabinet manufacturing facility;
- permit On-Farm Diversified Uses as per Provincial Guidelines and;

To keep the existing zoning designation for the AG-178 zoned property to prohibit agricultural uses on the lands and to acknowledge the existing deficient rear yard minimum setback of 7 meters.

The application was circulated as per the planning act, being by regular mail, posted on the property and posted on the Township website. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and 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-08-2024
- Public Meeting of Planning Staff report from October 28, 2024

**Others Consulted:**

n/a

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

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

**BY-LAW NO. Z-08-2024**

**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, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Kenyon Concession 19 IL, Part Lots 3 & 4 (18331 Kenyon Concession Road 8, Maxville) of North Glengarry zoned General Agricultural Special Exception 252 (AG-252) on Schedule “A” attached hereto, the following provisions shall apply:
  - i) AG-252 Special Exception to:
    - prohibit residential development;
    - acknowledge the shortage of minimum required interior side yard setback from the required 12 meters to 6.4 meters & 3 meters (MV-02-2023);
    - permit the continued operation of a commercial cabinet manufacturing facility;
    - permit On-Farm Diversified Uses as per Provincial Guidelines and;
  - ii) AG-178 Special Exception to keep the existing zoning designation to prohibit agricultural uses on the lands and to acknowledge the existing deficient rear yard minimum setback of 7 meters
2. That Schedule “A” of By-Law 39-2000 is hereby amended by changing the “AG-179” Zone Symbol on the subject lands to “AG-252” on the Schedule “A” hereto. “AG-178” to remain.
3. That Zoning By-law Amendment No. Z-04-2019 shall be rescinded and replaced by this Zoning By-law Amendment.
4. 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 12<sup>th</sup> day of November 2024.

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. Z-08-2024, duly adopted by the Council of the Township of North Glengarry, on the 12<sup>th</sup> day of November, 2024.

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

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

**SCHEDULE "A"**  
**TO BY-LAW NUMBER Z-08-2024**

**Legend**  
**Subject Lands**  
**Zone Change from "AG-179" to "AG-252"**

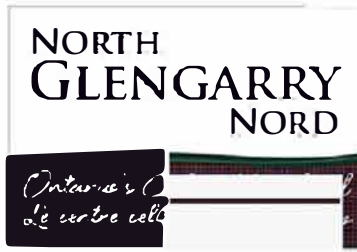


**Kenyon Concession 19 IL, Part Lots 3 & 4 (18331 Kenyon Concession Road 8, Maxville)  
Township of North Glengarry  
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-08-2024.  
Passed this 12<sup>th</sup> day of November 2024.**

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

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



**STAFF REPORT  
PUBLIC MEETING OF PLANNING**

**DATE:** October 28, 2024

**TO:** Mayor and Council Members

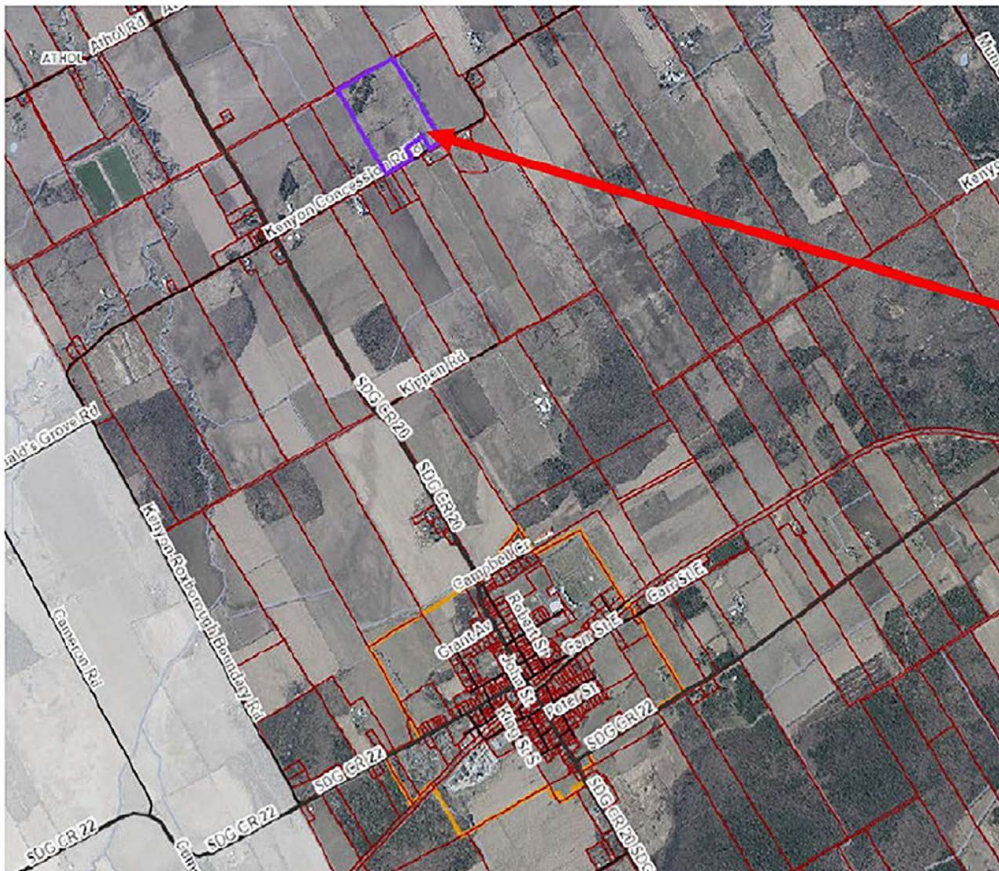
**FROM:** Jacob Rheume, Director of Building, By-law & Planning

