

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Tuesday October 10, 2017 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0**

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Jamie)
 - a) Regular Meeting of Council – September 25, 2017
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
 - a) By-law 43-2017 – Funding Agreements : Clean Water and Wastewater Fund ® (Carma)
 - b) Accessibility Policy ® (Brian)
 - c) Membership: Community Schools Alliance ® (Jeff)
 - d) Environmental Assessment Addendum: Selecting a water source for the Village of Maxville ® (Jamie)
 - e) Verbal update – Correcting Tax Account Discrepancies
7. COMMUNITY SERVICES DEPARTMENT –
Anne Leduc, Director of Recreation/Community Services
 - a) By-law 44-2017 – Amend Chip Stand By-law ® (Michel)
 - b) By-law 45-2017 – Amend Community Improvement Plan ® (Jeff)
 - c) By-law 46-2017 – Amend Clean Yard By-law ® (Jamie)
 - d) Via Rail's High-Frequency Train Project ® (Brian)
 - e) Community Improvement Application Request – 9 Main St S., Maxville ® (Carma)
 - f) Community Improvement Application Request – 32 Main St S., Maxville ® (Jamie)
 - g) Community Improvement Application Request – 12/12A Main St S., Maxville ® (Brian)
 - h) Key Information Report – Economic Development Activities
 - i) Key Information Report – 2017 Business & Community Awards Gala
8. TREASURY DEPARTMENT - Johanna Levac, Treasurer
 - a) By-law 42-2017 – Authorize submission of application to Ontario Infrastructure and Lands Corporation (OILC) ® (Jeff)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -
Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
 - a) Minor Variance MV-15-2017 – Eddie & Corina Kyer ® (Carma)
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
 - a) By-law 21-2017 – Third reading Chenier-Jeaurond Municipal Drain ® (Michel)

12. CORRESPONDENCE

- a) Planning Committee Minutes – February 21, 2017
- b) Planning Committee Minutes – August 21, 2017
- c) Art, Culture and Heritage Minutes – August 23, 2017
- d) CIP Approvals Committee Minutes – September 5, 2017

13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council
Monday October 23, 2017 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West,
Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

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

16. CLOSED SESSION BUSINESS

Taxation Discrepancies Corrections (as this matter deal with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

Glengarry Sports Palace Dispute Resolution options (as this matter deal with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council “In Camera” session meeting of September 11, 2017, September 21, 2017 and September 25, 2017.

17. CONFIRMING BY-LAW

- a) By-law 47-2017 ® (Brian)

18. ADJOURN ® (Jeff)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Tuesday October 10, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 1

Section 2

DECLARATIONS OF CONFLICTS OF INTEREST

Section 3

ADOPTION OF PREVIOUS

MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

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

Regular Meeting of Council – September 25, 2017

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 3

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday September 25, 2017 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on September 25, 2017 at 7:00 p.m., with Mayor Chris McDonnell presiding.

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

ALSO PRESENT: CAO – Daniel Gagnon
Director of Community Services – Anne Leduc
Treasurer – Annie Levac

- 1. **DECLARATIONS OF CONFLICTS OF INTEREST**
- 2. **ACCEPT THE AGENDA**

Resolution No. 1

Moved by: Carma Williams **Seconded by:** Michel Depratto

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday September 25, 2017 as amended.

Carried

Deletions to the Agenda

- 6(a) **Update re. Taxation issues**
- 9(a) **Minor Variance 15-2017**
- 16 **Adoption of Closed Session**

3. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Jamie MacDonald **Seconded by:** Jeff Manley

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

Regular Meeting of Council – September 11, 2017
Special Meeting of Council – September 21, 2017

Carried

- 4. **DELEGATION(S)**
- 5. **COMMITTEE RECOMMENDATIONS**
- 6. **CAO/CLERK'S DEPARTMENT** - Daniel Gagnon, CAO/Clerk
 - a) **Verbal Update – Taxation issues - DELETED**

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

a) Approval of nomination of the Arts, Culture & Heritage Committee for the Lieutenant Governor's Ontario Heritage Awards

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Brian Caddell

THAT the Staff report on the Approval of nomination of the Arts, Culture and Heritage Committee for the Lieutenant Governor's Ontario Heritage Awards be received;

THAT the Council of the Township of North Glengarry endorse by a motion the nomination for the Lieutenant Governor's Ontario Heritage Awards for the Arts, Culture and Heritage Committee;

AND FURTHER THAT the Council of the Township of North Glengarry be kept informed and updated on the status of the nomination.

Carried

Action – AL

b) Capital Budget Item – Holiday decorations in hamlets

Resolution No. 4

Moved by: Michel Depratto

Seconded by: Carma Williams

THAT the staff report on Capital Budget Item – Holiday decorations in the hamlets be received;

THAT the Council of the Township of North Glengarry pre-approves the 2018 Capital expenditure in the amount of \$3,000 to produce the 5 snowflakes.

Carried

Action –AL

8. TREASURY DEPARTMENT – Johanna Levac, Treasurer

a) Audit Services – Appoint Auditing Firm – 2017 to 2020

Resolution No 5

Moved by: Carma Williams

Seconded by: Michel Depratto

THAT Welch LLP be appointed as the municipal auditing firm and the audit tender be awarded for a four year period for both the Township of North Glengarry and the Glengarry Sports Palace as follows:

Total Fee – Audit 2017 Fiscal Year - \$23,000.00 plus HST

Total Fee – Audit 2018 Fiscal Year - \$23,250.00 plus HST

Total Fee – Audit 2019 Fiscal Year - \$23,500.00 plus HST

Total Fee – Audit 2020 Fiscal Year - \$23,750.00 plus HST

The fee will include the following:

- The audit of the consolidated financial statements of the Township of North Glengarry
- The audit of the financial statements of the Glengarry Sports Palace
- Complete financial statements as required by the Province and PSAB
- Post-audit report to Council (Management letter)
- The preparation and submission of the Financial Information Return (FIR).

Carried

Action – AL

b) Budget vs. Actual – Operating Update

Resolution No. 6

Moved by: Carma Willams

Seconded by: Jeff Manley

That the “Budget Versus Actual – Operating Update” report is presented to Council for information purposes only.

Carried

9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -

Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager

a) Minor Variance 15-2017 - DELETED

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

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

12. CORRESPONDENCE

- a) Public Meeting of Planning Minutes – March 27, 2017
- b) Planning Committee Minutes – March 27, 2017
- c) Public Meeting of Planning Minutes – June 26, 2017
- d) Planning Committee Minutes – June 26, 2017
- e) Public Works Advisory Committee Minutes – July 17, 2017
- f) Public Works Advisory Committee Minutes – August 21, 2017

13. NEW BUSINESS

14. NOTICE OF MOTION - Next Meeting of Council, October 10, 2017.

15. QUESTION PERIOD

16. CLOSED SESSION BUSINESS

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Jacques Massie

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at 7:19 p.m., in order to address,

Various employment issues and human resource levels in the treasury and municipal administration departments. (as this matter deal with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

In Camera Minutes - DELETED

Carried

Resolution No. 8

Moved by: Jacques Massie

Seconded by: Jeff Manley

That we return to the Regular Meeting of Council at 7:32 p.m.

Carried

17. CONFIRMING BY-LAW

a) By-law 41-2017

Resolution No. 9

Moved by: Brian Caddell

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry receive By-law 41-2017; and

That Council adopt by-law 41-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 41-2017 be read a first, second, third time and enacted in Open Council this 25th day of September, 2017.

Carried

18. ADJOURNMENT

Resolution No. 10

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 7:35 p.m.

Carried

Daniel Gagnon – CAO/Clerk

Mayor / Deputy Mayor

Section 4

DELEGATION

Section 5

COMMITTEE

RECOMMENDATIONS

Section 6

CAO/CLERK'S

DEPARTMENT

Daniel Gagnon

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the CAO / Clerk’s report re. transfer payment agreements for water and sewer projects be received; and

That By-law 43-2017 be passed enabling the Township of North Glengarry to execute the agreements under the Clean Water and Wastewater Fund for the Maxville water project and the Alexandria lagoon expansion engineering phase; and

and that the Mayor and CAO be authorized to execute the agreements and any documents needed to implement this direction; and

That Council adopt by-law 43-2017 and that by-law be read a first, second, third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item a

6(a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 4, 2017

To: Council

From: 
Daniel Gagnon
CAO/Clerk

Re: Transfer Payment Agreements – Clean Water and Wastewater Fund

Discussion:

The Township of North Glengarry was successful in obtaining grant funding from the province of Ontario and the federal government for two critical infrastructure projects through the Clean Water and Wastewater Fund (CWWF). The CWWF is funding the capital components of the Maxville water project with a \$22.5 million grant and the detailed engineering designs of the Alexandria lagoon expansion with a grant worth over \$316,000.

In order to facilitate that funding bylaws need to be passed to enter into formal transfer payment agreements (TPAs) with the Crown.

Recommendation:

That the CAO / Clerk's report re. transfer payment agreements for water and sewer projects be received and that

By-law 43-2017 be passed enabling the Township of North Glengarry to execute the agreements under the Clean Water and Wastewater Fund for the Maxville water project and the Alexandria lagoon expansion engineering phase

and that the Mayor and CAO be authorized to execute the agreements and any documents needed to implement this direction.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 43-2017

BEING a by-law authorizing the Corporation of the Township of North Glengarry to enter into an agreement with Her Majesty the Queen In Right of Ontario as represented by the Minister of Infrastructure with respect to an application under Clean Water and Wastewater Fund (Ontario) Transfer Payment Agreement

WHEREAS the Corporation of the Township of North Glengarry desires to execute an agreement with Her Majesty the Queen In Right of Ontario as represented by the Minister of Infrastructure with respect to an application under Clean Water and Wastewater Fund (Ontario) Transfer Payment Agreement

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

- 1) That the Corporation of the Township of North Glengarry enter and execute the agreement between Her Majesty the Queen In Right of Ontario as represented by the Minister of Infrastructure and in accordance with Schedule "A" and Schedule "B" General Terms and Conditions and is hereby part of this by-law;
- 2) That the Mayor and the CAO/Clerk are hereby authorized and directed on behalf of the Corporation of the Township of North Glengarry to execute all documents necessary to effectively complete this transaction.
- 3) That any by-law inconsistent to this by-law is hereby repealed.
- 4) That this by-law shall come into effect on the date of passing thereof.

READ a first, second, and third time and enacted in open Council this 10th day of October, 2017.

Clerk / Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law No. 43-2017, and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the CAO / Clerk's report re. Accessibility policies be received and that

Council approve and adopt the Accessible Formats and Communication Support Policy, the Integrated Accessibility Standards Policy and the Employment Practices policy to ensure that the Township remains compliant with the Access for Ontarians with Disabilities act and regulations and that the policies be posted to the Township website and available in alternate accessible formats and that

the Mayor and CAO be authorized to execute any documents needed to implement this direction.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

YEA	NEA
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_____	_____

Section 6 Item b

6(b)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 4, 2017

To: Council

From:



Daniel Gagnon
CAO/Clerk

Re: Accessibility Policies

Discussion:

The province dictates the minimum standards that all employers and municipalities in Ontario must meet to ensure the services they deliver are accessible for all Ontarians with disabilities. The AODA (Access for Ontarians with Disabilities) legislation and related regulations outline that process and the steps needed to remain compliant. The Township of North Glengarry maintains a detailed accessibility plan and updates it regularly. The 2016 plan was updated in the spring of 2016 and a new draft plan is being developed and will be presented to the Township's Accessibility Committee on October 26th.

In addition to the accessibility plan, the AODA requires that various policies be in place. Those policies are embedded in the accessibility plan and/or in varying degrees of use already based on earlier updates to the plan. It is advisable to pass the three policies listed and summarized below and attached to this report as separate polices for clarity and to ensure compliance with regulations.

1. Integrated Accessibility Standards:

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

- Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods or services to persons with disabilities will be integrated, unless an alternate measure is necessary, to enable a person with a disability to obtain, use, or benefit from the goods or services.

- Persons with disabilities will be given an opportunity equal to that given to others to obtain, use, and benefit from municipal goods or services.
- Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
- That the Township of North Glengarry employees when communicating with a person with a disability shall do so in a manner that takes into account the person's disability.

2. Employment Practices Policy:

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

- Recruitment, Assessment or Selection Processes
- Informing Employees of Supports:
- Accessible formats and communication supports for employees:
- Workplace Emergency Response Information:
- Documented Individual Accommodation Plans:
- Return to Work Process:
- Performance Management, Career Development and Advancement & Redeployment:

3. Accessible Formats and Communication Support Policy:

This policy is intended to establish appropriate and consistent action when requested to provide accessible formats and communication supports for persons with disabilities in a timely manner.

- Providing Accessible Formats and Communication Supports
- Requests for Accessible Formats and Communication Supports
- Accessibility Policies Available to the Public
- Feedback Process
- Accessible Website and Web Content

Recommendation:

That the CAO / Clerk's report re. Accessibility policies be received and that

Council approve and adopt the Accessible Formats and Communication Support Policy, the Integrated Accessibility Standards Policy and the Employment Practices policy to ensure that the Township remains compliant with the Access for Ontarians with Disabilities act and regulations and that the policies be posted to the Township website and available in alternate accessible formats and that

the Mayor and CAO be authorized to execute any documents needed to implement this direction.



POLICY STATEMENT

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

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

APPLICATION

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

LEGISLATIVE AUTHORITY

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

DEFINITIONS

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

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

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

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

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

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

PRINCIPLES

Accessible Customer Service follows four basic principles:

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

These basic principles will be taken into account when serving individuals with disabilities.

Staff will do the following:

1. Question - what can I do to help people with disabilities access our services?
2. Ask the individual how I can help?

3. When communicating with a person with a disability, do so in a manner that takes into account the person's disability.
4. Offer a variety of methods of communication.
5. Understand the nature and scope of the services you offer.

EXISTING POLICIES, PRACTICES, AND PROCEDURES

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

ASSISTIVE DEVICES

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

SERVICE ANIMALS

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

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

SUPPORT PERSON(S)

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

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

SERVICE DISRUPTION – NOTICE

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

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

UNEXPECTED DISRUPTION IN SERVICE – NOTICE

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

FORMAT OF DOCUMENTS

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

DOCUMENTATION

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

TRAINING

Training on Accessible Customer Service Standards will be as follows:

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

5. Ongoing training on changes to policies, procedures, and new equipment shall be provided.
6. The method and amount of training shall be geared to the trainee's role in terms of accessibility.
7. Training records shall be kept, including the dates when the training is provided and the names of individuals to whom the training was provided.

FEEDBACK

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

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

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

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

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

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



POLICY STATEMENT

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

1. Recruitment:

The Township of North Glengarry will notify its employees and the public about the availability of accommodations for applicants with disabilities in its recruitment process.

2. Recruitment, Assessment or Selection Process:

The Township of North Glengarry will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

3. Notice to Successful Applicants:

When making offers of employment, the Township of North Glengarry will notify the successful applicant of its policies for accommodating employees with disabilities.

4. Informing Employees of Supports:

The Township of North Glengarry will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provisions of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

5. Accessible formats and communication supports for employees:

Upon the request of an employee with a disability, the Township of North Glengarry will consult with the employee to provide, or arrange the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees.

In determining the suitability of an accessible format or communication support, the Township of North Glengarry will consult with the employee making the request.

6. Workplace Emergency Response Information:

The Township of North Glengarry will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Township of North Glengarry is aware of the need for accommodation due to the employee's disability. The Township of North Glengarry will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Township of North Glengarry will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Township of North Glengarry to provide assistance to the employee.

The Township of North Glengarry will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed, and when the Township of North Glengarry reviews its general emergency response policies.

7. Documented Individual Accommodation Plans:

The Township of North Glengarry will continue to maintain a written process, for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

8. Return to Work Process:

The Township of North Glengarry will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps the Township of North Glengarry will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (ie., Workplace Safety Insurance Act, 1997).

9. Performance Management, Career Development and Advancement & Redeployment:

The Township of North Glengarry will continue to take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

DEFINITIONS

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

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

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

FEEDBACK

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

1. Individuals are invited to provide their feedback as follows:

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

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

2. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.



Revised: fall 2017

Purpose of this Policy

This policy is intended to establish appropriate and consistent action when requested to provide accessible formats and communication supports for persons with disabilities in a timely manner.

Providing Accessible Formats and Communication Supports

The Township of North Glengarry is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.

- Accessible formats may include, but are not limited to large print, recorded audio and electronic formats, etc.
- Communication supports may include but are not limited to captioning, alternative communication supports, plain language, etc.

If we are unable to convert the requested information or communications, the Township will provide an explanation as to why the materials are not convertible and will provide a summary of the requested information or communication.

Notice to the public on the Township's commitment to provide materials in an accessible format or with communications supports, upon request is posted on our website.

Requests for Accessible Formats and Communication Supports

When a person with a disability makes a request for information to be provided in an accessible format or with communication supports, the Township will consult with the person making the request to determine a suitable format that takes the person's accessibility needs into account. The Township makes the final decision concerning the accessible format or communication support to be provided or arranged for. Once the decision is made, the information will be provided or arranged for in a timely manner. If there is a fee normally charged for the information, the person making the request for the information in an accessible format or with communication supports, will not be charged more than the standard fee for the information.

Accessibility Policies Available to the Public

Our accessibility policies to persons with disabilities are available on our website and in hard copy upon request. The Township will provide our accessibility policies to persons with disabilities in an accessible format, upon request.

Feedback Process

The Township welcomes feedback from the public and from our employees. Feedback is accepted in the following formats: in person, by telephone, by mail or via email. Upon request, we will receive and respond to feedback in an accessible format or with communication supports. Notice regarding the availability of our feedback processes is posted on our website.

Accessible Website and Web Content

The Township internet site and web content will conform with the World Wide Consortium Web Content Accessibility Guidelines (WCAGO 2.0) at Level AA.

For more information about the World Wide Consortium Web Content Accessibility Guidelines (WCAG 2.0), visit <http://www.w3.org/TR/WCAG20/>

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the CAO / Clerk's report re. Community Schools Alliance be received and that

The CAO is authorized to enlist the Township of North Glengarry as a member of the Community Schools Alliance

and that the Mayor and CAO be authorized to execute any documents needed to implement this direction.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item c

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

WHEREAS communities across Ontario are concerned with the Accommodation Review Committee process and the impact this flawed process has on the socio-economic fabric of our municipalities;

AND WHEREAS many schools are the hubs of their communities, a better accommodation review system is needed to address the educational facility needs of our residents;

AND WHEREAS a system to address the educational facility needs in Ontario must ensure that school boards and municipal councils partner on decisions regarding education infrastructure;

AND WHEREAS greater accountability for school board decisions is needed;

AND WHEREAS a thorough review of the governance model for school accommodation decisions must include an opportunity to appeal these decisions;

AND WHEREAS the accommodation review process should respect and value the input of students, parents, the community and municipality;

THEREFORE BE IT RESOLVED that the Province of Ontario be petitioned to implement a "smart moratorium" on disputed school closings to provide the opportunity for the Ministry of Education, school boards and municipalities to work together to develop policies addressing such issues as planning for declining enrolments, a mutually agreed upon Accommodation Review Committee process, a review of funding to rural and small community schools, and transparency and accountability between municipalities and school boards.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 6 Item c

6(c)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 4, 2017

To: Council

From: 
Daniel Gagnon
CAO/Clerk

Re: Community Schools Alliance

Discussion:

While Glengarry schools were given a reprieve recently, it may behoove the township to remain vigilant and coordinate with other municipal stakeholders re. the future of school closures and pupil accommodation processes.

The Township of North Glengarry may wish to become a member of the Community Schools Alliance, a group of concerned municipalities and other stakeholder organizations who will coordinate lobbying efforts on the school file in Ontario. More information on the Alliance is attached.

The cost of membership would be \$750 / year.

Recommendation: (2 motions)

1) That the CAO / Clerk's report re. Community Schools Alliance be received and that

The CAO is authorized to enlist the Township of North Glengarry as a member of the Community Schools Alliance

and that the Mayor and CAO be authorized to execute any documents needed to implement this direction.

2) WHEREAS communities across Ontario are concerned with the Accommodation Review Committee process and the impact this flawed process has on the socio-economic fabric of our municipalities;

AND WHEREAS many schools are the hubs of their communities, a better accommodation review system is needed to address the educational facility needs of our residents;

AND WHEREAS a system to address the educational facility needs in Ontario must ensure that school boards and municipal councils partner on decisions regarding education infrastructure;

AND WHEREAS greater accountability for school board decisions is needed;

AND WHEREAS a thorough review of the governance model for school accommodation decisions must include an opportunity to appeal these decisions;

AND WHEREAS the accommodation review process should respect and value the input of students, parents, the community and municipality;

THEREFORE BE IT RESOLVED that the Province of Ontario be petitioned to implement a "smart moratorium" on disputed school closings to provide the opportunity for the Ministry of Education, school boards and municipalities to work together to develop policies addressing such issues as planning for declining enrolments, a mutually agreed upon Accommodation Review Committee process, a review of funding to rural and small community schools, and transparency and accountability between municipalities and school boards.



www.communityschoolsalliance.ca

FACT SHEET

BACKGROUND

- The Community Schools Alliance was formed in 2009 by a number of Ontario municipalities concerned with the flawed process used by school boards in making decisions about student accommodation, especially school closures

GOALS

- The Community Schools Alliance is asking Minister Wynne to support a “smart moratorium” on all school closings that are disputed by municipalities
- The goal of the smart moratorium is for the Ministry, schools boards and municipalities to work together and develop policies addressing such issues as planning for declining enrolments, a mutually agreed upon Accommodation Review Committee (ARC) process, a review of funding to rural and small community schools and establishing a working relationship between municipalities and school boards that provides transparency and accountability
- The development of a municipal appeals mechanism for school board decisions on accommodation

A BETTER SYSTEM IS NEEDED

- The Community Schools Alliance believes that a better system is needed and should:
 - Ensure that school boards and municipal councils work together on decisions regarding education infrastructure,
 - Provide greater accountability for school board decisions on student accommodation, including school closures,
 - Review the governance model for school board decisions on student accommodation which must include the opportunity to appeal those decisions,
 - Respect and value the input of students, parents, the communities and municipalities during the ARC process.

FOUNDING EXECUTIVE COMMITTEE MEMBERS

- Doug Reycraft, Mayor, Southwest Middlesex
- Gary Burroughs, Lord Mayor, Niagara-on-the-Lake
- John R. Wilson, Mayor, Malahide Township
- Jim Collard, Councillor, Niagara-on-the Lake
- Tony Guergis, Warden, Simcoe County
- Doug Shearer, Councillor, Cobalt
- Michael Power, Mayor, Greenstone
- Ron Emond, Mayor, Hastings Highlands
- Allen Taylor, Chair of ROMA

COMMUNITY SCHOOLS ALLIANCE MEETING WITH MINISTER WYNNE

- Minister Wynne has been invited to attend the inaugural meeting and discuss the accommodation review process and the impact of this flawed process on the socio-economic fabric of our communities
- The meeting will be held on August 17th from 4:45 PM – 5:30 PM in the Governor General I room - 4th floor, Westin Hotel during the AMO conference in Ottawa



Community Schools Alliance

www.communityschoolsalliance.ca

Membership Application Form

Select Membership Category

Category A: Municipalities
Category B: Provincial Agencies & Organizations
Category C: Local Organizations & Individuals

Payment by Cheque Payable to: C.S.A. – A.M.O.

