

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday October 23, 2019 at 3:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0

Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions (Carma))
4. DELEGATION(S)
 - a) United Way Centraide of SDG – Stephanie Lalonde
5. STAFF REPORTS

CAO/Clerk's Department

- a) 2020 Conferences (Brenda)
- b) Glengarry County Archives purchases (Carma)
- c) CAO/Clerk's Department 2019 Workplan (Johanne)
- d) Strategic Plan (Jeff)

Community Services Department

- e) Community Services Department 2019 Workplan – Aug/Sept update (Michel)

Treasury Department

- f) Treasury Department 2019 Workplan – August update (Johanne)

Planning/Building & By-law Enforcement Department

- g) Planning/Bldg & By-law Enforcement Dept. 2019 Workplan update (Michel)
- h) The Severance Process (Brenda)
- i) Housekeeping by-law (Agricultural Re-zonings) (Jeff)

Public Works Department

- j) Public Works Department - 2019 Workplan - October update (Johanne)
- k) Maxville water Project Update (Carma)
- l) RARE Dept – October update (Jeff)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

Recreation Committee by Bob Linney

Raisin Region Conservation Authority Update by Councillor Michel Depratto

Maxville Manor Update by Councillor Jacques Massie

Glengarry Pioneer Museum Update by Councillor Brenda Noble

Glengarry Archives Update by Mayor Jamie MacDonald

Arts, Culture & Heritage Update by Councillor Jeff Manley

County Council Update by Deputy Mayor Carma Williams

Friends of the Trails Update by Councillor Johanne Wensink

Community Development Committee by Deputy Mayor Carma

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday November 20, 2019 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. CLOSED SESSION BUSINESS

11. ADJOURNMENT (Brenda)

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: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday October 23, 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

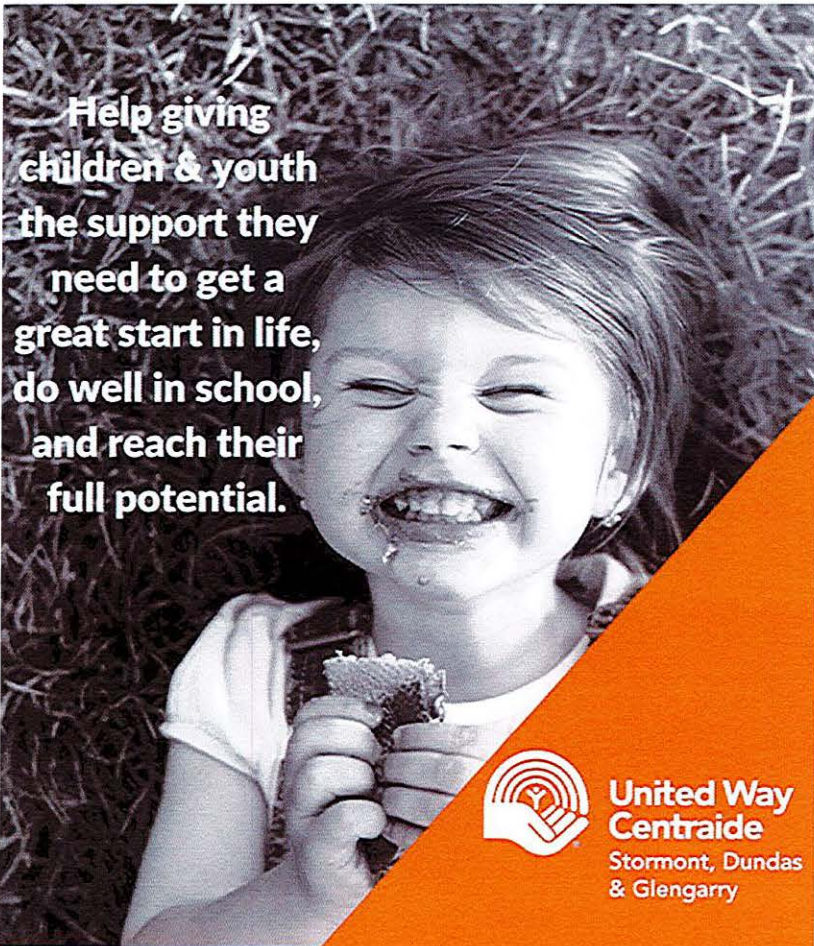
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

DELEGATIONS



Help giving
children & youth
the support they
need to get a
great start in life,
do well in school,
and reach their
full potential.



**United Way
Centraide**
Stormont, Dundas
& Glengarry

ALL THAT KIDS CAN BE

**SHOW
YOUR
LOCAL
LOVE**

Donate to the United Way/Centraide of S. D. & G.

Help make local issues #UNIGNORABLE

www.unitedwaysdg.com



United Way

We love where we live.

But local issues like poverty, unemployment and social isolation are hurting our communities.

In our busy lives, these local issues can be easy to ignore or go unnoticed.

And you can't solve a problem if you don't know it exists.

We're working to make local issues **#UNIGNORABLE.**

You can help. Show you love for the places we call home- your local love- and together we can make these issue

#UNIGNORABLE



**SHOW
YOUR
LOCAL
LOVE**



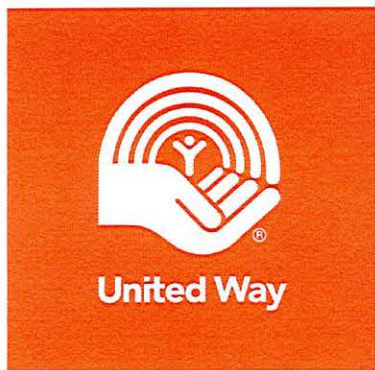
All that kids can be



Poverty to possibilities



Healthy people
strong communities



UNIGNORABLE

**Help giving
children & youth
the support they
need to get a
great start in life,
do well in school,
and reach their
full potential.**



**United Way
Centraide**
Stormont, Dundas
& Glengarry

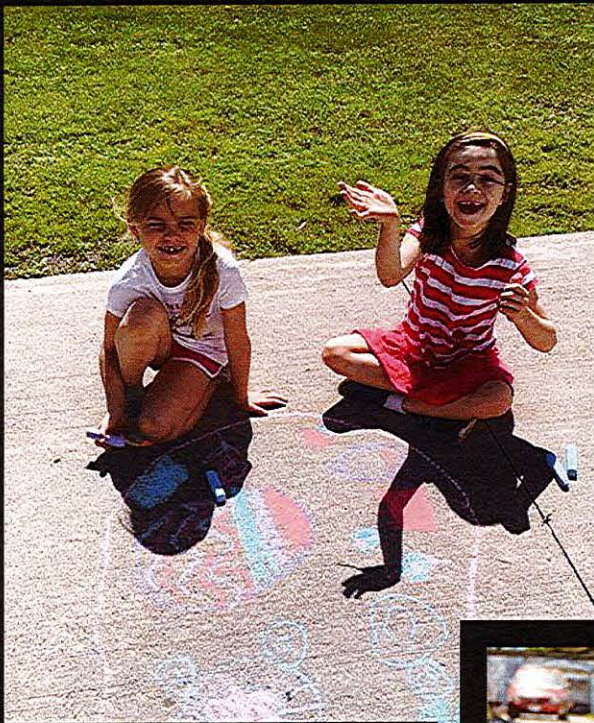
ALL THAT KIDS CAN BE

ALL THAT KIDS CAN BE

Partnered agencies ...

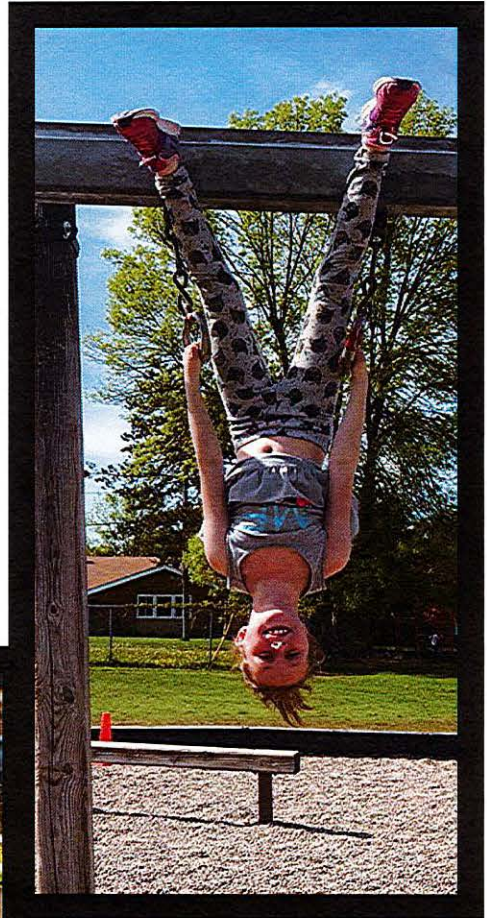
- **Boys & Girls Club of Cornwall / SDG**
 - **Big Brothers Big Sisters of Cornwall & District**
 - **Équipe psycho –sociale**
 - **GIAG Youth Program
Winchester – Alexandria**
 - **Upper Canada Leger Centre
for Education & Training**



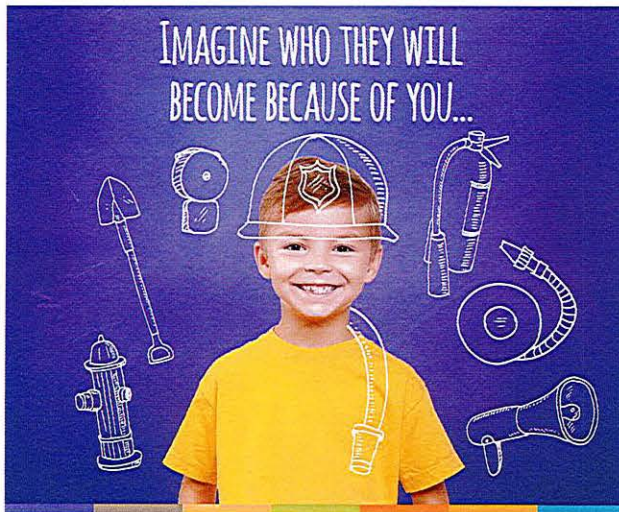


We put children and youth on a path to success by investing in their development from early childhood to young adulthood- ensuring they have the skills and opportunities to become successful adults

Improving access to early childhood learning and development programs.



**SHOW
YOUR
LOCAL
LOVE**



IMAGINE WHO THEY WILL
BECOME BECAUSE OF YOU...



Big Brothers
Big Sisters

OF CORNWALL AND DISTRICT

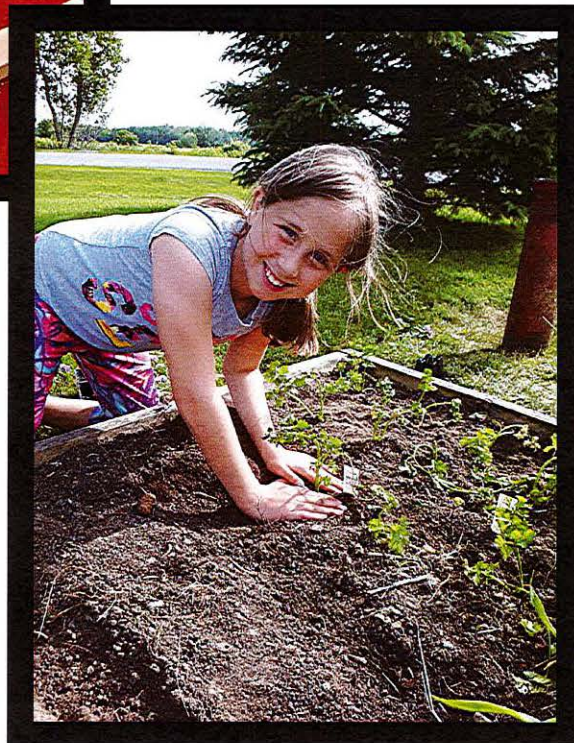
Upper
Canada
Leger
CENTRE FOR
EDUCATION & TRAINING



GIAG



Équipe psycho-sociale



**Boys & Girls Club of Cornwall/SDG
Club Garçons et Filles de Cornwall/SDG**



United Way

UNIGNORABLE
UNIGNORABLE
UNIGNORABLE

\$10.00

a pay x 26 wks = \$260.00

Allows a child at Équipe psycho-sociale to get all the tools , food and support they need to stay off the streets and stay in school.

That child gets to build their self esteem and find the tools that will help them their whole life.

Some of theses kids get to go on class trips for the first time in their lives, or have an adult figure that actually believes in their potential



**Helping to meet
the basic needs
to our
communities
most vulnerable
people, giving
every Canadian
the opportunity
to realize a
better future.**



**United Way
Centraide**
Stormont, Dundas
& Glengarry

POVERTY TO POSSIBILITIES

POVERTY TO POSSIBILITIES

Partnered agencies ...

- **Counselling & Support Services
of S.D.& G.**
- **Tri County Literacy Council**



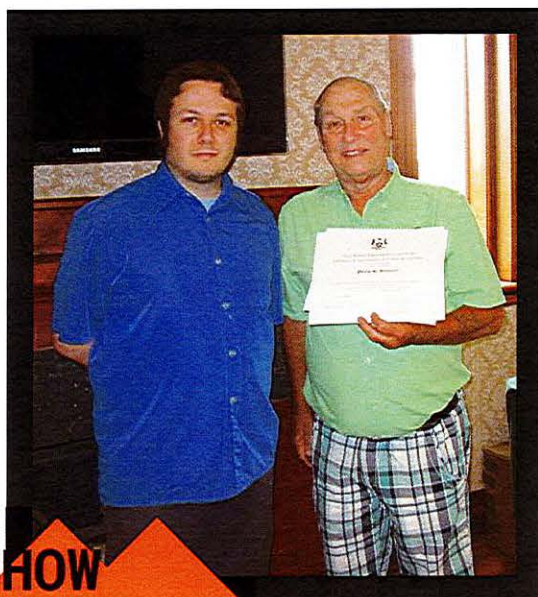


COUNSELLING AND SUPPORT SERVICES of S.D. & G.
SERVICES DE COUNSELLING ET DE SOUTIEN de S.D. & G.

Offers bilingual counselling and support services to individuals, couples, parents and families for the purpose of alleviating problem situations and encouraging positive personal growth.



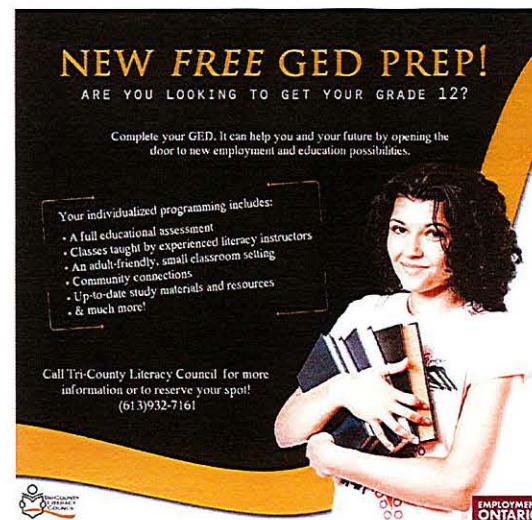
**UN+GENURABTE
INT+ENORABTE**



SHOW
YOUR
LOCAL
LOVE



After working diligently for 9 months at Tri-County Literacy Council, Phil successfully passed his GED!



Phil Howells If I was asked why I did this, I would have to say, I did this to prove to myself that if you put your mind to something, YOU CAN DO IT. To my fellow classmates, yes! you can do it also, don't give up, AIM FOR THE MOON

\$5.00
a pay x 26 wks = \$130.00

Allows the **Tri County Literacy Council** the opportunity to help
1 X PERSON @ year

Upgrade grade 12 GED, offer a new career training or simply teach individual basic learning needs to get back into the workforce.

HEALTHY PEOPLE STRONG COMMUNITIES

Partnered agencies ...

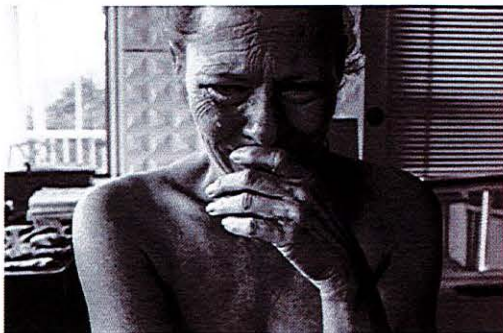
- Beyond 21
- Canada Mental Health Association
- Canadian Hearing Society
 - Centre 105
 - March of Dimes
 - Meals on Wheels
- SD&G Developmental Services Centre
- Sexual Assault & Services for Women
Stormont, Dundas, Glengarry & Akwesasne

**Creating vibrant
neighborhoods,
where everyone
experience a
sense of
belonging and
connection to
one another .**



**United Way
Centraide**
Stormont, Dundas
& Glengarry

**HEALTHY PEOPLE STRONG
COMMUNITIES**



Sexual Assaults

Actual reported incidents in
Cornwall in 2018

95 x reports of Sexual Assault

Sexual assault rate
Incidents per 100,000
population

198.93% – Cornwall & Area

Canada's average 56.53%

**Published Nov 5th 2018
MACLEAN'S Magazine*

#UNIGNORABLE





CANADIAN MENTAL
HEALTH ASSOCIATION

L'ASSOCIATION CANADIENNE
POUR LA SANTÉ MENTALE
CHAMPLAIN EAST/CHAMPLAIN EST

Talking about mental illness
TAMI



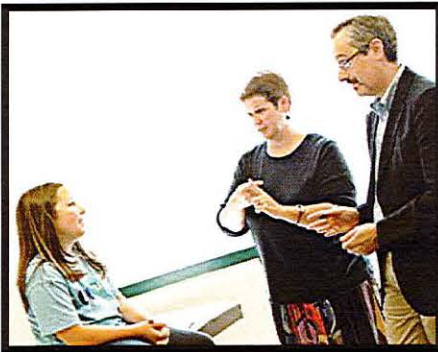
UN+IGNORABLE
IN+IGNORABLE



\$2.00
a pay x 26 wks = \$52.00



- will provide 9 warm meals to an elderly or sick person who is not able to shop or cook for themselves



\$5.00
a pay x 26 wks = \$130.00



- will provide a sign language interpreter for one hour for a deaf person



\$10.00
a pay x 26 wks = \$260.00



- will purchase a bath seat to help someone bathe independently in their own home



S.D.G. Developmental Services provides services to developmentally and/or physically challenged individuals and their families.



CENTRE DES SERVICES DE DÉVELOPPEMENT


S. D. & G.

DEVELOPMENTAL SERVICES CENTRE

**SHOW
YOUR
LOCAL
LOVE**



WE'RE MAKING
LOCAL ISSUES LIKE
HOMELESSNESS
#UNIGNORABLE



**SHOW
YOUR
LOCAL
LOVE**

Donate your time
Be a Volunteer

Donate through payroll
or be an individual donor

Be A United Way HERO!