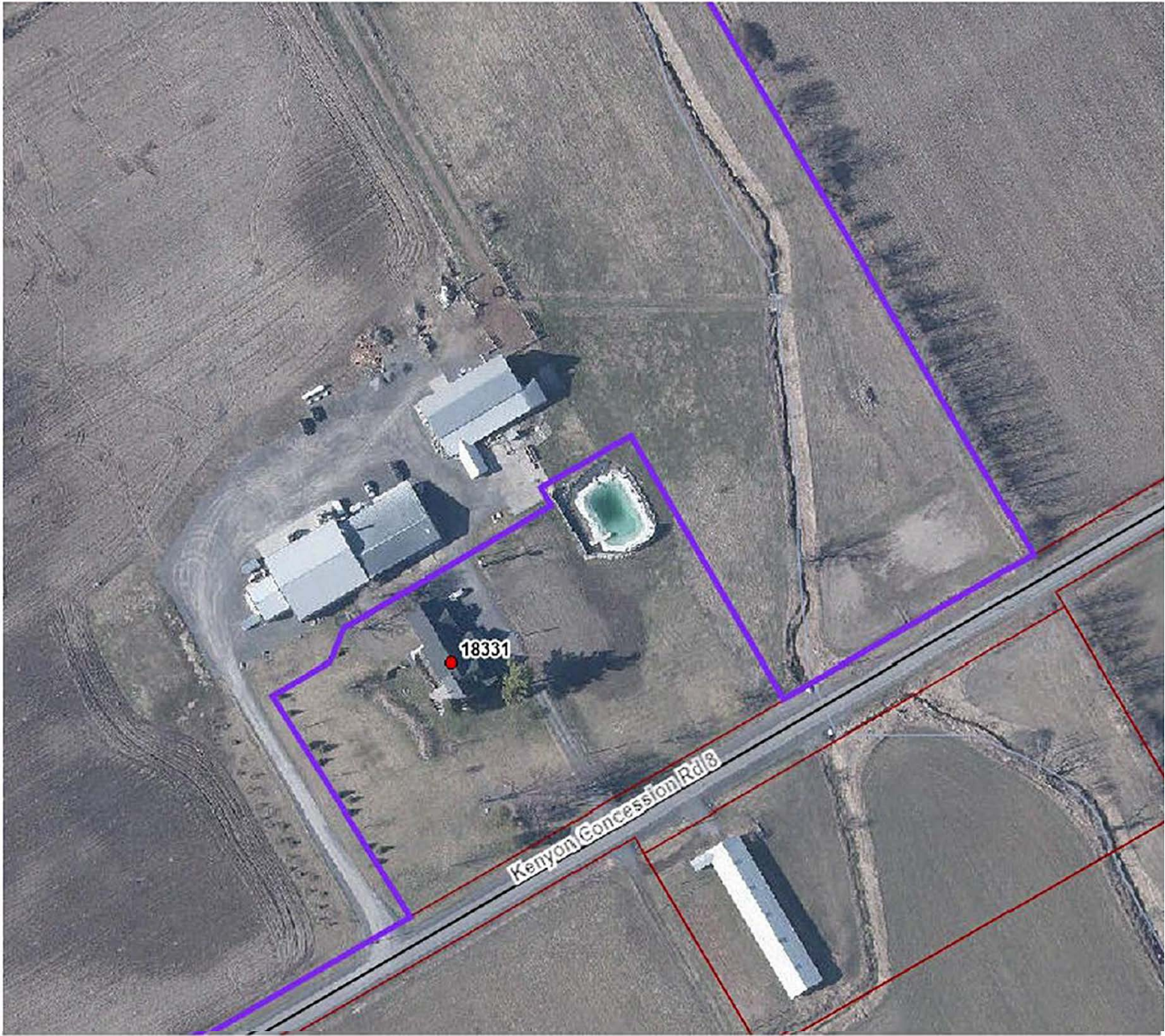
**RE:** Zoning By-law Amendment No. Z-08-2024