Please be sure to add HST to membership fee.

Community Schools Alliance
c/o Afshin Majidi
Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Category A: Municipalities

Name:

Mailing Address:

Municipal Contact and email:

Membership Fee Based on Population and Subject to 13% HST:

<input type="radio"/> 0001 - 5,000	\$250.00	<input type="radio"/> 5,001-10,000	\$500.00	<input type="radio"/> 10,001-20,000	\$750.00
<input type="radio"/> 20,001 - 30,000	\$1,000.00	<input type="radio"/> 30,001- 50,000	\$1,500.00	<input type="radio"/> 50,001 Plus	\$3,000.00

Category B: Provincial Agencies & Organizations

Membership Fee: \$3,000.00 Contact's Email:

Name:

Mailing Address:

Email:

Executive Director or Voting Delegate:

Category C1 : Local Organizations

Membership Fee: \$50.00

Name of Organization:

Mailing Address:

Email:

Executive Director or Voting Delegate:

Category C2 : Individuals

Membership Fee: \$50.00 Email:

Name:

Mailing Address:

Office Use Only

Date Received: Membership Number:

Fee Enclosed:

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That Council approve the Preferred Design Alternative for the proposed supply of potable water from the Alexandria Water Treatment Plant to a new distribution system servicing the Village of Maxville, as documented in the Addendum to the Environmental Study Report dated October 2017 prepared by EVB Engineering; and

That Council direct staff to file Notice of Addendum of the Environmental Study Report for the mandatory 30-day review period in accordance with the Municipal Environmental Assessment requirements.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 6 Item d

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 5, 2017

To: Council

From: _____
Daniel Gagnon
CAO/Clerk

Re: Environmental Assessment Addendum - Selecting a water source for the Village of Maxville

Discussion:

When the province of Ontario indicated that the Cornwall water source for the regional water project was viewed as unfeasible in 2016, the Township of North Glengarry was forced to look at other sources for potable water for Maxville residents. Since ground water was long ago ruled out as not sufficient, those sources were limited to the Ottawa River via St Isidore or the Garry River from Alexandria's water treatment plant.

In order to select a source, considerable research was done into the capital and operating costs and other considerations of both potential water sources. EVB Engineering was contracted to do an addendum to the existing Environmental Assessment (EA) to compare the sources and help the township and the public arrive a conclusion. North Glengarry staff and some councillors consulted with the Townships of The Nation and Alfred –Plantagenet in the spring of 2017.

That research is now done, EVB engineering assisted with a public information centre in Maxville on October 3, 2017 to outline the results of their due diligence to date and the conclusion is to recommend the Garry River as the source. EVB's research is summarized in the attached Powerpoint slides.

In short, the St Isidore solution is significantly more costly both in terms of annual operating and capital costs, and considerably more complicated from a logistical standpoint. The Garry River source has the capacity and the North Glengarry water plant and systems are more than capable of handling the modest increased demand from Maxville residents, current and in the future.

Recommendation:

That Council approve the Preferred Design Alternative for the proposed supply of potable water from the Alexandria Water Treatment Plant to a new distribution system servicing the Village of Maxville, as documented in the Addendum to the Environmental Study Report dated October 2017 prepared by EVB Engineering; and

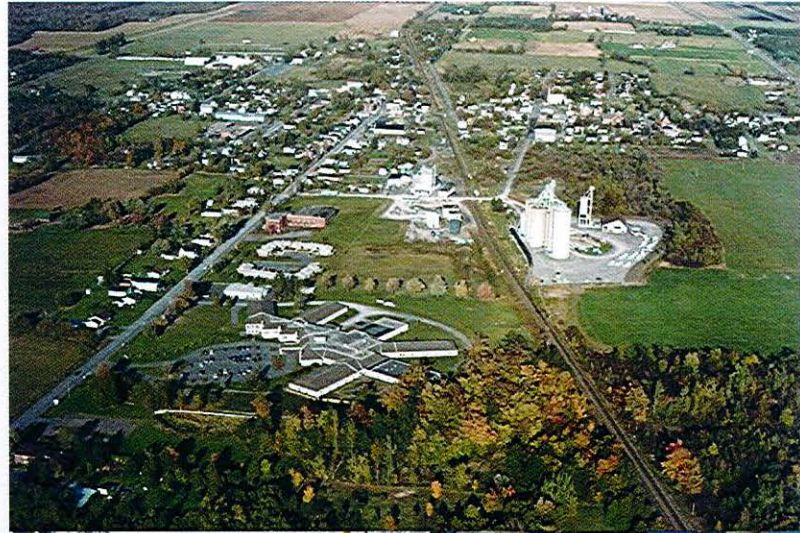
That Council direct staff to file Notice of Addendum of the Environmental Study Report for the mandatory 30-day review period in accordance with the Municipal Environmental Assessment requirements.



Maxville Water Project

Public Information Centre

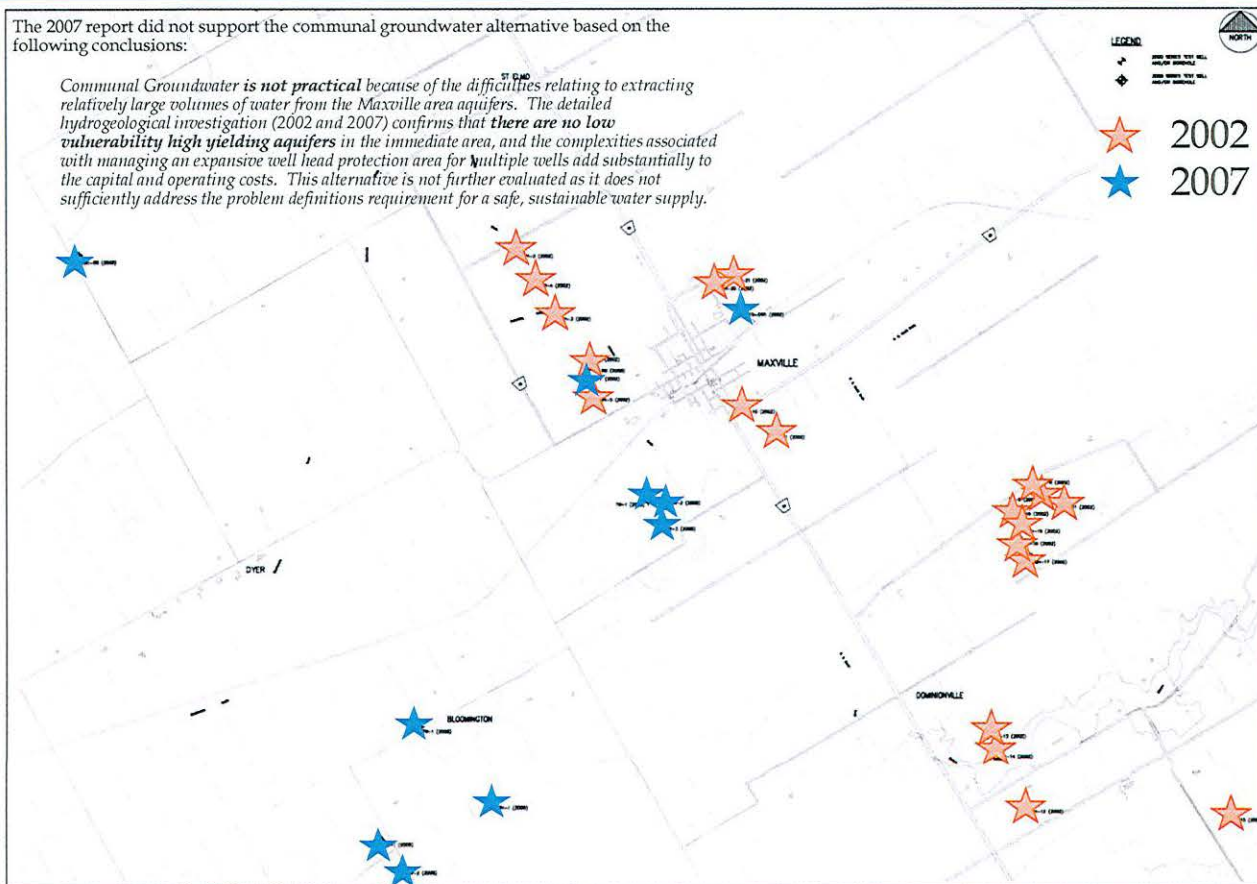
October 3, 2017



Groundwater Supply Within Maxville

The 2007 report did not support the communal groundwater alternative based on the following conclusions:

Communal Groundwater is **not practical** because of the difficulties relating to extracting relatively large volumes of water from the Maxville area aquifers. The detailed hydrogeological investigation (2002 and 2007) confirms that **there are no low vulnerability high yielding aquifers** in the immediate area, and the complexities associated with managing an expansive well head protection area for multiple wells add substantially to the capital and operating costs. This alternative is not further evaluated as it does not sufficiently address the problem definitions requirement for a safe, sustainable water supply.



Water Supply form Cornwall

The 2010 Environmental Study Report recommended the supply of water to Maxville from the City of Cornwall as the preferred solution. This solution provided Maxville with a safe, reliable, potable water supply that would support Maxville now and well into the future.

In order for this option to be economically feasible the Township was seeking 90% funding from the higher levels of government.

The Township was not able to secure this funding arrangement and is currently seeking an economically feasible solution for Maxville.



Water Supply from Alexandria

This option has undergone a significant amount of scrutiny over the years. However, here are the facts that support this option for consideration.

The Township has made improvements on the Alexandria Water System:

- Installation of a new high lift pump to help with pressure in the distribution system.
- Construction of a new elevated tower to help with pressure in the distribution system.
- Installation of granular activated carbon for taste and odour removal.
- Installation of SCADA system for better control of the system.



Water Supply from Alexandria

An independent study of the Alexandria WTP was undertaken by the MOE (2008). Its goal was to identify performance limiting factors at the Plant.

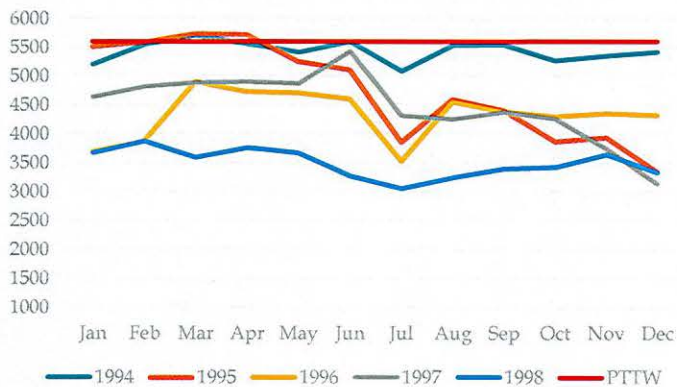
The Report recommends the following improvements which will be incorporated into this solution:

- Enlargement of the flocculation system.
- Jar testing of flocculants and coagulants to optimize chemical dosages.
- Improvements to the sludge collection system in the filters.
- Improvements to the filter backwash system.

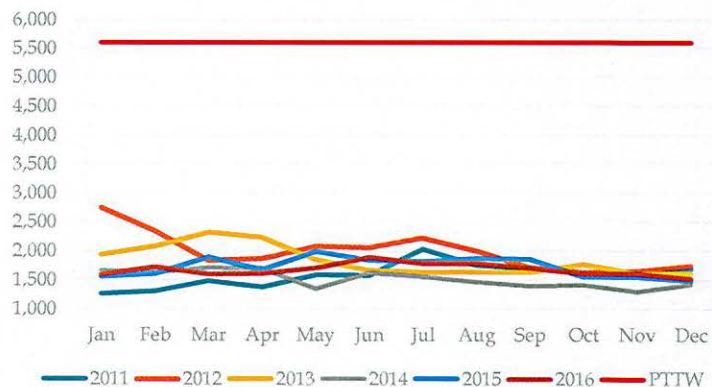


Water Supply from Alexandria

Alexandria WTP ADF: 1994-1998



Alexandria WTP ADF: 2011-16



RAW WATER QUALITY IN MILL POND

Year	Number of Samples	Range of E.Coli or Fecal	Range of Total Coliform Results
2011	52	0-198	0-2380
2012	52	0-121	0-700
2013	53	2-180	10 - 1260
2014	51	2-81	8-380
2015	52	0 - 68	4 - 360
2016	52	0 - 31.0	7.0 - 340.0

Parameter	Standard	2011	2012	2013	2014	2015	2016
Antimony	0.006 mg/L	< 0.0001	< 0.0001	< 0.0001	< 0.0001	< 0.0001	< 0.0001
Arsenic	0.025 mg/L	0.0004	0.0006	0.0004	0.0005	0.0003	0.0003
Barium	1.0 mg/L	0.011	0.018	0.015	0.014	0.013	0.011
Boron	5.0 mg/L	0.017	0.005	0.011	0.006	< 0.005	0.009
Cadmium	0.005 mg/L	<0.00002	<0.00002	< 0.00002	< 0.00002	< 0.00002	< 0.00002
Chromium	0.05 mg/L	<0.002	<0.003	< 0.002	< 0.002	< 0.002	< 0.002
Lead	0.01 mg/L		0.00106	0.00038	0.00077	0.00077	
Mercury	0.001mg/L	<0.00002	<0.00002	< 0.00002	< 0.00002	< 0.00002	< 0.00002
Selenium	0.01 mg/L	<0.001	<0.001	< 0.001	< 0.001	< 0.001	< 0.001
Sodium	20 / 200 mg/L		7.8		7.8	31.1	
Fluoride	1.5 mg/L				0.2	0.2	0.2
Nitrite	1.0 mg/L		0.1	< 0.1	< 0.1	< 0.1	< 0.1
Nitrate	10.0 mg/L		0.1	0.1	0.2	0.1	0.1

Water Supply from Alexandria

Source	Year	Number of Samples	Range of E.Coli or Fecal	Range of Total Coliform Results
Treated	2011	52	0 - 0	0 - 1
	2012	52	0 - 0	0 - 0
	2013	53	0 - 0	0 - 0
	2014	51	0 - 0	0 - 0
	2015	52	0 - 0	0 - 0
	2016	52	0 - 0	0 - 0
Distribution	2011	159	0 - 0	0 - 0
	2012	163	0 - 0	0 - 0
	2013	171	0 - 0	0 - 4
	2014	155	0 - 0	0 - 0
	2015	170	0 - 0	0 - 0
	2016	156	0 - 0	0 - 0

ALEXANDRIA WATER TREATMENT PLANT WATER QUALITY

Ministry of the Environment and Climate Change - Inspection Summary Rating Record

Based on: Capacity Assessment, Treatment Processes, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Reporting & Corrective Actions, and Treatment Process Monitoring

Year	Rating
2011	97.41 %
2012	100 %
2013	100 %
2014	100 %
2015	100 %
2016	100 %



Water From St. Isidore

The Township of Alfred-Plantagenet and Nation Municipality were approached to determine the project requirements for obtaining water from St. Isidore. The project would include the following:

- Upgrades at the Wendover Water Treatment Plant
- Water Transmission Main from Wendover to Plantagenet
- Upgrades at the Plantagenet Water Booster Station
- A Water Booster Station in St. Isidore to pump water to Maxville
- Water Transmission Main from St. Isidore to Maxville



Capital Costs

Alternative Solution B Water Supply from Alexandria

Component	TOTAL
Transmission Main (Alexandria to Maxville)	\$10,173,600
Alexandria Water Treatment Plant Upgrades	\$3,240,000
Alexandria Booster Station	\$1,767,150
Maxville Distribution System	\$10,530,000
Maxville Water Storage	\$2,340,000
Other Costs	\$1,873,091
TOTAL ALTERNATIVE COST	\$29,923,841

Alternative Solution C Water Supply from St. Isidore

Component	TOTAL
Transmission Main (St. Isidore to Maxville)	\$6,040,474
Transmission Main (Wendover to Plantagenet)	\$3,461,460
Wendover WTP	\$5,449,950
Plantagenet Booster Station	\$2,060,100
Metering Station	\$405,000
Infrastructure Upgrades at Alfred	\$660,434
Maxville Distribution System	\$10,530,000
Maxville Water Storage	\$2,340,000
Other Costs	\$1,430,798
TOTAL ALTERNATIVE COST	\$32,378,215



Operating and Maintenance Costs

- Annual Operating and Maintenance Costs are an important consideration as the Township has received funding to reduce the capital cost of the project but the annual operating and maintenance costs for the system are paid directly by the properties connected to the system.
 - Regardless of where the water is coming from the Township will have costs associated with their operations and maintenance staff within the Maxville Distribution System.
 - Current Regional Water Rate Structure: \$58/month, including 15 cu.m., plus \$1.94/cu.m. above 15 cu.m.
 - Assume water loss on the Maxville system to be approximately 13.3% (Environmental Canada published average). Includes flushing water, fire fighting, etc.



Operating and Maintenance Costs

Alexandria Solution

- Goal: Maintain a North Glengarry Regional Water Rate
- Additional Annual Cost = \$120,000 (staffing) and \$214,000 (hydro, chemicals, sampling, etc.) for a total of \$334,000
- New Rate: \$60.18/month, including 15 m³ + \$1.94/ m³ above 15 m³

St. Isidore Solution

- Water Rate for Maxville
 - Water Rate provided by the Nation Municipality is \$2.37/ m³
 - TOTAL WATER RATE = \$2.85/ m³ (Including hydro and water loss)
 - Cost for System Operation/Hydro is \$165,000
- Maxville Rate: \$77.13/month, including 15 m³ + \$2.85/ m³ above 15 m³



Summary

Cost	Capital Cost	Operating Cost
Alexandria	\$29,924,000	\$60.18/month, including 15 cu.m. + \$1.94/cu.m. above 15 cu.m.
Wendover	\$32,126,000	\$77.13/month, including 15 cu.m. + \$2.85/cu.m. above 15 cu.m.

Cost	Net Capital Cost	Operating Cost	After 10 Years	After 20 Years
Alexandria	\$7,424,000	\$288,900	\$10,586,800	\$14,442,500
Wendover	\$9,626,000	\$370,200	\$14,070,700	\$20,650,300

- Currently North Glengarry indexes their base water rate by 2% and the Nation indexes their base rate by 4%.
- Operating cost excludes Capital Reserve Contributions.



Next Steps

Publish an Addendum to the ESR, identifying the preferred solution.

Construction can start on:

- Maxville Water Distribution System
- Maxville Water Storage

Detailed Design will commence for those components not already designed.

Project Completion - 2019



Section 7

COMMUNITY SERVICES

DEPARTMENT

Anne Leduc

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT Council received the staff report on the Amended Mobile Food Wagons and Chip Stand By-law No. 44-2017;

THAT By-law No. 44-2017 being a by-law to amend the Mobile Food Wagons and Chip Stand By-law No. 33-2016; and

THAT By-law No. 44-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 7 Item a

7(a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10, 2017
To: Council
From: Anne Leduc, Director of Community Services

Approved: Daniel Gagnon, CAO/Clerk

**Re: Amended Mobile Food Wagons and Chip Stands By-law
No. 44-2017**

BACKGROUND

Following a request for an exemption to the Mobile Food Wagon and Chip Stand By-law No. 33-2016, a revision was performed of said by-law.

It was noted that no provisions were included to exempt events of municipal significance. Council is asked to consider the addition of the following clause to the By-law:

Point 10 - Exemptions

Exempt are events of municipal significance, including but not limited to the Festival of Lights, Family Day, Canada Day, the Maxville Fair, the Glengarry Highland Games, or other events as may be designated by the municipality from time to time, which may contract the use of Mobile Food Wagons and Chip Stands for the duration of their event.

The adoption of the amended By-law will reduce the number of requests coming events considered to be of municipal significance to Council for exemptions all the while respecting the conditions of the By-law.

FINANCIAL DETAILS

N/A.

INTERNAL REVIEW

Daniel Gagnon – CAO

DOCUMENTATION

Mobile Food Wagons and Chip Stand By-law No. 44-2017

RECOMMENDATION:

THAT Council received the staff report on the Amended Mobile Food Wagons and Chip Stand By-law No. 44-2017;

THAT By-law No. 44-2017 being a by-law to amend the Mobile Food Wagons and Chip Stand By-law No. 33-2016; and

THAT By-law No. 44-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 44-2017

Being a By-law for licensing, regulating and governing Mobile Food Wagons and Chip Stands from which refreshments are sold for consumption by the public and for revoking any such licenses.

WHEREAS the Municipal Act, 2001 authorizes Council to pass by-laws regulating vending in streets, etc., for prohibiting or regulating sales by retail in the highways or on vacant lots adjacent to them and for regulating traffic in and preventing the blocking up of the highways by vehicles or otherwise. And a by-law passed under this paragraph may be made applicable to the whole municipality or to any defined areas thereof.

AND WHEREAS the Municipal Act, 2001 authorizes Council to pass a by-law prohibiting the sale of refreshments on public streets, etc., for prohibiting the sale of refreshments or confections from a basket or wagon, cart or other vehicle upon any highway or part of it or in any public park or other public place, but no by-law passed under this paragraph applies to a farmer's market gardener or other person selling or delivering goods at any place of business or residence upon such highway or part thereof.

AND WHEREAS the Municipal Act, 2001 authorizes the Council of a local municipality to pass by-laws for licensing, regulating and governing any business carried on within the municipality, sets out the powers re: licenses, provides for Council to set and charge license fees, sets out the limitations, and sets out the expiry of such a by-law.

AND WHEREAS it is necessary and desirable that such Mobile Food Wagons or Chip Stands be maintained in a proper and sanitary condition, and should vend such merchandise in places and in such ways as to minimize traffic and safety hazards and inconvenience to the general public.

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

1. **Interpretation**

- a) In this by-law, "**Mobile Food Wagon**" shall mean a vehicle from which in whole or in part, refreshments for consumption by the general public are sold upon the streets and in public places, said refreshments having been prepared on a recognized commercial establishment such establishment being subject to regular inspections as determined by the office of the Medical Officer of Health
- b) "**Medical Officer of Health**" shall mean the Medical Officer of Health for the Stormont, Dundas and Glengarry Health Unit.
- c) "**Chip Stand**" shall mean a vehicle or structure, from which in whole or in part, refreshments for consumption by the general public are sold upon the streets, public places or private property, said refreshments having been prepared in whole or part on site.

2. Every person, whether an individual or a corporation shall observe and comply with the following requirements in the operation of a Mobile Food Wagon or Chip Stand.

- a) The body, doors and windows of any Mobile Food Wagon or Chip Stand shall be of sufficiently sound construction to provide all reasonable protection of food against dust, dirt, flies and of other insect pests, rodents or other injurious matter or things.

The interior of the Mobile Food Wagon or Chip Stand shall be painted in a light colour and all parts equipment thereof, related to the storage, preparation or dispensing of refreshments shall be kept clean.