If you donate \$25.00 to
this year's campaign you
could have a chance to win
\$2000.00

Draw takes place
December 12th



**United Way
Centraide**
Stormont, Dundas
& Glengarry



55, Rue Water Ouest, Case Postale 441, Cornwall, Ontario K6H 5T2
Tél. 613-932-2051 Unitedwaysdg.com

Nom: _____ Adresse: _____

Ville: _____ Code Postale: _____

Courriel: _____ Téléphone: _____

Employeur: _____

Oui, vous pouvez ajouter mon nom au programme de reconnaissance des donateurs Je souhaite rester anonyme

Nous nous engageons à protéger la confidentialité de vos données. Vos données serviront uniquement à enregistrer votre don.

ARGENT COMPTANT
Montant total \$

CHÈQUE
Montant total \$

PRÉLÈVEMENT AUTOMATIQUE*

Veuillez prélever \$ chaque mois

Je souhaite commencer le ____/____/____

*Veuillez fournir un chèque en blanc sur lequel sera inscrit NUL
NB : les prélèvements sont effectués le 15 de chaque mois

CARTE DE CRÉDIT

Don mensuel d'un montant de \$
pendant x mois.

Un don unique d'un montant de \$

Je souhaite commencer le ____/____/____

NUMÉRO DE CARTE

Date d'Expiration



Signature _____

RETENUE SUR SALAIRE

(fera l'objet d'un reçu sur le feuillet T4)

Chaque semaine (x52)

Toutes les 2 semaines (x26)

Chaque mois (x12)

Veuillez déduire \$

MONTANT TOTAL \$

IMPORTANT Section réservée à votre bureau de paie - Ne pas détacher. Si vous avez fait un don par Retenue sur salaire, veuillez remplir cette section. Ce formulaire sera traité par votre représentant de campagne.

Nom: _____

#D'employé: _____

Département: _____

Signature: _____

J'autorise mon employeur à déduire:

\$ x périodes de paie au total

\$ (le don total doit correspondre à la section retenue sur salaire)

*NB : Si vous payez comptant ou par chèque, veuillez faire signer votre représentant de campagne ci-dessous afin de confirmer qu'il /elle a reçu votre don

ENSEMBLE, TOUT EST POSSIBLE- MERCI!



Le défi **"CHANGE FOR CHANGE"**

Remplissez une bouteille d'eau avec de la monnaie, un minimum de 25.00\$, et courez la chance de gagner

2000\$ en argent comptant

Retournez le bouteille au bureau de Centraide 55 rue Water Ouest, Cornwall
Avant le 9 décembre- le tirage aura lieu le 12 décembre



Nom: _____
Tel: _____
Nom: _____
Tel: _____



OUR PILLARS



All that kids can be

- Boys & Girls Club of Cornwall/SDG
- Big Brothers Big Sisters of Cornwall & District
- Équipe psycho-sociale
- GIAG Youth Program
- Upper Canada Leger Centre for Education & Training



Poverty to possibilities

- Counselling & Support Services of S.D. & G.
- Tri-County Literacy Council



Healthy people Strong Communities

- Beyond 21
- Canadian Mental Health Association
- Canadian Hearing Society
- Centre 105
- March of Dimes
- Meals on Wheels
- SD&G Developmental Services Centre
- Sexual Assault & Services for Women SDGA

United Way/Centraide of S.D. & G.
55 Water Street West, Suite 240
P.O. Box 441
Cornwall, Ontario
K6H 5T2
613-932-2051
unitedwaysdg.com

**SHOW
YOUR
LOCAL
LOVE**

WE LOVE WHERE WE LIVE

But local issues like poverty, unemployment and social isolation are hurting our communities.

In our busy lives, these local issues can be easy to ignore or go unnoticed.

And you can't solve a problem if you don't know it exists.

We're working to make local issues **#UNIGNORABLE**.

You can help. Show your love for the places we call home- your local love- and together we can make these issue

#UNIGNORABLE
Show your local love



DONATE TODAY



Our Executive Director

Every donation to the United Way is combined with hundreds of other donations, investments, social partners and time from our committed volunteers. It is an investment in a network of agencies where needs are greatest and it allows us to have the biggest impact on our community.

Juliette Labossiere

Our 2019 Campaign Chair

By Loving, you care. By caring, you give. By giving, you create hope. The United Way of SD&G provides a path of creating hope within our community.

As Campaign Chair of the 2019 Campaign, my goal is to increase knowledge of the funded agencies and influence one another to come together in the most

impactful way. Only together, can we continue to give hope to those in need. Only together, can we make the most impact within our community.

The United way gives us the ability to reach more people in more ways.

Let's continue to make people aware and ask for their assistance in making SD&G a better place for all. *David Booyink*



A CHANCE TO WIN \$2000



If you donate \$25.00 or more you will have the chance to win \$2000.00. If you increase your donation from last year you will receive a second ballot, for a second chance to win

All ballots have to be dropped off at the United Way office before Dec 9th - DRAW will take place Dec 12th 2019



Nos piliers

La réussite des jeunes

- Club Garçon et Filles de Cornwall SDG
- Grands Frères Grandes Sœurs de Cornwall
- Équipe psycho-sociale
- Programme pour Jeunes
- Upper Canada Leger Centre for Education & Training

Amélioration de conditions de vie

- Service de Counselling et de soutien de SD&G
- Tri County Literacy Council

Santé de gens et des collectivités

- Beyond 21
- Champlain East/ L'Association canadienne pour la santé mentale- Champlain Est
- Société canadienne de l'ouïe
- Centre 105
- La marche des dix sous de Canada
- La Popote roulante Cornwall
- Centre de service de développement de SD&G
- Service d'aide aux survivantes d'agressions sexuelles pour femmes SDG&A

United Way/Centraide of S.D. & G.
55, rue Water Ouest
Case Postale 441,
Cornwall, Ontario
K6H 5T2
613-932-2051
unitedwaysdg.com

VOTRE SOUTIEN EST SI IMPORTANT

La force d'une communauté réside dans celle de ses parties réunies. Toutefois, il existe trop d'endroits au Canada où les gens peinent à obtenir les services essentiels et le soutien dont ils ont besoin pour réussir. Ces difficultés sont souvent exacerbées chez les individus les plus vulnérables — comme les personnes âgées, celles qui vivent avec une incapacité ou encore les nouveaux arrivants — ce qui peut entraîner des problèmes comme l'exclusion sociale et la maladie mentale.

Votre soutien permet à Centraide de contribuer à renforcer les quartiers partout au Canada.

▶▶▶ **#JAMAISINDIFFÉRENTS**



DONNEZ MAINTENANT



Notre directrice générale

Chaque don à Centraide représente un levier puisqu'il s'ajoute à des centaines d'autres dons, aux investissements d'autres partenaires sociaux et à l'engagement de bénévoles. Il est investi auprès d'un réseau d'organismes, là où les besoins sont les plus importants, et de manière à avoir le plus grand impact dans notre communauté.

Juliette Labossière

Président de la campagne financière 2019

En offrant l'amour, on se donne. En se donnant, on donne. En donnant on crée de l'espoir. Centraide SD&G crée un chemin d'espoir pour notre communauté.

À titre de président de la campagne financière 2019, mon objectif est d'accroître la connaissance de nos organismes financés, et d'influencer un ralliement pour créer un impact encore plus significatif. Nous n'arriverons à relever ce défi que si nous travaillons ensemble à l'intérieur de notre communauté.

Centraide nous offre la capacité de rejoindre plus de gens à travers plus de façons.

Continuons de sensibiliser les gens et demandons leur soutien pour faire de SD&G un endroit meilleur pour tous.



David Booyink

COUREZ LA CHANCE DE GAGNER 2000\$



Si vous faites un don de 25\$ ou plus, courez la chance de gagner 2000\$. Si vous augmentez votre contribution comparativement à l'an dernière, recevez une deuxième chance de gagner.

Les billets pour le tirage doivent se faire déposer au bureau de Centraide avant le 9 décembre. Le tirage aura lieu le 12 décembre 2019.

AGISSONS ICI, AVEC CŒUR

**SHOW
YOUR
LOCAL
LOVE**

**WE LOVE WHERE WE LIVE.
VOTRE SOUTIEN EST SI IMPORTANT.**



**United Way
Centraide**
Stormont, Dundas
& Glengarry

55 Water Street West, Suite 240
55, rue Water Ouest
P.O. Box 441 Case Postal,
Cornwall, Ontario K6H 5T2
Tel. 613-932-2051
unitedwaysdg.com
Reg. #13055799RR0001



Name/Nom: _____

Email/ Courriel: _____

City/Ville: _____

Postal Code/Code Postal: _____

Tel/Tél: _____

Yes, you may include my name for donor recognition
Oui, vous pouvez ajouter mon nom au programme de reconnaissance des donateurs

I wish to remain anonymous
Je souhaite rester anonyme



PRE-AUTHORIZED BANK DEBIT
PRÉLÈVEMENT BANCAIRE

\$ _____

Please deduct \$ amount on a monthly basis
SVP déduire le montant mensuel de \$

I would like to begin ____/____/____
Débutant ____/____/____

Please provide a blank cheque marked VOID/ Deductions occur on the 15th day of each month
SVP joindre un chèque portant la mention SPÉCIMEN/Notez que les retenues se font le 15 de chaque mois



CASH \$ _____

CHEQUE/POST DATED CHEQUES \$ _____
CHÈQUE/POSTDATÉ

CREDIT CARD
CARTE DE CRÉDIT

Monthly gift in the amount of \$ _____ for ____ x months
Don mensuel de _____ \$ pour ____ mois

One time gift in the amount of \$ _____
Faire un seul don de _____ \$

Card Number/ Numéro de carte

Expire

Signature _____

**AGISSONS ICI,
AVEC CŒUR.**

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2019-17,

AND that the Committee of the Whole recommends that Council approves the following attendees for the 2020 conferences:

ROMA – _____

OGRA – _____

AMO – _____

OEMC – _____

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

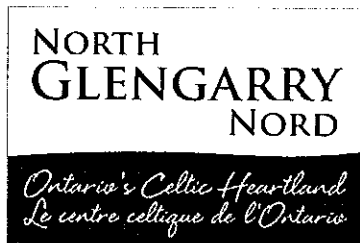
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (a)



STAFF REPORT TO COUNCIL

Report No: AD-2019-17

October 23, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2020 Conferences

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-17,

AND that the Committee of the Whole recommends that Council approves the following attendees for the 2020 conferences:

ROMA –

OGRA –

AMO –

OEMC –

Background / Analysis:

Each year there are many learning and networking opportunities for Council, including four main conferences: ROMA, OGRA, AMO and OEMC.

- ROMA – Rural Ontario Municipal Association – Toronto – January 19 to 21, 2020
- OGRA – Ontario Good Roads Association – Toronto – February 23 to 26, 2020
- AMO – Association of Municipalities Ontario – Ottawa – August 16 to 19, 2020
- OEMC – Ontario East Municipal Conference – Cornwall – September 16 to 18, 2020

To allow staff to register attendees on time, to take advantage of early registration discounts and premium locations for hotels, we are asking that Council to choose their conferences well in advance. The operating budget for Council attendance at conferences allows for two conferences per year, with the exception of the Mayor and Deputy Mayor whom are allotted additional conferences through the County.

Alternatives:

Option 1: THAT Committee of the Whole recommends that Council approves the 2020 conference attendees as listed.

Option 2: THAT the Committee of the Whole recommends Council not to approve the 2020 conference attendees as listed.

Financial Implications:

The operating budget includes funds set aside for Council education.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Signed by Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2019-18

AND THAT the Committee of the Whole recommends to Council to support the use of the Township of South Glengarry Purchasing Policy for activities concerning the Glengarry County Archives.

AND THAT the Committee of the Whole recommends to Council to approve the sole sourcing of the stone work for the renovation of 28 Kenyon Street East as per section 5.3 of the South Glengarry Purchasing Policy.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

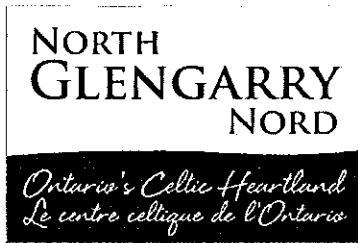
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (b)



STAFF REPORT TO COUNCIL

Report No: AD-2019-18

October 23, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Glengarry County Archives purchases

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-18

AND THAT the Committee of the Whole recommends to Council to support the use of the Township of South Glengarry Purchasing Policy for activities concerning the Glengarry County Archives.

AND THAT the Committee of the Whole recommends to Council to approve the sole sourcing of the stone work for the renovation of 28 Kenyon Street East as per section 5.3 of the South Glengarry Purchasing Policy.

Background / Analysis:

The Glengarry County Archives' (GCA) building requires significant renovations prior to the archives moving in. Being that the building is owned 50/50 between South and North Glengarry, it is prudent at this time to decide on the purchasing policy which will be used for the renovations expenditures. Upon review of both policies, Staff are recommending using South Glengarry's policy.

The first renovations project, which will be undertaken in the Spring of 2020, is the stone work with an estimated cost of \$60,000. A request for sole sourcing to a single vendor, rather than following the conventional RFP process, has been requested by the Archives. Section 5.3 of the South Glengarry Purchasing Policy allows for sole sourcing to a single vendor.

At their October 22nd meeting, South Glengarry's Council approved the use of their purchasing policy for the Archives building project, as well as the sole sourcing for the stone work.

Alternatives:

Option 1: THAT Committee of the Whole recommends that Council approves the use of the South Glengarry purchasing policy and the sole sourcing to a single vendor for the stone work on the building.

Option 2: THAT the Committee of the Whole recommends Council not to approve the use of the South Glengarry purchasing policy and the sole sourcing to a single vendor for the stone work on the building.

Financial Implications:

None. The Archives renovations will be funded through the donations and grants.

Attachments & Relevant Legislation:

South Glengarry Council report #121-2019
South Glengarry Purchasing By-law #33-2018

Others Consulted:

Lachlan McDonald, GM Corporate Service, Township of South Glengarry
Allan MacDonald, Glengarry County Archivist
Kimberley Champigny, Treasurer, Township of North Glengarry

Signed by Sarah Huskinson
Chief Administrative Officer/ Clerk



STAFF REPORT

S.R. No. 121-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: October 22, 2019
SUBJECT: Glengarry County Archives - Purchasing Policy

BACKGROUND:

1. In 2019 the Township of South Glengarry (SG) and the Township of North Glengarry (NG) committed to a new home for the Glengarry County Archives (GCA) in Alexandria (28 Kenyon Street East). Inasmuch, we have a shared municipal asset.
2. The GCA building requires significant renovations and a procurement policy should be followed for their purchases.

Estimates (from GCA Archivist) include:

- Stone Work - \$60,000 (request to do in a non-competitive manner)
 - Electrical - \$20,000
 - Ramp - \$30,000-35,000
 - Construction - \$150,000
3. In conversations with the CAO and Treasurer of NG, it was determined to use our policy.
 4. If Council supports this Staff Report, a similar report will be presented to the NG Council on October 28, 2019.

ANALYSIS:

5. Although the asset is ours and our procurement policy clearly sets \$50,000 as the threshold for non-competitive processes, the work will be undertaken with non-taxpayer money.



6. Since it is non-taxpayer money (the GCA is undertaking an ambitious fundraising campaign), there may be a case to apply the Procurement Policy Section 5.3 – Special Circumstances:

Subject to the requirements of the applicable trade agreements, when Council is of the opinion that a "Special Circumstance" warrants a non-competitive purchase, the Council may authorize the purchase of such goods and services as is considered necessary to remedy the situation without regard to the requirements of this By-Law.

7. We would be compliant under both applicable trade agreements:
 - a. Canadian Free Trade Agreement (CFTA) is \$252,700 or greater for construction
 - b. Canada-Europe Union Comprehensive and Trade Agreement (CETA) is \$9,100,000 for construction
8. At this time, the section for Special Circumstances is requested for the stone work only and the rest of the renovation will be brought forward later for consideration.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 121-2019 is received and that the Council of the Township of South Glengarry support the use of the Township of South Glengarry Purchasing Policy (33-18) for activities concerning the Glengarry County Archives and furthermore, support the use of the Section 5.3 -Special Exceptions to allow the Glengarry County Archives to sole source stone work for the renovation of 28 Kenyon Street East.



Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

SG-I-18

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 33-18
FOR THE YEAR 2018**

***BEING A BY-LAW TO ESTABLISH A PURCHASING POLICY FOR THE
TOWNSHIP OF SOUTH GLENGARRY.***

***NOW THEREFORE THE COUNCIL FOR THE TOWNSHIP OF SOUTH
GLENGARRY HEREBY ENACTS THE FOLLOWING BY-LAW:***

1. SHORT TITLE

- 1.1. This By-law may be cited as the "Procurement By-Law" or "Procurement Policy".

2. PURPOSE/OBJECTIVES

- 2.1. The objectives of this By-law are:
- 2.1.1. to provide direction to Administration on the proper steps to follow in procurement while allowing enough flexibility to promote innovative procurement processes that provide best value for the Township;
 - 2.1.2. to obtain best value when purchasing goods and services for the Township while treating all suppliers fairly;
 - 2.1.3. to ensure purchases are made using a competitive process that is open, transparent and fair to all suppliers;
 - 2.1.4. to ensure public accountability.

3. DEFINITIONS

- 3.1. In this By-Law,
- "Administration"* means those having the authority under this Procurement By-Law to conduct procurement processes;
- "Agreement"* means a binding contract between two or more parties that create an obligation to do or not to do a particular thing;
- "Award"* means authorization to proceed with the purchase of goods and services from a chosen supplier;
- "Best Value"* means the optimal balance of all factors, both cost and non-cost;
- "CAO"* means the Chief Administrative Officer of the Township or designate;
- "Council"* means the Council of The Township of South Glengarry;
- "General Manager"* means the person responsible for the operation of a Division and includes: General Manager – Infrastructure Services, General Manager – Community Services, General Manager – Corporate Services, and Fire Chief;
- "Manager/Director"* means the person responsible for the operation of a Department and includes: Manager – Roads, Manager – Property Standards & Enforcement, Director – Water & Wastewater, Director – Development, & Clerk ;
- "Professional Services"* means services requiring the skills of professionals for a defined service requirement including:

- a. architects, engineers, designers, management and financial consultants; and,
- b. firms or individuals having specialized competence in environmental, planning, information technology or other disciplines;

"Province", as the term is used in this By-Law either means the Province of Ontario or the Canadian provinces collectively, including the Federal Government and territorial governments;

"Purchase" means to acquire goods or services by purchase, rental, lease or trade;

"Respondent" means a supplier providing a submission in response to a solicitation;

"Routine Occurrence" means an activity that occurs at least three times per term of Council;

"Solicitation" means a formal request for submissions;

"Special Circumstance" means a) an event that is exceptional or could not be foreseen and is a threat to the health, safety or welfare of the public, or b) an event that could cause loss or damage to public or other property or c) an event that has disrupted essential services that need to be re-established without delay, or d) where Council declares in an open meeting by resolution that a special circumstance exists, such declaration to be done by citing the special circumstance clause of this By-Law;

"Standing Offer" means an offer from a supplier that allows the Township to purchase frequently ordered goods or services from suppliers at prearranged prices, under set terms and conditions, when and if these are requested but no contract exists until the Township places an order against the Standing Offer;

"Submission" means an offer or bid from a Respondent in response to a solicitation;

"Substantive Objection" means a written objection provided to the Clerk or the General Manager responsible for the procurement by an interested party that could potentially affect the integrity of the procurement process, giving specific reasons for the objection and subject to the provision that the objection is not precluded by legislation or applicable trade agreements;

"Successful Respondent" means a Respondent that has signed an Agreement;

"Township" means The Corporation of the Township of South Glengarry;

"Township Management Team" means the Chief Administrative Officer, General Managers, Fire Chief, and Managers/Directors.