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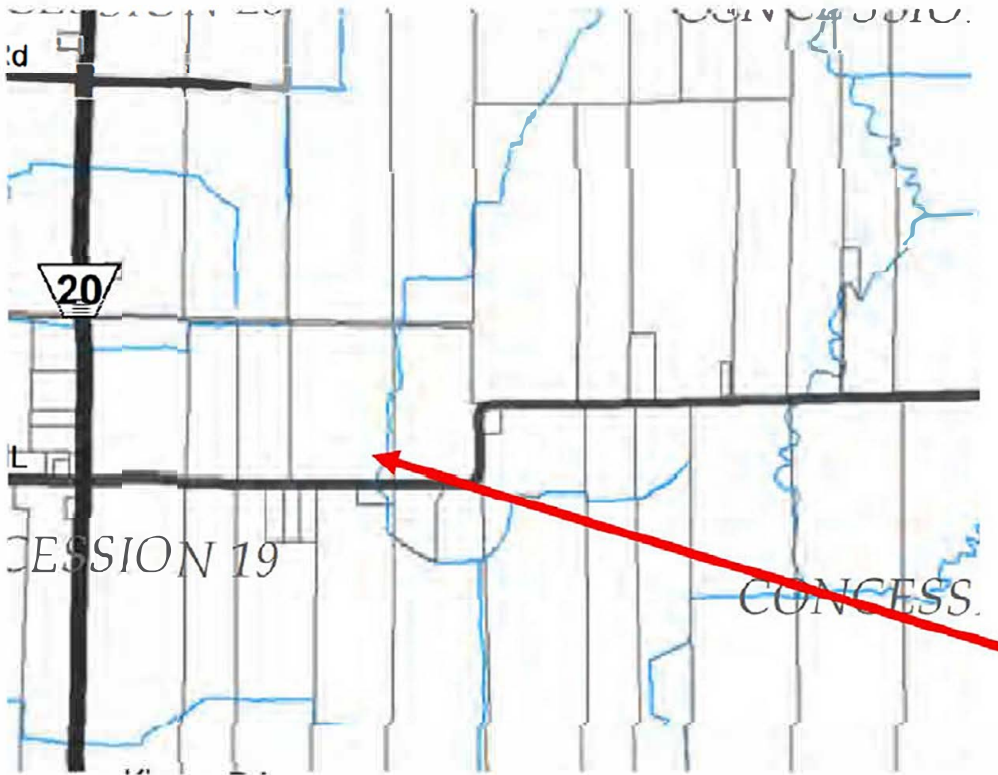
**Owner:** 1945154 Ontario Inc. (Cedar Ridge Designs)

**Location:** 18331 Kenyon Concession Road 8, Maxville, K0C 1T0  
Kenyon Concession 19 IL, Part Lots 3 & 4





**Official Plan designation: Agricultural Resource Lands**



**Zoning: General Agricultural – Special Exception AG-179**





**Purpose of application:**

To re-zone the AG-179 zoned property (0111 011 015 68000) from “General Agricultural Special Exception - AG-179” to “General Agricultural Special Exception - AG-252” to:

- prohibit residential development;
- acknowledge the shortage of minimum required interior side yard setback from the required 12 meters to 6.4 meters & 3 meters (MV-02-2023);
- permit the continued operation of a commercial cabinet manufacturing facility;
- permit On-Farm Diversified Uses as per Provincial Guidelines and;

To keep the existing zoning designation for the AG-178 zoned property to prohibit agricultural uses on the lands and to acknowledge the existing deficient rear yard minimum setback of 7 meters.