- c) The floor of such Mobile Food Wagon or Chip Stand shall be of a suitable impervious material, free from holes, cracks or crevices, and the surface thereof shall be readily washable and shall be kept clean and in good condition.
 - d) Suitable removable racks, shelves or counters shall be provided for the storage and preparation of food.
 - e) Hand washing facilities shall be provided on the Mobile Food Wagon or Chip Stand and shall consist of a water storage tank connected through a faucet to a wash basin and discharging into an enclosed container for waste water. The waste water shall be emptied periodically into a sanitary drain in a manner which does not create an offense or a nuisance. A constant supply of soap and clean towels shall be provided at all times.
 - f) All water used on the vehicle shall be of potable quality satisfactory to the Medical Officer of Health.
 - g) All refreshments sold from any Mobile Food Wagon or Chip Stand licensed under this by-law, shall be clean, fresh and wholesome.
 - h) No food other than those described in Schedule A of this by law may be offered or prepared for sale from any Mobile Food Wagon or Chip Stand.
 - i) Any preparation of food for sale to the public not carried out within the Mobile Food Wagon or Chip Stand, shall be carried out in a recognized commercial establishment for the preparation of food. Any other food offered for sale from such vehicle or Chip Stand shall be in individual prepackaged and sealed containers which have also been prepared in such establishment.
 - j) All salt, vinegar and other condiments shall be dispensed from suitable containers designed to protect the contents from dust, flies and other injurious things, and shall be dispensed in such a manner as well prevent contamination by any means.
3. Every operator or employee who handles or comes into contact with any utensil or with any food during its preparation, service, storage or sale shall:
- a) Be clean;
 - b) Wear clean outer garments;
 - c) Be free from and not a carrier of any disease which may be spread through the medium of food;
 - d) Satisfy the Medical Officer of Health as to his freedom from diseases
 - e) Submit to such medical examination and tests as the Medical Officer of Health may require.
 - f) No person shall work in a Mobile Food Wagon or Chip Stand who has any abrasion or other skin condition which may contaminate food.
4. Every person whether an individual or a corporation shall pay to the Clerk of the Township of North Glengarry the sum of:
- 1) In the ward of Alexandria (Chip Stands) a yearly license fee of \$1500.00 or a six month license fee of \$750.00.
 - 2) In all other wards (Chip Stands) a yearly license fee of \$400.00 or a 6 months license fees of \$200.00.
 - 3) In all wards a yearly license fee for a Mobile Food Wagon be \$500.00 for each unit.

- a) Such license or licenses (as per schedule “B”) shall be transferable upon approval by the authorities hereinafter set out.
- b) Such license or licenses shall not be issued by the Clerk of the Township of North Glengarry until the applicant shall have filed formal application therefor, together with a written approval from the Medical Officer of Health covering the equipment said to be licensed.
- c) Such license or licenses shall not be issued by the Clerk of the Township of North Glengarry until the applicant has filed written approval from the Fire Chief of North Glengarry.
- d) A maximum of not more than 2 licenses may be permitted within the limits of the Town of Alexandria or the Village of Maxville. Those limits are included in the attached map Schedule C.
- e) A maximum of not more than one Chip Stand license or Mobile Food Wagon may be permitted within any residential hamlet.
- f) A maximum of not more than one Chip Stand license or Mobile Food Wagon may be permitted within any area located in the former boundaries of the Township of Lochiel or Kenyon not deemed to be a village or hamlet

5. The owner or operator of any Mobile Food Wagon or Chip Stand licensed under this by-law may not stop in any one spot on the public streets of the municipality, or establish themselves in other public places at a distance less than 500 feet from any eating establishment, refreshment house or public park in which there is a permanent food concession or refreshment house in operation.

6. No operator of any Mobile Food Wagon licensed under this by-law shall make a sale therefrom except at the rear of the said vehicle or on the curb side of the vehicle.

7. No operator of a Mobile Food Wagon or Chip Stand licensed under this by-law shall make a sale from private property unless

- a) such private property, from which the sale is being made, is commercial property as defined by the Zoning By-law of the North Glengarry Township and amendments thereto, or a permitted commercial use under Section 30 (7) of the Planning Act.
- b) he/she has written permission from property owner to be present.

8. If an operator fails for a reasonable period to observe all of the provisions of this by-law, the By-law Enforcement Officer of the Township or the Clerk shall have the power to revoke his/her license.

9. Any person who contravenes any of the provisions of this by-law, shall be subject to a penalty on conviction, and all such penalties shall be recoverable under the Provincial Offences Act.

10. Exemptions

Exempt are events of municipal significance, including but not limited to the Festival of Lights, Family Day, Canada Day, the Maxville Fair, the Glengarry Highland Games, or other events as may be designated by the municipality from time to time, which may contract the use of Mobile Food Wagons and Chip Stands for the duration of their event.

11. By-law 33-2016 is hereby repealed.

READ a first, second, third time and enacted in Open Council this 10th day of October, 2016.

Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify that this is a true copy of By-law No. 44-2017, duly passed by the Council for the Corporation of the Township of North Glengarry on the 10th day of October, 2017

Date Certified

Clerk/Deputy Clerk

Schedule A – Food Permitted to be Sold from Mobile Food Wagons / Chip Stands

- French Fries / Poutine
- Hamburgers / Ground Beef (ie chili dogs, poutine toppings)
- Hot Dogs / Pogos
- Sausages
- Smoked Meat or Pulled Pork (only if cooked off-site in a commercial kitchen and simply reheated)
- Clubhouse Sandwiches
- Pitas / Wraps
- Onion Rings
- Wings / Chicken Fingers
- Perch Rolls / Fish and Chips / Fish Sandwiches

Schedule B – Copy of License for Mobile Food Wagon / Chip Stand

Schedule C - Limits of Alexandria and Maxville boundaries (for the purposes of licensing Mobile Food Wagons / Chip Stands)

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT Council received the staff report on the Amended Community Improvement Plan By-law No. 45-2017;

THAT By-law No. 45-2017 being a by-law to amend the Community Improvement Plan By-law 03-2015; and

THAT By-law No. 45-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 7 Item b

7(b)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10, 2017
To: Council
From: Anne Leduc, Director of Community Services



Approved: Daniel Gagnon, CAO/Clerk

Re: Community Improvement Plan – By-Law 45-2017

BACKGROUND:

The CIP was approved by Council on February 8, 2016 and following the 20-day appeals process to the Ontario Municipal Board, came into force on March 1, 2016.

The Township of North Glengarry, through the Community Improvement Plan Approvals Committee (CIPAC), reviews the programs and activities relating to the Community Improvement Plan to determine its effectiveness and relevance. As such the CIP may be refined to better meet the goals and objectives outlined.

As of Year 3, coming into effect January 1, 2018, the CIP extends into the rural hamlets.

On August 8, 2017, Council approved By-Law 33-2017 designating commercial and residential properties in the Community Improvement Plan Project Areas in Apple Hill, Dalkeith, Dominionville, Dunvegan, Glen Robertson, Glen Sandfield, Greenfield and Lochiel to qualify for the CIP.

The Township placed notice in accordance with sections 17(15) to (22) of the *Planning Act*, RSO 1990 and public meetings were held on September 20, 2017 in Glen Robertson and on September 21, 2017 in Dunvegan inviting the public to comment on the proposed amendments to the CIP.

Following these public meetings, comments were collated which stemmed from property standards issues and did not negatively impact the proposed amendments to the Community Improvement Plan.

Amendments to CIP Guidelines include:

1. Section 4.2 – Phase II: Rural Hamlets – Removal of “Commercial Zones” which opens the CIP to all properties located in the designated area
2. Section 5.1 r) – Owners/Tenants who perform the labour will not be reimbursed for the cost of labour (e.g. Contractors that are owner/tenants)
3. Section 5.1 s) – Grant payments may be reimbursed at the satisfactory completion of the works for each program
4. Section 5.3 - Program A - Planning and Design Grant Program - Plans and renderings must be prepared by an Architect, Technologist, Urban Designer, Land Surveyor, Engineer or other professional qualified to produce detailed plans

Amendments to CIP Funding Programs include:

1. Program C - Commercial Signage, Civic Address Signage and Commercial Awning Grant Program
 - Signage - minimum eligible project cost of \$750 – 50% max PROPOSED INCREASE TO \$2,000 (previously \$1,500)
 - Civic Address – PROPOSED CHANGE:
 - Complimentary civic address (provided by the municipality – costs under \$75)
2. Program E – Building Permit and Planning Fee Grant Program
 - PROPOSED Planning Fee Grant 100% according to By-law - \$500
3. Program G – Municipal Loan Program – minimum PROPOSED TO BE \$2,000 (previously \$5,000) to maximum \$10,000

The CIP provides a proactive approach for monitoring its effectiveness through its monitoring program. The CIP represents an opportunity for employment retention and creation, private investment, increased tax assessment and physical beautification. The program will again be monitored for effectiveness on an annual basis. A detailed review will be undertaken in Year 5 (2020) to determine whether each program has met the goals of the North Glengarry Community Improvement Plan.

FINANCIAL IMPACT

Continuation of the Township of North Glengarry’s 5-year Community Improvement Plan for which funds are approved by Council on a yearly basis.

SUPPORTING DOCUMENTATION

- Amended Community Improvement Plan (as of October 10, 2017)

- By-law 45-2017 to adopt the amended North Glengarry Community Improvement Plan (CIP)

RECOMMENDATION:

THAT Council received the staff report on the Amended Community Improvement Plan By-law No. 45-2017;

THAT By-law No. 45-2017 being a by-law to amend the Community Improvement Plan By-law 03-2015; and

THAT By-law No. 45-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 45-2017

A By-law to authorize the adoption of the amended Community Improvement Plan for the Community Improvement Project Areas of the Corporation of the Township of North Glengarry.

WHEREAS Section 28 the *Planning Act*, RSO 1990, Chapter P. 13, as amended, provides for the designation of a Community Improvement Project Area and for the adoption of a Community Improvement Plan;

AND WHEREAS Council deems it expedient to adopt a Community Improvement Plan;

AND WHEREAS Council has given notice in accordance with sections 17(15) to (22) of the *Planning Act* and held public meetings on September 20, 2017 and September 21, 2017;

AND WHEREAS the amended Community Improvement Plan attached hereto as Schedule "A" has been prepared for the Community Improvement Project Areas;

AND WHEREAS the amended Community Improvement Plan conforms to the United Counties of Stormont, Dundas and Glengarry's Official Plan.

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

**Part1
SHORT TITLE**

This by-law may be cited as the "Community Improvement Plan By-law".

**Part 2
GENERAL STANDARDS**

- 2.1 That the amended North Glengarry Community Improvement Plan, attached hereto as Schedule "A" and forming part of this By-law, is hereby adopted for the Community Improvement Project Areas of the municipality of North Glengarry, therefore establishing a framework for the municipality's support and implementation of a program to encourage the maintenance and rehabilitation of building facades, as well as associated signage, landscaping and public art.

**Part 3
REPEAL**

- 3.1 By-Laws

By-Law No 03-2015 and all of its amendments of the Corporation of the Township of North Glengarry is hereby repealed.

- 3.2 Effective Date

That this By-law shall come into full force and take effect on the final passage thereof.

READ a first, second, third time and enacted in Open Council, this 10th day of October 2017.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 45-2017, and that such by-law is in full force and effect.

Date Certified

CAOIClerk I Deputy Clerk



TOWNSHIP OF NORTH GLENGARRY COMMUNITY IMPROVEMENT PLAN



COMMUNITY • BEAUTIFICATION • PRESERVATION • REVITALIZATION

Prepared by the Township of North Glengarry
Adopted on February 5, 2016
Amended on October 10, 2017

“Our true destiny...is a world built from the bottom up by competent citizens living in solid communities, engaged in and by their places.” - David W. Orr

PREAMBLE

The Township of North Glengarry is pleased to offer an initiative that aims to enhance the appeal of our community by offering property owners within the designated Community Improvement Areas, the opportunity to access funding to improve their buildings through the use of grants and loans made available for restoring and rehabilitating exterior facades, installing new signage, improving landscaping features, and creating public art.

This Community Improvement Plan is a guide for property owners when considering funding options for their projects. The Plan outlines the eligibility criteria and the general guidelines to consider when undertaking an improvement project.

Applications for this program are available through the Township office, as well as on the Township website. A CIP Approvals Committee appointed by Council, is responsible for the review of each application and the awarding of financial incentives. Repayable loans are subject to Council approval.

ACKNOWLEDGMENTS

We gratefully acknowledge the following individuals and organizations for their contribution and assistance in the development of the North Glengarry Community Improvement Plan. We also wish to acknowledge the countless members of the community who committed their time, historical materials, and other resources during the course of the study and public consultations. Finally, we would like to highlight the contributions of Cecile Baird, Architect and Urban Designer, whose professional expertise and guidance was invaluable to the CIP process.

North Glengarry Council

Chris McDonell, Mayor

Jamie MacDonald, Deputy Mayor

Jacques Massie, Councillor at Large

Michel Depratto, Councillor, Alexandria Ward

Jeff Manley, Councillor, Kenyon Ward

Brian Caddell, Councillor, Lochiel Ward

Carma Williams, Councillor, Maxville Ward

North Glengarry CIP Working Group

Audrey Evans, Member of the Maxville & District Chamber of Commerce

Loretta Landmesser, Member of the Maxville & District Chamber of Commerce

Michael Madden, President, Alexandria & District Chamber of Commerce

Jeff Manley, Councillor

Kellie Pickett, Member of the Maxville Chamber of Commerce

Jean Vaillancourt, Member of Alexandria & District Chamber of Commerce

Carma Williams, Councillor

Daniel Gagnon, CAO/Clerk

Kerri Strotmann, Economic Development Officer

North Glengarry Community Improvement Plan Advisory Committee

Natalie Anne Bussière, Member at large

Karen Davidson Wood, Member at large

Dierdre Hill, Member of the Maxville & District Chamber of Commerce

Michael Madden, President, Alexandria & District Chamber of Commerce

Jeff Manley, Councillor

Carma Williams, Councillor

Daniel Gagnon, CAO/Clerk

Tara Kirkpatrick, Economic Development and Communications Officer

Gerry Murphy, Chief Building Officer Carma Williams, Councillor

North Glengarry Community Stakeholder Organizations

- Alexandria & District Chamber of Commerce
- The Glengarry Archives
- The Glengarry Pioneer Museum
- Maxville & District Chamber of Commerce
- Arts, Culture & Heritage Advisory Committee of North Glengarry

Contents

1	INTRODUCTION.....	6
1.1	Background.....	6
1.2	Official Plan Provisions for a Community Improvement Plan.....	6
2	COMMUNITY IMPROVEMENT PLAN POLICIES.....	7
2.1	Overview and purpose.....	7
2.2	The CIP Process.....	7
2.3	Ongoing Policy Goals and Objectives.....	9
3	LEGISLATIVE AND POLICY FRAMEWORK.....	11
3.1	Municipal Act.....	11
3.2	Planning Act Provisions for Community Improvement Plans.....	11
3.3	Provincial Policy Statement (PPS), 2014.....	12
3.4	United Counties of Stormont, Dundas and Glengarry Official Plan.....	13
4	COMMUNITY IMPROVEMENT AREAS.....	16
4.1	Phase I: Urban Village Areas (Years 1 – 2).....	16
4.2	Phase II: Rural Hamlets (Year 3).....	17
4.3	Phase III: Commercial Fringe Areas, Industrial Zones, and Identified Buildings of Significant Heritage Interest (Years 4 – 5).....	17
5	INCENTIVE PROGRAMS.....	18
5.1	General Program Requirements and Eligibility.....	18
5.2	Overview of Financial Incentive Program.....	22
	Program A - Planning and Design Grant Program.....	22
	Program B - Building Improvement and Infill Grant Program.....	23
	Program C - Commercial Signage, Civic Address Signage and Commercial Awning Grant Program.....	25
	Program D - Landscaping and Public Art Grant Program.....	27
	Program E - Building Permit & Planning Fee Grant Program.....	29
	Program F - Tax Increment Grant (TIG) Program.....	30
	Program G - CIP Municipal Loan Program.....	33
6	PUBLIC FACILITIES.....	34
7	DESIGN GUIDELINES.....	35
7.1	Design Guidelines Goal & Objectives.....	35
7.2	Signage Guidelines.....	35

7.2.1	Special Provisions Applicable to Signage in Maxville.....	37
7.3	Commercial Awnings Guidelines	37
7.4	Facade Restoration, Renovation and Improvement.....	38
7.5	Landscaping and Public Art Guidelines.....	40
7.6	Infill Projects	41
8	IMPLEMENTATION.....	42
8.1	Approvals Committee Composition.....	42
8.2	Application Intake Process.....	42
9	MARKETING TOOLS.....	45
10	MONITORING PROGRAM.....	46
11	AMENDMENTS TO THE COMMUNITY IMPROVEMENT PLAN.....	47
	Appendix 1: Civic Address Signage	48
	Appendix 2: Glossary of Terms	49
	Appendix 3: Re-Imagining Main Street Summary Reports.....	51
	Appendix 4: By-Law 33-2017 Designating the CIP Project Areas	89
	Appendix 5: CIP Project Area Descriptions	102

1 INTRODUCTION

The Township of North Glengarry is a unique and vibrant community situated in a strategic location between the major urban centres of Montreal and Ottawa, with an unsurpassed quality of life reflected in the rural and small town character and enhanced by a commitment to preserving agricultural and natural resources, historical and cultural heritage and quality municipal services.



Mill Square Park, July 2017

1.1 BACKGROUND

The *Township of North Glengarry Strategic Plan* was developed by Council, with input from various stakeholders including senior officials, key business people and the general public, with the goal of addressing the various challenges and issues facing the Township, while emphasizing and building upon the strengths and opportunities of the community. Through the proactive engagement of the population, a series of objectives was set forth to establish a vision for North Glengarry based upon its natural environment, its recreational and cultural assets, its historical roots and its enviable proximity to major urban centres.

The implementation plan includes in its priorities, economic development interventions to promote an “Open for Business” corporate culture, while supporting cultural tourism opportunities, the arts, and heritage as methods of stimulating local economic development. The community also identified the need to revitalize the downtown cores, augment visibility, improve communications and address investment readiness.

In winter 2016, Township Council, under the auspices of the Official Plan, approved the implementation of a Community Improvement Plan (CIP) using the knowledge and perceptions not only of professionals, but also of the residents, interested associations, local entrepreneurs and workers, as well as the clientele who frequent the Community Improvement Project Areas. The North Glengarry Community Improvement Plan provides a framework to guide the community improvements within the Township moving forward.

1.2 OFFICIAL PLAN PROVISIONS FOR A COMMUNITY IMPROVEMENT PLAN

Only municipalities with community improvement policies in their Official Plans have the authority under the Ontario *Planning Act* to designate a Community Improvement Project Area (CIPA) and to develop a Community Improvement Plan (CIP). The Official Plan for the United Counties of Stormont, Dundas and Glengarry articulates the provisions for a CIP.

2 COMMUNITY IMPROVEMENT PLAN POLICIES

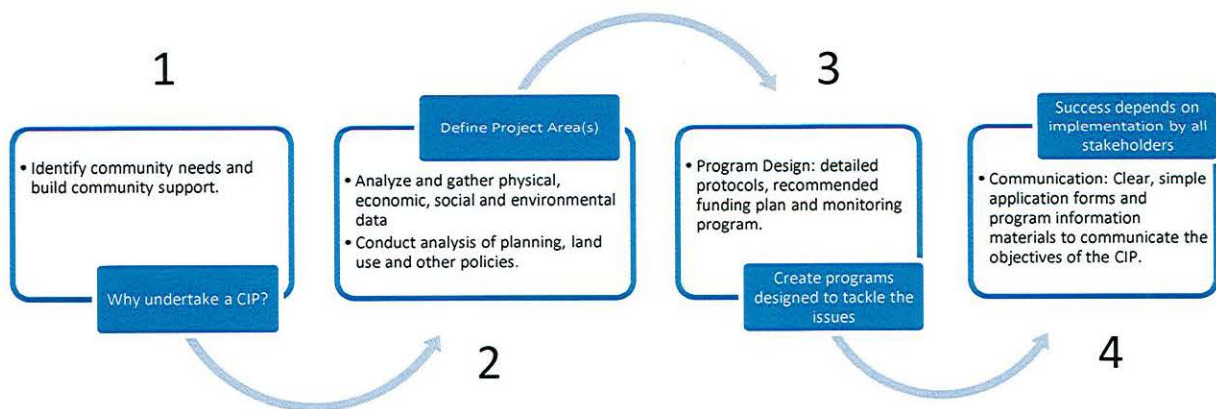
2.1 OVERVIEW AND PURPOSE

A Community Improvement Plan (CIP) is shaped by local needs and community priorities. It is a flexible, comprehensive and strategic planning tool that allows municipalities to direct funds and to implement physical, social, economic or environmental policy initiatives in a specifically defined project area.

The purpose of a CIP is to create incentive-based programs aimed at physical improvements to a building envelope, and/or signage, and/or visible landscaping features, the preservation and adaptive reuse of buildings of heritage value, and to space conversion projects that permit more mixed-use properties within the designated area while promoting ground-floor commercial occupancy. Though the primary goal of the CIP incentive-based program relates to facade and signage enhancements, Council, within the Community Improvement Project Areas may also acquire land for expanding public space.



2.2 THE CIP PROCESS



To ensure the Community Improvement Plan would be endorsed by the largest number of people involved, the Township of North Glengarry conscientiously worked on gathering information from the general public and diverse stakeholders, and on conducting a professional analysis of the varied contextual factors: physical, economic, social, environmental, and policy data.

In February 2015, a working group comprised of local stakeholders from Maxville and Alexandria was formed and meetings were held to develop the basic CIP framework. The scope, phasing and timeframe set forth by the working group were approved in principle by Council at a public meeting held on March 9, 2015, with the adoption of By-Law 65-2015 on December 14, 2015, formally designating the CIP Project Areas. By-Law 65-2015 can be found in Appendix 2.

In March and April 2015, a photographic catalogue of the Maxville and Alexandria Phase I CIP areas was carried-out, in order to have a snapshot in time of the physical characteristics that comprise the two downtowns. In addition, a comprehensive inventory of the architectural features and history of the buildings was undertaken by the Arts, Culture and Heritage Advisory Committee (ACHC) and an appeal to the population was put forth to gather historical photos of both Main Streets.

In May 2015, a qualitative survey was conducted to obtain a diagnostic of the commercial sector from the perspective of the business community. A questionnaire was also put forth to the public at large during the Home & Trade Show in Alexandria and the annual sidewalk sale in Maxville, by means of a short poll on the strengths of Main Street and recommendations for improvements to the area.

On June 23 and 24, 2015, the general population was invited to the *Town Hall: Re-Imagining Main Street* sessions held in Alexandria and in Maxville. During these public consultations more than 120 members of the community were informed of the steps that the Township was undertaking to develop a CIP. Through the use of historic and current photographs, participants were guided through an analysis the downtown environment and discussed the elements which give Main Street its unique charm and flavour. They then broke into working groups to collectively brainstorm how they would re-imagine Main Street of the future. A summary of the Re-Imagining Main Street visioning exercise can be found in Appendix 1.



Following the publication of a Notice of a Public Meeting, town hall consultations were held on February 3 and 4, 2016, and the general population was once again encouraged to participate in

the Community Improvement Plan process by providing their feedback, prior to the adoption of CIP By-Law 05-2016 on February 8, 2016.