4. ADMINISTRATION RESPONSIBILITIES AND AUTHORITIES

- 4.1. **Sufficient Funds:** The exercise of authority by Administration to enter into an Agreement is subject to the identification and availability of sufficient funds in appropriate accounts within the budget.
- 4.2. **Insufficient Funds:** Where a requirement exists to initiate a project for which goods or services are required and funds are not contained in appropriate accounts within the budget to meet the proposed expenditure, Administration shall, prior to the commencement of solicitation, unless it is a Request for Information, submit a report to Council containing:
 - 4.2.1. information surrounding the requirement to obtain the goods or services;

- 4.2.2. information on the availability of the funds within the budget which were originally approved for other purposes or on the requirement for additional funds.
- 4.3. **General Managers** have responsibility for procurement activities within their Divisions and are accountable for achieving the specific objectives of the procurement project.
- 4.4. **The Treasurer** is authorized to pay all accounts for which funds are budgeted and the expenditure is properly approved by the Manager/Director, General Manager, Chief Administrative Officer or by Council resolution. Where funds are not budgeted the Treasurer is authorized to pay the account if it has been approved by Council resolution.
 - 4.4.1. **The CAO** has the responsibility for procurement activities other than those the General Managers are responsible for;
 - 4.4.2. **Compliance with Applicable Trade Agreements:** ensuring that the Township complies with the basic principles of the procurement chapters of the trade agreements, including those set out in Schedule A;
 - 4.4.3. **Special Interest:** subject to the requirements of the applicable trade agreements, authority for procurement activities deemed by the CAO to be of special interest to the Township;
 - 4.4.4. **Not To Enter Into An Agreement:** authority to instruct Administration not to enter into an Agreement and to submit recommendations to Council for approval;
 - 4.4.5. **Additional Restrictions:** authority to provide additional restrictions concerning procurement;
 - 4.4.6. **Standard Procurement Documents:** responsibility to maintain standard procurement documents reflecting recent jurisprudence and best practices;
 - 4.4.7. **Review Substantive Changes:** responsibility to review and approve all substantive changes to standard clauses in solicitations and template documentation;
 - 4.4.8. **Give Direction:** responsibility, in order to maintain consistency, to provide directions to Administration on procurement policies and procedures and on the structure, format and general content of procurement documentation;
 - 4.4.9. **Cancel Solicitation:** authority to cancel a solicitation at any time prior to entering into an Agreement;
 - 4.4.10. **Overview:** authority and responsibility to overview the procurement process in order to maintain its integrity;
- 5. **COUNCIL RESPONSIBILITIES AND AUTHORITIES**
 - 5.1. Despite any other provision of this By-Law, the following Agreements are subject to Council approval prior to execution:
 - 5.1.1. any Agreement requiring approval from the Ontario Municipal Board;
 - 5.1.2. any Agreement prescribed by Statute to be made by

Council;

- 5.1.3. where a Substantive Objection emanating from the solicitation has been received;
 - 5.1.4. where a major irregularity (ie, one that makes the Submission substantially non-compliant) precludes the award of a tender to the supplier submitting the lowest responsive bid;
 - 5.1.5. where Council, by resolution, requires that an Agreement be subject to Council approval;
 - 5.1.6. where authority to approve has not been expressly delegated;
 - 5.1.7. Agreements in excess of \$30,000, or \$20,000 for non-routine Agreements.
- 5.2. **Insufficient Funds:** Council shall approve all procurement where a requirement exists to initiate a project for which goods or services are required and funds are not contained in appropriate accounts within the budget to meet the proposed expenditure.
 - 5.3. **Special Circumstances:** Subject to the requirements of the applicable trade agreements, when Council is of the opinion that a "Special Circumstance" warrants a non-competitive purchase the Council may authorize the purchase of such goods and services as is considered necessary to remedy the situation without regard to the requirements of this By-Law.
 - 5.4. **Co-operative Purchasing:** Council shall have the responsibility to approval participation with other government agencies or public authorities in Co-operative Purchasing if such procurement has not already been done co-operatively during the term of Council or if the quantities or process for the procurement has changed substantially (the policies of one of the government agencies or public authorities calling the co-operative tender are to be the accepted policy for that particular procurement).
 - 5.5. Subject to the requirements of the applicable trade agreements, Council may, by resolution, exercise any powers and duties conferred by this By-Law upon Administration.
6. **TOTAL PROJECT COST**
 - 6.1. No requirement may be divided into two or more parts to avoid the application of the provisions of this By-Law.
 - 6.2. The estimated value of a solicitation is to be calculated before taxes.
 7. **NOTIFICATION OF PROCUREMENT OPPORTUNITIES**
 - 7.1. **Less than \$50,000:** For solicitations with an estimated value of less than \$50,000 Administration may provide notification by inviting submissions provided that all eligible Respondents from similar solicitations in the last 24 months are invited, all eligible and known persons with the capabilities and experience to provide the goods or services within the Township of South Glengarry are invited, at least three persons in total are invited to provide submissions (unless there are less than three person with the capabilities and experience to provide the goods or services), and the solicitation is posted on southglengarry.com.

- 7.2. **Greater than \$50,000:** For solicitations with an estimated value of \$50,000 or more, or as an alternative notification for solicitations with a value of less than \$50,000, Administration shall place an advertisement in at least one local newspaper (e.g.: Standard Freeholder, Glengarry News, etc.), on the Corporate website, and on an electronic bulletin board designated under any applicable trade agreement, as described in Schedule B.
- 7.3. In addition, the thresholds for covered procurements under the *Canadian Free Trade Agreement (CFTA)* and the *Canada-European Union Comprehensive and Trade Agreement (CETA)* are set out in Schedule C.
8. **PROCUREMENT TYPE TO BE USED**
 - 8.1. **Request for Quotation or Request for Tender** may be used where:
 - 8.1.1. a requirement can be fully defined and best value for the Township can be achieved by an award selection made on the basis of the best price;
 - 8.1.2. services, for which the requirement can be described in specific terms, minimum qualifications clearly defined, and best value achieved by selecting the best submission.
 - 8.2. **Request for Proposal** may be used where any of the following apply:
 - 8.2.1. to achieve best value, the award selection will be made on an evaluation involving a combination of mandatory and desirable requirements;
 - 8.2.2. the requirement is best described in a general performance specification;
 - 8.2.3. innovative solutions are sought.
 - 8.3. **Request for Standing Offer** may be used where a need is anticipated for a range of goods and services for a specific purpose but the actual demand is not known at the outset and delivery is to be made when a requirement arises; the following shall apply in such circumstances:
 - 8.3.1. to establish prices and select sources, Administration shall employ the provisions contained in this By-Law for the acquisition of goods and services;
 - 8.3.2. more than one supplier may be selected where it is in the best interests of the Township;
 - 8.3.3. the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage;
 - 8.3.4. a call-up against a standing offer is considered to be an individual Agreement, and the normal award limits apply;
 - 8.3.5. the requirements of the applicable trade agreements will apply.
 - 8.4. In accordance with the CFTA, the Township may limit tenders to pre-qualified suppliers provided that the prequalification process is

consistent with the requirements of the CFTA. A request for prequalification inviting interested suppliers to apply for inclusion on a prequalification list must be published in a tender notice annually on one of the tendering websites or systems designated by the Province and must include:

- 8.4.1. the criteria that will be used to prequalify suppliers, unless those requirements are included in the qualification documentation;
 - 8.4.2. a statement that only the suppliers on the prequalified list will receive further notices of procurement covered by the list; and
 - 8.4.3. the period of validity of the list, or if the period of validity is not provided, an indication of the method by which notice will be given of the termination of use of the list.
- 8.5. Notwithstanding Section 8.4, where a prequalification list will be valid for three years or less, the Township may publish the request for prequalification only once, at the beginning of the period of validity of the list, provided that the request for prequalification states the period of validity and that further requests will not be published.
 - 8.6. The Township must allow all prequalified suppliers to participate in a specific procurement unless the Township states in its request for prequalification any limitation on the number of suppliers that will be permitted to tender and the criteria for selecting the limited number of suppliers.
 - 8.7. Other procurement process types, including negotiations, may be used with the approval of the CAO provided it complies with this By-Law and the applicable trade agreements. Negotiations may be conducted provided they are in accordance with the requirements of the Canadian Free Trade Agreement (CFTA) as set out in Schedule D.
 9. The goals for each procurement process as defined above shall be additional objectives of this By-Law.

10. NON-COMPETITIVE PURCHASES

- 10.1. The requirement for notification and/or competitive solicitation for goods and services may be waived by the CAO and replaced with negotiations by Administration under the following circumstances:
 - 10.1.1. for legal services provided that the CAO shall report to Council once per term on the use of such services;
 - 10.1.2. where the estimated value of the solicitation is expected to be less than \$5,000, or less than \$40,000 for professional services;
 - 10.1.3. where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
 - 10.1.4. where only one source of supply would be acceptable and cost effective;
 - 10.1.5. where the nature of the requirement is such that it would not be in the public interest to solicit competitive submissions, as in the case of security or confidentiality matters;

- 10.1.6. where the possibility of a follow-on Agreement was identified in the original solicitation;
 - 10.1.7. where delivery time is critical;
 - 10.1.8. where the requirement is for a utility for which there exists a monopoly;
 - 10.1.9. where a professional has knowledge of relevant document(s) which will therefore limit research or affords continuity.
- 10.2. In addition to the above, the *Canadian Free Trade Agreement* sets out:
- 10.2.1. a number of **exclusions** from the requirement to comply with the procurement chapter of the CFTA. The main exclusions are set out in Schedule E.
 - 10.2.2. a number of **exceptions** (limited tendering) from the requirement to comply with the procurement chapter of the CFTA. The Township may use limited tendering in the circumstances set out in Schedule F.
- 10.3. When a non-competitive process is used Administration shall continue to take steps to ensure best-value for the Township.

11. SUBMISSION OPENINGS

- 11.1. In the case of Request for Quotations and Request for Tenders, Submissions will be opened at the appointed time in the presence of any member of the public in attendance for the opening. Submissions will be opened by a member of the Township Management Team in the presence of one other staff.

12. AUTHORITY TO ENTER INTO AGREEMENTS

- 12.1. Administration has the authority to enter into an Agreement with the successful Respondent if the estimated value of the solicitation is expected to be less than \$30,000. Authority to enter into Agreements is as follows:
 - 12.1.1. **The CAO** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$30,000**;
 - 12.1.2. **General Managers** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$20,000**;
 - 12.1.3. **Managers/Directors** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$10,000**;
 - 12.1.4. **Delegated Authority** to enter into any Agreement may be provided by a Manager/Director, General Manager, or the CAO to any employee or Deputy Fire Chief for any expenditure that is less than **\$2,500**.
 - 12.1.5. **Non-Routine Agreements** with an estimated value of less than **\$20,000** may be approved by the CAO;

- 12.1.6. **Council** shall have authority to enter into any other Agreement and delegates its authority to the Mayor (or Deputy Mayor when acting for the Mayor) and Clerk (or Deputy Clerk when acting for the Clerk) jointly to enter into any Agreement for and in the name of the Corporation provided that a resolution of Council authorizing the Mayor and Clerk to sign the Agreement has been passed by Council. Council retains the authority to name in the resolution any other individual(s) to enter into an Agreement on behalf of the Township.

13. NO ACCEPTABLE SUBMISSIONS RECEIVED

- 13.1. In the event there are no acceptable submissions, Council may waive the need for a revised solicitation and the Township may enter negotiations with the Respondent with the best submission; the CAO shall have such authority if the Agreement is expected to have a value less than \$30,000.

14. EMERGENCIES

- 14.1. Notwithstanding this By-Law, in an emergency which, in the opinion of a General Manager, constitutes an imminent danger to life or property, authorization may be given to the aforementioned General Manager by the Mayor or Chief Administrative Officer for the purchase of goods or services where the estimated value of the solicitation is not expected to exceed \$50,000.
- 14.2. Notwithstanding this By-Law, subject to the requirements of the applicable trade agreements, in an emergency which, in the opinion of a General Manager, constitutes an imminent danger to life or property, authorization may be given to the aforementioned General Manager jointly by the Mayor and Chief Administrative Officer for the purchase of goods or services where the estimated value of the solicitation is not expected to exceed \$100,000.
- 14.3. All emergency authorizations shall be reported to Council at the following Council meeting by the General Manager responsible for the purchase of the goods or services.
- 14.4. Emergency purchases, while not bound by the provisions of this By-Law will, nevertheless, have regard to this By-Law and will be handled as swiftly and as cost effectively as possible.

15. RESPONDENT DISQUALIFICATION

- 15.1. The Township may disqualify any Respondent or prospective Respondent, or successful Respondent for failure to meet quality, service, project budget, or failure to meet specifications, requirements, after sales service and to materially comply with the terms of an Agreement in the following circumstances:
 - 15.1.1. convicted of a criminal offence for attempting to obtain a contract with the Township;
 - 15.1.2. material breach of any term of the Agreement, including unwillingness to perform in accordance with the terms and conditions of the Agreement;
 - 15.1.3. any unsatisfactory performance on one or more agreements with the Township in accordance with the terms and conditions, or in accordance of specifications or both;

- 15.1.4. inappropriate gift – ie, one that is intended to attempt to influence, as determined by an objective person – offered to any Member of Council, official, agent or employee of the Township.

16. SUCCESSFUL RESPONDENTS CONFIDENTIALITY

- 16.1. Successful Respondents are required to maintain confidentiality with respect to any and all work conducted for or on behalf of the Township. Successful Respondents will direct any and all inquiries regarding the Agreement or the performance of the Agreement to the Township.

17. TREATMENT OF TENDERS AND AWARD OF CONTRACTS

- 17.1. The Township must receive, open, and treat all tenders under procedures that guarantee the fairness and impartiality of the procurement process, and the confidentiality of tenders.
- 17.2. The Township must not penalize any supplier whose tender is received after the final date and time specified for receiving tenders if the delay is due solely to mishandling on the part of the Township.
- 17.3. If the Township provides a supplier with an opportunity to correct unintentional errors of form between the opening of tenders and the awarding of the contract, the Township must provide the same opportunity to all participating suppliers.
- 17.4. To be considered for an award, a tender must be submitted in writing and must, at the time of opening, comply with the essential requirements set out in the tender notices and tender documentation and be from a supplier that satisfies the conditions for participation.
- 17.5. Unless the Township determines that it is not in the public interest to award a contract, the Township must award the contract to the supplier that the Township had determined to be capable of fulfilling the terms of the contract and that, based solely on the evaluation criteria specified in the tender notices and tender documentation has submitted:
 - a. the most advantageous tender, or
 - b. if the price is the sole criterion, the lowest price.
- 17.6. If the Township receives a tender from a supplier with a price that is abnormally lower than the prices in other submitted tenders, it may verify with the supplier that it satisfies the conditions for participation and is capable of fulfilling the terms of the contract.

18. TRANSPARENCY OF INFORMATION

- 18.1. Township must promptly inform participating suppliers of its contract award decisions, and, on the request of a supplier, will do so in writing. On request, the Township must provide an unsuccessful supplier with an explanation of the reasons why the Township did not select its tender.
- 18.2. No later than 72 days after the award of each contract covered by this By-Law, the Township must publish a notice on one of the tendering websites or systems designated by the Province. The information must remain readily accessible for a reasonable period of time. The notice must include at least the following:
 - (a) a description of the goods or services procured;

- (b) the name and address of the procuring entity;
- (c) the name and address of the successful supplier;
- (d) the value of the successful tender;
- (e) the date of award; and
- (f) if limited tendering was used, the conditions and circumstances described in Schedule F that justified its use.

19. OTHER

- 19.1. The interests of the municipality, the public and persons participating in a procurement process are protected with the clearly defined notification requirements, responsibilities and authorities laid out in this By-Law.
- 19.2. This By-Law will be reviewed by Administration at least once per term of Council to evaluate effectiveness.
- 18.3. If any portion of this By-Law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the By-Law shall remain valid and binding.

20. ENACTMENT

- 20.1. This By-Law shall come into force and effect upon final passing.
- 20.2. By-Law No. 39-07 is repealed and any other bylaw relating to the purchasing policies of the Township of South Glengarry upon the final passing of this By-law.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL THIS 22ND DAY OF MAY, 2018.

MAYOR

CLERK

READ A THIRD AND FINAL TIME IN OPEN COUNCIL THIS 18TH DAY OF JUNE, 2018.

MAYOR

CLERK

Schedule A

Canadian Free Trade Agreement

General Principles

1. The Township shall provide open, transparent, and non-discriminatory access to covered procurement to all suppliers covered under the Canadian Free Trade Agreement (CFTA) and shall accord such suppliers equal treatment.
2. The following are illustration of practices considered to be inconsistent with the principles described in 1:
 - a. according a preference for local goods, services, or suppliers;
 - b. scheduling events in the tendering process in order to prevent suppliers from submitting tenders;
 - c. specifying quantities of, or delivery schedules for, the goods or services to be supplied in order to prevent suppliers from meeting the requirements of the procurement;
 - d. using price discounts or preferential margins in order to favour particular suppliers;
 - e. limiting participation in a procurement only to suppliers that have previously been awarded one or more contracts by a procuring entity;
 - f. requiring prior experience if not essential to meet the requirements of the procurement;
 - g. providing information to one supplier in order to give that supplier an advantage over other suppliers; and
 - h. adopting or applying any registration system or qualification procedure with the purpose or the effect of creating unnecessary obstacles to the participation of suppliers of any other Party in its procurement.