**Discussion:**

The property located at 18331 Kenyon Concession Road 8, Maxville is a commercial/agricultural property of approximately 51.71 acres, having frontage onto the municipal road. The property is located along Kenyon Concession Road 8. The owner currently resides in the single family dwelling just South of the commercial premises. At this time, the same civic number is assigned for the residential property and for the commercial woodworking business.

The purposes for this Zoning By-law Amendment is to add “On-Farm Diversified Uses as per Provincial Guidelines” as a permitted use on the property zones AG-179. The previous ZBA only specified the commercial woodworking business as a permitted use making very narrow and limited for growing the business. The owner wishes to add this to permit a more diversified range of permitted uses on the lands, still within the OP intent.

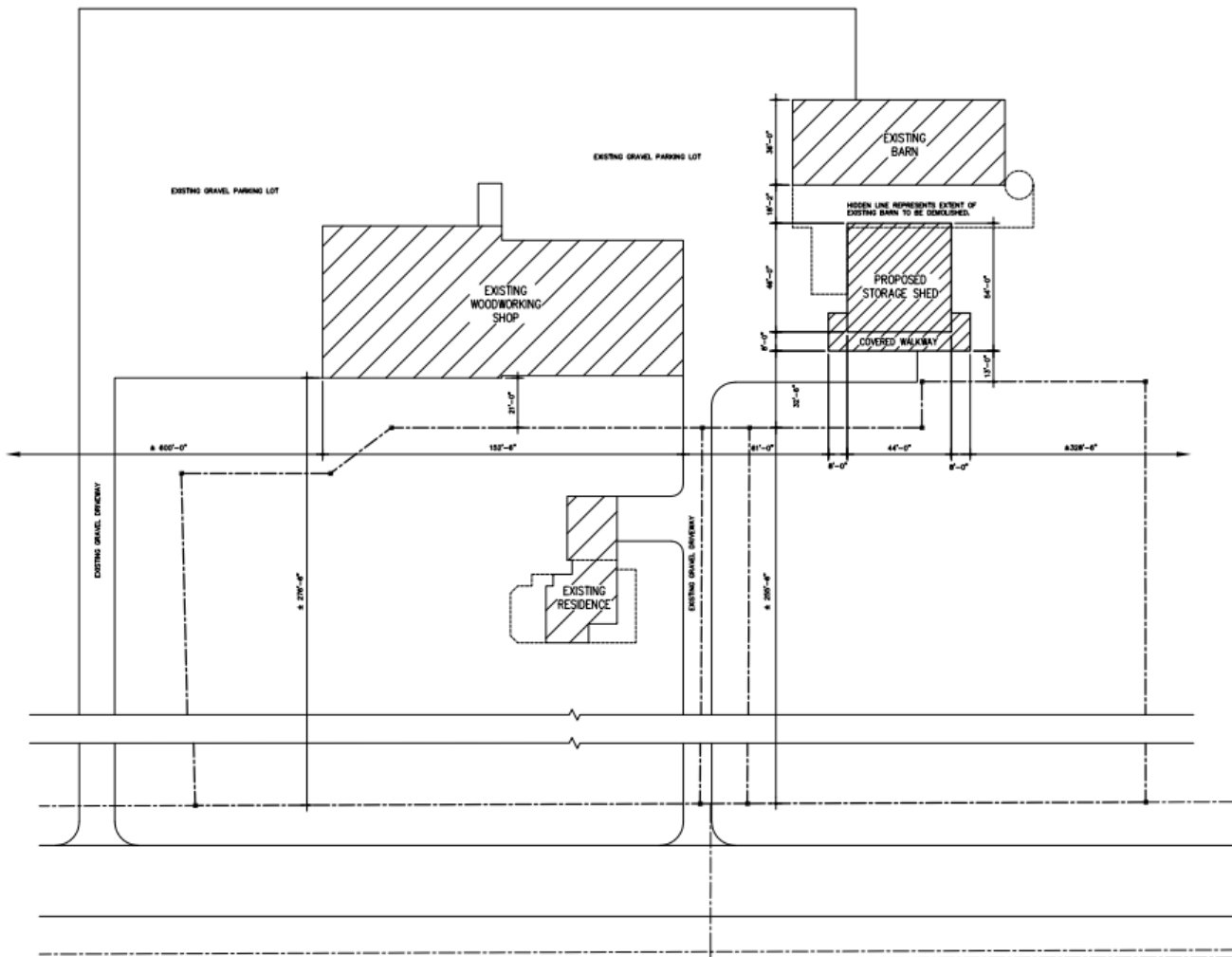
As part of the new OPA passed last year, On-Farm Diversified Uses are now encouraged on agricultural lands to permit such growth. It will also be easier for the owner to apply for financing of future development and making it more interesting for re-sale value.