The Community Improvement Plan was developed in a transparent, open and inclusive manner with the population remaining engaged and informed throughout the process through the use of communication tools such as the designated Downtown Renewal webpage, Facebook posts, a newsletter inserted with the tax bill, press communiqués and verbal updates at Chamber of Commerce and Council meetings.

Following a year of successful implementation, during the first half of 2017, a comprehensive review of the North Glengarry Community Improvement Plan was carried out by the municipality to determine whether the incentive programs, phasing, CIP areas and the approvals process were best meeting the needs of the community and the applicants, and whether the municipal actions were achieving the goals set forth in the CIP. Consultations with CIP beneficiaries, the business community and citizens were held both formally through Town Hall meetings on September 20th and 21st, 2017 and informally through in-person discussions, telephone conversations and email exchanges. Through the careful monitoring of the Community Improvement Plan and the extensive community outreach, on October 10, 2017, the North Glengarry CIP was amended to enhance the variety of financial incentive programs offered, to better reflect the needs of the population, and to appropriately target the areas in need of revitalization. These amendments were necessary to encourage projects that may otherwise not have been realisable.

2.3 ONGOING POLICY GOALS AND OBJECTIVES

The goal of the Community Improvement Plan (CIP) should be seen as a broader strategy for the economic development and diversification of the Township. The objectives of the CIP include (but are not limited to):

- a) Encouraging private sector investment and the strengthening of the economic base, while providing a balanced opportunity for growth and settlement resulting in the competitiveness of North Glengarry;
- b) Increasing the tax assessment and revenues for the Township;
- c) Creating and retaining employment, shopping, recreation, tourism and living opportunities within the Township's downtown areas;
- d) Creating an attractive image of the Township that reflects, protects and promotes the local history, culture and heritage;
- e) Improving the appeal and condition of buildings and commercial signage;

- f) Re-appropriation of the downtown by the community through high quality pedestrian-friendly initiatives relating to lighting, way-finding signage, public art, landscaping features and street furniture.
- g) Promotion of Mill Pond through improved access to this shoreline from Main Street and Mill Square.
- h) Preservation, beautification and promotion of key public spaces, such as Mill Square and King George Park and their reinforcement as the heart of their respective downtown areas.
- i) Harmonious cohabitation of pedestrians and vehicles, through improvements to pedestrian crosswalks, sidewalks, parking, and a reduction in the nuisances caused by heavy truck traffic.

3 LEGISLATIVE AND POLICY FRAMEWORK

3.1 MUNICIPAL ACT

Section 106 (1) of the Municipal Act (2001) stipulates that:

“ a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.”
2001, c. 25, s.106 (1).

Section 106 (2) of the Municipal Act further stipulates that:

“Without limiting subsection (1), the municipality shall not grant assistance by:

- a) *giving or lending any property of the municipality, including money;*
- b) *guaranteeing borrowing;*
- c) *leasing or selling any property of the municipality at below fair market value;*
- d) *giving a total or partial exemption from any levy, charge or fee.”* 2001, c.25, s.106 (2).

3.2 PLANNING ACT PROVISIONS FOR COMMUNITY IMPROVEMENT PLANS

Section 28 of the Ontario Planning Act (1990), allows municipalities with provisions in their official plans relating to community improvement to designate by by-law a “*community improvement project area*” and prepare and adopt a “*community improvement plan*” for the community improvement project area.

In accordance with Section 28 of the Planning Act, once a community improvement plan (CIP) has come into effect, a municipality may:

- I. Section 28 (3): Acquire, hold, clear, grade or otherwise prepare land for community improvement.
- II. Section 28 (6): Construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (CIP).

Definitions under Section 28(1) of the Ontario Planning Act

“**Community Improvement**” means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement or energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary; (“*ameliorations communautaires*”)

“**Community Improvement Plan**” means a plan for the community improvement of a community improvement project area; (“*plan d’améliorations communautaires*”)

“**Community Improvement Project Area**” means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. (“*zone d’améliorations communautaires*”)

R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c.23, s. 14 (1)

- III. Section 28 (6): Sell, lease, or otherwise dispose of any land acquired or held by it in conformity with the community improvement plan.
- IV. Section 28 (7): Make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan.

Section 28 (7.1) of the Planning Act stipulates that:

“The eligible costs of a community improvement plan may include costs related to environment site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities”.

Section 28 (7.3) of the Planning Act stipulates that:

“The total of all grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and tax assistance as defined in section 365.1 of the Municipal Act, 2001 or section 333 of the City of Toronto Act, 2006, as the case may be, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings”.

3.3 PROVINCIAL POLICY STATEMENT (PPS), 2014

Provincial Policy Statements (PPS) are issued by the Government of Ontario under the Planning Act to provide direction on matters of provincial interest as they relate to planning and development. The latest PPS was issued in April 2014 and sets out the government’s land use vision for building strong and healthy communities through the three lenses of sustainability: economy, environment and society.

Section 1.1.1 supports the development and maintenance of healthy, liveable and safe communities by:

- “a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older person), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.”*

Specifically as it relates to community development in Settlement Areas, Section 1.1.3 states that:

“planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs (Provincial Policy Statement 1.1.3.3).”

Section 1.5.1 stipulates that healthy, active communities should be promoted by:

“a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;
c) providing opportunities for public access to shorelines.”

Section 1.7.1 of the PPS further supports the goals of this CIP whereby long-term economic prosperity should be supported by:

“c) maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;

d) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resource and cultural heritage landscapes;

g) providing opportunities for sustainable tourism development.”

3.4 UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY OFFICIAL PLAN

The Official Plan for the United Counties of Stormont, Dundas and Glengarry contains policies that allow the municipality to engage in the development of a Community Improvement Plan.

The following excerpts from the Official Plan relate to Community Improvement:

Beginning of excerpts - 8.12.5. - Community Improvement – Section 28

1. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. In establishing a Community Improvement Area, consideration shall be given to the following matters:
 - a. The extent or deficiencies in public services, public service facilities or infrastructure;
 - b. Building stock, including municipal buildings, which do not meet a Local Municipality’s Property Standards By-law;

- c. The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;
 - d. The opportunity to expand the supply of housing;
 - e. The need to improve the streetscape or aesthetics of an area;
 - f. The presence of incompatible land uses; and
 - g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for *redevelopment*.
2. All Settlement Areas including areas immediately adjacent shall be considered Community Improvement Areas. Outside of Urban Settlement Areas and Rural Settlement Areas, all existing industrial, commercial, institutional sites, extractive resource operations, salvage yards, public service facilities, waste disposal sites and County Road frontages shall be considered Community Improvement Areas. Additional Community Improvement Areas may be designated on the Land Use Schedules by amendment to this Plan. All Community Improvement Areas shall be eligible for the establishment of one or more Community Improvement Project Areas.

A Local municipality may implement measures for community improvement including, but not limited to:

- a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.
- b. Scheduling community improvement projects in accordance with municipal budgets.
- c. Enforcement of the Property Standards By-law.
- d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
- e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
- f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
- g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
- h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
- i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
- j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.

- k. Providing grants or loans to the registered owners or assessed owners of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
- l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

Also in 6.3.5 related to brownfield development:

Local Municipalities are encouraged and may provide for the reuse or redevelopment of brownfield sites by using any of a variety of tools including:

1. The preparation of community improvement plans under Section 28 of the Planning Act of which a component may be a program to issue grants or loans for rehabilitation;

End of excerpts

4 COMMUNITY IMPROVEMENT AREAS

Pursuant to Section 28 (2) of the *Planning Act*, R.S.O. 1999, as amended, By-Law 65-2015 was adopted by Council on December 14, 2015 designating the Community Improvement Project Areas described below (See Appendices 2 and 3).

4.1 PHASE I: URBAN VILLAGE AREAS (YEARS 1 – 2)

Goal: To create and preserve a traditional “main street” where people can stroll, relax, participate in various activities and shop in a charming and secure atmosphere that is highlighted through its architecture and physical setting;

a) Alexandria

The Community Improvement Area for the downtown of Alexandria is situated along the main North-South corridor of SDG Highway 34 / Main Street, between Lochiel and St. George Streets, including the area of Mill Square.

Desired Role

A multi-functional street integrated into an important ground transportation network, Alexandria Main Street offers a wide array of products and professional services to North Glengarry residents, regional consumers and visitors while accentuating the importance of arts and culture.

Desired Image

Administrative and commercial centre, gateway and window to the township of North Glengarry, Alexandria Main Street presents itself as a grand commercial street that is diverse, attractive, clean and secure and inviting to both motorists and pedestrians with its public amenities, its dynamic appearance and its high quality signage.

b) Maxville Village

The Community Improvement Area for the Village of Maxville is situated along the main North-South corridor of County Road 20/Main Street, between County Road 22 and Grant Avenue.

Desired Role

A pleasant and friendly street in the heart of a quaint and vibrant neighbourhood offering a collection of specialized products and services to satisfy foremost the needs of Maxville’s residents, as well as its visitors, and where one finds a variety of leisure activities and events that characterize the neighbourhood and its Celtic roots.

Desired Image

A traditional Main Street where people can stroll, relax, enjoy a variety of activities and leisure pursuits and shop in a charming village atmosphere that is highlighted through its physical setting, its architecture and its history.

4.2 PHASE II: RURAL HAMLETS (YEAR 3)

Goal: To sustain and embellish the properties that house, serve and employ the local rural population while preserving the built heritage of these settlement areas.

- Properties situated in the rural hamlets of Dalkeith, Glen Robertson, Dunvegan, Apple Hill, Glen Sandfield, Dominionville, Lochiel and Greenfield as designated under the Community Improvement Plan Project Areas for each hamlet.

4.3 PHASE III: COMMERCIAL FRINGE AREAS, INDUSTRIAL ZONES, AND IDENTIFIED BUILDINGS OF SIGNIFICANT HERITAGE INTEREST (YEARS 4 – 5)

Goal: To beautify the commercial fringe areas that service the Township, to encourage the physical enhancement of the industrial park, and to preserve and restore residential and non-residential buildings that have been identified in the North Glengarry Heritage Register as being of important heritage significance to the region.

- All non-residential buildings, as well as buildings that have been identified on the North Glengarry Heritage Register as being of significant heritage interest. Priority will always be given to projects located in the Phase I zones, followed by commercial establishments. Applications from residential, institutional, industrial and agricultural establishments will be considered for funding as resources permit.

5 INCENTIVE PROGRAMS

The following Financial Incentive Programs are intended to promote and support the goals of the CIP and encourage long-term private sector actions to enhance and rehabilitate properties and stimulate development. Any property owner seeking to access the incentive measures may only do so contingent on meeting the necessary eligibility requirements under each program, as well as the general eligibility requirements indicated in Section 5.1 below.

An application for any financial incentive program contained within the CIP must include plans, estimates, contracts, reports and other details as required by the Township to satisfy the CIP Approvals Committee and Council.

Financial Incentive Program

- A. Planning and Design Grant Program
- B. Building Improvement and Infill Grant Program
- C. Commercial Signage, Civic Address Signage and Commercial Awning Grant Program
- D. Landscaping and Public Art Grant Program
- E. Building Permit and Planning Fee Grant Program
- F. Tax Increment Grant (TIG) Program
- G. Municipal Loan Program

5.1 GENERAL PROGRAM REQUIREMENTS AND ELIGIBILITY

All of the financial incentive programs contained within this Community Improvement Plan are subject to general program requirements, as well as to the individual requirements of each selected program.

The following general conditions guide the administrative implementation of the CIP:

To qualify for the CIP Financial Incentive Program, the project must be situated in one of the CIP areas identified in Section 4.0 above, and must meet a specific set of eligibility criteria, including, but not limited to:

- a) An application for the CIP Financial Incentive Program (grant and/or loan) must be consistent with the Official Plan and the goals and objectives of the Community Improvement Plan.
- b) Conformity with Municipal by-laws and Provincial regulations, as well as any other applicable law or regulation identified by the Township of North Glengarry.

- c) Properties under application must be in good standing with respect to the payment of property taxes, water and sewer, or any other municipal accounts receivable and must remain in good standing throughout the duration of the work.
- d) All outstanding property standards orders and/or building permits must be completed to the satisfaction of the Chief Building Officer.
- e) Applications received for properties in each CIP area shall be prioritized for funding, in part, according to the CIP areas – Phase I, followed by Phase II and subsequently Phase III.
- f) In the Phase I and Phase II CIP areas, commercial and residential applications **will be considered equally**. Within the Phase III CIP areas, applications for commercial establishments will take precedence and will be followed by residential, institutional, industrial, and by agricultural establishments as resources permit.
- g) Where grant amounts requested exceed the Township’s available budget for a given year, the Applicant may proceed with the CIP request with final approval conditional to the adoption of the municipal budget. Alternately, applicants may opt to defer the grant application to a subsequent year when funds are available.
- h) The Applicant is required to enter into an Agreement with the Township of North Glengarry that specifies the terms of the grant and/or loan.
- i) With the exception of the Planning and Design Grant Program described in Section 5.2 below, applications for any financial incentive program contained with the CIP must be submitted to, and approved by the Township of North Glengarry prior to the commencement of any works to which the financial incentive program will apply and prior to the application for a building permit. **Works completed prior to approval by the Township are not eligible.**
- j) Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- k) Successful Applicants/properties may not reapply for the same grant/loan if they have achieved the maximum allowable grant/loan. Unsuccessful applicants may re-apply.
- l) Applicants must be building owners or tenants of the buildings within the designated CIP areas.
 - i. Applicants for the **CIP Grant Program** may be Tenants of a property with written authorization from the Owner.

- ii. Applicants for the **CIP Municipal Loan Program** or the **Property Tax Increment Grant Program** must be the Owner of the property.
- m) If the Applicant is not the Owner of the property, the Applicant must provide written consent from the Owner of the property authorizing the Applicant to apply to the CIP Financial Incentive Program.
- n) Applications will be received on an ongoing basis subject to the availability of funds, as approved by Council. The CIP Approvals Committee will meet on a regular basis to review the applications received, with their recommendations submitted to Council during a public meeting for a final decision.
- o) Eligible Applicants can apply for one or more of the incentive programs contained within this CIP; however, the total value of all grants and loans offered under the CIP Financial Incentive Program cannot exceed the value of the work completed.
- p) Stacking of grants is allowed. Funding provided through the CIP may be used in combination with other private, Provincial or Federal funding, provided the total value of all grants received does not exceed the total value of the work.
- q) Applicants may apply for both the grant and the loan programs; however, the loan program is only applicable to facade improvements or infill projects (Financial Incentive Program B).
- r) An Owner/Tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the Owner/Tenant (e.g. Owner/Tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project).
- s) Grant payments for the Financial Incentive Programs will be allocated upon completion of the Program works, final inspection and approval and/or issuance of any required certificates, all to the satisfaction of the Township and as follows:
 - i. Program A (Planning & Design Grant) - The grant is payable in two (2) equal installments, the first upon approval of the final design renderings and the second installment upon completion of the approved works.
 - ii. Program B (Building Improvement and Infill Grant Program), Program C (Commercial Signage, Civic Address Signage and Commercial Awning Grant Program), Program D (Landscaping and Public Art Grant Program) - The grant is payable upon completion of the works in each Program Phase, as set out in the Agreement and upon submission by the Applicant of proof of payment for the

works performed, photographs of the completed work, and a site visit by the CIP Approvals Committee, or their representative, to inspect the completed works.

- iii. Program E (Building Permit & Planning Fee Grant Program) - The grant is payable upon completion of the final inspection by the Building Department for any works covered by the building permit fee
- iv. Program F (Tax Increment Program) - Grants will be paid over a five-year period with Year 1 of the program being the first full calendar year in which taxes are paid after the project has been completed and re-assessed (ex: If an eligible building is completed in 2017 and reassessed in 2018, Year 1 of the grant schedule would commence in 2019, with the first annual grant to be provided at the end of 2019).

All grants require the approval of Council.

- t) For programs involving the granting back of fees or taxes, said fees or taxes must be paid in full, and the eligible amount will be granted back to the applicant. It is the responsibility of the property owner to determine with Municipal Property Assessment Corporation (MPAC) the increase in municipal assessment due to the approved CIP works.
- u) The approval of a CIP Building Improvement & Infill Grant will expire if work is not completed within 18 months from the execution of the agreement between the Applicant and the Township of North Glengarry. Any request for an extension beyond this time period must be made in writing and is subject to the approval of CIP Approvals Committee.
- v) If the Applicant is in default of any of the general or program specific requirements, or any other requirements of the Township of North Glengarry, the Township may delay, reduce or cancel the approved grant/loan and require repayment of the approved grant/loan.
- w) Grants are not to be a part of any third party agreement (e.g. between the owner/operator and subcontractor).
- x) Approved grants are allocated to a specific property and are not transferable to any other property; however, grants may be transferred to a new Owner/Tenant of an approved property by submitting a written request that is subject to approval by the Township of North Glengarry.
- y) As the CIP progresses through its implementation, funding allowances may be changed from time to time. Once approved, funding allowances will **NOT** be retroactive.
- z) The Township of North Glengarry reserves the right to discontinue any of the programs contained in this CIP at any time, but applicants with approved grants/loans will still receive said grant/loan, subject to meeting the general and program specific requirements.

- aa) Photographs of the properties/buildings that receive a grant and/or loan may be used by the Township of North Glengarry for the purposes of monitoring and marketing the CIP and/or the municipality.

5.2 OVERVIEW OF FINANCIAL INCENTIVE PROGRAM

Program A - Planning and Design Grant Program

Objective	Intended to offset the professional fees associated with preparing the necessary plans and renderings that will illustrate the extent of the improvements subject to the application (e.g.: dimensions, materials, setbacks, etc.).
Grant Amount	The Township will provide a one-time grant of 50% up to a maximum of \$1,500 toward the cost of preparing architectural and/or site plans for building facade improvements, infill projects, commercial signage, commercial awnings, landscaping improvements and public art.
Program Specifics	<p>The grant is payable in two (2) equal installments, the first upon approval of the final design renderings and the second installment upon completion of the approved works.</p> <p>Plans and renderings must be prepared by an Architect, Technologist, Urban Designer, Land Surveyor, Engineer or other professional qualified to produce detailed plans.</p> <p>Plans must illustrate the dimensions, materials, setbacks, foundations, implantation, or any other details that are relevant to the project. The CIP Approvals Committee may request additional information or plan revisions, as necessary</p>
Examples of Eligible Costs	<ul style="list-style-type: none"> • Professional fees associated with the preparation of architectural renderings or a public art model that clearly illustrate the dimensions, materials, setbacks, foundations, implantation or any other details that are relevant to the project

Program B - Building Improvement and Infill Grant Program

Objective	<p>Intended to encourage property owners to implement aesthetic improvements to their building facades by providing financial assistance toward the restoration, renovation and improvement of facades that are visible from the street, in order to augment the attractiveness of the building and stimulate revitalization.</p> <p>The purpose is also to encourage targeted infill projects that aesthetically harmonize with neighbouring buildings and reflect the existing architectural characteristics found along streetscape.</p>
Grant Amount	<p>The Township will provide a matching grant of 50% up to:</p> <ol style="list-style-type: none"> 1. A maximum of \$5,000 toward the cost of facade improvements to the principal facade that is visible from the street. 2. A maximum of \$2,500 for a secondary facade visible from the street, to a total maximum Building Improvement Grant of \$7,500. 3. A maximum of \$5,000 toward the cost of an infill project.
Program Specifics	<p>The grant is available to both building owners and tenants, with written consent from the owner; however, no grant can be issued to two separate parties for the same project.</p> <p>An Owner/Tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the Owner/Tenant (e.g. Owner/Tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project).</p> <p>The project must respect the Design Guidelines stipulated in Section 6.0 below.</p> <p>Eligible facades include both the front facade and lateral facades that face a street, or a public park or public gathering space. Rear facade improvement is excluded except in the case where the rear of the property is facing a street, or public park or public gathering space.</p> <p>The work must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.</p> <p>The grant is payable upon completion of the works in Program B, as set out</p>

**Examples of
Eligible Costs**

in the Agreement and upon submission by the Applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by the CIP Approvals Committee, or their representative, to inspect the completed works.

- Costs associated with materials and third-party labour.
- Repairs and restoration of existing facades and original architectural elements such as facing material, doors, windows, cornices, porches and verandas.
- Painting of original woodwork and non-clay brick.
- Repairs and maintenance of non-authentic architectural elements such as cleaning and re-pointing masonry.
- Infill projects that comprise of an architectural typology found on Main Street.

Program C - Commercial Signage, Civic Address Signage and Commercial Awning Grant Program

Objective	<p>Intended to assist Applicants with the replacement and updating of existing signage, and to encourage the replacement or addition of awnings, with or without commercial lettering.</p> <p>The purpose is also to improve the visibility of civic number signs, in order to encourage a consistent aesthetic that reflects the desired image and ensures public safety.</p>
Grant Amount	<p>C1 - Signage</p> <p>With a minimum eligible project cost of \$750, the Township will provide a matching grant of 50%, up to a maximum of \$2,000, for the following projects:</p> <ul style="list-style-type: none"> • Removal of inappropriate, older or obsolete signs • Installation of commercial signs in conformity with the design guidelines • Lighting improvement associated with the signage <p>C2 - Commercial awning</p> <p>The Township will provide a matching grant of 50% up to a maximum of \$2,500 for the installation of a commercial awning in conformity with the design guidelines.</p> <p>C3 - Civic Address</p> <p>The Township will provide one of the following:</p> <ol style="list-style-type: none"> a) A Civic Address plaque selected among the four (4) pre-approved designs as per Appendix 4; or b) matching grant of 75%, up to a maximum of \$75, for the replacement or addition of a civic number sign in conformity with the established design specifications.
Program Specifics	<p>The grant is available to both building owners and tenants, with written consent of the owner; however, no grant can be issued to two separate parties for the same project.</p> <p>The project must respect the Design Guidelines stipulated in Section 6.0 below.</p> <p>The extent of the grant will be outlined in the Agreement between the Township of North Glengarry and the Applicant.</p>

Where applicable, projects may be subject to an encroachment permit from the Township.

An Owner/Tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the Owner/Tenant (e.g. Owner/Tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project).

The grant is available initially as a onetime grant for a property; however a grant may be provided for a subsequent replacement sign by a new owner/tenant, at 50% up to a maximum of \$1000.

- a) Works must be completed within six (6) months of the approved Agreement. Any request for an extension beyond six (6) months must be made in writing and is subject to the approval of the CIP Approvals Committee; unless
- b) Works approved under this Program are performed in conjunction with works approved under the Building Improvement and Infill Grant Program then works must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.

The grant is payable upon completion of the works in Program C, as set out in the Agreement and upon submission by the Applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by the CIP Approvals Committee, or their representative, to inspect the completed works.

Examples of Eligible Costs

- Costs associated with the production and installation of signage.
- The installation of decorative goose neck or sconce lighting.
- The removal of abandoned or obsolete signs.