Schedule B

Notices

1. The Township must publish a tender notice for each covered procurement on one of the tendering websites or systems designated by its Province.
2. Each Province must notify the Secretariat of those designated tendering websites or systems on the effective date. A province must notify the Secretariat of any amendment to its notification.
3. The Provinces recognize that the Government of Canada will be developing an electronic Canada-wide single point of access ("SPA") in accordance with international obligations.
4. Once developed, the Government of Canada will consult with the Provinces in order to determine how to adapt the SPA for the purposes of the CFTA. Once all Provinces agree that the SPA is suitable for the purposes of the CFTA, a procuring entity must make its tender notices for each covered procurement directly accessible through the SPA.
5. All tender notices must be available to suppliers free of charge.
6. Each tender notice must include:
 - a. the name and address of the Township and other information necessary to contact the Township and obtain all relevant documents relating to the procurement, and their cost and terms of payment, if any;
 - b. a brief description of the procurement;
 - c. the nature and the quantity, or estimated quantity, of the goods or services to be procured unless those requirements are included in tender documentation;
 - d. the address and final date for the submission of tenders;
 - e. the date, time, and place for any public opening of tenders;
 - f. a list and brief description of any conditions for participation of suppliers, including any requirements for specific documents or certifications to be provided by suppliers, unless those requirements are included in tender documentation that is made available to all interested suppliers at the same time as the tender notice; a statement that the procurement is subject to the procurement chapter of the CFTA;
 - g. the time-frame for delivery of goods or services, or the duration of the contract;
 - h. a description of any options, unless those requirements are included in tender documentation;
 - i. the procurement method that will be used, and whether it will involve negotiation or electronic auction;
 - j. if a procuring entity intends to select a limited number of qualified suppliers to be invited to tender, the criteria that will be used to select them and, if applicable, any limitation on the number of suppliers that will be permitted to tender, unless the criteria and any limitations are included in the tender documentation; and

- k. the language or languages in which tenders or responses to requests for prequalification may be submitted, if they may be submitted in a language other than that of the tender notice.

Schedule C

Thresholds for Covered Procurements

Canadian Free Trade Agreement (CFTA):

The thresholds applicable to the Township under the CFTA as of January 1, 2018, are as follows:

- a) \$101,100 or greater for goods or services, excluding construction; or
- b) \$252,700 or greater for construction.

Note that these thresholds are adjusted for inflation each year (in accordance with the formula described in Annex 504.4). The adjustment takes effect each year on January 1 every two years, and is publicized on the website of the Internal Trade Secretariat for the CFTA at:

<https://www.cfta-alec.ca/procurement/covered-procurement-thresholds/>

Canada-European Union Comprehensive and Trade Agreement (CETA):

The thresholds applicable to the Township under CETA as of January 1, 2018, are as follows:

Goods	Services	Construction
\$237,700	\$237,700	\$9.1 million

Schedule D

Negotiation

1. The Township may conduct negotiations with suppliers if:
 - . (a) it has indicated its intent to conduct negotiations in the required tender notice;
 - . (b) it appears from the evaluation that no tender is obviously the most advantageous in terms of the specific evaluation criteria set out in the tender documentation.
2. The Township must ensure that any elimination of suppliers participating in negotiations is carried out in accordance with the evaluation criteria set out in the tender documentation, and must:
 - (a) if negotiations are conducted concurrently with multiple suppliers, provide a common deadline for the participating suppliers to submit any new or revised tenders; or
 - (b) negotiations are conducted consecutively with one supplier at a time, provide a deadline for the participating supplier to submit any new or revised tender prior to proceeding to negotiate with the next ranked supplier.
3. In the course of negotiations, the Township must not give an unfair advantage to, or discriminate against, a supplier.

Schedule E

Non-Application (Exclusions)

The procurement chapter of the CFTA does not apply to:

- (a) public employment contracts;
- (b) non-legally binding agreements;
- (c) any form of assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives;
- (d) a contract awarded under a cooperation agreement between a procuring entity and an international cooperation organization if the procurement is financed, in whole or in part, by the organization, only to the extent that the agreement includes rules for awarding contracts that differ from the obligations of the procurement chapter of the CFTA;
- (e) acquisition or rental of land, existing buildings, or other immovable property, or the rights thereon;
- (f) measures necessary to protect intellectual property, provided that the measures are not applied in a manner that would constitute a means of arbitrary or unjustifiable discrimination where the same conditions prevail or are a disguised restriction on trade;
- (g) procurement or acquisition of:
 - a. fiscal agency or depository services;
 - b. liquidation and management services for regulated financial institutions; or
 - c. services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes, and other securities;
- (h) procurement of:
 - a. financial services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution;
 - b. health services or social services;
 - c. services that may, under applicable law, only be provided by²¹ licensed lawyers or notaries; or
 - d. services of expert witnesses or factual witnesses used in court or legal proceedings; or
- (i) procurement of goods or services:
 - a. financed primarily from donations that require the procurement to be conducted in a manner inconsistent with the;
 - b. by a procuring entity on behalf of an entity not covered by the CFTA's procurement chapter;
 - c. between enterprises that are controlled by or affiliated with the same enterprise, or between one government body or enterprise and another government body or enterprise;

- d. by non-governmental bodies that exercise governmental authority delegated to them;
- e. from philanthropic institutions, non-profit organizations, prison labour, or natural persons with disabilities;
- f. under a commercial agreement between a procuring entity which operates sporting or convention facilities and an entity not covered by the CFTA's procurement chapter that contains provisions inconsistent with the CFTA's procurement chapter;
- g. conducted for the specific purpose of providing international assistance, including development aid, provided that the procuring entity does not discriminate on the basis of origin or location within Canada of goods, services, or suppliers; or
- h. conducted:
 - i. under the particular procedure or condition of an international agreement relating to the stationing of troops or relating to the joint implementation by the signatory countries of a project; or
 - ii. under the particular procedure or condition of an international organization, or funded by international grants, loans, or other assistance, if the procedure or condition would be inconsistent with the CFTA's procurement chapter.

The procurement chapter of the CFTA also excludes 'set-asides' from the application of the chapter, as per the following:

"The procurement chapter does not apply to procurement that is part of a small business set-aside program provided that the program is fair, open, transparent, and does not discriminate on the basis of origin or location within Canada of goods, services, or suppliers."

Schedule F

Limited Tendering (Exceptions)

The Township may use limited tendering in the following circumstances:

(a) if:

- (i)) no tenders were submitted or no suppliers requested participation;
- (ii) no tenders that conform to the essential requirements of the tender documentation were submitted;
- (iii) suppliers satisfied the conditions for participation; or
- (iv) the submitted tenders were collusive,

provided that the requirements of the tender documentation are not substantially modified,

(b) if the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons:

- a. the requirement is for a work of art;
- b. the protection of patents, copyrights, or other exclusive rights;
- c. due to an absence of competition for technical reasons;
- d. the supply of goods or services is controlled by a supplier that is a statutory monopoly;
- e. to ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative;
- f. work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- g. work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor; or
- h. the procurement is for subscriptions to newspapers, magazines, or other periodicals;

(c) for additional deliveries by the original supplier of goods or services that were not included in the initial procurement, if a change of supplier for such additional goods or services:

23

a) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and

b) would cause significant inconvenience or substantial duplication of costs for the procuring entity;

(d) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the procuring entity, the goods or services could not be obtained in time using open tendering;

(e) for goods purchased on a commodity market;

(f) if a procuring entity procures a prototype or a first good or service that is developed in the course of, and for, a particular contract for research,

experiment, study, or original development. Original development of a first good or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good or service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs;

(g) for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers;

(h) if a contract is awarded to a winner of a design contest provided that:

. (i) the contest has been organized in a manner that is consistent with the principles of this Chapter, in particular relating to the publication of a tender notice; and

. (ii) the participants are judged by an independent jury with a view to a design contract being awarded to a winner; or

(i) if goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2019-19 CAO/Clerk 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

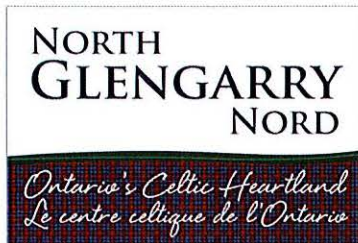
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (c)



STAFF REPORT TO COUNCIL

Report No: AD-2019-19

October 23, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Workplan Report

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-19

Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done, and larger projects like the strategic plan and meeting management software implementation to be completed. Details and timelines are attached for Council's review.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Signed by Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2019-20

And THAT the Committee of the Whole recommends to Council to adopt the Corporate Strategic Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

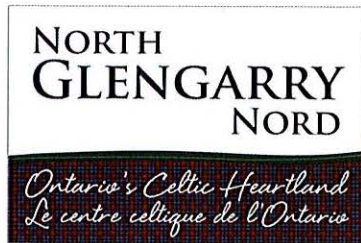
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (d)



STAFF REPORT TO COUNCIL

Report No: AD-2019-20

October 15, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2020 Conferences

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-20

And THAT the Committee of the Whole recommends to Council to adopt the Corporate Strategic Plan.

Background / Analysis:

In the Spring, community consultations took place with the assistance of a consultant, as well as a Council visioning session. Staff are pleased to present to Council the Corporate Strategic Plan. This plan focuses on three main priorities: assets, infrastructure and services, with goals and objectives and subsequent action items associated with each main priority. The action items and goals are achievable and measurable, and will serve as a guideline for Staff and Council over the next several years.

Alternatives:

Option 1: THAT the Committee of the Whole recommends to Council to adopt the Corporate Strategic Plan.

Option 2: (not recommended) THAT the Committee of the Whole does not recommend to Council to adopt the Corporate Strategic Plan.

Financial Implications:

None.

Attachments & Relevant Legislation:

Corporate Strategic Plan

Others Consulted:

Sarah Huskinson
Chief Administrative Officer/ Clerk

NORTH
GLENGARRY
NORD

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

Township of North Glengarry

Corporate Strategic Plan (Draft)

2019-2023

August 2019

Contents

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6. Strategic Focus: Assets.....7

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DRAFT

Executive Summary

With its unique and vibrant community, the Township of North Glengarry possesses an enviable quality of life, which is reflected in its rural and small-town character. The Township is committed to preserving its agricultural and natural resources, its historical and cultural heritage, and its quality municipal services. The Council of the Township of North Glengarry is united in their desire to do what is right for the Township by building a foundation for a great future and working with committed staff who are dedicated to making a difference.

The Township faces several challenges, but also have many exciting opportunities. We need to ensure our communities and the Township remains viable and sustainable in the future. This requires continued investment in our municipal assets and infrastructure, to ensure that we continue to offer exemplary services to the residents of North Glengarry.

The purpose of developing a Corporate Strategic Plan is to establish where a community, as a whole, wants to be in the future and what actions will be taken to get there. The strategic priorities included in this plan are in addition to the ongoing critical work that is carried out by the Township Staff in each of its departments.

We asked five questions of our residents and stakeholders to gather information on: Strengths, Challenges, Values, Vision and Priorities. We gathered this information from multiple sources: online and hard copy surveys, one-on-one interviews, focus groups, and strategic planning sessions. We received 464 survey responses, completed 10 one-on-one interviews, conducted 4 focus groups with a variety of groups from the community, and held a Council and Staff Strategic Visioning Session.

From our Community Consultations and Strategic Planning Session, the result was that North Glengarry is a great place to live! The strengths and values that were identified were: the people, our location, community assets, the natural environment, our culture and rich history. This Strategic Plan is focused on those values and sets achievable goals grouped into three main strategic focus areas: Infrastructure; Assets; and, Services.

The strategic goals and objectives and related action plan are detailed in this Corporate Strategic Plan. The actions were formulated as a result of council priorities and community feedback. Staff are committed to achieving these goals through the action plan.

Message from the Mayor and CAO

On behalf of the Council and Staff of the Township of North Glengarry, we are pleased to present our 2019 Corporate Strategic Plan.

This document will serve as a compass to the future and reflects Council's commitment to action. This Strategic Plan will act as a guide for the decisions of Council and the actions of Staff for the allocation of both human and fiscal resources to ensure the objectives contained in this planned are achieved.

The Corporate Strategic Plan focuses on three main areas: Infrastructure, Assets and Services. Within each of these focus areas, there are a series of goals and objectives. Throughout the implementation of the plan, the Senior Management Team and all staff will work to ensure that departmental policies, procedures and plans align with the goals and objectives contained in this document.

We wish to thank Council, the community, and staff for their input into this strategic plan. The consultation process has given us a clear direction and provided insight into the Township's opportunities and challenges, which formulated the goals and objectives.

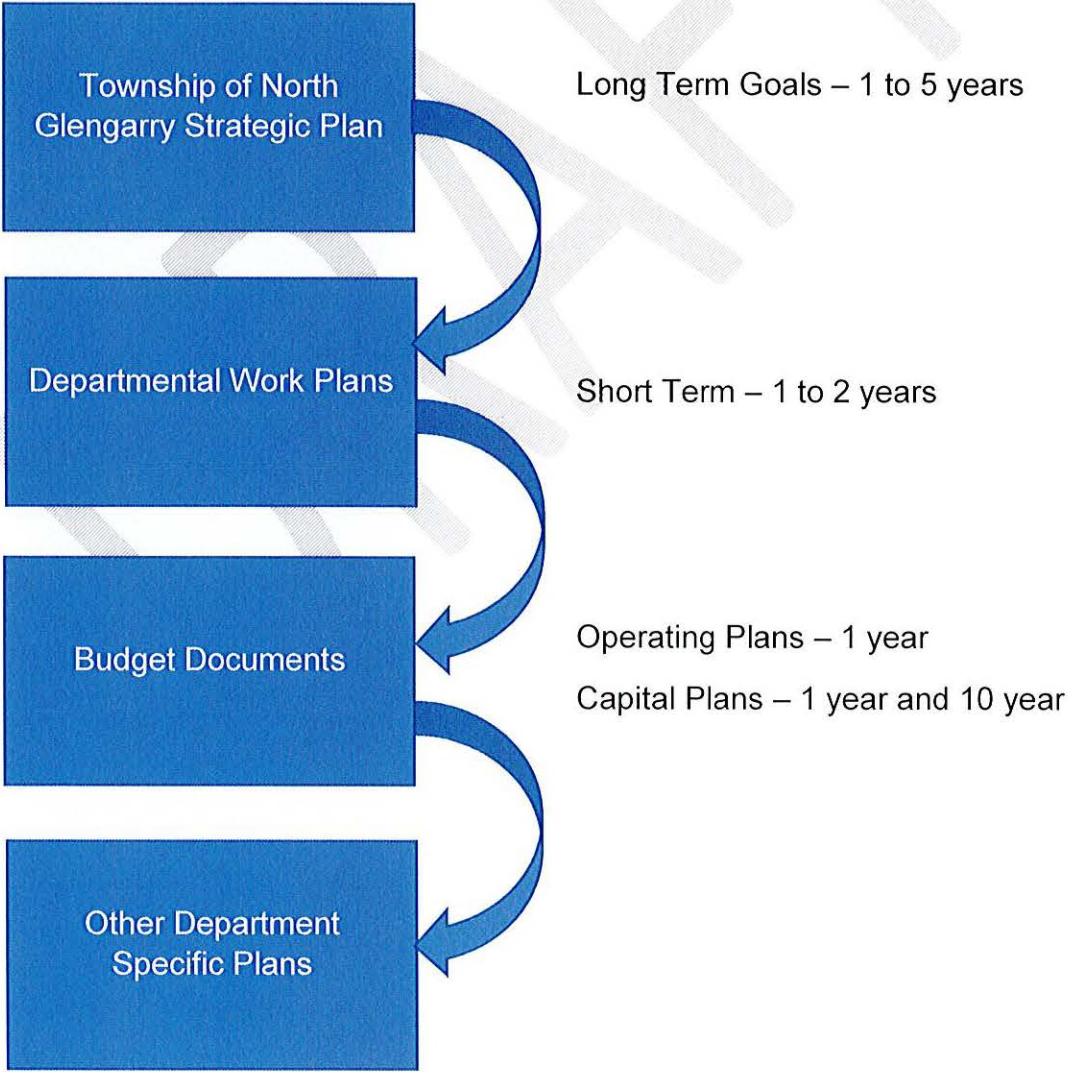


Plan Implementation

A Strategic Plan is an important document for any municipality, but it is only the first step. The real measure of success lies in the implementation and adherence to the initiatives and priorities that are contained in this document. The Strategic Plan will be a living document which will be reviewed annually, at minimum.

Dedication to this Corporate Strategic Plan is important, and both Staff and Council are committed to the implementation of this Plan. The Plan will be integrated into the departmental workplans, budgeting process, and performance management.

Progress reports on the Strategic Plan will be presented to Council on a quarterly basis. In these reports, Staff will update Council on progress and identify any changes to the scope or the timelines for achievement of the plan.



Strategic Goals and Objectives

Strategic Focus: Infrastructure

To improve the infrastructure in the Township's settlement areas.

Improve the quality of Township's road network.

Upgrade and maintain the bridge structures to the current bridge code.

Divert heavy truck traffic from County and Township roads.

Strategic Focus: Assets

Optimize the service and costs of the waste management practices in the Township.

Maximize taxation revenue and good land usage practices for municipally owned land.

Ensure Township facilities are properly maintained and used in an efficient manner.

Properly account for all Township assets and plan for their maintenance and replacement.

Strategic Focus: Services

Ensure the Township is ready for business development and residential growth

Timely and relevant communications in the appropriate medium in a predictable and understandable way.

Establish a strong corporate culture of customer service and departmental cohesiveness.

To be corporately responsible by ensuring the Township has the proper policies, by-laws and fees.

Strategic Focus: Infrastructure

Strategic Objective: To enhance the critical infrastructure in the Township's settlement areas

Actions	Department(s)	Timeline
Provide safe potable water to the residents of Maxville.	Public Works	End of 2020
Upgrade the lagoons in Alexandria to improve the process of removing toxins and meeting MOE guidelines.	Public Works	Contingent on Funding
Inspect and update the sidewalk plan annually. Conduct maintenance as per the approved plan, the deficiency list from the annual inspection, and the OPSS.	Public Works	Ongoing

Strategic Objective: Improve the quality of Township's road network

Actions	Department(s)	Timeline
Establish a culvert inventory of the road system and implement a program for culvert replacement, ditching, grading and brushing.	Public Works	Ongoing
Update the current road needs study and provide a cost benefit analysis of road types for each Township road.	Public Works	End of 2020

Strategic Objective: Upgrade and maintain the bridge structures to the current bridge code

Actions	Department(s)	Timeline
Maintain the bridge program to upgrade the bridges to the current bridge code and to ensure the integrity of the structures are not compromised.	Public Works	Ongoing

Strategic Objective: Divert heavy truck traffic from County and Township roads

Actions	Department(s)	Timeline
Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Public Works	Ongoing

Strategic Focus: Assets

Strategic Objective: Optimize the service and costs of the waste management practices in the Township.

Actions	Department(s)	Timeline
Perform a review of the RARE plant and conduct a cost benefit analysis of shipping the recyclables out vs operating the recycling plant.	Public Works	Spring 2020
Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company.	Public Works	Spring 2020

Strategic Objective: Maximize taxation revenue and good land usage practices for municipally owned land.

Actions	Department(s)	Timeline
Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Clerk's Department/ Planning Department	Spring 2020

Strategic Objective: Ensure Township facilities are properly maintained and used in an efficient manner.

Actions	Department(s)	Timeline
Create a facilities plan which identifies the lifecycle replacement costs and maintenance of all facilities.	Community Services/ Treasury Department	Fall 2020
Increase programming and rentals to maximize use of recreation facilities by identifying opportunities and gaps in current usage of facility times.	Community Services	End of 2020

Strategic Objective: Properly account for all Township assets and plan for their maintenance and replacement.