The reasoning behind the On-Farm Diversified Uses is so that they include and allow more uses so that land owners don't have to apply for a site-specific rezoning for every use, if compliant with Provincial Guidelines, they can just go straight to site plan/building permit or apply for a minor variance if they don't meet the requirements.

The Township will still be able to control the future uses in the same way as all other properties in North Glengarry, it just gives more options for the owner to expedite a potential Site Plan Control without having to change the Zoning of the property. On-farm diversified use may still be subject to the Minimum Distance Setbacks (MDS) Guidelines.

Requirements such as, the area of the lands on which the use is proposed, the gross floor area of all buildings or structures used for an on-farm diversified use, agri-tourism and farm experience activities, are some examples of what the on-farm diversified use is subject to.

The property where the cabinet woodworking shop is located is zoned AG-179 to prohibit residential development and a variance was also applied to acknowledge the shortage of minimum required interior side yard setback from the required 12 meters to 6.4 meters (ZBA Z-04-2019) and also to 3 meters (MV-02-2023). That was passed by Council when the owner severed off the dwelling from the business by creating a new property through a severance process with the United Counties of SD & G.



AG-179 was passed to permit the continued operation of the commercial cabinet manufacturing facility as a permitted use, being Cedar Ridge Designs. The dwelling is zoned AG-178 to prohibit agricultural use activities and is to be used only for residential purposes.

Neighbouring properties on all sides consist mostly of agricultural properties, some with livestock facilities, some cash crop, and rural residential dwellings, compliant with both the SDG Official Plan and our Zoning By-law.

Neighbouring properties on all sides consist mostly of agricultural properties, some with livestock facilities, some cash crop, and rural residential dwellings. Any new development would happen far from the roadway, and away from any potential visibility or noise issues to neighbours. The property that is the most affected is the property just South, where the owner resides.

The property will not be subject to Site Plan Control to deal with the new construction, servicing, driveway, entrance, lighting, garbage, access, storm water management, lot grading, soil conditions, etc. should the expansion be the same use as existing. Any future use may be subject to Site Plan Control depending on the proposed use, and the use and location of any buildings may still be subject to the Minimum Distance Setbacks (MDS) Guidelines.

The parking space requirements in section 3.21 of the Zoning By-law is currently compliant for the commercial/agricultural property. The parking area would be reviewed for any new future use. There is also enough room for snow storage to avoid affecting the neighbouring properties, and the roadway.

The surrounding official plan designation is Agricultural Resource Lands for all adjacent and neighboring properties.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties.



We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.

The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.

**In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.**



**MEMORANDUM**

**To:** Township of North Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** October 31, 2024  
**Subject:** RRCA Board of Directors meeting highlights (October 24, 2024)

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The Raisin Region Conservation Authority (RRCA) Board of Directors consists of eight representatives from the RRCA's five member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont, and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

**October 24, 2024 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the September 19, 2024 meeting can be found at <http://www.rrca.on.ca/governance>.
- Board received a pre-Budget overview presentation in preparation for the draft 2025 RRCA Budget review in November.
- Board approved the 2025 RRCA Fee Schedules for planning advisory services, *Conservation Authority Act* permits, technical and environmental reviews, mapping and data services, conservation lands, Gray's Creek Marina, Charlottenburgh Park, and Stewardship Services.
- Board awarded a wetland creation contract to support the remediation of the St. Lawrence River (Cornwall) Area of Concern.

**Next RRCA Board meeting date: November 28, 2024 (new date)**

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

**BY-LAW 53-2024  
FOR THE YEAR 2024**

**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 November 12, 2024, 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 12th day of November 2024.

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. 53-2024, duly adopted by the Council of the Township of North Glengarry on the 12th day of November 2024

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

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