Program D - Landscaping and Public Art Grant Program

<p>Objective</p>	<p>Intended to provide assistance for the upgrading of the property, including parking areas, visible from the street and other landscaping features between the building facade and municipal property. This program is also intended for the beautification of vacant storefront windows.</p> <p>The purpose is also to promote North Glengarry as a destination for arts and culture by encouraging the installation of exterior public art (sculptures, fountains and murals) on private property in order to embellish and animate the streetscape.</p>
<p>Grant Amount</p>	<p>A grant of 50% up to a maximum of \$2,000 is available for the following:</p> <ol style="list-style-type: none"> 1. Improving the landscaping between the private property and the municipal property. 2. Improving and greening the parking areas visible from the street. <p>A grant of 50% up to a maximum of \$1,000 is available for the installation of exterior public art or window displays in vacant storefronts visible from the street.</p>
<p>Program Specifics</p>	<p>The grant is available to both property owners and tenants, with written consent from the owner.</p> <p>Repaving of private parking areas is subject to the submission of a landscaping plan that provides for the addition of a low-lying hedge surrounding the parking area and/or the addition of landscaped and treed medians.</p> <p>Public art projects must have communal appeal, shall be non-commercial and non-political in content, and are subject to a legal agreement with the Township.</p> <p>Where applicable, projects may be subject to an encroachment permit from the Township.</p> <p>For exterior public art, works must be completed within 18 months of the approved Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.</p> <p>For window displays in vacant storefronts visible from the street, works must be completed within six (6) months of the signed Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.</p> <p>The grant is payable upon completion of the works in Program D, as set out in the Agreement and upon submission by the Applicant of proof of payment for the works performed, photographs of the completed work, and a site visit</p>

by the CIP Approvals Committee, or their representative, to inspect the completed works.

Examples of Eligible Costs

- Costs associated with material and labour.
- Creation of approved sidewalk terraces, excluding furnishings.
- Hard landscape improvements such as flower boxes.
- Tree or hedge planting within specific parameters (species, planting specifications).
- Repaving and the addition of greenery to parking lots.
- Painting of an outdoor public mural, subject to municipal approval.

Program E - Building Permit & Planning Fee Grant Program

Objective	Intended to offset the costs associated with the applicable building permit and planning fees for minor variances relating to encroachments into the front and secondary-front setbacks only.
Grant Amount	The Township will provide a grant equal to 100% of the eligible building permit fees to a maximum of \$750.
Program Specifics	<p>The Township will provide a grant equal to 100% of the minor variance fee as approved under the Township’s User Fees and Charges By-law for an encroachment into a front or secondary front setback.</p> <p>A property owner or a tenant, with written consent from the owner, is eligible for this program.</p> <p>This grant applies only to fees that are related to projects approved in other grant programs within this Community Improvement Plan.</p> <p>This is a one-time grant to the applicant and represents an amount equivalent to the fees outlined in the Tariff and Fees By-law of the Township of North Glengarry.</p> <p>All fees are to be paid at the time of application for approvals, with the grant payable upon completion of the final inspection by the Building Department for any works covered by the building permit fee</p> <p>This grant is transferable to a new owner/tenant, provided the new owner/tenant enters into an agreement with the Township.</p>
Examples of Eligible Costs	<ul style="list-style-type: none"> • Building permit fees for eligible works. • Minor variance fees for the encroachment of a porch into the front setback.

Program F - Tax Increment Grant (TIG) Program

Objective	To leverage the increased assessment and property taxation by assuming a portion of the municipal taxes (with some exclusions, such as education taxes) attributable to the increased property assessment over a five-year period.
Grant Amount	The Township will provide reimbursement of the annual tax increment over the agreed base assessment and property tax liability as per the table below.
Program Specifics	<p>Only the property owner is eligible for this grant.</p> <p>This grant is only available where the property and building improvements undertaken through other Community Improvement grant programs results in an increase in the municipal share of the increased taxes (excluding Education Portion) of at least \$200 per year.</p> <p>This grant is not applicable to infill projects.</p> <p>Once a grant is approved under this program, the property to which it applies will not be eligible for another grant under the same program.</p> <p>Calculation and terms of the grant:</p> <ol style="list-style-type: none">1. The grant will be provided in accordance with a grant schedule to the registered owner(s) of the property on an annual basis;2. The grant is calculated based on the increased assessment value after the renovation/construction (as determined by the Municipal Property Assessment Corporation MPAC) at the tax rate that was applicable in the year the renovation/construction was completed; the annual grant is based upon changes in property taxes as a result of construction and improvement. The annual rate is not based upon occupancy or changes in occupancy;3. The grant represents a percentage of the increase in municipal taxes (excluding the Education Portion) payable as a result of the improvements;4. The grant will be provided for approved projects on a declining basis over a five year period as specified below: (Note: Assessment is fixed from Year 1 and the change in assessment is to be determined by MPAC, such that the market value portion of increased assessment is not eligible:

Year of Increased Assessment Value	Grant as a percentage of Year 1 of the Municipal portion on the increased assessment value
Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%
Year 6	0%

5. All property tax installments owing for each year must be fully paid for the entire year prior to the provision of any annual grant amount under this program. If a property tax installment is missed, or payment is late, the Township will have the option, without notice and at its own discretion, to terminate all future grant payments;
6. The Township will not pay an annual grant which exceeds the Township's portion of the property tax collected in any year on the increased assessed value;
7. Tax increases resulting from general re-assessments, changes in tax legislation or increases in the tax rate are not eligible to be considered for the purposes of calculating this grant;
8. If the property is sold, in whole or in part, before the grant period expires, the subsequent owner(s) is not entitled to any future grant payments;
9. The amount of the grants over the life of the program shall not exceed Eligible Costs as per Section 28(7) and 28(7.2) or the Planning Act, as amended.

The Township may at any time discontinue the grant program, however, any existing participants in the program will continue to receive the grants as determined for their properties until the conclusion of their approved schedule.

Grants will be paid over a five-year period with Year 1 of the program being the first full calendar year in which taxes are paid after the project has been completed and re-assessed (ex: If an eligible building is completed in 2017 and reassessed in 2018, Year 1 of the grant schedule would commence in

**Examples of
Eligible Costs**

2019, with the first annual grant to be provided at the end of 2019).
This grant requires approval from Council.
It is the responsibility of the property owner to determine with MPAC the increase in municipal assessment due to the approved CIP works.
N/A

Program G - CIP Municipal Loan Program

Objective	Intended to provide an interest-free loan to property owners to help finance the restoration, repair or renovation of the facade of a building that faces a street, park or public gathering space, or the construction of an infill project.
Grant Amount	The Township will provide an interest-free loan up to a maximum of \$10,000 (minimum loan of \$2,000), amortized in equal payments over a five-year period subject to the review and recommendation of the CIPAC.”
Program Specifics	<p>Only the Owner of a property may apply for the CIP Municipal Loan Program.</p> <p>This loan applies only to eligible projects that are receiving grant funding under Grant Program B (Building Improvement and Infill Grant Programs). The work must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.</p> <p>An Owner of a property may conduct the proposed work themselves, however, the Township will not grant funding for labour by the Owner. Applications will be accepted as per Section 8.2, however, the availability of loans cannot be guaranteed.</p> <p>Where the property is sold, or interest in the property is transferred to another entity within the 5-year interest-free loan repayment period, the remaining principal of the loan is repayable to the Township based on the approved loan repayment agreement signed by both the Township and the Applicant.</p> <p>This program requires approval from Council.</p>
Examples of Eligible Costs	<ul style="list-style-type: none"> • Costs associated with materials and labour. • Repairs and restoration of existing facades and original architectural elements such as facing material, doors, windows, cornices, porches and verandas. • Infill projects that are comprised of an architectural typology found on Main Street.

6 PUBLIC FACILITIES

While the primary focus of this Community Improvement Plan is on financial incentives for private property owners and tenants, certain public works on both private and public property have been identified as contributing to community improvement in the Phase I project areas. These include:

- Parking area improvements.
- Improved landscaping and the provision of street furniture and public art in strategic locations.
- Improved pedestrian access, safety and movement.
- Provisions for way-finding and directional signage at a pedestrian level.
- Provisions for interpretive panels and plaques to identify sites of significant historic, or heritage interest.
- Provisions for the revitalization of the public spaces of Mill Square and the King George Park as areas to enhance as a means of attracting people to the commercial areas.

7 DESIGN GUIDELINES

Throughout the various consultations with members of the North Glengarry community, one of the underlying desires was the need for consistent and clear design guidelines - guidelines that assist property owners and help to preserve and highlight built heritage, but that also allow for a certain degree of flexibility and creativity.

The following design guidelines will assist applicants with their restoration or improvement projects as they relate to signage, commercial awnings, facade renovations, infill projects, landscaping and public art, and serve as an overview of what the CIP Approvals Committee (CIPAC) will be evaluating during their analysis of each CIP proposal.

7.1 DESIGN GUIDELINES GOAL & OBJECTIVES

Goal: The Design Guidelines aim to assist property owners and stakeholders with their initiatives to improve the physical environment of the downtown cores, the commercial zones situated within the rural hamlets and the commercial fringe areas, and to preserve and restore buildings of significant heritage interest that contribute to the enhancement of the community.

Objectives:

- 1) To preserve the special character of Main Street, and its “village” character in particular.
- 2) To protect and enhance the buildings and ensembles of architectural, historic, or heritage interest together with typical architectural elements.
- 3) To preserve and enhance the visual unity of the streetscape.
- 4) To favour architectural design quality for restorations, renovations and repairs to existing buildings and for new infill buildings.
- 5) To improve the appeal and attractiveness of commercial signage.
- 6) To encourage the creation of convivial, animated outdoor spaces conducive to leisure and entertainment.

7.2 SIGNAGE GUIDELINES

Signage and lighting play a significant role in the overall quality and character of a commercial area and are an important element in improving the facade of a building. Signage and integrated lighting can make a positive contribution to the safety and security of pedestrians while helping to identify the location of a business and attract clientele.

a) Quantity

i) Other than in the case of agricultural properties, apart from a sign that identifies civic addresses, signage shall be limited in number. A maximum of two signs is permitted per commercial enterprise and is limited to a combination of two (2) of the following: one (1) wall sign, one (1) sign attached to a wall bracket so that it projects perpendicular to the building, or a sign on an awning. Independent stand-alone signage will be permitted for agricultural properties with a farm-gate or commercial operation subject to the approval of the CIPAC.

ii) Signage shall only be permitted for businesses with an independent direct entrance from the outdoors. Upper-floor businesses shall not be permitted a separate exterior sign.

b) Materials

With the exception of signs on awnings, only permanent signs that are constructed of rigid, durable, quality material are permitted.

c) Lighting

Signage shall be externally lit through the use of gooseneck or sconce lighting, or other similarly shielded light source, attached to the building. No backlit or light box signage is permitted.

- i) Lighting shall be designed to prevent or limit light scatter or pollution.
- ii) The use of LED or other energy saving lighting is encouraged.

d) Installation

Signs are limited to wall signs, signs hanging perpendicularly from a bracket attached to the wall of a building, or signs on awnings.

i) Signs on posts are prohibited within the areas designated in Section 4.1 (Urban Village Areas) above.

ii) All commercial signage shall be installed at the ground-floor level. For buildings that are two-storeys or greater in height, signage shall be installed below the windows of the second storey.

iii) In multi-tenant buildings, signs attached to the same building shall be located at a similar height.



- iv) Signs shall not cover any decorative, architectural and/or heritage features on a building.
- v) Signs shall be installed in accordance with the applicable Township and United Counties of SD&G By-laws.

e) Type

- i) Representational and iconic images are encouraged to supplement conventional textual signs to help establish a special character.
- ii) Signs comprised of detached letters affixed to the wall are encouraged.



Source: Google Images, Dec 2015

f) Dimensions:

- i) The dimensions of a sign shall be limited to the following:
 - a) The maximum area of a **sign affixed flat on a wall** is 10% of the area of the facade that corresponds to the location occupied by the establishment, up to a maximum of 18.6 square metres (200 square feet). This area is measured on the elevation of the building as seen from the property line.
 - b) The maximum area of a sign attached to a wall bracket so that it **projects perpendicular to the building** is 0.56 square metres (6.0 square feet)
 - c) The maximum area of a **sign printed on an awning** is 1.5 square metres (16.1 square feet)
- ii) In the case of irregularly shaped signs or signs made up of detached letters, or of several elements, the area which shall be considered is that of the smallest rectangle within which the entire sign can fit.

7.2.1 SPECIAL PROVISIONS APPLICABLE TO SIGNAGE IN MAXVILLE

A Celtic theme shall be favoured in the imagery and design of commercial signage, directional signs and civic address signs in the area defined in Section 4.1 b) above, as Maxville Village.



Source: Google Images, Dec 2015

7.3 COMMERCIAL AWNINGS GUIDELINES

Commercial awnings can enhance a facade and provide a decorative and historic touch to a storefront while improving the overall appearance and character of a pedestrian-oriented shopping area. Awnings also provide comfort for pedestrians by acting as protective canopies from the weather while advertising the presence of a building or store.

a) Material

- i) No rigid permanent canopies shall be permitted.

b) Installation

- i) Awnings are limited to retractable canopies, affixed to a building, to balance weather protection with daylight penetration and night-time storefront transparency. Retractable awnings also allow the covering to be open and closed according to the weather.
- ii) Awnings shall be installed only on the ground floor over shop windows or doorways.
- iii) Awnings shall not consume the full length of a facade.
- iv) Awnings shall be installed at a consistent height and projection in order to harmonize their effect on the streetscape.
- v) Awnings must be affixed to the building and suspended without stations, legs, or supports.
- vi) The minimum permitted height of the lowest point of the awning is 2.35 metres (7.7 feet) and the awning shall be installed so as not to interfere with pedestrian traffic.
- vii) Awnings shall not cover decorative, architectural and/or heritage features of a building.
- viii) Awnings must comply with the Ontario Building Code and may be subject to an Encroachment Permit from the North Glengarry Public Works Department.



c) Design

- i) The awning should be sober in design and colour.
- ii) Any commercial signage printed on an awning is subject to the provisions of Section 7.2 (Signage Guidelines)

7.4 FACADE RESTORATION, RENOVATION AND IMPROVEMENT

High quality building design is a vital component of attractive streetscapes and the facade of a building is the most significant aspect from a design standpoint. The importance of a community's architectural heritage and unique physical character play an increasingly important role in helping to create energy and economic vitality.

a) Repairs and/or Restoration of Original Architectural Elements

i) Repairs and/or restoration of the **original** architectural elements, such as facing materials, doors, windows, cornices, parapets, keystones, balconies and verandas shall be favoured.



ii) Where possible, the components of the original facade and materials shall be repaired rather than replaced.

iii) If the replacement of materials is necessary, original components of the facade shall be replicated with like materials, or, if necessary, substituted with approved engineered wood or cement board that are similar in colour, texture, dimension, proportion and design.

iv) If original architectural elements are concealed, the removal of the concealing materials and the restoration of the original elements are encouraged.

v) Painting of original woodwork, stucco and non-clay brick is eligible.

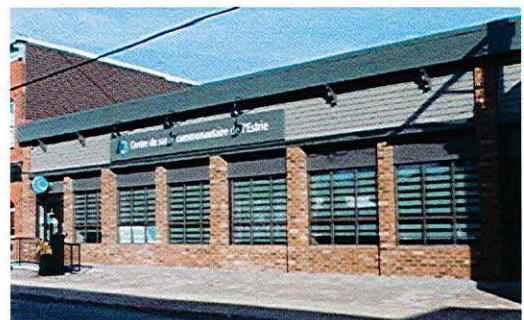
vi) Colour palette shall be sober and uniform and reflect the typical heritage colours traditionally found in the area.

vii) Maximizing the transparency of storefront windows is encouraged.

b) Repairs, Improvement and Maintenance of Non-Authentic Architectural Elements

i) Repairs, improvements and maintenance of non-authentic architectural elements are eligible.

ii) Installation of architectural LED or other energy saving lighting or the repair of existing architectural lighting features on the facade of a building visible from municipal property is encouraged, provided the lighting is designed to prevent light scattering or visual pollution.



- iii) Maximizing the transparency of storefront windows is encouraged.
- iv) Colour palette shall be sober and uniform and reflect the typical heritage colours traditionally found in the area.
- v) The addition of non-authentic and inappropriate detailing shall not be funded.

7.5 LANDSCAPING AND PUBLIC ART GUIDELINES

Landscaping and culture-based initiatives, such as public art, are essential to revitalization programs and are an innovative approach to sustainable development. Public art beautifies an area and helps to ensure that a community's surroundings reflect who they are and how they live, while landscaping features help to embellish the streetscape and create a vibrant and healthy environment.

a) Landscaping

- i) The planting of trees on private property should be encouraged within the following parameters:

- a) Trees shall be planted with sufficient space to allow for root expansion and in accordance with the specifications provided by the Township of North Glengarry.

- b) Trees shall be planted in accordance with the provisions stipulated by Hydro One.



Source: Google Images, Dec 2015

- ii) The planting of hedges to delineate private property from the public-right-of-way is encouraged, but shall not conflict with pedestrian-oriented street activity.
- iii) In order to improve the private parking areas, any reconfiguration or repaving project shall include a typical surrounding low-lying hedge and/or green medians.

b) Hard Landscape

The addition of seasonal commercial terraces in the front setback, where possible, is encouraged.

- i) Commercial terraces shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of North Glengarry.
- ii) Appropriate heritage style materials (ex: wrought iron, wood) shall be used to define and embellish the outdoor space (ex: terrace railings, flower boxes).



c) Public Art

- i) Public art, such as murals, fountains, stained glass, and statues shall have a communal appeal and should clearly demonstrate a positive contribution to the community and to the surrounding environment.
- ii) Public art shall be non-commercial and non-political in content.
- iii) Public art shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of North Glengarry.
- iv) Public art may be subject to a legal agreement with the municipality.

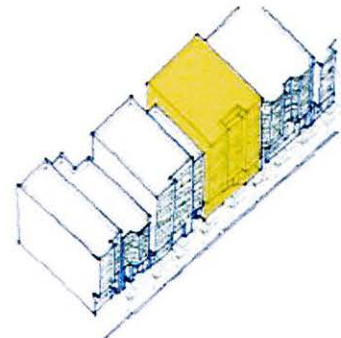


7.6 INFILL PROJECTS

Within an established area, the character of the neighbourhood has been forged through the evolution of the built environment and streetscape elements. Undeveloped sites have the potential to strengthen and improve the existing character, while encouraging growth through well-designed developments. Infill projects must be given careful consideration so that they enhance the existing streetscape and complement the existing buildings.

a) Design

- v) The architectural treatment of the building shall evoke the architectural characteristics of the building typology found on Main Street (roof type, porches, alignment of openings).
- vi) New buildings shall be scaled to existing adjacent structures and existing setbacks and building heights should be respected.
- vii) Facing materials shall be selected from the variety of traditional heritage cladding materials found within the existing neighbourhood.
- viii) To be sympathetic to the existing neighbourhood character, the relationship of the storefront with the upper facade must be maintained or improved with respect to compositional strategies: vertical alignment of openings, maintenance of symmetry, difference of materials between floors, presence of horizontal signage, etc.



Source: Google Images, Dec 2015

8 IMPLEMENTATION

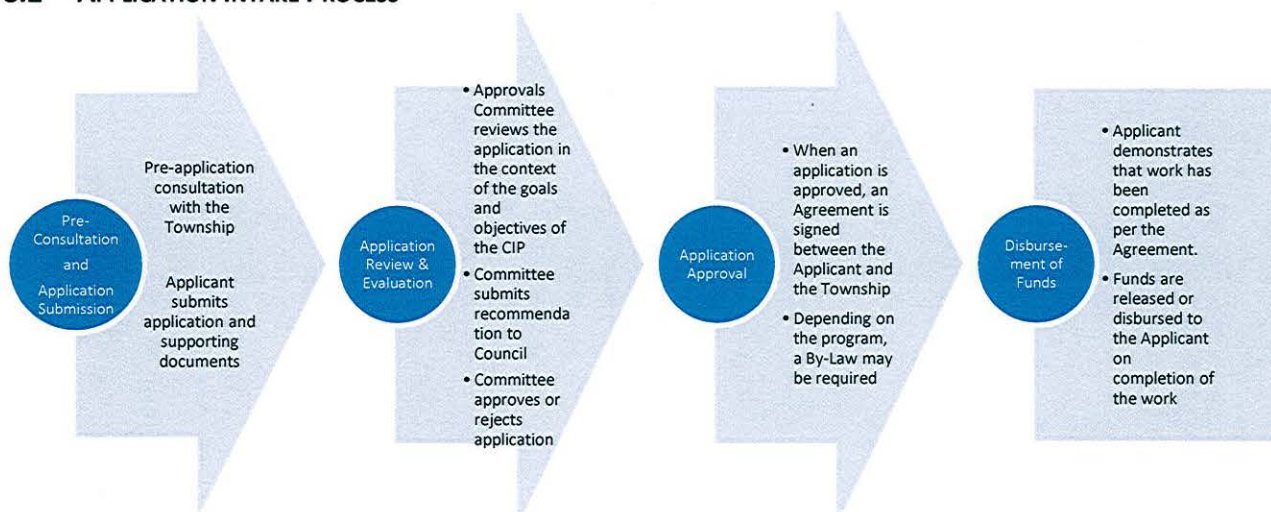
8.1 APPROVALS COMMITTEE COMPOSITION

A CIP Approvals Committee for the North Glengarry CIP is to be comprised of the following:

- CAO/Clerk, Township of North Glengarry, or Deputy-Clerk
- Chief Building Official, Township of North Glengarry, or their designate
- Economic Development Officer, Township of North Glengarry or their designate
- Two (2) members of Council
- One (1) member of the Alexandria and District Chamber of Commerce, or their designate
- One (1) member of the Maxville and District Chamber of Commerce, or their designate
- Two (2) member of the Arts, Culture and Heritage Advisory Board

The CIP Approvals Committee (CIPAC) will be coordinated by the Economic Development Officer, whose mandate is to manage the implementation of the CIP and coordinate the activities of the CIP Approvals Committee.

8.2 APPLICATION INTAKE PROCESS



All applications will be accepted, evaluated and determined on a “first-come first-served” basis, with Phase I and Phase II projects taking precedence over those of Phase III. All funds committed in any one (1) year (based on calendar years) will be assumed to be drawn from the annual funding limit for the CIP as a whole during the year of approval for funding, even where funds are disbursed in the following calendar year. Applications are encouraged for projects that are eligible for funding under more than one program.

In spite of the latter, Council reserves the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of

scarce resources or the value of the individual project funding is deemed to unduly limit the availability of community improvement funding to other projects in the municipality.

Application intake will take place on a rolling, open-ended basis without deadline, over the five (5) year plan period to help facilitate development intentions on the part of property owners in a timely fashion. The Community Improvement Plan Approvals Committee (CIPAC) will meet regularly and will forward recommendations to Council via a staff report. Council will make the final decision on all applications. The approvals process may take up to an estimated period of three (3) months.