Actions	Department(s)	Timeline
Development of a 10 year capital budget and long term operating plan. Creation of an asset registry, implementation of asset management software and completion of the Asset Management Plan	All Departments/ Treasury Department	End of 2020

Strategic Focus: Services

Strategic Objective: Ensure the Township is ready for business development and residential growth

Actions	Department(s)	Timeline
Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Economic Development/ Planning/ Building	Spring 2020
Continue to be an active partner in EORN advocating for improved broadband coverage.	Economic Development/ CAO	Ongoing
Showcase the Township's readiness for industrial and commercial business through a marketing plan.	Economic Development	Spring 2020

Strategic Objective: Timely and relevant communications in the appropriate medium in a predictable and understandable way.

Actions	Department(s)	Timeline
Develop a communications plan to improve communications with residents and stakeholders.	Economic Development/ CAO	End of 2019

Strategic Objective: Establish a strong corporate culture of customer service and departmental cohesiveness.

Actions	Department(s)	Timeline
Provide training to all departments on customer service, document processes, cross train staff, and provide good communication across the Township.	All Departments	Ongoing

Strategic Objective: To be corporately responsible by ensuring the Township has the proper polices, by-laws and fees.

Actions	Department(s)	Timeline
Complete a development charges feasibility study. Adopt the by-law and impose the fees.	Building/ Planning	Spring 2020
Create a Tree Canopy by-law and permitting system.	Planning	End of 2019
Review current by-laws for enforcement (signage, parking, garage sales, chip stands, containers).	Building/ By-law	End of 2020
Review the current fee structure and cost recovery of the Building and Planning Departments.	Building/ Planning/ Treasury	Spring 2020

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. CS-2019-13 Community Services Department 2019 Workplan – October update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

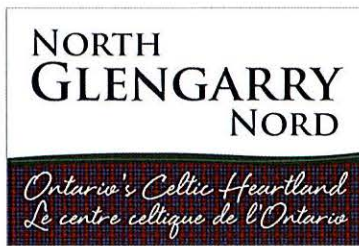
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (e)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2019-13

October 23, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2019 Work Plan – October Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2019-13.

Background / Analysis:

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

ADMINISTRATION

Employment Updates:

Program Coordinator – Ms. Samantha Dexter was hired as the Township's new Program Coordinator and started in that role on October 15th. She will be working from the Dome for the most part.

Business & Community Awards Gala – The event was held on September 26th at the Maxville & District Sports Complex with 146 attendees and was deemed to be a success by all.

Grants:

Seniors Community Grant – In May the Township, in partnership with the Seaway Valley Community Health Centre, the Eastern Ontario Health Unit and the Centre de santé communautaire de l'Estrie applied for the Seniors Community Grant Program for funding to train community-based Senior Fitness Trainers to give Fall Prevention and Exercise sessions in English and in French to seniors in the region. The grant was approved and the parties are working together to develop the program.

Celebrate Canada Grant – The application for funding to Celebrate Canada was submitted on October 16th. Successful applicants should hear back by the end of March 2020. These funds are used to support the Canada Day activities in the Township.

EVENTS AND ACTIVITIES

Alexandria Bright Nights – The installation of the LED lights originally planned for October 19th has been postponed to November 2nd due to the heavy rains.

Boys and Girls Club Activities – Township staff has met with the organization which was successful in obtaining a grant to give cooking and nutrition classes to youth. The group toured the Glengarry Sports Palace and Island Park facilities and should confirm which space would be best suited to this program.

Little Sens Program – The Little Sens program ran between September 7th and October 6th at the Glengarry Sports Palace with 45 youth registered. The Alexandria Minor Hockey Association and the Glengarry Highlanders Girls Minor Hockey Association provided coaches to run this program. This was a highly successful program and we are hopeful that the Senators will consider reinstating it for 2020 given the little uptake by communities to the *National Hockey League Players' Association's* First Shift Program.

Swimming Lessons at Island Park – Staff has been working with the personnel from the HGMH but notwithstanding this, we are looking into the conditions and cost to certify the beach on our own.

Yoga – The Fall Yoga Session started on September 9th and will finish on November 16th, 30 individuals have registered for these classes.

FACILITIES

Glengarry Sports Palace

Alexandria Library – The renovation of the bathroom in the Alexandria Library is near complete.

Technical Standards & Safety Association – The facility received the visit of the TSSA inspector on October 7th. Minor compliance issues (advisories on external doorways, Lock-out procedures, etc.) were cited and staff is working to meet these requirements prior to the November 6th deadline.

Island Park

Sinks – The new stainless sinks were installed in the ladies and men's bathrooms. Painting still remains to be done.

King George Park

Murale – Mr. Allan MacEwen has graciously given permission to the Township to install a mural on the north side of the building that houses Muir's Bakery. The mural, which is presently in production, is a reproduction of the Main Street postcard. An official unveiling will be organized once the mural is installed.

Maxville & District Sports Complex

Sinks – The sinks are being produced for the facility and should be installed before the end of November.

Tim Hortons Dome

Advertising on Doors – Mr. Jeremy Dubeau has secured advertising on four lobby doors for a period of 3 years. The doors will be “wrapped” in vinyl at the expense of the advertiser.

Other

Glen Robertson Playground Equipment – A new play structure has been received. Staff will be meeting with the installer to determine the best location for the structure.

COMMENTS

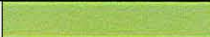
This report is presented for information purposes only.


	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Draft Action Plan prepared	Completed	AL						
Capital Projects	Dome - Counter Reno	Ongoing	AL, JD						
	Dome - Floor Reno	Ongoing	AL, JD						
	EcDev - Branding Signage (Parks)	Ongoing	TK						
	EcDev - Interpretive Panels	Ongoing	TK						
	Glen Robertson Playground Equipment	Ongoing	AL					Glen Robertson has not selected equipment to date.	
	GSP - Condenser Water Supply Tank	Completed	RW						
	GSP - Stove for Community Kitchen	Ongoing	RW						
	IP - Change Tables & Sink	Ongoing	AL, JD						
	IP - Micro Nets	Completed	AL, JD						
	IP - Outdoor Exercise Equipment	Report to COTW	AL, JD					Glengarry Community Living	
	IP - Removal of Band Shell	Completed	JD						
	IP - Soccer Benches & Cement Work	Report to COTW	JD						
	KingGPK - Electrical Panel	Ongoing	JD						
	Millsq - Architectural Design	Ongoing	AL						
	MSC - Counters Bathrooms	Ongoing	JA						
	MSC - QEL Amonia Detector	Completed	JA						
MSC - Water lateral Connection	Completed	AL, JA							


	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q 1	Q 2	Q 3	Q 4		
Other	Admin - Business & Community Awards Gala	Ongoing	AL, TK, MD						
	Admin - Hiring Program Coordinator	Ongoing	AL, SH						
	Admin - Ice Contract Forms - 2019 Fall Pre-Ice Season	Completed	AL, MD						
	Admin - Ice Contract Forms 2019 / 2020 Season	Completed	AL, MD						
	Admin - Lighting of Island Park	Ongoing	AL, JD & Others						
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						
	Admin - Grants - Celebrate Canada - Reporting for 2019	Completed	AL						
	Admin - Grants - Celebrate Canada - Application 2020	Completed	AL						
	Admin - Grants - Seniors	Ongoing	AL						
	Admin - Grants - Young Canada Works	Completed	AL						
	Fall Prevention and Exercise Program	Ongoing	AL / EOHU / etc.						Partnership EOHU/SWH/CSCE
	ComDevCttee - Terms of Reference	Report to Council	AL						
	Dome - Membrane repairs	Completed	AL, JD						
	Dome - Programming - Competitive Soccer League	Ongoing	AL, JD, Prog. Coord.						
	Dome - Programming - 2018/2019 Flag Football	Completed	AL, JD						
	Dome - Programming - Running Program 2019 Session 1	Completed	AL, JD						

Dome - Programming - Running Program 2019 Session 2	Ongoing	AL, JD	Yellow	Purple				
Dome - Programming - Track for Seniors	Ongoing	AL, JD	Green	Yellow	Purple			
Dome - Programming - 2018/2019 Women's Volleyball	Completed	AL, MD, JD	Purple					
Dome - Programming - 2019/2020 Women's Volleyball	Ongoing	AL, MD, JD, SD		Yellow	Yellow	Yellow	Yellow	Extends into March 2020
Dome - Programming - 2019 Youth Floor Hockey	Ongoing	AL, MD, JA, RW	Yellow	Yellow	Purple			
Dome - Reinstatement of flood damages	Completed	AL, JD	Yellow	Yellow	Purple			
Dome, GSP, MSC, IP - Programming - 2019 Family Day	Completed	Rec Dept	Purple					
Dome, GSP, MSC, IP - Programming - 2019 March Break	Completed	Rec Dept	Purple					
GSP - Audit	Ongoing	AL, MD	Yellow	Purple				Waiting for comments from Welch
GSP - Boardroom renovations	Completed	RW	Purple					
GSP - Door replacement	Completed	AL, RS		Yellow	Purple			
GSP - Debt recovery - Glengarry Highlanders	Completed	AL, Finance	Purple					
GSP - Programming - Yoga 2019 Session 1 Spring	Completed	AL, MD	Purple					
GSP - Programming - Yoga 2019 Session 2 Late Spring	Completed	AL, MD	Yellow	Purple				
GSP - Programming - Yoga 2019 Session 3 Fall	Completed	AL, MD		Yellow	Purple			
GSP - Programming - Kickball 2019	Completed	AL		Purple				Postponed due to lack of registrations
GSP - Programming - Little Sens 2019 Fall	Completed	AL, MD		Yellow	Purple			
GSP - Alexandria Library - Accessible Bathroom	Ongoing	AL, RW		Green	Yellow			Design & quotes / Construction in Sept.
GSP - Accessible sidewalk front of building	Ongoing	AL, RW		Yellow	Yellow			

GSP - Staff hirings	Completed	AL							
GSP, IP - Soccer Fields (Preparation & Closures)	Completed	AL, JD, RW							
GSP, MSC - Plant Lock-out Tag-Out Procedures	Completed	AL, RW, JA							
GSP, MSC - Programming - Floor Hockey	Completed	AL, MD, JA, RW							
GSP, MSC - Refrigeration Plant Certification TSSA	Completed	AL, RW, JA							
GSP, MSC - TSSA Lock-out procedure	Completed	AL, JA, RW							
IP - Aquatic Vegetation Removal Permit	Completed	AL							
IP - Aquatic Vegetation Removal DFO Report	Completed	AL							
IP - Geese Mitigation Program	Completed	AL, Rec Staff							
IP - Geese Mitigation Program Report	Completed	AL							
IP - Programming - 2019 Swimming Lessons	Ongoing	AL							
IP - Programming - Summer Camp	Completed	AL							
IP - Programming - Boys and Girls Club	Ongoing	AL, MD, JD							
IP - Sidewalk Repair	Completed	JD							
IP, GSP, Dome - Fall/Winter Activities Boys & Girls Club	Ongoing	AL							IP - Tuesdays, GSP/Dome - Thursdays
MSC - Community Hall Accessible Door	Completed	AL, JA							
MSC - Heating renovations	Completed	AL, JA							
MSC - Programming - Kilt Skate	Completed	AL, TK & Others							

Preparation 

Execution 

Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COW-TR-2019-29 the Director of Finance/Treasurer 2019 Workplan updated for September.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

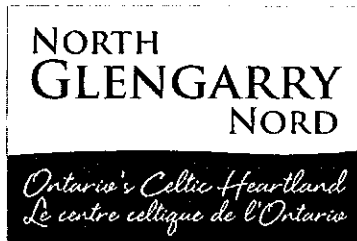
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (f)



STAFF REPORT TO COUNCIL

Report No: COW TR2019-29

October 21, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for September

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2019-29 – the Director of Finance/Treasurer 2019 Workplan updated for September 2019.

Background / Analysis:

The Treasury Department is presenting to the Committee of the Whole their workplan updated as of September 2019. There is a great deal of policy work to be done to ensure transparency and consistency. Policies planned include: water/wastewater billing and collection policy; accounts receivable policy; and current policies that need updating.

The Asset Management Software implementation is a large project with tight deadlines due to the deadline for completion to be eligible for funding. Training has been completed and there is still financial information that needs to be input. We are behind schedule but since the consultant has been paid for a significant portion, we will still be applying for the grant portion of this project. Although the data in the software is not perfect, it is a great starting place for moving forward in recording our assets.

The tax department continues to be diligent in collecting arrears. We have 10 registered properties that will be advertised for tax sale starting in December.

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

Funding has been approved by Infrastructure Ontario for \$7.5 million. The funding should be received by the end of November. Interest rate for this loan is 2.84% over a 30 year term.

The 2020 budget is underway, and departments have submitted their capital requirements. There is still plenty to do for operating, payroll and the summaries for the departments. The CAO and I will be reviewing capital soon.

Alternatives:

None.

Financial Implications:

None.


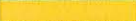

Attachments & Relevant Legislation:

None.

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

Treasury Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Update provided to CAO	Template Completed	KC						
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KC						
	Utility Billing Policy	Policy approved by Council	SM,KC						
	Travel Policy	Policy approved by Council	KC, SH						Approved by council
	Review Records Retention Policy	Policy approved by Council	KC, SH						
	New Check Pro procedures have been documented	Procedure created	SM,KC						
Other	Asset Management Software Implementation	Software installed and staff trained resulting in a usable product	Dept						Resources to complete could be an issue
	Council Remuneration Bylaw	Bylaw Approved	KC, SH						
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	LL, KC						
	Sale of 2018 registered tax sale property	Cash for sale of property	KC, RM, SH						Potential of over 10 properties for sale in the fall.
	Water rates Maxville	Confirmed water rates approved for Maxville	KC, RM, SH						
	10 year capital plan template to directors	Plan sent and completed by Directors for 2020 budget	KC, Directors						
	Rescind FGT bylaw for bridges only	Rescind Bylaw	KC						
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KC						
	2020 Budget	Budget complete	KC, Directors						
	A/R and Utility training for backup	Trainee completes A/R	KC, SM, JD						
	A/P training for backup	Trainee completes A/P	KC, RK, JD						
	Payroll training for backup	Trainee completes payroll	KC, RK, JD						
	RBC Form 349	Form submitted to RBC	KC						
	Hire New Tax Collector	Tax Collector Hired	KC, LL, RK						
	Municipal Audit	Audit Complete	KC, RK, SM, LL, LL						
	Maxville Water Project Funding	Funding from grants or LTD complete	KC, RK						Funding approved by Infrastructure Ontario
	Checkpro Automatic Deposit	Automatic Cheque Deposits	KC, SM, LL						Great, efficient tool with backup staff positions.
	Employee BBQ	BBQ complete	All employees						Sarah set it for June
	Year End Financial Processing	Audited financial statements	SM, RK, KC						
	CWWF Claim Jan 1 - Mar 31/19	Claim submitted	KC						Claim is \$1,241,080
	CWWF Claim Apr 1/19 - Jun 30/19	Claim submitted	KC						
	CWWF Claim Jul 1/19 - Sep 30/19	Claim submitted	KC						
	ICIP Grant application Creek Road Bridge	Claim submitted	KC						Application Submitted
	OCIF Annual Reporting	Claim submitted	KC						Due end of June
	Main Street Revitalization Grant reporting	Claim submitted	KC						Submitted Ma/19
	Creation of new building permit deposit tracking form	Balances to GL monthly	KC, JR, CL						Procedures clarified. Hopefully perfect for Q2
	Creation of cost centres for capital	Cost centres complete	KC, SMT						
	Creation of Tax Bill Inserts	inserts	KC, TK, SH						
	Variance reports - Quarterly to council		KC						
	Tax Arrears Collection reports - Quarterly to Council								

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. BP-2019-32 – Planning/Building & By-law Enforcement update – 2019 Workplan.

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 5 (g)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-32

October 23, 2019

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: 2019 Work Plan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-32 – the Director of Building, By-law & Planning 2019 Work Plan.

Background / Analysis:

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

BUILDING

Maxville Water Project

An information and checklist is available to the public for better understanding of the process. Permits, regulated by the Building Code Act, will be issued for every connection, and inspections will have to be conducted. A Building Permit Application that is signed by an owner gives the Chief Building Official the right of entry inside a building to inspect, as per Building Code Act. Many applications already have been submitted. Many connections are also already completed, waiting for water to be available to connect to potable water system. Numbers are being complied by Dave Malcolm.

Building Permit Application & Tracking Software

The IT department and CBO attended a presentation on a software for Building Permits issuance, tracking and inspection. The software appears like it's working well for a building department but is very expensive to buy the software and maintenance/updates also very expensive. The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right decisions for future. We are checking into potentially at By-law and Planning tracking in the same software, which would make it even more useful.

Review of Sign By-law

The sign By-law will be reviewed at the end of 2019, or early 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Review of Civic Number By-law

The sign By-law will be reviewed at the end of 2019, or early 2020. The new Farm 911 will be merged with the civic By-law. We will be reviewing application system, installation guide, etc.

Outstanding Building Permits (Hospital/Schools)

Like most other Townships, North Glengarry has a lot of outstanding Building Permits. Along with the Administrative Assistant, we are trying to close as many as possible, especially in public places like the hospital and the schools. Note that since the "Performance Deposits" have been implemented, we are seeing less and less outstanding permits. Performance Deposits income will start bringing in income in 2020.

Building Permits

We are currently close to 210 Building Permits that have been issued in 2019, a little more than last year. That includes SFD, decks, pools, livestock facilities, demolitions, etc.

BY-LAW ENFORCEMENT

Creation of Animal Control By-law

The By-law Enforcement Officer and the Department are currently working on a new Animal Control By-law, which would include dogs and an Exotic/Prohibited Animal By-law. We already have the Dog By-law but as the dog catcher duties will change, that By-law will also need to be updated. We currently do not have an Exotic/Prohibited Animal By-law.

Review Dog Catcher Duties

There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of March 2020 but we are looking into some other options for after. We recently decided that it was of best interest for North Glengarry to pull out of a joint kennel for animal control throughout the United Counties. We will be looking at veterinary clinics, kennels and local farmers and evaluate what the best process would be.

Review of Garage Sale By-law

The sign By-law will be reviewed in 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

Ongoing Complaints

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

PLANNING

Draft Zoning By-law Review (2017)

The Planner held conference call with JL Richards and was updated on the project status since Gerry's departure from the Township. Currently working on an extensive detailed log of past ZBA and MV applications for analysis to create new 'zones' to accommodate repetitive amendments within new zones. The next step is creating a matrix chart to identify major gaps in the 2000 Comprehensive ZBL, identify parts of the 2017 review that can be incorporated into the current review, and moving forward.

Update of current GIS

A GIS technician was hired to update the GIS planning layers. Currently working with the Planner and IT to update all layers for new updated GIS. The GIS technician contract was extended until the end of 2019 for now. The department is evaluating the value of a GIS/IT technician for a new building permit/by-law application that needs a major upgrade.