- a) Prior to submitting an application under Section 7.0, applicants are required to have a pre-application consultation meeting with Township staff to evaluate the project's eligibility to access the financial programs. At this meeting, the Applicant should present the details of the work to be completed, an estimate of the associated costs, a timeline for completion of the work(s), and any preliminary renderings that illustrate the details of the project.
- b) Applicants are required to complete the application form.
- c) Applicants are required to submit supporting documentation such as the specifications of the proposed project, including plans, drawings, samples for colour and texture, photographs of the existing building, any historical photos or drawings, and any other relevant documentation. A business plan may be a requirement of the CIP Approvals Committee.
- d) A minimum of **two (2) estimates** of the requested work is required. Personal labour is not an eligible cost under this program (refer to Section 5.1).
- e) Applicants are required to obtain all the necessary building, encroachment and/or work permits.
- f) Applications may be circulated to any internal municipal departments for review and comment.
- g) If the application meets all the relevant criteria, the CIP Approvals Committee will recommend approval of the application to Council.
- h) Final decisions on applications and allocation of funds shall be made by Council. Requests for extensions shall be decided by the CIP Approvals Committee (CIPAC).
- i) Upon approval by Council, the applicant will be required to sign a site specific Agreement with the Township of North Glengarry. Council will approve or refuse any incentive or combination of incentives.

- j)** Upon completion of the works, as set out in the Agreement, and upon payment by the Applicant for the works performed, the Applicant must submit proof of payment to the Township along with photographs of the completed work.
- k)** The CIP Approvals Committee, or their delegate, will review the proof of payment and photos and conduct a site visit to inspect the completed work(s).
- l)** If the CIP Approvals Committee is satisfied with the completed work(s) as outlined in the Agreement, a cheque requisition will be submitted as set out in the Agreement.
- m)** Facade restoration, renovation and improvement projects shall be completed within 18 months of the date of the Agreement or the Agreement shall be rendered null and void.
- n)** Landscaping and public art projects shall be completed within the approved time limits (refer to Section 5.2 D) as stated in the Agreement or the Agreement shall be rendered null and void.
- o)** Commercial signage, civic address signage and commercial awning projects shall be completed within the approved time limits (refer to Section 5.2 C) as stated in the Agreement or the Agreement shall be rendered null and void.

9 MARKETING TOOLS

The marketing of the CIP programs should be a comprehensive multi-media campaign to inform, educate, sensitize and advertise the Community Improvement Plan and its success stories. The following tools are recommended to implement the marketing strategy:

- a) A brochure outlining the financial incentive programs available and the general program requirements;
- b) Enhancement of the municipal website via the addition of a direct access to CIP information via the home page;
- c) Media releases and profiles of successful projects to local and outside media (ex: The Glengarry News, Facebook, The Review, Tax Newsletter, etc.);
- d) Periodic presentations to target audiences (ex: Chambers of Commerce, Town Hall meetings, Council meetings) regarding the CIP success stories and available incentives;
- e) Posters/signage installed on properties benefitting from the CIP financial incentive programs;
- f) Letters targeting new property and/or business owners in the designated CIP areas.

10 MONITORING PROGRAM

The Community Improvement Plan is intended to provide a proactive approach to the enhancement and renewal of properties within the Township of North Glengarry. It represents an opportunity for employment retention and creation, private investment, increased tax assessment and physical beautification.

The program will be monitored for effectiveness on an annual basis and a detailed review will be undertaken in Year 5 to determine whether each program has met the goals of the North Glengarry Community Improvement Plan. The overall CIP will be monitored both qualitatively and quantitatively through the following indicators:

- a) Approved applications;
- b) Refused applications, including the reasons for refusal;
- c) Augmentation in municipal property tax;
- d) Increase in property values, using a baseline to compare the growth in property assessment;
- e) Growth in land/property development using a baseline vacant land/premises inventory;
- f) Monitoring the visual appearance of the community;
- g) Compiling participant comments;
- h) Ongoing consultation with the broader community through continued town hall meetings.

11 AMENDMENTS TO THE COMMUNITY IMPROVEMENT PLAN

As the Township of North Glengarry reviews the programs and activities relating to the Community Improvement Plan to determine its effectiveness and relevance, the CIP may be refined to better meet the goals and objectives outlined.

CIP programs may be activated, discontinued, reduced or altered at any time without an amendment to the plan; however, changes to the provisions of this CIP which are considered to represent a material change that necessitates a formal amendment to the CIP in accordance with Section 28 of the *Planning Act* include the following:

1. Changes to the boundaries of the geographic areas subject to the CIP;
2. The addition of new programs of financial assistance not currently offered in this CIP;
3. An extension to the approved 5-year term of the CIP;
4. A significant increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this plan;
5. A significant change in the eligibility criteria to access financial support under this CIP.

Minor changes or the discontinuation of programs will be provided to the Ministry of Municipal Affairs for information purposes only.

APPENDIX 1: CIVIC ADDRESS SIGNAGE

0123456789



0123456789



APPENDIX 2: GLOSSARY OF TERMS

Agreement: Terms, duration, conditions and default provisions of the grant/loan program between the property owner and the Township of North Glengarry

Applicant: The registered owner, assessed owner or tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an owner or tenant has assigned the right to receive a grant of loan

Brownfield Site: Undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant (Provincial Policy Statement 2014)

Building Permits: Issued by the local body responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings

Community Improvement: The planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement or energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary

Community Improvement Plan (CIP): A plan for the community improvement of a community improvement project area

Community Improvement Project Area (CIPA): A municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social, or community economic development reason

Education Portion: Taxes arising from that element of the total tax rate set annually, which is collected by the Township of North Glengarry on behalf of the local school boards

Eligible Costs: The cost as detailed under each financial incentive program in Section 5 of this CIP. These include all capital cost categories for which the Owner is entitled to Program Assistance for the Township, as may be approved and may be provided for in the CIP and further specified in any Agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs

Encroachment: Any object or material, including a building, structure, sign, apparatus, equipment, facility, fence, hedge, earth or rock, which is wholly or partly upon municipal property

Final Completion (i.e. project completion): The conclusion of proposed building/construction/landscaping or public art work in its entirety, as well as subsequent final payments on all aspects of the project for which proof of payment may be provided by the applicant to the Township of North Glengarry

Infill Projects: New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development (Sustainable Cities Institute)

LED (Light-emitting diode): A semi-conductor device that emits light when a voltage is applied across it. The colour of the light depends on the semiconductor material used

MPAC: Municipal Property Assessment Corporation

Municipal Portion: Taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Township of North Glengarry

Municipal Property: Common and public property including a highway, roadway or portion of common and public property under the ownership, control or authority of the Township of North Glengarry and includes any street, lane, road allowance, bridge, trestle, viaduct or structure that forms part of property or lands inclusive and all area between the lateral boundaries of lands owned or under control or authority of the Township of North Glengarry and includes the space from the ground to the sky within the lateral boundary of any highway or property

Owner (Property Owner): The registered Owner of the Lands and includes any successors, assignees, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered Owner of the property irrespective of any assignment of those funds to another party by the Owner under separate agreement between the Owner and a third party

Tenant: A person who occupies land or property rented from an owner

TIG: Tax Increment Grant as provided for under *Section 28(7)* of the *Ontario Planning Act*

Township: The Corporation of the Township of North Glengarry

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT Council received the staff report on the Amended Clean Yards By-law No. 46-2017;

THAT By-law No. 46-2017 being a by-law to amend the Clean Yards By-law 22-2014; and

THAT By-law No. 46-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 7 Item c

7(c)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10, 2017
To: Council
From: Anne Leduc, Director of Community Services



Approved: Daniel Gagnon, CAO/Clerk

Re: Amended Clean Yards By-law No. 46-2017

BACKGROUND

As often is the case, public consultations offer forums for residents to bring forward other concerns. The public consultations held for the proposed amendments to the Community Improvement Plan (CIP) were no different and the feedback received stemmed around property standards issues which triggered a review of the Clean Yards By-law.

Through this revision process it was noted that:

- The By-law in itself already covers the CIP areas as it does all areas in North Glengarry so modifying it is an acknowledgement to the fact that the municipality is investing dollars and time in the CIP.
- The CIP is a great tool to reinvigorate core areas but it is based on voluntary participation. It cannot be used to force a property owner to bring his property up to the esthetic standards (painting, landscaping, re-cladding, etc.) that their neighbours might want to see.

In consultation with the Deputy Chief Building Officer and the Township's By-law Officer, it was recommended that the Clean Yards By-law be modified to include a description of the CIP highlighting its importance as a tool to revitalize the designated CIP areas and that Council it deems it desirable to regulate the maintenance of land in these designated areas as part of its revitalization efforts.

FINANCIAL DETAILS

N/A.

INTERNAL REVIEW

Daniel Gagnon – CAO

Jacob Rheaume – Deputy Chief Building Officer

Todd McDonnell – By-Law Officer

DOCUMENTATION

Clean Yards By-law No. 46-2017

RECOMMENDATION:

THAT Council received the staff report on the Amended Clean Yards By-law No. 46-2017;

THAT By-law No. 46-2017 being a by-law to amend the Clean Yards By-law 22-2014; and

THAT By-law No. 46-2017 be read a first, second and third time and enacted in Open Council this 10th day of October, 2017.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NUMBER 46-2017

WHEREAS pursuant to Sections 10, 127 and 128 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipality may pass by-laws respecting the health, safety and well-being of persons, requiring the cleaning and clearing of land or clearing of refuse and debris from land, and prohibiting and regulating with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS the Council of the Corporation of the Township of North Glengarry deems it desirable to regulate the maintenance of land in order to enhance the quality of communities and/or neighbourhoods, to protect the health, safety and well-being of the public and to ensure the continued enjoyment of property for residents and property owners of the municipality;

AND WHEREAS the Council of the Corporation of the Township of North Glengarry has adopted a Community Improvement Plan to revitalize areas designated under the Community Improvement Plan and deems it desirable to regulate the maintenance of land in these designated areas as part of its revitalization efforts.

AND WHEREAS the Council of the Corporation of the Township of North Glengarry deems a public nuisance to include weeds or grass more than 20 centimetres in height, a motor vehicle or trailer that is not licensed with a current validated license plate, animal excrement and naturalized areas which are encroaching onto adjacent properties;

AND WHEREAS pursuant to Section 446 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, if a municipality has authority to direct or require a person to do a matter or thing, the municipality may also provide that in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may enter upon land at any reasonable time for such purposes, and further that the municipality may recover the cost of doing such matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 as amended, the Council of the municipality may appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing by-laws of the municipality;

AND WHEREAS pursuant to Section 425 of the Municipal Act, S.O. 2001, c. 25, as amended, provided that any person who contravenes any by-law of a municipality passed under the authority of the Municipal Act is guilty of an offence;

NOW THEREFORE the council of the corporation of the Township of North Glengarry enacts as follows:

**Part1
SHORT TITLE**

This by-law may be cited as the "Clean Yards By-Law".

**Part 2
DEFINITIONS**

2.1 "Township" means the Corporation of the Township of North Glengarry";

- 2.2** "Community Improvement Plan (CIP)" means the program under which the Township of North Glengarry is promoting the revitalisation of areas designated under the CIP;
- 2.3** "Naturalized Area" means a landscape area that has been deliberately implemented to produce ground cover which consists of one or more species of wildflowers, annuals, perennials, shrubs and grasses or a combination thereof;
- 2.4** "Officer" means a police officer or person appointed by by-law to enforce the provisions of this by-law;
- 2.5** "Owner" means a registered owner of land, or any person in control of land, including a lessee or an occupant thereof;
- 2.6** "Refuse" means any article, thing, matter, substance or effluent that:
- a) has been cast aside, discharged or abandoned;
 - b) is discarded from its usual and intended use; or
 - c) is used up, in whole or in part, or expended or worn out in whole or in part, and shall include domestic, construction or industrial waste, and provided further that waste does not cease to be refuse by reason that it may be commercially saleable or recyclable; and
- 2.7** "Zoning By-law" means Township of North Glengarry By-law Number 39-2000, as amended from time to time, or any successor thereof.

Part 3
GENERAL STANDARDS

- 3.1** Every Owner shall ensure that his or her land is kept free and clear of any:
- 3.1.1 weeds or grass that are more than 20 centimetres (8 inches) in height;
 - 3.1.2 refuse, garbage, rubbish, salvage or other debris;
 - 3.1.3 ice-box, refrigerator or freezer that is not located within a building;
 - 3.1.4 wrecked, dismantled, abandoned or inoperable appliance, machine, shopping cart, vehicle or trailer, or any portion thereof;
 - 3.1.5 motor vehicle or trailer that does not display a valid licence plate and corresponding current validation sticker issued for such motor vehicle or trailer by the Ministry of Transportation Ontario or an extra-provincial government agency;
 - 3.1.6 hedge, tree or branch located on private property that is likely to hinder pedestrian traffic on a public sidewalk; and
 - 3.1.7 animal excrement.
- 3.2** Every Owner of land shall ensure that:
- 3.2.1 all steps, pedestrian walkways, driveways, parking spaces and other similar areas on their land are maintained so as to afford clear, unobstructed and safe passage by pedestrians and vehicles;
 - 3.2.2 any Naturalized Area on their land does not encroach above or onto any adjacent property; and
 - 3.2.3 where any Naturalized Area on their land is located within a sight line triangle, as defined by the Zoning By-law, such Naturalized Area complies with the maximum height regulations in the Zoning By-law respecting sight line triangles.

Part 4
EXEMPTIONS

- 4.1 Section 3.1.1 of this By-law does not apply to a Naturalized Area.
- 4.2 Sections 3.1.1 and 3.1.7 of this By-Law do not apply to land permitted an agricultural use, pursuant to the Zoning By-law;
- 4.3 Sections 3.1.1, 3.1.2, 3.1.3, 3.1.4 and 3.1.5 of this By-law do not apply to the extent that the matter prohibited therein is necessary for the operation of a business enterprise lawfully situated on the property pursuant to the Zoning By-law; and
- 4.4 This By-law does not apply to land owned by the Township of North Glengarry.

Part 5
ADMINISTRATION AND ENFORCEMENT

- 5.1 a) An Officer may enter upon land, at any reasonable time, for the purpose of carrying out inspections of the or on such land to determine whether or not the following are being complied with:
 - i) the provisions of this By-law;
 - ii) a notice sent pursuant to this By-law; or
 - iii) an order made under section 431 of the Municipal Act, S.O. 2001, c.25, as amended from time to time, or any successor thereof.
- b) Without limiting clause (a), for purposes of an inspection pursuant to clause (a), an Officer may:
 - i) require the production for inspection of documents or things relevant to the inspections;
 - ii) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - iii) require information from any person concerning a matter related to the inspection; and
 - iv) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 5.2 No person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer or other person exercising a power or performing a duty under this By-law.
- 5.3 An Officer may by written notice sent to one or more Owners of the land, direct the said Owner or Owners, within the time specified in the notice, which shall be not less than two (2) calendar days from the date of deemed service of the notice as set out herein, to bring the land into compliance with the provisions of this By-law.
- 5.4 a) Every notice to an Owner of land, as set out in section 5.3, shall be hand-delivered to the said Owner, or sent by mail, courier, facsimile transmission or email transmission to the Owner, or left for the Owner at his or her address, provided that:
 - i) Notice sent by mail or courier or left for the Owner shall be sent to or left at the address of the Owner shown on the last revised assessment roll or to the address of the Owner last known to the Municipality; and
 - ii) Notice sent by facsimile transmission or email transmission to the Owner shall be sent to the facsimile number or email address of the Owner last known to the Township.
- b) Service of the notice on an Owner in accordance with section 5.4 shall be deemed to be good and sufficient service of the notice on the said Owner:

- i) in the case of hand-delivery or leaving the notice for the Owner, on the date or such delivery;
- ii) in the case of mail, on the seventh (7th) calendar day after posting the mail;
- iii) in the case of courier, on the second (2nd) business day after depositing the notice with the courier; and
- iv) in the case of facsimile transmission or email transmission, on the day of sending the facsimile transmission or email transmission, if sent prior to 4:30 pm on a business day, or on the next business day if sent after 4:30 pm or sent on a day other than a business day;

5.5 In addition to section 5.4, a copy of the notice may be posted on the land.

5.6 a) Where a notice identified in section 5.3 of this By-law has been served on an Owner in accordance with this By-law, and the said Owner is in default of doing anything that is required to bring the land into compliance with this By-law, as set out in and within the timeframe specified in the notice, the Chief Building Official or his or her designate may, on behalf of the Township, direct staff, officers or agent to carry out any or all of such work at the expense of such Owner. All costs incurred by the Township in relation to such work may be recovered by the Township by action against the Owner or, where the notice has been sent to the registered Owner, such costs may, at the discretion of the Township Treasurer or his or her designate, be added to the tax roll and collected in the same manner as property taxes.

b) The Township, its employees, officers and agents may enter onto the land, at any reasonable time, for the purpose of carrying out the work described in clause (a).

Part 6 CONTREVENTION OF BY-LAW

6.1 Penalties

Every person who contravenes any provisions of this By-Law or is party to such contravention is guilty of an offence and is liable to a fine in accordance with;

- a) a fine as set out in Schedule "A"; or
- b) every person that contravenes any provision of the bylaw is guilty of an offence and upon conviction is subject to a fine of not more than \$10,000 for a first offence and \$25,000.00 for any subsequent offence;
- c) every corporation who contravenes any provision of the by-law is guilty of an offence and upon conviction is subject to a fine of not more than \$50,000 for a first offence and \$100,000 for any subsequent offence.

Part 7 MISCELLANEOUS

7.1 This By-law shall not relieve any person from compliance with any other Township By-Law in effect from time to time. In the event of conflict between a provision of this By-law and a provision of any other Township By-law, the stricter provision shall apply.

7.2 If any provision of this By-law or any part thereof, is found in any Court of law to be illegal or beyond the power of the Township to enact, such provision or part thereof shall be deemed to be severable and all other sections or parts of the By-law shall be deemed to be separate and independent thereof and to be enacted as such.

Part 8
REPEAL

8.1 By-Laws

By-Law No 22-2014 and all of its amendments of the Corporation of the Township of North Glengarry is hereby repealed.

8.2 Effective Date

This By-Law shall come effective on the date of final passing thereof.

READ a first, second, third time and enacted in Open Council, this 10th day of October 2017.

CAO/Clerk

Mayor

I hereby certify this to be a true copy of By-law No. 46-2017, and that such by-law is in full force and effect.

SCHEDULE "A"

**Township of North Glengarry
Part 1 Provincial Offences Act
Bylaw 46-2017: Clean Yards Bylaw**

Page 1 of 1

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set Fines
1 .	Fail to maintain weeds or grass below 20cm in height	3.1.1	150.00
2 .	Fail to keep land clear of garbage or debris	3.1.2	150.00
3 .	Fail to keep land free of refrigerators	3.1.3	150.00
4 .	Fail to keep land free of appliances, vehicles or any portion thereof	3.1.4	150.00
5 .	Storing vehicle or trailer without valid licence plates	3.1.5	150.00
6 .	Permit hedge, tree or branch to hinder pedestrians	3.1.6	150.00
7 .	Fail to remove animal excrement	3.1.7	150.00

Note: the general penalty provision for the offences listed above is section 6 of bylaw 46-2017, a certified copy of which has been filed and section 61 of the Provincial Offences Act, R.S.O. 1990,c.P.33.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT Council received the staff report on the VIA Rail's High-Frequency Train project;

WHEREAS VIA Rail has submitted a High-Frequency Train proposal to the Government of Canada for the Windsor-Québec Corridor, the busiest in Canada;

WHEREAS this project aims to improve the quality, frequency and reliability of passenger rail services and will have a direct effect on the viability of Via Rail by attracting more customers while stimulating economic growth;

WHEREAS the VIA Rail project allows more options for connections with other modes of transportation such as light rail and local railways;

WHEREAS the VIA Rail project provides access to the city centers of the railway network, which maximizes its relevance, efficiency and use;

WHEREAS the VIA Rail project increases connections with smaller communities and increases intercity transit, and increases services on existing lines;

WHEREAS this project requires a significant financial contribution from the Government of Canada but also from private sector investments;

WHEREAS this project allows an increase in intercity passenger services, which will lead to a significant reduction in greenhouse gas emissions from the transportation sector, thereby effectively supporting the Government of Canada's environmental objectives and directions following the signing of the Paris Protocol;

WHEREAS the VIA Rail Project is consistent with the Government of Canada's priorities for public transit infrastructure;

BE IT RESOLVED THAT the Council of the Township of North Glengarry

1. Supports VIA Rail's High-Frequency Train project;
2. Requests the Government of Canada to provide financial support for Via Rail's High-Frequency Train project;
3. Requests the Government of Ontario to include VIA Rail's proposed High-Frequency Train project in the list of priority infrastructure projects for Ontario;
4. Requests the governments of Canada and Ontario to ensure that the High-Frequency Train projects of Via Rail are carried out in a way that enables the user to have direct and fast access to railway stations and hubs in communities across Eastern Ontario.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

7(d)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10, 2017
To: Council
From: Anne Leduc, Director of Community Services



Approved: Daniel Gagnon, CAO/Clerk

Re: Via Rail's High-Frequency Train project

BACKGROUND

Representatives from VIA Rail made a presentation to the Eastern Ontario Wardens' Caucus (EOWC) in May 2017. The presentation outlined VIA Rail's High Frequency Rail project along the Windsor-Québec corridor. The project would increase frequency of passenger train service and enable passengers to have direct and fast access to rail in communities across eastern Ontario.

The benefits of the project for eastern Ontario are:

- Improvements to the quality, frequency and reliability of passenger rail services
- Improve connections with other modes of transportation
- Increased connections with smaller communities and intercity travel
- Reduction in greenhouse gas emissions

EOWC welcomed the project as it supports its Eastern Ontario Economic Development Strategy — enhanced transportation systems. At its June meeting, the EOWC passed a resolution supporting VIA Rail's High Frequency Rail Project and requested that its resolution be forwarded to EOWC members, along with the MPs and MPPs and other stakeholders and a request that any municipal support shall be forwarded to VIA Rail.

In discussions with VIA Rail as part of the celebrations for the 100th Anniversary of the Alexandria VIA Rail Station, it was mentioned by VIA representatives that Alexandria would represent the only stop on the daily Montreal-to-Ottawa commuter line.

FINANCIAL DETAILS

N/A.

DOCUMENTATION

Letter dated June 23, 2017 from EOWC

RECOMMENDATION:

THAT Council received the staff report on the VIA Rail's High-Frequency Train project;

WHEREAS VIA Rail has submitted a High-Frequency Train proposal to the Government of Canada for the Windsor-Québec Corridor, the busiest in Canada;

WHEREAS this project aims to improve the quality, frequency and reliability of passenger rail services and will have a direct effect on the viability of Via Rail by attracting more customers while stimulating economic growth;

WHEREAS the VIA Rail project allows more options for connections with other modes of transportation such as light rail and local railways;

WHEREAS the VIA Rail project provides access to the city centers of the railway network, which maximizes its relevance, efficiency and use;

WHEREAS the VIA Rail project increases connections with smaller communities and increases intercity transit, and increases services on existing lines;

WHEREAS this project requires a significant financial contribution from the Government of Canada but also from private sector investments;

WHEREAS this project allows an increase in intercity passenger services, which will lead to a significant reduction in greenhouse gas emissions from the transportation sector, thereby effectively supporting the Government of Canada's environmental objectives and directions following the signing of the Paris Protocol;

WHEREAS the VIA Rail Project is consistent with the Government of Canada's priorities for public transit infrastructure;

THEREFORE BE IT RESOLVED That the Council of the Township of North Glengarry

1. Supports VIA Rail's High-Frequency Train project;
2. Requests the Government of Canada to provide financial support for Via Rail's High-Frequency Train project;
3. Requests the Government of Ontario to include VIA Rail's proposed High-Frequency Train project in the list of priority infrastructure projects for Ontario;
4. Requests the governments of Canada and Ontario to ensure that the High-Frequency Train projects of Via Rail are carried out in a way that enables the user to have direct and fast access to railway stations and hubs in communities across Eastern Ontario.



Resolution in support of Via Rail's High-Frequency Train project

PROPOSED BY: Warden Robin Jones

SUPPORTED BY: Warden Mark Walas

WHEREAS VIA Rail has submitted a High-Frequency Train proposal to the Government of Canada for the Windsor-Québec Corridor, the busiest in Canada;

WHEREAS this project aims to improve the quality, frequency and reliability of passenger rail services and will have a direct effect on the viability of Via Rail by attracting more customers while stimulating economic growth;

WHEREAS the VIA Rail project allows more options for connections with other modes of transportation such as light rail and local railways;

WHEREAS the VIA Rail project provides access to the city centers of the railway network, which maximizes its relevance, efficiency and use;

WHEREAS the VIA Rail project increases connections with smaller communities and increases intercity transit, and increases services on existing lines;

WHEREAS this project requires a significant financial contribution from the Government of Canada but also from private sector investments;

WHEREAS this project allows an increase in intercity passenger services, which will lead to a significant reduction in greenhouse gas emissions from the transportation sector, thereby effectively supporting the Government of Canada's environmental objectives and directions following the signing of the Paris Protocol;

WHEREAS the VIA Rail Project is consistent with the Government of Canada's priorities for public transit infrastructure;

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus:

1. Support VIA Rail's High-Frequency Train project;
2. Call upon the Government of Canada to provide financial support for Via Rail's High-Frequency Train project;
3. Request the Government of Ontario to include VIA Rail's proposed High-Frequency Train project in the list of priority infrastructure projects for Ontario;
4. Call on the governments of Canada and Ontario to ensure that the High-Frequency Train projects of Via Rail are carried out in a way that enables the user to have direct and fast access to railway stations and hubs in communities across rural Eastern Ontario.

CARRIED

Picton, Ontario
June 23, 2017

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT Council accepts the staff report on the Community Improvement Plan application for 9 Main Street South, in Maxville; and

THAT Council approves the application for a Financial Incentive Program Grant Program B (Building Improvement and Infill Grant) of \$4,932.85 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a Program C (Civic Address Signage Grant) for a civic address sign at one locale, valued at no greater than \$75; a Program E (Building Permit Fee Grant) equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; a Program F (Tax Increment Grant); and to a Program G (Municipal Loan Program) of \$4,932.85 as submitted by the property owners, Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

7 (e)

TOWNSHIP OF NORTH GLENGARRY

Staff Report

Date: October 10, 2017
To: Council
From: Tara Kirkpatrick – Economic Development and Communications Officer
on behalf of the Community Improvement Plan Approvals Committee
(CIPAC)

Anne Leduc

Approved:

Anne Leduc, Director of Recreation & Community Services



Approved:

Daniel Gagnon, CAO/Clerk

Re: Community Improvement Plan Application Request

Background:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2017 financial incentives program was adopted with the 2017 municipal budget. The allotment for the interest-free municipal loan is derived from the reserves.

CIP Application: 9 Main Street South, Maxville

Owners: Isabel Jean Villeneuve and Marilyn Quesnel

Projected cost of total improvements: \$9,865.70

Funding request: *The Building Owners have applied for Township assistance towards the cost of improvements made to TWO facades under the Financial Incentive Programs B, C, E, F and G of the Township of North Glengarry's Community Improvement Plan (CIP).*

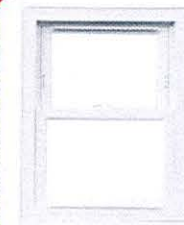
9 Main Street South, Maxville (Country Girls Cafe)

Reattach the balcony where it has separated from the building. Remove and replace ceiling of upper balcony as part of this repair

Remove existing decking and replace with pine, tongue-and-groove deck planking

Replace ceiling of lower balcony

Replace FOUR 31» x 61» windows with white, double-hung, thermal windows (same as existing dimensions).

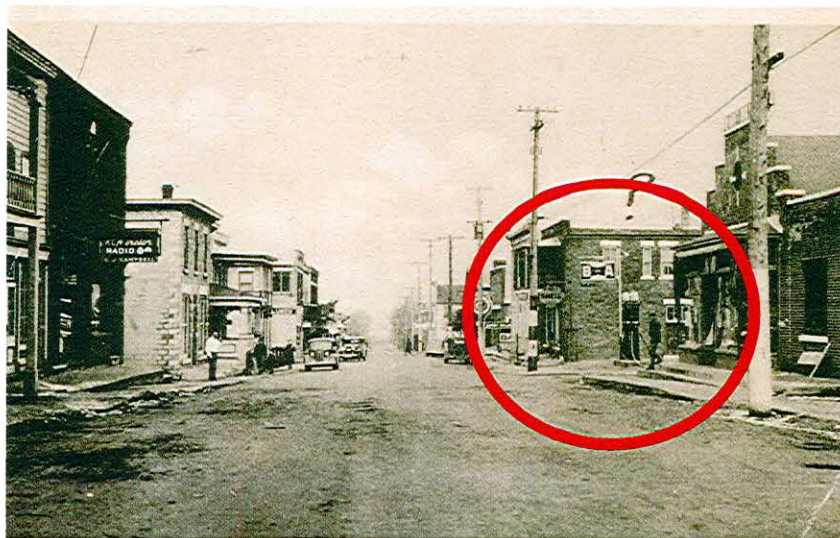


Replace ONE 17» x 61» window with a white, double-hung, thermal windows (same as existing dimensions).

Replace the two metal support posts and cover them in tongue-and-groove pine



Historic photo of the building



PROJECT OVERVIEW:

- (1) Replace FOUR windows on the second-floor of the South façade
 - Windows are the same dimensions as existing windows (31" x 61")
 - To be replaced with white, double-hung, thermal windows.
- (2) Replace ONE additional window on the second-floor of the South façade
 - Window is the same dimension as the existing window (17" x 61")
 - To be replaced with a white, double-hung, thermal window.
- (3) Repair/Restore the existing balcony
 - Install two new support posts on the main level and box them in with new tongue-and-groove pine boards, creating the appearance that the porch is supported by wooden beams (The property owners will be painting the wood white to match the balcony and existing railings. The cost for painting is not being included in this grant, as it has not been requested by the property owners).
 - Remove and replace the plywood ceiling on the second-level balcony. Repair the roof structure where it has separated from the building.
 - Install new tongue and groove pine boards on both the upper and lower level ceilings of the balcony.

9 Main Street South, Maxville, Estimated Total Costs

<p>Building Improvement & Infill Grant (Program B) <i>A matching grant of up to 50% up to \$7,500 for two facades</i></p>	<ul style="list-style-type: none">(1) Replace FOUR windows on the second-floor of the South façade<ul style="list-style-type: none">- Windows are the same dimensions as existing windows (31" x 61")- To be replaced with white, double-hung, thermal windows.(2) Replace ONE additional window on the second-floor of the South façade<ul style="list-style-type: none">- Window is the same dimension as the existing window (17" x 61")- To be replaced with a white, double-hung, thermal window. <p>Total estimated cost of windows: \$3,622.45 (tax included)</p> <ul style="list-style-type: none">(3) Repair/Restore the existing balcony<ul style="list-style-type: none">- Install two new support posts on the main level and box them in with new tongue-and-groove pine boards, creating the appearance that the porch is supported by wooden beams (The property owners will be painting the
--	---

wood white to match the balcony and existing railings. The cost for painting is not being included in this grant, as it has not been requested by the property owners).

- Remove and replace the plywood ceiling on the second-level balcony. Repair the roof structure where it has separated from the building.
- Install new tongue and groove pine boards on both the upper and lower level ceilings of the balcony.

Total estimated cost of Balcony Repairs: \$6,243.25

Estimated Project Cost is \$3,622.45 + \$6,243.25 = \$9,865.70

Eligible for 50% = \$4,932.85

Civic Address Signage Grant (Program C)

A Civic Address Signage Grant (Program C) as per a pilot civic signage address program, whereby the client will receive a free civic sign, valued at less than \$75. The artwork for this sign has been pre-approved by CIPAC and the client, who has chosen "Option #4".



\$75

Building Permit & Infill Grant Program (Program E)

A grant equal to 100% of the eligible building fee up to a maximum of \$750.

\$750

Tax Increment Grant Program (Program F)

Eligible

Municipal Loan Program (Program G)

\$4,932.85

TOTAL Funding Request

- Program B (Building Improvement and Infill Grant for TWO facades): \$4,932.85
- Program C (Civic Signage Grant): \$75
- Program E (Building Permit Fee Grant): \$750
- Program F (Tax Increment Grant): Eligible
- Program G (Municipal Loan Program): \$4,932.85

TOTAL Funding Request: \$5,757.85 (Programs B+C+E) and \$4,932.85 (Program G)

CIPAC recommends to Council the approval of the below-listed elements of the project:

That the Community Improvement Approvals Committee (CIPAC) recommends a Financial Incentive Program request, as submitted by Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville. This includes a **Program B (Building Improvement and Infill Grant)** of \$4,932.85 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for a civic address sign at one locale, valued at no greater than \$75; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,932.85 as submitted by the property owners, Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.

- **Considerations** The committee further stipulates that the project will not be considered complete until the balcony is repainted in white paint, as proposed by the two property owners.

OPTIONS AND DISCUSSION

1. That Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$4,932.85 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for a civic address sign at one locale, valued at no greater than \$75; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future

CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,932.85 as submitted by the property owners, Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.. **(Recommended)**

2. That Council refuses the CIP request. (Not recommended)
3. Other

RECOMMENDATION:

THAT Council accepts the staff report on the Community Improvement Plan application for 9 Main Street South, in Maxille; and

THAT Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$4,932.85 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for a civic address sign at one locale, valued at no greater than \$75; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,932.85 as submitted by the property owners, Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That Council accepts the staff report on the Community Improvement Plan application for 32 Main Street South, in Maxville;

And that Council approves the application for a Financial Incentive Program Grant Program B (Building Improvement and Infill Grant) of \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a Program C (Civic Address Signage Grant) of \$75 for a civic address sign at one locale; a Program E (Building Permit Fee Grant) equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; a Program F (Tax Increment Grant); and to a Program G (Municipal Loan Program) of \$10,000 as submitted by the property owner, David Rhodes, for the property situated at 32 Main Street South, in Maxville.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 7 Item f

7 (f)

TOWNSHIP OF NORTH GLENGARRY

Staff Report

Date: October 10, 2017
To: Council
From: Tara Kirkpatrick – Economic Development and Communications Officer
on behalf of the Community Improvement Plan Approvals Committee
(CIPAC)

Anne Leduc

Approved:

Anne Leduc, Director of Recreation & Community Services



Approved:

Daniel Gagnon, CAO/Clerk

Re: Community Improvement Plan Application Request

Background:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2017 financial incentives program was adopted with the municipal budget. The allotment for the interest-free municipal loan is derived from the reserves.

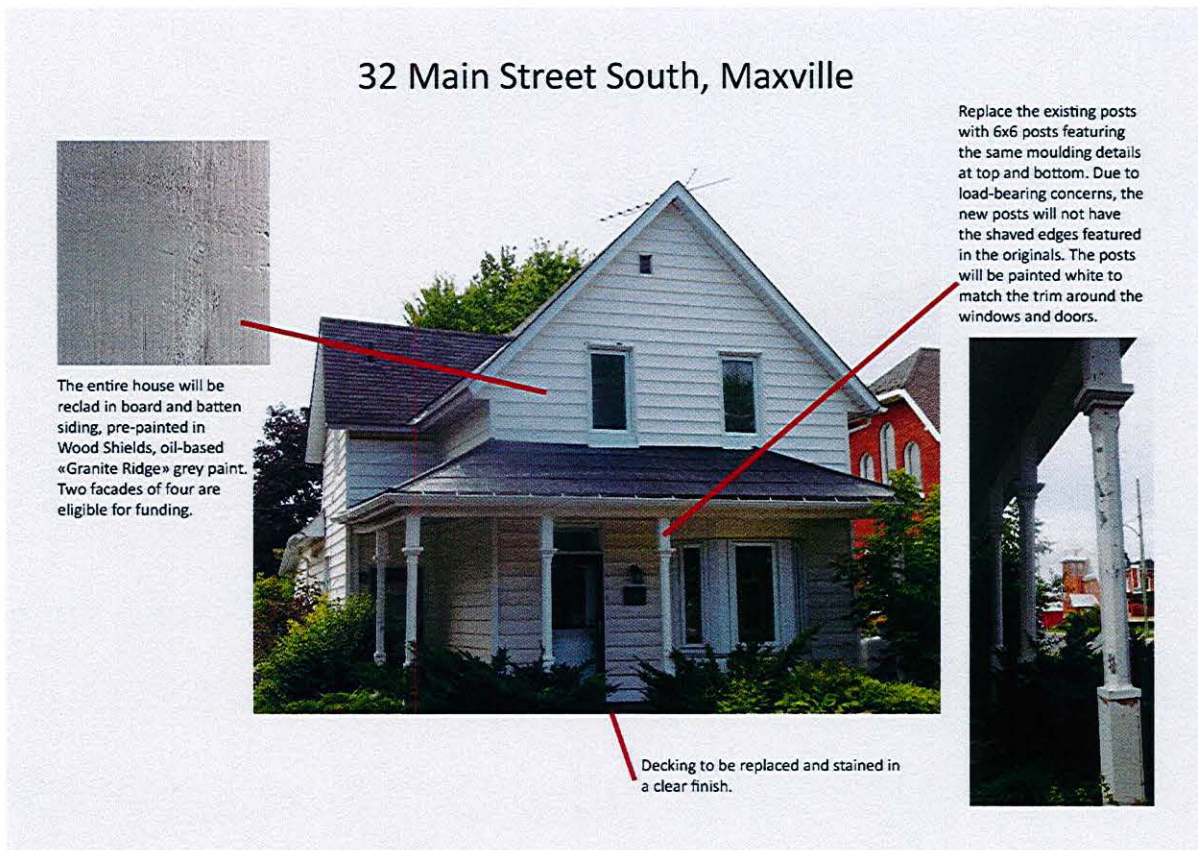
CIP Application: 32 Main Street South, Maxville

Owner: David Rhodes

Projected cost of total improvements: \$25,641

Grant request: *The Building Owner has applied for Township assistance towards the cost of improvements made to TWO facades under the Financial Incentive Program B, C, E, F and G of the Township of North Glengarry Community Improvement Plan (CIP).*

The property owner, David Rhodes would like to improve upon the exterior façade of his building by recladding the entire structure in board-and-batten cladding stained in “Granite Ridge” grey paint. He also proposes to change his decking material and balcony posts. He has requested a Community Improvement Plan (CIP) grant. The Community Improvement Plan Approvals Committee (CIPAC) met on October 2, 2017, to review the application.



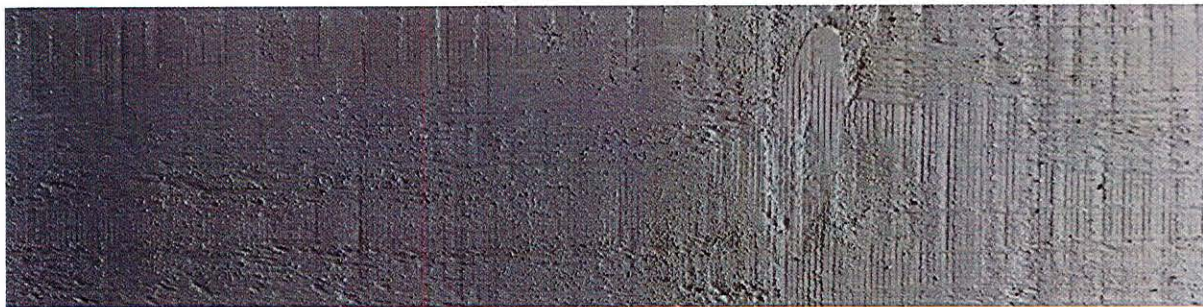
PROJECT OVERVIEW:

(1) Veranda Refurbishment

- Replace the existing wood deck framing and 6x6 wooden posts. The new posts will duplicate the existing posts, in that the crown moulding at the top of the posts and the detail on the base of the posts will be replicated. Due to load bearing concerns, the new posts will not have the shaved corners featured in the original posts.
- The posts will be painted in white.
- The decking will be covered in a clear finish.



- (2) The entire house will be covered in board and batten siding, pre-painted in Wood Shields, oil-based "Granite Ridge" grey paint. Two facades or four are eligible for funding.



- (3) New trim will be installed around the doors and windows and painted in white (Wood Shields, WSC37-0) paint.

32 Main Street South, Maxville, Estimated Total Costs

***Building Improvement & Infill
Grant (Program B)***

A matching grant of up to 50% up to \$7,500 for two facades

- (1) Veranda Refurbishment
Replace the existing wood deck framing and 6x6 wooden posts. The new posts will duplicate the existing posts, in that

the crown moulding at the top of the posts and the detail on the base of the posts will be replicated. Due to load bearing concerns, the new posts will not have the shaved corners featured in the original posts.

- The posts will be painted in white.
- The decking will be covered in a clear finish.

Estimated Cost: \$6,544 (tax included)

- (2) The entire house will be covered in board and batten siding, pre-painted in Wood Shields, oil-based "Granite Ridge" grey paint. Two facades or four are eligible for funding. Install white trim around doors and windows.

Estimated cost for entire building: \$19,097 (tax included). Property owner is eligible for funding for two, of four sides, bringing the total eligible cost to \$9,548.50

Estimated Project Cost is \$9,548.50 + \$6,544 = \$16,092.50 including tax.

Eligible for \$7,500 (maximum of \$7,500)

**Civic Address Signage Grant
(Program C)**

A Civic Address Signage Grant (Program C) as per a pilot civic signage address program, whereby the client will receive a free civic sign, valued at less than \$75. The artwork for this sign has been pre-approved by CIPAC and the client, who has chosen "Option #1".



\$75

**Building Permit & Infill Grant
Program (Program E)**

A grant equal to 100% of the eligible building fee up to a maximum of \$750.

\$750

<i>Tax Increment Grant Program (Program F)</i>	Eligible
<i>Municipal Loan Program (Program G)</i>	\$10,000

TOTAL Funding Request

- Program B (Building Improvement and Infill Grant for TWO facades): \$7,500
- Program C (Civic Signage Grant): \$75
- Program E (Building Permit Fee Grant): \$750
- Program F (Tax Increment Grant): Eligible
- Program G (Municipal Loan Program): \$10,000

TOTAL Funding Request: \$8,325 (Programs B+C+E) and \$10,000 (Program G)

CIPAC recommends to Council the approval of the below-listed elements of the project:

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by David Rhodes, for the property situated at 32 Main Street South, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** of \$75 for a civic address sign at one locale; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$10,000 as submitted by the property owner, David Rhodes, for the property situated at 32 Main Street South, in Maxville.

- **Considerations** - CIPAC asks if the property owner would consider using an accent colour within his colour palette for the corner boards of the board and batten siding.

OPTIONS AND DISCUSSION

1. That Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** of \$75 for a civic address sign at one locale; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$10,000 as submitted by the property owner, David Rhodes, for the property situated at 32 Main Street South, in Maxville. **(Recommended)**
2. That Council refuses the CIP request. (Not recommended)
3. Other

RECOMMENDATION:

That Council accepts the staff report on the Community Improvement Plan application for 32 Main Street South, in Maxville;

And that Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** of \$75 for a civic address sign at one locale; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$10,000 as submitted by the property owner, David Rhodes, for the property situated at 32 Main Street South, in Maxville.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: Carma Williams

SECONDED BY: Michel Depratto

That Council accepts the staff report on the Community Improvement Plan application for 12 / 12 A Main Street South, in Maxville;

And that Council approves the application for a Financial Incentive Program Grant Program B (Building Improvement and Infill Grant) of \$4,792.33 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a Program C (Civic Address Signage Grant) for two civic address signs, valued at no greater than \$150; a Program E (Building Permit Fee Grant) equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; a Program F (Tax Increment Grant); and to a Program G (Municipal Loan Program) of \$4,792.33, as submitted by the property owner, Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 7 Item g

TOWNSHIP OF NORTH GLENGARRY

Staff Report

Date: October 10, 2017
To: Council
From: Tara Kirkpatrick – Economic Development and Communications
Officer on behalf of the Community Improvement Plan Approvals
Committee (CIPAC)

Anne Leduc

Approved:

Anne Leduc, Director of Recreation & Community Services



Approved:

Daniel Gagnon, CAO/Clerk

Re: Community Improvement Plan Application Request

BACKGROUND:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2017 financial incentives program was adopted with the municipal budget. The allotment for the interest-free municipal loan is derived from the reserves.

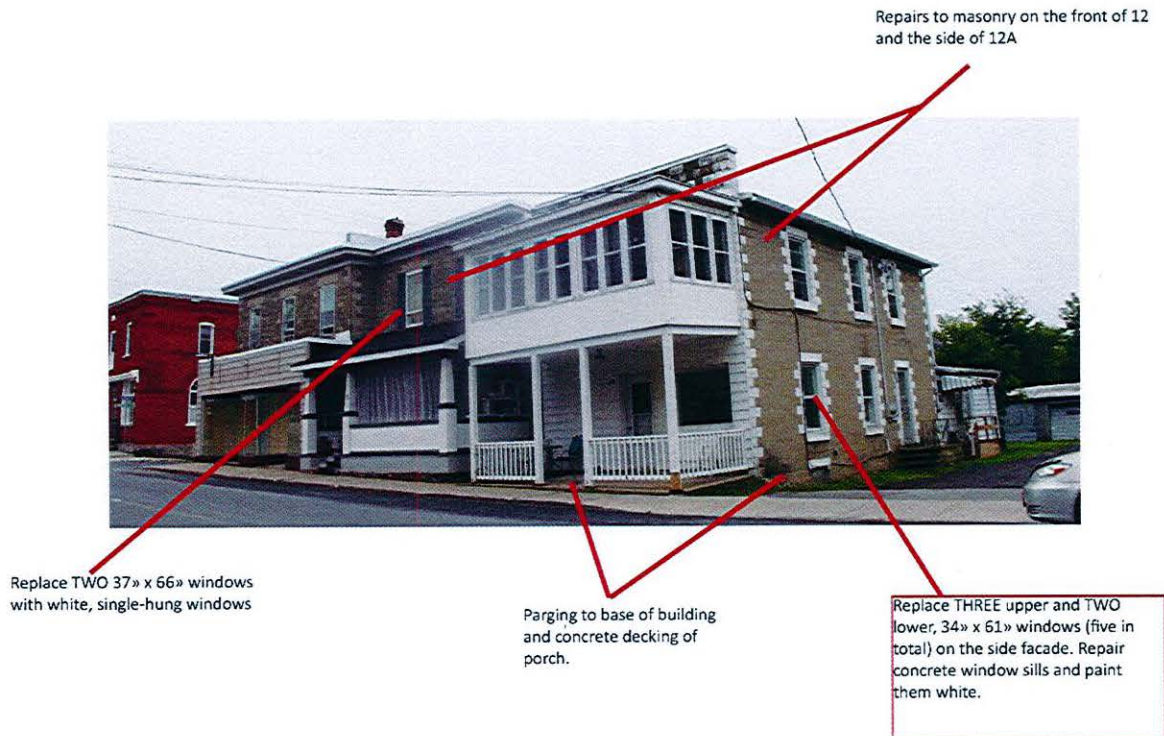
CIP Application: 12 / 12A Main Street South, Maxville

Owner: Bassima El Zahabi

Projected cost of total improvements: \$9,584.65

Grant request: *The Building Owners have applied for Township assistance towards the cost of improvements made to TWO facades under the Financial Incentive Program B, C, E, F and G of the Township of North Glengarry Community Improvement Plan (CIP).*

12 and 12A Main Street South, Maxville



PROJECT OVERVIEW:

- (1) Front Façade: Replace TWO second-story windows with white, double-hung aluminum windows of the same dimensions
- (2) Masonry work, including pointing to the front and side façade of the building.
- (3) Repairs to concrete window ledges, including painting them white.
- (4) Side façade: Replace FIVE windows with white, aluminum, single-hung windows of the same dimensions.
- (5) Masonry repairs to the base of the building (parging).