Cannabis use - Zoning By-law Amendment

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The documents are currently being reviewed and will then submit for approval.

Main Street Renewal Project

A discussion on the status of Main Street Renewal Project was done with Ryan before his departure. Currently the project is suspended until the new Director commences his work at the Township. County level main street consultations to take place late summer/fall 2019 or spring 2020.

Town Core & Rural Cycling Project

The Planner attended the Annual Active Transportation Summit in South Stormont, useful materials and ideas were collected. The ideas were also discussed with the Economic Development Officer. Both will be collaborating with the public works department and the recreation department on the project to create a more bike friendly town core and expand/improve the recreational trails network.

Forest Conservation By-law

The draft documents for the Forest Conservation By-law and application are completed. We are now waiting some comments from Conservation Authorities to implement the By-law. It will be made available to public soon for comments and concerns. The By-law will then be reviewed and implemented with the public's comments. The plan is to also assign Set Fines to the By-law for a easier way to enforce it. The By-law is currently in review by Township staff to try simplify the entire process and stream line it.

LPAT Official Plan Appeal

The Planning Department is working together with SDG Counties and Township planners, attending bi-monthly half day meetings for discussing the process and moving forward in the appeal.

Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances

Also working on several files with applicants that will be forwarded to Council in due time. The meetings with customers are daily for pre-consultations, review of applications. Discussing possibilities in English and French.

Severance Process – SDG vs Township

The Planning Department will put together a short presentation/information session to explain precisely how the process works and who is responsible for what. Also review legislation to know more about the “flag lots” issues.

Bed & Breakfast – Air B & B

The Planning Department will put together a short presentation/information session to explain the requirements and when the Township needs to get involved, Planning, Building and By-law all have different sets of rules that all needs to be followed.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:




None.

Others consulted:

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

Signed by Sarah Huskinson – CAO/Clerk

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

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee of the Whole receives Staff Report No. BP-2019-30 – the Severance Process for information purposes.

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 5 (h)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-30

October 23, 2019

From: Kasia Olszewska, Planner

RE: The Severance Process

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-30 – the Severance Process.

Background / Analysis:

The Planning Department is presenting the Committee of the Whole with a Guide to Consent Applications (the Severance Process), as requested at the previous Council Meeting of October 15, 2019.

Alternatives:

None.

Financial Implications:

No financial implications to the Township.

Attachments & Relevant Legislation:

A Guide to Consent Applications

Others consulted:

Jack Sullivan, SDG County Planning Department
Jacob Rheume, CBO

Signed by Sarah Huskinson – CAO/Clerk

A GUIDE TO CONSENT APPLICATIONS

Township of North Glengarry

Building, Planning and By-law Department

October 2019

1.0 Introduction

A “consent” or “severance” is required before a parcel of land can be divided to create a new lot, to enlarge an existing lot, register certain easements, etc. The SDG County is the approval authority for Consent Applications, having direct control over the main aspects of the application. Consent approval gives the SDG County and the Township of North Glengarry a way of ensuring that new lots that are created are consistent with the planning policies of the Provincial Policy Statement, the Stormont, Dundas and Glengarry Official Plan, and the Township of North Glengarry Zoning By-law.

NOTE: To start, an applicant should verify with the Township Planner to determine whether a property can be severed.

1.1 What is a consent to sever?

Granted by the SDG County, a consent to sever is a process to permit land division. The consent of the Committee of Adjustment is required in order to create a new lot or lots, add land to an existing lot, establish rights-of-ways or easements, mortgage a portion of a property, or enter into a lease for a period of 21 years or more.

1.2 What is a Zoning By-law Amendment?

A Zoning By-law Amendment is a change to the Township of North Glengarry Zoning By-law for specific subject lands as part of the conditions of a severance application. This often occurs to prohibit residential uses on the severed portion of the lands and prohibit agricultural uses on the retained portions of the lands, in order to comply with the Provincial Policy Statement (2014) and the SDG Official Plan requirements (Section 8.12.13.3(7)).

2.0 Consent Approval Process

2.1 Major Steps

2.1.1 Pre-Consultation with the Township Planning Staff

Applicants are advised to request a pre-consultation meeting with the municipal planner prior to the submission of an application. During the pre-consultation meeting, the planner will advise the applicant of applicable policies and zoning provisions such as lot size requirements, environmental concerns, and possible required studies. Applicants may also use the pre-consultation meeting to ask any questions they have regarding the severance process and request assistance to fill out their application form.

2.1.2 Review appointment with the Township Planning Staff

After the pre-consultation appointment, the applicant has time to prepare the application form and prepare the severance sketch. During the review appointment with the Township planner, the municipal planner will review the application to ensure that it is complete. The applicant may also choose to have the application signed by a commissioner at the Township office. The applicant is then ready to submit the application.

2.1.2 Submit a Complete Application

The applicant submits a complete application at the SDG County office in Cornwall, including the application form, a sketch of the proposed severance, the required fees and any required plans or studies determined at time of pre-consultation.

The applicant should consider retaining an Ontario Land Surveyor (OLS) and lawyer to assist them through this process. The application will then be reviewed by the SDG Planning Assistant to ensure that the application is complete (all required information was provided)

2.1.3 Circulation of Application

Once the application is deemed complete, and at least 14 days before the SDG County Public Meeting meeting, the SDG Planning Assistant will send a notice of the application to neighbours within 60 meters of the subject property, and any person or public body that made a written request to be notified. A notice sign will also be placed on the property by the applicant and will be removed by the applicant after the public meeting.

The SDG County will circulate the application to a prescribed list, such as conservation authorities, and to the Township of North Glengarry in order to obtain comments and conditions to take into consideration when making a recommendation on the application.

2.1.4 Approval by the SDG County Public Meeting

The SDG County is the approval authority for consents. The SDG Planner carefully considers all aspects of the application, which includes but is not limited to:

- The effect on public health and safety of present and future inhabitants;
- The impact on Provincial interests;
- Whether the application is in the public interest;
- The suitability of the land for a severance;
- The size and shape of the lots;
- The impact on the environment;
- Whether the request is supported by existing municipal infrastructure;

- Whether the request conforms to the applicable planning documents and is compatible with adjacent land uses.

A report and presentation will be prepared by the SDG planner and presented at the public meeting, followed by a recommendation on whether any concerns have or can be addressed. If the application is approved, the SDG County will impose conditions (provisional consent) as part of the decision.

2.1.5 Notice of Decision

A notice of decision will be mailed to the applicant and anyone who filed a written request to be notified of the decision and provided written comments within 15 days of the date on which the SDG County made a decision.

NOTE: There is a 20 day appeal period following the notice of decision, where any agency or public body who opposes the County's decision (letter of objection supported by a planning justification) can appeal the decision to the Local Planning Appeal Tribunal (LPAT).

2.1.6 Final Decision

If no appeals are made by the end of the 20 day appeal period, the decision is final and binding. The applicant may proceed to fulfill the conditions of provisional consent.

NOTE: Section 53 of the *Planning Act* states that:

- Where consent is granted with conditions, the conditions must be fulfilled within one year of the "giving of notice of a decision" or the consent is deemed to be "refused", and,
- Where a conditional consent has been certified as to the fulfillment of the conditions, the consent itself "lapses" after two years from the date of the certificate if the land is not transferred.
- Conditions need to be fulfilled before one year, or else the application lapses and the applicant must resubmit the application (repaying application fees, another public meeting, etc.).
- It is the applicant's responsibility to ensure that all conditions are completed, and that all studies are approved before the lapsing date

2.2 Staff and Agency Roles

Township Planner

The municipal planner ensures that the severance conforms with the policies of the Official Plans and meets Zoning By-law requirements, identifies any environmental or technical concerns, and answers questions the applicant may have regarding the application.

Township Planning Assistant

The township Planning Assistant collects fees associated with the severance, including the septic review fee, the parkland fee, and the municipal review fee. The Planning Assistant also answers question about fulfilling the conditions of the consent applications after conditional approval has been granted by the SDG County.

SDG Planner

The SDG Planner prepares the severance report to be presented at the SDG County meeting, presents the consent applications and grants conditional and final approval for the applications.

SDG Planning Assistant

The SDG Planning Assistant acts as the co-ordinator of the consent process, receiving a list of conditions to comply with form the municipal planner, keeping a list of other conditions identified by the SDG Engineering department, and so on.

Applications for consent are circulated by the SDG County Planning Assistant to lower tier Townships, SDG Engineering Department, and outside agencies for review and comments. The comments received by these contacts allows the SDG planner to draft a report and create a presentation for approval at the public meeting. The application may be approved, approved with modifications, or refused. Where approved or approved with modifications, provisional consent is granted.

SDG Engineering Department

The Engineering Department provides comments regarding the road access and potential required road widenings on County roads.

Township of North Glengarry Building Department

The Township CBO provides comments regarding the building code. Building permits for proposed developments on the new lots are not to be requested until the certificate of consent is issued and the transaction in respect of which the consent was given has been carried out.

Public Works

The Township Public Works provide comments regarding septic systems, wells, connection to municipal water/sewer, entrances and drainage.

Treasury Department

The Treasury Department ensures that all taxes owed on the property are paid before the lot is severed.

Raisin Region Conservation Authority and South Nation Conservation Authority

The conservation authority reviews consent applications within their watershed jurisdiction. They provide comments regarding environmental features on or near the properties affected by the severance requested and the location of existing and proposed septic systems. South Nation is also the Township peer review expert for environmental studies, hydrogeological and terrain analysis and any other relevant studies required as part of a severance.

3.0 Conditions

Provisional consent means that the applicant has approval to complete "conditions", before the SDG Planning Assistant can stamp a deed to finalize the Consent process. The applicant has (1) year to complete these conditions, or the "conditional approval" runs out and the process must be started over.

A list of the most common conditions is provided in Appendix A, with an explanation. The exact conditions imposed for any given file depends on the site-specific circumstances.

4.0 Planning Legislation and Regulations for Consent Applications

4.1 Lot Creation in Prime Agricultural Areas

4.1.1 Provincial Policy Statement (2014)

The Provincial Policy Statement, 2014 discourages lot creation in prime agricultural areas and only permits the creation of new lots for the following uses under specified conditions (policy 2.3.4.1):

- agricultural uses;
- agriculture-related uses;
- a residence surplus to a farming operation as a result of a farm consolidation; and,
- infrastructure.

The creation of new residential lots, including farm retirement lots is prohibited in prime agricultural areas, with the exception of new lots for surplus farm residences (policy 2.3.4.3).

A new surplus farm residence may only be permitted provided that (policy 2.3.4.1c):

- the new lot is limited to the minimum size needed to accommodate appropriate sewage and water services; and,
- the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance.

4.1.2 The SDG Official Plan (2018)

- a. A consent may be granted on lands designated as Agricultural Resource Lands as shown on the Land Use Plan Schedules for: i. An agricultural use (e.g. crop land, livestock operation, aquaculture, agro-forestry or maple syrup production) if the lot is of a size appropriate for the type of agricultural use common in the area and is sufficiently large to maintain flexibility for future changes in the type or size of the agricultural operation;

A residence surplus to a farming operation, if; I. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and

II. the Local municipality shall, through the Zoning By-law or other municipality approach, prohibit further dwellings on the vacant retained lands created by the subject consent. (Section 8.12.13.3(7)).

4.2 The PPS and the SDG Official Plan limiting the new lot to a minimum size (about 3 acres), aims to protect and conserve of prime agricultural land in Ontario.

Only 5% of Canada's total land base is classified as prime agricultural land (Class 1 to 3 according to the Canada Land Inventory) (Oliver, 1999). Ontario has over one half (51%) of all of Canada's Class 1 farmland (Green Ontario, 2002). Between 1981 and 1986, prime agricultural land accounted for 59% of all land in Canada converted to urban uses. In 1996, 19% of the Class 1 agricultural land in Canada was occupied by urban development (Statistics Canada, 2002). Each year, Canadian urban centers cumulatively consume a land area equal to the size of Hamilton, Ontario (Oliver, 1999). Ontario is losing its most productive farmland at an alarming rate. While there is currently no effort to inventory or track the loss of agricultural land in Ontario, a recent study commissioned by the Greater Toronto Area Federations of Agriculture Project Management Committee indicated that between 1976 and 1996, over 2000 (30%) farms and over 150,000 acres of farmland went out of production in the GTA alone (Walton and Hunter Planning Associates et al., 1999). The Preservation of Agricultural Lands Society (PALS) reports that over 1.5 million hectares of agricultural lands have been lost to non-agricultural uses in Ontario since 1966 (Preservation Agricultural Lands Society, 2002).

Additionally, the creation of a large residential severed lot within agricultural lands which is not permitted by the Provincial Policy Statement would increase the taxes significantly for the land owner of the severed lot and demand more land upkeep such as landscaping and grass cutting.

4.3 Flag Shaped Lots

The 'flag shape' of many agricultural land severances is due to the large setback of the home on the property from the road. The large setback stems from farmers' preference for positioning the dwelling deeper into the farm in closer proximity to barns, sheds and other farming accessory buildings and uses. Agricultural property owners may also

choose to build their farm dwelling well setback from the road due to personal preference and choice. The existing nature of a large setback of an existing farm dwelling cannot be changed, as each severed lot requires an access to a public road or right of way.

4.4 Stakeholder roles and responsibilities: who should be concerned with the loss of farmland in Ontario?

Planners, municipalities, the agricultural community, environmental groups, and the provincial government all play important roles in the land use planning process, and in effect, whether farmland protection is achieved.

From a 'front line' perspective, the true planning decisions are made at the local municipal level. The authority for municipalities to plan for their communities has been delegated by the Minister of Municipal Affairs and Housing in Section 4 of the Planning Act. Municipalities develop an Official Plan, which "sets out the municipality's general planning goals and policies that will guide future land use" and implements its Official Plan by enacting zoning by-laws, which are "rules and regulations that control development as it occurs" (Ministry of Municipal Affairs and Housing, 2002). The ability to create by-laws is a power given to municipalities under Section 34 of the Planning Act.

Planners, who are hired professionals of the municipality or upper tier government, make recommendations to council about what planning decisions should be made. Planning decisions must remain within the bounds of the Planning Act and the province's guiding policies (i.e., the Provincial Policy Statement) or planning authority may be taken away from the local authority (under Section 4(5) of the Planning Act).

References:

Green Ontario. 2002. Green Ontario Provincial Strategy: Sprawl. Available on-line at:
<http://www.greenontario.org/strategy/sprawl.html>

Oliver, S. 1999. Building for Tomorrow: Rural Residential Appraisals. Presentation to the Appraisal Institute of Canada. June 18 and 19, 1999. Brock University: St. Catharines, Ontario.

Statistics Canada. 2002. Geography. Available on-line at:
<http://www.statcan.ca/english/Pgdb/Land/geogra.htm#lan>

Walton and Hunter Planning Associates, B.J. Donald and J. Ross Raymond and Associates Ltd. 1999. Greater Toronto Area Agricultural Economic Impact Study. Commissioned by the Greater Toronto Area Federations of Agriculture Project Management Committee: Toronto, Ontario.

Appendix A

Possible Consent Application Conditions

	Condition	Explanation
	<p>2 (two) copies of the deed along with a PDF and one paper copy of the deposited plan of survey (R-plan), or a legal description acceptable to the Registrar of Deeds, being received by the Planning Assistant.</p> <p>(Note to solicitor: Please attach a Schedule as Page 2 to the deed, which names the Transferor, Transferee, the Description of the property to which the Certificate applies and the Application for Consent File No.)</p>	<p>The deeds are prepared by a lawyer, using a deposited plan of survey, which must be prepared by a qualified Ontario Land Surveyor (OLS).</p> <p>The lawyer and OLS are chosen by you.</p> <p>Deeds and surveys are not required until all of the other conditions are met. However, the applicant may need to have the survey completed early in order to meet other conditions such as a rezoning.</p> <p>The paper copies of the survey will be kept in the property file and severance file. The PDF copies will be kept in a digital archive.</p>
	<p>Rezoning of the Severed and/or Retained parcel(s), to the satisfaction of the Municipality. OR</p> <p>The completion of a Minor Variance on the Severed and/or Retained parcel(s), to the satisfaction of the Municipality.</p>	<p>If you have this type of condition imposed, you must attend at the Municipality to apply for rezoning or a minor variance. There will be an application fee and a process similar to the Consent process to go through. It is suggested you attend to this condition early as it can become time-consuming and cost valuable time for the one-year time limit for conditions to be met.</p>
	<p>Subsection 3 or 5 of Section 50 of the Planning Act R.S.O. 1990, shall apply to any subsequent conveyance or transaction involving the severed land.</p>	<p>This is a condition imposed when the applicant is "adding to a lot" or "adjusting a lot line". This ensures that the piece that is being severed can never be sold or considered separately from the newly merged lot.</p>

		<p>This clause is also used when the applicant is creating a "right-of-way" across the applicant's property or establishing an "easement" for a utility such as Bell Canada. In these instances, it ensures that the piece that is being severed can never be sold or considered separately from the original lot.</p>
	<p>The registered owner shall provide, to the Township, certification from an OLS that all buildings and structures comply with the applicable setback requirements to the newly created lot lines.</p>	<p>This is a condition used to ensure that all buildings and structures conform to the minimum zoning setback requirements. In order to clear this condition, you must have the applicant's OLS forward a building certificate to the Township Planner or Planning Assistant.</p>
	<p>Cash-in-lieu of parkland fee be paid to the Municipality.</p>	<p>This is a fee that the Township is able to apply to severances as a condition. A "cash-in-lieu of parkland fee" is imposed instead of 5% (residential) or 2% (commercial or industrial) of the applicant's property for parkland, which is allowed to municipalities under the Ontario Planning Act. A cash-in-lieu fee is more common than a transfer of land for severance applications.</p>
	<p>An Environmental Impact Study for the natural heritage features and areas to be prepared by a professional in the field. The report will be reviewed by the applicable conservation authority at the applicant's expense.</p>	<p>If there is a natural heritage feature such as a wetland, fish habitat, significant woodland etc. located within a specified distance of the proposed severed property, an environmental impact study may be required. The report must be completed by a professional hired by the applicant and will be reviewed by the conservation authority at the applicant's expense.</p>

<p>The applicant shall, at his/her own expense, convey to the County sufficient lands, along the frontage on (name of the public road), fronting the applicant's property to meet the requirements of the Township and/or County for road widening purposes. Surveys are to be submitted to the County for review and approval prior to registration. Deeds are to be submitted to the County, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances to the County for their records. The County shall be consulted prior to commencing survey to determine the amount of road widening.</p>	<p>This is a condition which may be imposed by the County or local road authority in order to ensure that the road authority has adequate road width for future road works.</p> <p>If this condition is imposed, the applicant must follow the instructions and ensure that the applicant's OLS and solicitor are aware of the requirements. The applicant's survey will need to add the road widening as parts on the survey and the applicant's solicitor will need to prepare the additional deed.</p>
<p>The registered owner shall obtain, from the County, any required entrance approvals.</p>	<p>This is a condition which may be imposed by the County or Township in order to ensure safe ingress and egress from a newly created lot. Contact the appropriate public road authority to obtain an entrance approval.</p>
<p>A mutual access for the benefit of both the Severed and Retained parcel must be installed by the applicant and shown in both the deeds and the survey, to the satisfaction and specifications of the public road authority. Draft documents must be shown to the public road authority before finalizing the Consent.</p>	<p>This is a condition which may be imposed by the public roads authority in order to ensure safe ingress and egress from a newly created lot. If this condition is imposed, you must follow the instructions and include the mutual driveway in the applicant's survey.</p>
<p>A written undertaking sent to conservation authority acknowledging that the proposed property lines must be at a minimum clearing distance of three (3) metres from all existing private sewage systems for the proposed severed lot.</p>	<p>The conservation authority may require that a letter be sent directly to them stating that the new lot lines are 3m from an existing septic system to ensure that it conforms to regulations.</p>
<p>A written undertaking which acknowledges that the conservation authority may conduct a site visit of the proposed severed and retained parcels in the spring of <u>201X</u>.</p>	<p>If the conservation authority is unable to conduct a site visit on the property due to weather or other factors, they will require a letter stating that they may conduct a site visit at a later date.</p>

	<p>Payment of the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) to the City.</p>	<p>This is required to ensure that the severed portion does not have any outstanding property taxes owing against it at the time the certificate of consent is granted.</p>
	<p>A requirement that the deeds for one application shall be registered prior to another accompanying application OR an undertaking will be provided by the solicitor indicated that the deeds will be registered in the appropriate order.</p>	<p>This is a condition that is imposed when more than one new lot is being created, reciprocal lot additions are proposed, or a right-of-way is being created across several properties or any other situation where failure to register the deeds for one application prior to those of another will result in a Planning Act violation. This condition is completed by the applicant's solicitor.</p>

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee of the Whole receives Staff Report BP-2019-31 – Housekeeping By-law (Agricultural Re-zonings) to direct Staff to update the planning process for AG-PA and AG-PR zoning amendments.

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 5 (i)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-31

October 23, 2019

From: Kasia Olszewska, Planner

RE: Housekeeping By-law (Agricultural Re-zonings)

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-31 – Housekeeping By-law (Agricultural Re-zonings) to direct Staff to update the planning process for AG-PA and AG-PR zoning amendments.

Background / Analysis:

The Planning Department is presenting the Committee of the Whole with a process change for repetitive zoning by-law amendments that are required by the SDG Official Plan (Section 8.12.13.3(7)), as part of the conditions of a severance application, this occurs to prohibit residential uses on a portion of the lands (AG-PR) and prohibit agricultural uses on the other portion of the lands (AG-PA).

Annually, the Township receives about six (6) of these types of amendments. The type of amendment is nearly the same, except for the location of the subject lands, which varies with each application. Due to the highly repetitive nature of this type of amendment, many municipalities such as the Township of North Dundas, use a simplified, more time efficient process to pass the zoning amendments. The Township of North Dundas uses an annual housekeeping by-law to address the repetitive agricultural rezoning at one annual public and planning meeting. The attached documents are provided as a reference example. Other municipalities that have adopted a simplified process for these types of amendments include the Township of Southwold and the Township of North Huron.

The process change has been fully discussed and is supported by the Township Chief Administrative Officer, Chief Building Official, and the SDG County Acting Planner. It also complies with all applicable planning legislation including the Planning Act, the Provincial Policy Statement (2014), and the SDG Official Plan.

The process change will include the statutory Public Meeting of Planning, and the Planning Committee meeting for approval of the housekeeping by-law. The main difference is that these types of applications will be grouped together and presented on an annual basis.

Given the process will be time saving in terms of the number of hours required by Staff to work through the simplified process, it is recommended to decrease the applicant fee for AG-PA and AG-PA zoning amendments, from the standard fee of \$1,500 for a zoning amendment to \$1,000. North Dundas, as an example has a fee that is much lower for this type of amendment, at \$300.

Alternatives:

None.

Financial Implications:

No financial implications to the Township.

Attachments & Relevant Legislation:

Housekeeping By-law Information Package (example from North Dundas)

Others consulted:

Sarah Huskinson, CAO

Jacob Rheaume, CBO

Paul Hicks, Acting Planner, SDG County

Signed by Sarah Huskinson – CAO/Clerk



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 10, 2019
Subject:	Housekeeping By-law

RECOMMENDATION:

That By-law No. 2019-40, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, the former Township of Winchester Zoning By-law No. 12-93, the former Village of Chesterville Zoning By-law No. 04-95, and the former Village of Winchester Zoning By-law 25-96, as amended, be read and passed in Open Council, signed and sealed this 13th day of August, 2019.

BACKGROUND:

This By-law will rezone three (3) properties as conditions of consent (severance). The properties affected by this By-law are properties (surplus dwellings) that were granted a consent (severance) as a result of farm consolidation under the 2014 Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land, as required by the Provincial Policy Statement.

If adopted this By-law will also slightly modify the zoning of five (5) other properties, and will update some definitions and general provisions.

OPTIONS AND DISCUSSION:

- 1. Adopt the Resolution as Presented** – Recommended.
- 2. Do Nothing** – Not recommended. These zoning amendments are required for compliance with the Provincial Policy Statement regarding farm consolidation and are important updates and consolidations amongst all four (4) Zoning By-laws currently in effect.
- 3. Refuse the Request** – Not recommended. Same as above.

FINANCIAL ANALYSIS:

No financial impact at this time.

OTHERS CONSULTED:

Chief Building Official
Property Owners
County Planning Staff

South Nation Conservation Authority

ATTACHMENTS:

Draft Zoning By-law Amendment No. 2019-40

PREPARED BY:

REVIEWED & APPROVED BY:

Calvin Pol, BES, MCIP, RPP
Director of Planning, Building &
Enforcement

Angela Rutley, BBA
CAO

Severance Condition:

The Township of North Dundas hereby requests the following conditions be imposed on Consent Application B-59-2019:

1. That the Owners have paid the Township the prescribed surplus dwelling zoning amendment fee (\$300) in accordance with the Tariff of Fees By-law 2018-21 and acknowledge that the retained farmland parcel will be rezoned by the Township through a combined Zoning By-law amendment to prohibit any residential dwelling unit or accessory dwelling unit on the retained Agricultural Resource Land outside of the settlement boundary. In the interim, the Owner/Purchaser of the farmland parcel shall sign an undertaking not to apply for a building permit for a dwelling on the vacant farmland parcel. Alternatively, the Owner shall apply for a site specific rezoning of the retained farmland parcel to prohibit a dwelling unit in accordance with the Provincial Policy Statement. The Township of North Dundas will clear the condition with the Administrative Assistant - Planning.

2. That the Owners have acknowledged being advised and that they will warn prospective purchasers, that following the registration of the deed for this severance, the property assessment split is the responsibility of the Municipal Property Assessment Corporation (MPAC) and the reassessment of the properties can take upwards of three (3) years and that in the interim, the property taxes must continue to be paid. The Township of North Dundas will clear the condition with the Administrative Assistant - Planning.



PUBLIC NOTICE

P.O. Box 489, 636 St. Lawrence St., Winchester, ON, K0C 2K0
613-774-2105 Fax 613-774-5699
www.northdundas.com info@northdundas.com

NOTICE OF PUBLIC MEETING CONCERNING AMENDMENTS TO THE ZONING BY-LAWS OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

TAKE NOTICE that the Council of the Corporation of the Township of North Dundas will hold a meeting on the 9th day of January, 2018, at 6:00 pm at the North Dundas Municipal Council Chambers 636 St. Lawrence Street, Winchester, Ontario to consider a proposed housekeeping amendment under Section 34 of the *Planning Act, R.S.O. 1990*, Chapter P. 13, as amended.

THE PROPOSED ZONING BY-LAW AMENDMENTS ARE:

- (1) a general housekeeping by-law that would make a series of changes to the Zoning By-laws in North Dundas. These changes include: rezoning five (5) properties to prohibit dwelling units as required by the Provincial Policy Statement for surplus dwelling consents (severance); to update the definitions and general provisions; and, to correct or slightly modify the zoning of four properties.
- (2) a proposed rezoning of a property located at 10675 Blaine Road, Hallville, to allow the property to be used as a mead winery and associated accessory uses.
- (3) a proposed rezoning of a property located at 13650 County Road 13, Morewood, to recognize the existing non-conforming kitchen cabinet business, which would enable the applicants to expand the existing building for additional office space.

KEY MAPS are not attached as the By-law applies to properties throughout the Township. Key Maps are available at the Township Office for view during regular business hours or on the Township website (www.northdundas.com).

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendments is available for inspection from Monday to Friday between 8:30 a.m. and 4:30 p.m. at the Township Office located at 636 St. Lawrence Street, or by contacting the Planning Department at (613) 774-2105 ext. 238.

For more information about this matter, including information about preserving your appeal rights, contact Planning Staff at (613) 774-2105.

Dated at the Township of North Dundas,
this 20th day of December, 2017.

Jo-Anne McCaslin, Clerk
Township of North Dundas

NOTICE OF THE PASSING
OF A ZONING BY-LAW AMNDMENT
BY THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

TAKE NOTICE that the Council of The Corporation of the Township of North Dundas passed By-law No. 2019-40, on the 10th day of September, 2019, under Section 34 of the *Planning Act, R.S.O 1990* as amended.

AND TAKE NOTICE that any person or public body may appeal to the Local Planning Appeal Tribunal (the Tribunal) in respect of the By-law by filing with the Clerk of The Corporation of the Township of North Dundas not later than the 1st day of October, 2019 a notice of appeal, setting out the reasons in support of the appeal, accompanied by the fee prescribed under the *Local Planning Appeal Tribunal Act* (\$300.00 payable to the Minister of Finance).

Only individuals, corporations and public bodies may appeal a by-law to the Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal there are reasonable grounds to add the person or public body as a party.

An explanation of the purpose and effect of the by-law, describing the lands to which the by-law applied is shown below. The complete by-law is available for inspection during normal office hours at the Township office located at 636 St. Lawrence Street in Winchester.

Dated at the Township of North Dundas this 13th day of September, 2019.

Jo-Anne McCaslin, Clerk
Township of North Dundas
636 St. Lawrence Street
P.O. Box 489
Winchester, ON K0C 2K0



Township of North Dundas
(613) 774-2105 phone
(613) 774-5699 fax
www.northdundas.com

EXPLANATORY NOTE

Purpose and Effect of the By-law

On September 10th, 2019, the Township of North Dundas approved a housekeeping By-law amendment to the former Township of Mountain Zoning By-law No. 79-6, Township of Winchester Zoning By-law No. 12-93, Village of Chesterville Zoning By-law No. 04-95, and Village of Winchester Zoning By-law No. 25-96 as amended.

The approved zoning by-law amendments are:

- (1) A general housekeeping by-law amendment that would make a series of changes to the Zoning By-laws in North Dundas. These changes include: three (3) properties to prohibit dwelling units as required by the Provincial Policy Statement for surplus dwelling consents (severance); to update the definitions and general provisions; and, to correct or slightly modify the zoning of five (5) other properties.
- (2) An amendment to reduce the minimum frontage for semi-detached residential buildings from 10.5m to 9m in the former Village of Winchester and former Village of Chesterville Zoning By-laws.

- (3) An Amendment to rezone a former quarry at 10621 Church Road and sand pit at Lot 1 Concession 10, Mountain, from Mineral Extraction (MX) to Rural (RU) as these sites are no longer licenced by the Ministry of Natural Resources.
- (4) The proposed rezoning of three (3) parking lots located at: 511 Louise Street North, Village of Winchester; 11 and 7 King Street, Chesterville; and 10593 South Mountain Main Street, to Open Space – Exception zones to allow a parking lot as the only permitted use.

KEY MAPS are not attached as the By-law applies to properties throughout the Township. Key Maps are available at the Township Office for view during regular business hours or on the Township website (www.northdundas.com).

Some of the properties/lands to which the Zoning By-law Housekeeping Amendment applies are the subject of severance (consent) under the Planning Act.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. PW 2019-18 - Public Works update – 2019 Workplan.

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 5 (j)



STAFF REPORT TO COUNCIL

October 18, 2019

From: Michel Riberdy – Director of Public Works

RE: Public Works Department – October Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. PW 2019-18 for information purposes.

Background / Analysis:

The Public Works Department staff have been busy performing a vast amount of work during the month of October.

Roads Department:

Bridges

HP Engineering is working on the condition survey/preliminary design reports for Bishop Street Bridge, Concession 8 Road Bridge and Dominion Street Bridge. It has been brought to our attention that the concrete deck of the Dominion Street Bridge is in poor condition. Therefore, a review for rehabilitation is taking place to determine the scope of work as well as the cost and what it would mean in terms of service life extension. The Dominion Street Bridge may be a better candidate for a full replacement (with a pre-cast rigid frame structure). Once the final report is available, we will be in a better position to determine the best course of action to take moving forward.

The Request for Proposal for Engineering Services – Creek Road Bridge Replacement Project was issued on September 24, 2019 with a closing date of October 18, 2019. We received a fair amount of interest through the process and an addendum was issued to respond to questions raised by engineering firms. Furthermore, we received 9 submissions for the RFP.

Surface Treatment

Smith Construction completed the double surface treatment program on Concession Road 12, Masterson Road, Concession Road 16 and Concession Road 17.

Hardtop Maintenance

The hot mix HL-3 asphalt placement on Mill Square, Ottawa Street and Catherine Fraser Street is intended to take place within the next few weeks at the same time as Skye Road. Cornwall Gravel Company Limited was the lowest quote of the two bid submissions received.

Skye Road Reconstruction

The brushing, scarifying and gravel application has been completed, and the road section is scheduled to be paved by Cornwall Gravel Company Ltd. The hot mix asphalt quote was received through The Nation Municipality (P & R overlay contract).

Culvert

The roads crew replaced the Nixon Road boundary culvert in collaboration with the Champlain Township.

Ditching

Staff ditched 500 meters on McLeod Road.

Miscellaneous Activities

Cold patching has been an ongoing activity to address potholes throughout the Township. To date, 87.91 tonnes (metric) of cold patch material has been used for this activity.

Staff cut branches and brush at intersection stop signs and replaced the rotten frame and fixed the electrical outlet of the Alexandria welcome sign at the north end of town. Staff also removed the outside stairway at the old Knights of Columbus Hall.

Water Works Department:

Hydrants

Staff flushed and winterized the hydrants in Alexandria. The new water mains on Centre Street, Kenyon Street East, Mill Square and Ottawa Street were flow tested to colour code hydrants for fire flow capability.

Sewage Pumping Stations

Staff assisted the contractor to install and replace ageing check valves at the Maxville Main sewage pumping station. The existing check valves were not holding properly and was adding additional wear and power usage on the pumps.

Staff also assisted the contractor to install a standby generator at the Maxville Manor pumping station. This generator will save on overtime for staff, as a temporary generator was hooked up

by staff when there was a power failure. Staff had to remain with the previous unit until power was restored.

Wet wells at various sewage pumping stations were cleaned.

Training

Staff attended mandatory QMS training that was provided in-house.

Lagoons

Equipment was prepared for the annual sludge level measurements to track the amount of sludge in the lagoon cells.

Equipment Replacement/Upgrades

New chlorine injection pumps and panel were installed at the Glen Robertson Well System. This new system has reduced call outs and overtime significantly and will continue to do so. Staff has been working closely with the integrator contractor on setting up a new pump control system at the main pumping station to replace outdated equipment that replacement parts were not longer available for.

Sanitary Sewer Collection Repairs

A damaged sewer lateral service on Kenyon Street West was repaired. The damage was due to the age of the material. A sewer main and lateral were also repaired on Ethier Boulevard. This damage was due to an Enbridge contractor hitting infrastructure. An invoice was sent to the contractor responsible for the damage for staff's time and material.

Miscellaneous Activities

The Water Works foreperson has been working on mandatory reports and manuals. She has also updated the existing QMS.

Staff prepared and delivered water meters and appurtenances for Maxville. A tracking system was needed and developed. Training was required for the plumbers on how to properly complete the required paperwork.

Regular sampling and maintenance within our systems was performed. Mandatory testing inspections at all recreation centres was performed as well.

A request for quotes for snow removal for 11 sites at Township-owned buildings in Alexandria was issued on September 30, 2019 with a closing date of October 18, 2019. A request for quotes for several capital projects were prepared. A request for quotes for sewer flushing was issued on September 16, 2019 with a closing date of October 10, 2019. Four quotes were received. This work will be performed in 2020.

Alexandria Water Treatment Plant Upgrade

Bourgon Construction is on site performing various work activities for the Alexandria Water Treatment Plant upgrade contract. Water Works staff is coordinating with the contractor to facilitate the ongoing upgrades. Staff is also ensuring that salvageable items are stored away properly.

Tnemec Tank of the Year

The Maxville Water Tower was entered in the Tnemec Tank of the Year contest by staff. Tnemec has hosted the contest since 2006 to celebrate their water coating systems. This year's competition saw over 300 submissions throughout the United States and Canada. The Maxville Water Tower was the only Canadian submission this year.

The voting period opened on October 7, 2019 and closed on October 18, 2019. The tank that receives the most votes during the voting period will win the title of "People's Choice" and will automatically be eligible for Tank of the Year. 11 other tanks will be considered for the official title of Tank of the Year.

Staff promoted the Maxville Water Tank on Facebook and received positive feedback from residents. The Maxville Water Tower had received the most votes when the voting period ended. The official results for People's Choice will be released October 21, 2019 and the Tank of the Year winner will be announced on October 25, 2019.

Maxville Water Project

The Maxville Water Project is nearing completion. Mr. Dave Malcom is overseeing the project activities, addressing deficiencies and dealing with complaints. See report PW 2019-20 for further information on the Maxville Water Project.

Drainage Department:

Municipal Drains/Beaver Management

A request for quotations (RFQ) for the maintenance of 20 municipal drains was issued on October 18, 2019 with a closing date of November 1, 2019. The scope of work includes cleaning ditches, replacing culverts, removing beaver dams and brushing. This work will take place during the fall and winter months with an anticipated completion date of February 2020.

An application was submitted to the South Nation Conservation Authority for approval to construct a small weir (swale) on a natural watercourse to address an ongoing issue.

R.A.R.E.

See report PW 2019-19 for the R.A.R.E. update.

Comments

This report is presented for information purposes only.

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Strat Plan								
Pump needs study		EVB/water dept.					Part of the master service plan	
Pump Flow testing		EVB/water dept.					Part of the master service plan	
Harrison/Mill square water main	Watermain upgrade	Roads/water dept					Asphalt placement remaining (Oct. 31/19)	
Valve and Hydrant replacement	Updated maintenance logbook	all water staff					Replace valves and hydrants as required once Harrison Street work is completed	
Watermain air relief valves		all water staff					Work to be completed before winter 2019, supplies just arrived.	
Alexandria Water Tower Mixing System	Installation of mixing system	all water staff					Completed	
Polymer and Coagulant pump		all water staff					Forms part of the Alexandria water treatment plant upgrades	
Glen Robertson Chlorine pump	New Chlorine Pump System	all water staff					Completed	
Watermain Relining							Completed	
Sewer Reline and cctv	New sewer grading report for GIS	all water staff					Completed	
Standby Generator (Maxville Manor pump station)	New service operating procedure (SOP)	all water staff					Generator installed	
Forcemain air relief valve		all water staff					Repairs to be performed before winter of 2019, supplies just arrived	
Main Station controller	New SOP, New pump control system	all water staff					Completed	
Sewage pumps		all water staff					Work not complete and no completion date set at this time	
Sewage pumping station roofs		all water staff					Repairs to be performed before winter of 2019, supplies just arrived	
Alexandria water treatment plant upgrade		EVB/WW/Const.					Contract awarded to Bourgon Construction, Completion 2020	
Maxville distribution system		EVB/WW/Const.					Flushing/disinfecting distribution line, ongoing	
Maxville Water Tower		EVB/WW/Const.					Flushing/disinfecting water tower, ongoing	
Maxville booster station		EVB/WW/Const.					Ongoing	
Maxville transmission main		EVB/WW/Const.					Flushing/disinfecting transmission line, ongoing	
Lagoon Engineering	Upgrade Design	Aecom/PW					Design Completed	
Bishop St. Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Dominion St. South Bridge	Major Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Hardtop Rehabilitation Program	Paved roads	PW/Const.					Completed	
Gravel Resurfacing	Gravel application on various Roads	PW					Completed	
Sidewalk Repair/Replacement	New Sidewalks	PW/Const.					Sandfield Sidewalk, Spring 2020	
Surface Treatment Rehabilitation Program	Double Surface Treatment						Completed	
Skye Road	Road Section Rehabilitation						± 3.2 km road section rehabilitation	
Nixon Road Boundary	New Culvert						R/R Culvert	
Snowplowing Parking Lots	2019/2020 Contract							
Creek Road Bridge - RFP Bridge Design	Engineering Services						2020 Bridge Replacement	
GPS System Upgrade							Review	
RARE - AC Units	Unit serviced	RARE					Completed	
RARE - South Wall and Dock Repairs	Asset Management	RARE					On hold - Operation Review	
RARE - New Gate	Regulatory	RARE					On hold - Operation Review	
2020 Capital Program		All Staff					Capital Budget Preparation	
Hydrant flushing and valve exercising	Internal document	All water staff					Completed	
Pump station cleaning	Internal document	all water staff					Completed	
Hydrant maintenance	Internal document	all water staff					Completed	
Manhole inspection	Internal document	all water staff					Completed	
Hydrant Winterizing	Internal document	all water staff					Completed	
QMS Audits	Internal/external document	Angela					Quarterly reports	
MUMPS	Internal/external document	Angela					Quarterly reports	

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Other	Land Purchase Landfill	CAZ						Ongoing negotiation with landowner to finalize terms of purchase
	Fleet Management Plan - Township	Internal document						2020 Review
	Legal matter - slip and fall		PW/CAO					Ongoing
	Update Winter Maintenance Policy	Regulatory	PW					2020 Review/Update
	Union Negotiations - Water	Internal Document	Utilities/PW					Contract Negotiation
	Bridge Inspections	Internal Document	PW/Eng.					Field Inspection Completed, Report submission to follow
	Weed Harvesting		PW					Completed
	Tender for Waste Collection	External document	PW					Operation Review
	Tender for Waste Collection Trucks	External document	PW					Operation Review
	Landfill sampling/monitoring	External document	PW/Eng.					Greer Galloway Group Inc. Annual Reporting
	Landfill Reporting	External document	PW/Eng.					Greer Galloway Group Inc. Annual Reporting
	Alexandria Landfill Closure	External document	PW/Eng.					P2g2 Engineering
	Gravel Road Conversion Candidates	Internal document	PW					2020 Review
	Road Needs Study Update	Internal document	PW					2020 Review
	Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.
	RARE Study Update	Results to Council	RARE/PW					2020 Operation Review
Monitoring Well Development/Install	Monitoring reports	PW/Eng.					Jp2g Consultants Inc.	

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report PW 2019-17 – Maxville Water Project for information purposes only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

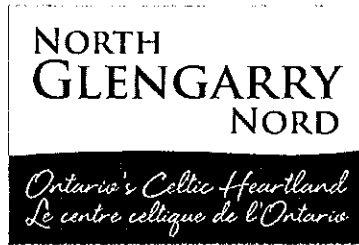
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (k)



PW 2019-17

STAFF REPORT TO COUNCIL

October 18th, 2019

From: Dave Malcolm
Project Manager

RE: Maxville Water Project - Update

Introduction

This report is submitted for information purposes only, to provide an update on the progress of the Maxville Water Project.

Schedule

Delivery of fresh drinking water to Maxville residents is now forecasted for mid-November as described below:

1. Distribution System

- The Maxville Distribution System is approximately 99% complete.
- Hydrostatic Testing is 100% complete.
- Property owners have begun to request permission to start excavation, plumbing & landscaping work on their properties, using the Township's building permit system. Over 100 permits have been issued to date.
- The disinfection of the system will wait until the Booster Station is on line, but should take a few weeks thereafter to complete, beginning with the filling of the tower & then the filling & disinfection of the distribution system.

The final payment has been made, including release of the 10% lien holdback, but excluding a holdback of \$15,000 to cover the cost of a few remaining deficiencies.

2. Transmission Main

- The Transmission Main is approximately 99% complete.
- Pipe installation is 100% complete.
- Hydrostatic Testing is 100% complete.
- Flushing & disinfection of the main is nearly complete, with disinfection & chlorine residual test results due October 22.
- Road repair, landscaping, reinstatement of ditches & driveways, as well as final cleanup along the main, are all nearing completion.

A few deficiencies remain, mostly related to final cleanup. The Contractor is now making a final pass from east to west along the transmission main to address these issues.

The 10% Lien Holdback of \$778,200 will be due for payment by October 22, 2019, once all liens are cleared. However, the Township will retain a Deficiency Holdback of \$10,000 and a Maintenance Security Holdback of \$152,700 for a period of 1 year following substantial completion, to cover the cost of any maintenance-related problems that may arise.

3. Water Tower

- The Maxville Elevated Storage Tank is approximately 99% complete.
- Final Commissioning is forecast for the week of October 21, subject to completion of the Booster Station.

4. Booster Station

- The Booster Station is approximately 85% complete.
- Hydro & Bell are installed.
- Remaining milestones include the testing & commissioning of equipment and controls, including the backup generator, all of which should be complete week of October 21.

5. Water Treatment Plant

- The contract for the Upgrades to the Alexandria Water Treatment Plant has been awarded to Bourgon Construction out of Cornwall.
- The construction site has been mobilised with a construction trailer, signage and fencing.
- The preliminary schedule received from the Contractor runs from September 2019 to June 30, 2020, with Substantial Completion in December 2020, 1 year after water is supplied to Maxville.

Summary

1. From November 2018 until the present, EVB's total forecast project budget has remained constant at \$29.4M (excl. HST), while still maintaining prudent levels of contingency funding for incomplete contracts. For example, while the winning bid for the WTP contract was very close to the \$3.6M budget amount, we are still carrying a total contingency allowance of \$300k for unforeseen conditions in that contract.
2. With two (2) of the five (5) contracts in the Project now substantially complete, enough funds are being held back to cover the costs of the few deficiencies that remain.

Others consulted:

- Ian McLeod, Contract Administrator - EVB
- Michel Riberdy, Director of Public Works
- Roch Lajoie, Roads Manager
- Dean McDonald, Water Works Manager
- Sarah Huskinson, CAO/Clerk

Attachments:

N/A

Signed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report PW-2019-19 -- RARE Department --
October Update for information purposes only

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

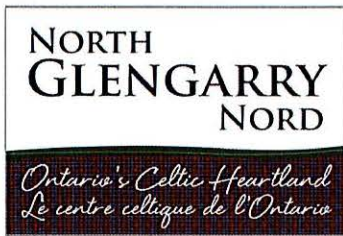
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (I)



STAFF REPORT TO COUNCIL

Report No: PW 2019-19

Date: October 18, 2019

From: Linda Andrushkoff – General Manager, R.A.R.E.

RE: R.A.R.E. Department – October Update

Recommended Motion:

That the Council of the Township of North Glengarry receives the Staff Report No. PW 2019-19 for information purposes only.

Background / Analysis:

The R.A.R.E. department is keeping up with the recycling material that is being tipped at the facility.

Basis for Calculation of Revenues and Expenses:

For measurement and comparison purposes I'm calculating expenses and revenues as at 41 weeks (or 78.8%) into the fiscal year.

R.A.R.E. Revenues:

As usual I have removed grants from revenue (actual vs. budget) comparisons because we will only get our 3rd and 4th remittances in late December 2019 and March 2020. We expect an additional \$94k by the end of the 2018 period (March 2020). Overall, after removing grants from projected and actual revenue, total sales are at 35% of budget.

Old Cardboard (OCC) revenue is 47% of projected total sales for this year. Pricing for this commodity dropped dramatically this year and is only starting to recover this October. We couldn't sell it at all during August as the mills were closed for their usual summer close. The good news is that we have a lot of OCC to sell, and several buyer are clamouring for it. Newspaper quantities have fallen dramatically due to lower readership and residents using paper for other purposes. However, the drop in newspaper is closely correlated to the increase in cardboard.

Old Newspaper (ONP) revenue is extremely poor as quantities have fallen resulting in much less available to sell. However, ONP sales are rising from 1 load per month to almost 2 loads per month. Pricing dropped dramatically this summer, and there were no sales in August as Canadian mills were closed. RARE continues

to be able to find customers as our material is very clean, but the prices are depressed.

Plastic prices are volatile and subject to ups and downs as material becomes needed or not. We have sold most of the material, but continue to have older grocery bag inventory. The last offer received was to charge us approximately \$100/MT to take it away.

Metal prices dropped this summer. This adversely affected our tin can and aluminum revenues.

R.A.R.E. Expenses:

Expenses are at 73% of the base budget, which positively correlates with the number of weeks into the year (78.8%).

R.A.R.E. staff have been endeavoring to hold expenses to the minimum required to ensure best functions of the facility equipment to maintaining its viability for the next 2 years.

Attachments:

Detailed G/L report is attached.

Additional information:

ABC Disposal, which is the contractor for Russell Township, has been in contact with R.A.R.E. to establish the tipping pricing for a 7-year contract. Their contract with Russell Township expires at the end of March 2020.

Comments:

This report is presented for information purposes only.

Signed by Sarah Huskinson – CAO/Clerk

R.A.R.E. 2019 Budget

Account Code	EXPENSES Account Description	Budget	YTD Budget Detail Oct 17
		2019	2019
1-4-4030-1010	Wages (FT, PT & OT)	\$473,024	\$378,779
1-4-4030-1110	Benefits	\$108,466	\$83,336
1-4-4030-1210	WSIB Claims Paid	\$500	\$0
1-4-4030-1215	Bad Debts	\$0	\$0
1-4-4030-1225	Insurance	\$10,796	\$10,818
1-4-4030-1505	Ltd Payments	\$54,500	\$40,814
1-4-4030-2015	Property Taxes	\$12,750	\$12,327
1-4-4030-2020	Health & Safety	\$500	\$1,324
1-4-4030-2021	Work Boots & Clothing	\$3,000	\$974
1-4-4030-2024	Garbage & Snow Removal	\$42,000	\$25,560
1-4-4030-2025	Milage & Travel	\$500	\$262
1-4-4030-2026	Meeting Attendance	\$250	\$0
1-4-4030-2035	Conferences/Workshops/Training	\$3,000	\$190
1-4-4030-2049	Cell Phone	\$1,500	\$1,430
1-4-4030-2050	Telephone	\$850	\$662
1-4-4030-2055	Enbridge	\$4,000	\$2,893
1-4-4030-2056	Hydro	\$40,000	\$22,546
1-4-4030-2057	Water/Sewer	\$1,200	\$852
1-4-4030-2065	Oil Furnace	\$0	\$0
1-4-4030-2100	Postage	\$100	\$0
1-4-4030-2110	Tools (new code taken from 2366)	\$2,000	\$421
1-4-4030-2120	Office Supplies	\$750	\$45
1-4-4030-2124	Housekeeping & Janitorial Supplies	\$1,500	\$388
1-4-4030-2125	Wire Material	\$15,000	\$3,866
1-4-4030-2130	Computer Expense	\$1,000	\$621
1-4-4030-2140	Photocopier Expense	\$0	\$547
1-4-4030-2155	Repairs - Magnetic Separator	\$1,000	\$0
1-4-4030-2156	Repairs - Conveyor	\$2,500	\$330
1-4-4030-2157	Repairs - Bobcat	\$2,500	\$9,860
1-4-4030-2158	Repairs - Recycling Trailer	\$0	\$0
1-4-4030-2159	Repairs - Vans	\$500	\$398
1-4-4030-2160	Repairs - Baler	\$6,000	\$2,160
1-4-4030-2165	Repairs - Ballistic/OCC Separator	\$6,000	\$253
1-4-4030-2210	Legal Fees	\$2,000	\$0
1-4-4030-2223	Consulting Fees	\$3,000	\$0
1-4-4030-2300	Advertising	\$1,000	\$213
1-4-4030-2325	Publicity & Promotion	\$2,500	\$866
1-4-4030-2366	Building/Maintenance/Supplies	\$6,000	\$2,840
1-4-4030-2367	Shop Equipment Inventory (new code tak	\$3,000	\$256
1-4-4030-2370	Truck Licencing	\$150	\$0
1-4-4030-2399	Vehicle Maintenance	\$1,000	\$155
1-4-4030-2400	Gas/Oil/Diesel	\$7,000	\$3,160
1-4-4030-2410	Assoc & Membership Fees	\$1,000	\$530
1-4-4030-2511	Transportation	\$2,000	\$0
1-4-4030-2520	Weighing Charges	\$1,500	\$0
1-4-4030-3010	Equipment Rental	\$20,000	\$20,339
1-4-4030-3020	Equipment Purchases - Plant	\$0	\$15,955
1-4-4030-3021	Equipment Purchases - Office	\$500	\$0
1-4-4030-4011	Recycling Contractor Fee	\$0	\$0
1-4-4030-4025	Tipping Fees	\$0	\$0
1-4-4030-4027	Single Stream Processing	\$0	\$27,563
1-4-4030-5010	General Expenses (Miscellaneous)	\$750	\$2,837
1-4-4030-7424	Purchase - Aluminum	\$20,000	\$0
1-4-4030-7429	Purchase - Single Stream	\$0	\$0
1-4-4030-7430	Purchase - Cardboard	\$75,000	\$20,916
1-4-4030-7431	Purchase - Mixed Plastic	\$4,500	\$790
1-4-4030-7433	Purchase - Office Mix	\$0	\$0
1-4-4030-7435	Purchase - Newsprint	\$7,000	\$815
1-4-4030-7850	Amortization Expense	\$0	\$0
1-4-4030-7900	Refund - Processing Fees	\$0	\$0
1-4-4030-9000	Contribution to Reserves	\$0	\$0
1-5-4030-8000	Capital	\$0	\$0
Total RECYCLING (RARE)		\$953,586	\$698,892

R.A.R.E. 2019 Budget

REVENUES		Budget	YTD Budget Detail Oct 17
Account Code	Account Description	2019	2019
1-3-4030-3000	Wage Subsidy	\$0	\$1,000
1-3-4030-7410	Recycling Fees	\$0	\$0
1-3-4030-7411	Weighing Charges	\$0	\$0
1-3-4030-7419	Recycling - LCBO Bottle Deposit	\$41,000	\$30,745
1-3-4030-7420	Recycling - Farmer Wraps	\$0	\$0
1-3-4030-7421	Recycling - Grocery Bags	\$0	\$0
1-3-4030-7422	Recycling - Tubs & Lids 3 to 7	\$9,400	\$2,143
1-3-4030-7423	Recycling - Other Revenue	\$500	\$0
1-3-4030-7424	Recycling - Aluminum	\$42,000	\$0
1-3-4030-7425	Recycling - Metal	\$21,000	\$13,046
1-3-4030-7426	Recycling - Clear Glass	\$0	\$0
1-3-4030-7427	Recycling - Coloured Glass	\$0	\$0
1-3-4030-7428	Recycling - Plastic HDPE #2	\$17,000	\$4,529
1-3-4030-7429	Recycling - Pet #1	\$25,000	\$17,155
1-3-4030-7430	Recycling - Cardboard	\$175,000	\$82,459
1-3-4030-7431	Recycling - Mixed Plastics 1 to 7	\$3,500	\$8,301
Memo Item:	Total plastic (#1, #2, Tubs & Lids)	\$51,400	\$23,827
Memo Item:	Total Newsprint (#6 + #8)	\$89,000	\$13,489
1-3-4030-7432	Recycling - Newsprint #8	\$89,000	\$13,489
1-3-4030-7433	Recycling - Office Mix	\$4,000	\$0
1-3-4030-7434	Recycling - Used Pallets	\$0	\$0
1-3-4030-7435	Recycling - Newsprint #6	\$0	\$0
1-3-4030-7436	Recycling - Gable Tops	\$0	\$0
1-3-4030-7451	Processing - Casselman	\$0	\$0
1-3-4030-7452	Processing - South Glengarry	\$0	\$0
1-3-4030-7453	Processing - North Stormont	\$0	\$0
1-3-4030-7454	Processing - North Glengarry	\$64,000	\$0
1-3-4030-7455	Processing - Russell/ABC	\$107,000	\$54,714
1-3-4030-7500	Polycoat Containers	\$0	\$0
1-3-4030-7501	Interest Earned	\$0	\$0
1-3-4030-7502	Other Income	\$0	\$0
1-3-4030-7503	Grants *	\$175,000	\$100,316
1-3-4030-7850	Sale of Equipment	\$0	\$0
1-3-4030-8000	Contribution from Reserves	\$73,000	\$0
1-3-4030-8000	Transfer from Reserves	\$0	\$8,000
1-3-4030-8100	Finance Capital Purchases	\$0	\$0
Total RECYCLING (RARE)		\$846,400	\$335,897
Estimated Profit / Loss (Revenues over expenses)		\$107,186	\$362,994

Baled Inventory:	# of Bales	Est. Value
ONP - Newspaper	81	\$ 1,337
OCC - Cardboard	1	\$ 47
Plastic #1 PET	12	\$ 1,656
Plastic #2 HDPE	21	\$ 4,436
Plastic Tubs/Lids	18	\$ 1,287
Plastic MRP	5	\$ 155
Grocery Bags	78	\$ -
Metal - Steel	12	\$ 1,071
Metal - Aluminum	72	\$ 29,225
Metal - Pie Plates	19	\$ 7,315
Gable Tops	0	\$ -
SOP - Shredded Office Paper	8	\$ 552
		\$ 47,080

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 23, 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 11