12 / 12 A Main Street South, Maxville, Estimated Total Costs

<p>Building Improvement & Infill Grant (Program B) <i>A matching grant of up to 50% up to \$7,500 for two facades</i></p>	<p>(1) Side walls to be re-pointed and window sills repaired. Parging to foundation and front cement "deck" Estimated Cost: \$3,051</p> <p>(2) FIVE single-hung, white windows, 34" x 61" \$4,030.15 + tax</p> <p>TWO Single-hung, white windows, 37" x 66" \$1,751.84 = \$5,781.99 + tax (751.66) = Estimated Cost: \$6,533.65</p>
<p>Estimated Project Cost is \$3,051 + \$6,533.65 = \$9,584.65</p>	
<p>Eligible for 50% = \$4,792.33</p>	
<p>Civic Address Signage Grant (Program C) <i>A Civic Address Signage Grant (Program C) as per a pilot civic signage address program, whereby the client will receive TWO free civic signs (for address 12 AND 12A), valued at less than \$75 each. The artwork for this sign has been pre-approved by CIPAC and the client, who has chosen "Option #2".</i></p>	<div data-bbox="755 934 1015 1081" data-label="Image"> </div> <p>\$150</p>
<p>Building Permit & Infill Grant Program (Program E) <i>A grant equal to 100% of the eligible building fee up to a maximum of \$750.</i></p>	<p>\$750</p>
<p>Tax Increment Grant Program (Program F)</p>	<p>Eligible</p>
<p>Municipal Loan Program (Program G)</p>	<p>\$4,792.33</p>

TOTAL Funding Request

- Program B (Building Improvement and Infill Grant for TWO facades): **\$ 4,792.33**
- Program C (Civic Signage Grant): \$150
- Program E (Building Permit Fee Grant): \$750
- Program F (Tax Increment Grant): Eligible
- Program G (Municipal Loan Program): \$4,792.33

TOTAL Funding Request: \$5,692.33 (Programs B+C+E) and \$4,792.33 (Program G)

CIPAC recommends to Council the approval of the below-listed elements of the project:

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of \$4,792.33 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for two civic address signs valued at no greater than \$150; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,792.33, as submitted by the property owner, Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

Considerations

- The unpainted concrete blocks, including the keystones, shall remain unpainted. Previously painted blocks may be repainted in white.
- Consider permanent removal of the shutters on unit 12 as they are not an original heritage feature.

OPTIONS AND DISCUSSION

1. That Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$4,792.33 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for two civic address

signs valued at no greater than \$150; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,792.33, as submitted by the property owner, Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville. **(Recommended)**

2. That Council refuses the CIP request. (Not recommended)

3. Other

RECOMMENDATION:

That Council accepts the staff report on the Community Improvement Plan application for 12 / 12 A Main Street South, in Maxville;

And that Council approves the application for a Financial Incentive Program Grant **Program B (Building Improvement and Infill Grant)** of \$4,792.33 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for two civic address signs, valued at no greater than \$150; a **Program E (Building Permit Fee Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a **Planning Fee Grant** of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$4,792.33, as submitted by the property owner, Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

TOWNSHIP OF NORTH GLENGARRY**KEY INFORMATION REPORT**

Date: October 10, 2017
To: Council
From: Tara Kirkpatrick – Economic Development and Communications Officer

Re: Economic Development Activities**CIP & Other Funding Opportunities**

- Fielded CIP information requests from numerous residents and business owners, including:
 - 12 and 12-A Main Street South, Maxville (Mixed Use property)
 - 14 Main Street South, Maxville (Mixed Use property)
 - 3 Main Street North, Maxville (LCBO)
 - 9 Main Street South, Maxville (Country Girls Café)
 - 18 Main Street North, Maxville (Residential property)
 - 22 Main Street, Maxville (Pronto building)
 - 32 Main Street North, Maxville (Residential property)
 - 2 Carr Street, Maxville (Residential property)

 - 17-19 Main Street South, Alexandria (Town and Country Flowers)
 - 33 Main Street North, Alexandria (Comfort Water Treatment)
 - 39 Main Street North, Alexandria (Commercial)
 - 44 Main Street North, Alexandria (Wine Maker's)
 - 11 Mill Square, Alexandria (FESTOOL)
 - 169 Main Street North, Alexandria (White Rock Motel)

 - 21906 Main Street, Glen Robertson (Residential property)

 - 3791 Old Orchard Street, Apple Hill (Residential property)
- During the month of September four new CIP projects were submitted to the Community Improvement Plan Approvals Committee (CIPAC) and reviewed at its October 2, 2017 meeting. Three of these files were recommended to council and the fourth was deferred until additional information on the total project scope can be brought back to the CIPAC members.

- Construction was completed on the CIP project located at 39 Main Street, Alexandria and steps were taken to close the file.
- Provided CIP brochures and information to numerous other businesses in Maxville and Alexandria.
- Helped to organize and participate in the Town Hall meetings on the CIP amendments. These meetings were held in Glen Robertson on September 20 and in Dunvegan on September 21.

Conferences & Networking Opportunities

- September 13-15, 2017: Attended the Ontario East Municipal Conference that was held in Kingston.
- September 26, 2017: Participated in the Stormont, Dundas & Glengarry EDO Working Group Meeting on a proposed regional CIP program. The session was held in Alexandria.

Communications

- Prepared the monthly ad "What's New in North Glengarry," which appeared in the Glengarry News.
- Prepared various ads for the fire department relating to its recruitment campaign and Fire Prevention Month.
- Attended the September 18, 2017 funding announcement from Enbridge.
- Liaised with Via Rail and the office of MP Francis Drouin to arrange a commemorative service for the 100th anniversary of the Alexandria Train Station. This service was held on Friday, September 21, 2017. As part of this celebration ten sugar maples will be donated to the Township of North Glengarry, to be planted in municipal parks.
- Conducted a video interview with the Water Works Department on September 20, 2017, relating to the Kenyon Water Project. This video was posted to Facebook later that day.
- Prepared a public notice relating to the Community Living/ Community RUNning race that took place in Alexandria on September 30. Worked with Rick Elderbloom to map out the race route so that affected residents could be notified by addressed mail. Prepared the mailing and ensured that it would be delivered to residents five days before the race.
- Assisted with the preparations for the Maxville Water Meeting, which took place on October 3. This included creating a poster and having it distributed to Maxville businesses through Canada Post and coordinated the event logistics.
- Social media updates (job postings, event postings, etc.). Saw continued growth to the audience on the North Glengarry Facebook Page.

Varia

- Responded to a phone request from a resident of Nova Scotia who is planning on attending the AAC National Dog Show being held in Maxville next year. The dates of the show are August 16-19, 2018.
- Responded to requests for information relating to the Community Grants Program.

Business Retention and Expansion

- I continued to communicate with a representative from a potential anchor tenant interested in relocating to Alexandria. As part of this process I tracked down six available rental locations in the area specified by the client and arranged visitations at each of these commercial locations.
- I met with representatives from an existing large business to discuss an upcoming project in Maxville.

COMMENTS

This report is presented for information purposes only.

TOWNSHIP OF NORTH GLENGARRY

KEY INFORMATION REPORT

Date: October 10, 2017
To: Council
From: Chloé Crack, Community Services Assistant

Re: 2017 Business & Community Awards Gala

BACKGROUND:

The Business & Community Awards Gala was adopted in 2008 to highlight businesses and volunteers in our community who help make North Glengarry a great place to work, live, and play. This year the Township of North Glengarry celebrated its 10th edition of the Gala on Thursday September 28, 2017 at the Maxville & District Sports Complex. The hall was elegantly decorated by Ms. Shannon McCuaig from Auld Kirktown, the meal was prepared by Prestige Catering and as the 210 guests arrived, they were greeted by Ms. Chantal Lapierre, the Township's Planning Technician. The recipients were delighted to be recognized through their awards. The evening went very smoothly, closely followed the agenda and the estimated timing. Many thanks from the recipients and their families were received and overall the feedback that was shared with us was extremely positive.

FINANCIAL IMPACT:

Ticket sales and sponsorships vary from year to year depending on the number of people who come out to support the award winners. A total of \$6275.00 was donated towards the Gala from our multiple sponsors compared to \$5775.00 in 2016 and a total of \$6440.00 was collected from ticket sales compared to \$6850.00 in 2016. A total of approximately \$13,195.48 in expenses covered the meal, decorator, trophies, flowers, wine, mileage, tickets, booklets and sponsor sign. The event garnered a net loss of \$480.48 for 2017 compared to \$1,091.59 in 2016, \$1,261.56 in 2015, and \$5,436.45 in 2014.

Total Revenues: \$12,715.00
Total Expenses: \$13,195.48
Net Profit/Loss: **-\$480.48**

DOCUMENTATION

N/A

COMMENTS:

This report is for information purposes only.

Section 8

TREASURY DEPARTMENT

Johanna Levac

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That By-law 42-2017 being a by-law to authorize certain capital works of the Corporation of the Township of North Glengarry, to authorize the submission of an application to the Ontario Infrastructure and Lands Corporation (OILC) for financing such capital works to authorize temporary borrowing from OILC to meet expenditures in connection with such works and to authorize long term borrowing from OILC for such works through the issue of debentures be adopted by Council; and

That Council adopt by-law 42-2017 and that by-law be read a first, second, third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

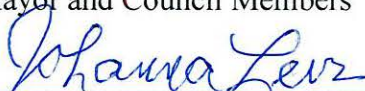
NEA

Section 8 Item a

8(a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10, 2017
To: Mayor and Council Members
From: 
Johanna Levac (Annie) Treasurer


Daniel Gagnon
CAO/Clerk

Re: By-Law#42-2017 - Authorize submission of application to Ontario Infrastructure and Lands Corporation (OILC)

Discussion: The 2016 capital budget for the fire department included the purchase of a pumper truck for the Maxville Fire Station which was delivered in May 2017. The total cost of the Freightliner M2106 Pumper Truck purchased from Resqtech Systems Inc was \$464,036 (HST included).

The 2017 capital budget for the fire department included the purchase of a Pumper /Tanker for the Alexandria Fire Station which was delivered in October 2017. The total cost of the Freightliner 108SD Pumper/Tanker purchased from Battleshield Industries Limited was \$403,894 (HST included).

The total cost for both fire trucks for \$867,930 is to be financed. We have requested rates from both the Royal Bank of Canada and Infrastructure Ontario for a ten year term and a ten year amortization period.

Option 1: With the Royal Bank of Canada with the proposed rate over a 10 year interest term at 3.42% amortized over 10 years.

Option 2: With Infrastructure Ontario with the proposed rate of 3.02% for a serial debenture which is indicative of the current rates for quotation purposes and not set until debenture. The process generally takes about six weeks which will bring us into November and the rates would be set at that time. The legal fees to review the financing agreement, authorizing documents and the issuance of the debenture etc is approximately \$2,500 plus disbursements. (Recommended).

A copy of the proposed By-Law #42-2017 authorizing the submission of an application is attached.

Recommendation: That By-Law#42-2017 being a by-law to authorize certain capital works of the Corporation of the Township of North Glengarry, to authorize the submission of an application to the Ontario Infrastructure and Lands Corporation (OILC) for financing such capital works, to authorize temporary borrowing from OILC to meet expenditures in connection with such works and to authorize long term borrowing from OILC for such works through the issue of debentures be adopted by council.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NUMBER 42-2017

A BY-LAW TO AUTHORIZE CERTAIN NEW CAPITAL WORKS OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY (THE "MUNICIPALITY"); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING SUCH CAPITAL WORKS; TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH WORKS; AND TO AUTHORIZE LONG TERM BORROWING FOR SUCH WORKS THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule "A" (individually a "Capital Work", collectively the "Capital Works", as the case may be) attached hereto and forming part of this By-law ("Schedule "A") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the "Regulation"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "Authorized Expenditure" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the "Estimated Annual Amount Payable") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Municipal Board pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long term debt financing in order to meet capital expenditures incurred on or after January 1, 2004 in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application on the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted an application to OILC (the "**Application**") to request financing for the Capital Work(s) by way of long term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved the Application;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARY ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$867,930 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2.
 - (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule "A" is hereby approved and authorized;
 - (b) the Mayor/Deputy Mayor and the CAO/Clerk are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality's usual protocol;
 - (c) where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and
 - (d) where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
3. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary and long term borrowing from OILC in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
4. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion the Capital Work or each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree, and to sign such evidence of indebtedness as OILC may require (the "**Note**") and to deliver the Note to OILC, such execution and delivery to be conclusive evidence of such agreement; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

5. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to long term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the “**Debentures**”); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work.
6. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, as security for the payment by the Municipality of the indebtedness of the Municipality to OILC under the Note and/or the Debentures, as the case may be (the “**Obligations**”), the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and to pay such amounts to OILC from the Consolidated Revenue Fund.
7. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Note and/or any outstanding Debenture, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
8. (a) The Mayor and/or the Treasurer are hereby authorized to execute and deliver the Note, the Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of the CAO/Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement and to execute and deliver the Note and to issue the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.

(b) The money realized in respect of the Note and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the execution and delivery of the Note and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
9. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 10th day of **October 2017**.

Chris McDonnell, Mayor

Daniel Gagnon, CAO/Clerk

Schedule "A"
to By-Law Number 42-2017
(New Capital Work(s))

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
#1237	Two Fire Trucks Maxville and Alexandria	\$867,930.00	\$867,930.00

Schedule "B"

Please insert the OILC Application into Schedule "B".

Webloans Loan Application PDF

FA Number 1237
 Application for North Glengarry, The Corporation of The Township of

Projects

ID	SIT Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
435	1	Fire Truck Purchase 2017 Maxville Station	05/18/2017	05/18/2017	\$464,036.00	464,036.00
436	2	Fire Truck Purchase 2017 Alexandria Station	09/26/2017	09/26/2017	\$403,894.00	403,894.00

Details of Project Fire Truck Purchase 2017 Maxville Station

Project Category: Municipal Other Infrastructure

Work Type: Fire

Project Name: Fire Truck Purchase 2017 Maxville Station

Construction/Purchase Start: 05/18/2017

Construction/Purchase End: 05/18/2017

Energy Conservation:

Project Address 1: 2 Spring Street

Project Address 2:

City / Town: Maxville

Province: ON

Postal Code:

Description: Fire Truck Purchase 2017 Maxville Station

Comments and/or Special Requests

Project Life Span (Years) 20

Project Financial Information

Project Cost (A)	\$464,036.00
Other Project Funding / Financing (B):	
Other Project Funding/Financing Total (B)	\$0.00
OILC Loan Amount (A-B)	\$464,036.00

Details of Project Fire Truck Purchase 2017 Alexandria Station

Project Category Municipal Other Infrastructure
Work Type Fire
Project Name Fire Truck Purchase 2017 Alexandria Station
Construction/Purchase Start 08/28/2017
Construction/Purchase End 08/28/2017
Energy Conservation
Project Address 1 162 Kenyon Street West
Project Address 2
City / Town Alexandria
Province ON
Postal Code
Description Fire Truck Purchase 2017 Alexandria Station

Comments and/or Special Requests

Project Life Span (Years) 10

Project Financial Information

Project Cost (A) \$2,300,000
Other Project Funding / Financing (B):
Other Project Funding/Financing Total (B) \$0.00
DILC Loan Amount (A-B) \$2,300,000

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date	Amount	Term	Type
10/31/2017	\$0.00	10	Serial
Long-term Borrowing Total	\$0.00		

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted? Yes No
 Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation	100.00
User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-Law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

Section 9

**PLANNING/BUILDING
BY-LAW
ENFORCEMENT
DEPARTMENT**

Gerry Murphy

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry approve Minor Variance application MV-15-2017 as submitted.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

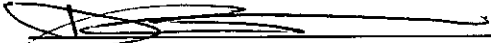
YEA

NEA

Section 9 Item a

9 (a)

TOWNSHIP OF NORTH GLENGARRY STAFF REPORT

Date: October 10th, 2017
To: Mayor and Members of Council
From: Chantal Lapierre Planning Department

Daniel Gagnon CAO

Re: *Minor Variance MV-15-2017*

Owner: Eddie & Corina Kyer

Location: CON 5 E PT LOT 28 (18925 Kenyon Conc Rd 5 Alexandria)

Zoning designation: General Agricultural

Official Plan designation: Agricultural

Discussion:

Mr. Eddie Kyer is looking to install an outdoor wood stove on his property at 18925 Concession 5 Road. The proposed woodstove is required to be setback 46 meters from all property lines as per the **Outdoor Wood Burning Appliance By-Law 04-2010**. Mr. Kyer is looking for relief of the required 46 meters to a proposed 22 meters as he has safety concerns in regards to the stove's placement in the centre of his yard.

Mr. Kyer is looking for a "variance" from the **Outdoor Wood Burning Appliance By-Law 04-2010**.

A site visit was done on October 4th 2017 (**PRESENT: Councilor Carma Williams, Michel Depratto, Brian Caddell, Deputy CBO - Jacob Rheaume and Chantal Lapierre - Planning Department**) as per the request of the Committee of Adjustment from our last meeting of September 25th where members of the committee wanted additional information concerning the proposed location and the impact it would have on his neighbor.

I've had the opportunity to speak with Mr. Paul Loranger who resides at 18901 Kenyon Conc Rd 5. He is in favor of this project and has no objections or concerns. He is currently planting trees and creating a bush. He said the smoke will not disturb him at all, it won't reach him.

The proposed site seemed appropriate. You can not see Mr. Lorangers house, it is 200 meters away from the outdoor woodstove location.

Recommendation:

That the Council of The Township of North Glengarry approve Minor Variance application MV-15-2017 as submitted.

Section 10

FIRE DEPARTMENT

Patrick Gauthier

Section 11

PUBLIC WORKS

DEPARTMENT

Ryan Morton

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

THAT, the Council of the Township of North Glengarry carries out a 3rd and final reading of By-Law #21-2017 to adopt the Chenier-Jeurond Municipal Drain Engineer's report.

AND FURTHER, that staff are directed to tender for the construction of the Chenier-Jeurond Municipal Drain.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 11 Item a

11(a)


TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: October 10th, 2017

To: Council

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


Daniel Gagnon, CAO/Clerk

Re: Chenier-Jeurond Municipal Drain

Purpose:

This report is being provided to Council in order to carry out the third reading of the Chenier-Jeurond Municipal Drain.

Background:

Council passed the 1st and 2nd readings for the Chenier-Jeurond Municipal Drain Engineer's Report on May 23rd, 2017.

This initiated the appeal period through the Court of Revision process. A Court of Revision was held at the Sandfield Centre on June 22nd, 2017 and various appeals were heard from property owners. The Court of Revision hearing resulted in some moderate changes to the report and addressed various issues that were typographical in nature, geographic as well as financial.

The Court directed the engineer to make various changes to the assessment schedule to address those discrepancies. The Court was adjourned until August 25th to allow for further appeals to the assessment schedule. No further appeals were received and the Court of Revision was closed on August 25th, 2017.

This initiated a 25 day appeal period, upon which affected property owners could appeal various aspects of the project to the Drainage Tribunal. Staff confirmed with the Clerk's Department that no appeals to the Drainage Tribunal were received.

This means that the Township may move on to the 3rd and final reading of the by-law to adopt the engineer's report which will allow for the tendering and construction of the Chenier-Jeurond Municipal Drain.

FINANCIAL:

The total cost of the drain in the initial report was estimated at \$542,985.09. This amount includes engineering, administration, construction, mitigation allowances and permit fees.

Not included in the above estimate are the grants attributable to various property owners.

Staff will come back to Council at a later date recommending a financing strategy for the project and also a plan to allow the property owners to finance their portion of the drain costs through the Township.

RECOMMENDATION:

THAT, the Council of the Township of North Glengarry carries out a 3rd and final reading of By-Law #21-2017 to adopt the Chenier-Jeurond Municipal Drain Engineer's report.

AND FURTHER, that staff are directed to tender for the construction of the Chenier-Jeurond Municipal Drain.

Consultations:

Dan Gagnon, CAO/Clerk
Lise Lavigne, Deputy Clerk
Annie Levac, Treasurer
Roch Lajoie, Manager of Transportation Services
Manson Barton, Drainage Superintendent
Robinson Consultants

Attachments:

N/A

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW No. 21-2017
Chenier-Jeurond Municipal Drain**

BEING a by-law to provide drainage works in the Township of North Glengarry in the County of Stormont Dundas and Glengarry.

WHEREAS the requisite number of owners have petitioned the Council of the township of North Glengarry in the County of Stormont Dundas and Glengarry in accordance with the Drainage Act, requesting that the following lands and roads may be drained by drainage works: This Municipal drain combines three petition submitted to form the “Chenier-Jeurond Municipal Drain”

The new drain commences within Lot 19, Concession 1 (Station 6+525.5). The channel continues in a generally south-westerly direction, crossing under Bureau Road (between Lot 24/25, Concession 1), outletting to the Delisle River in Lot 30 Concession 1.

AND WHEREAS the Council of the township of North Glengarry in the County of Stormont Dundas and Glengarry has procured a report made by Robinson Consultants Inc. dated February 2017 which were delivered April 3, 2017, and subsequently amended by Addendum No. 1, delivered April 25, and which the said report and addendum form part of this by-law.

AND WHEREAS estimated cost of constructing the drainage works is \$ 542,985.09

AND WHEREAS \$ 522,621.87 is being assessed in the Township of North Glengarry in the county of Stormont Dundas and Glengarry.

AND WHEREAS \$ 14,452.77 is being assessed in the Township of South Glengarry in the county of Stormont Dundas and Glengarry.

AND WHEREAS \$ 5,910.45 is being assessed to the county of Stormont Dundas and Glengarry.

THEREFORE The Council of the Corporation of the Township of North Glengarry pursuant to The Drainage Act, RSO 1990, enacts the following:

1. (1) The report dated February 2017 with revised drainage area and assessment schedule dated April 2017 attached is hereby adopted, and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of North Glengarry may borrow on the credit of the Corporation the amount of \$ 542,985.09 being the amount necessary for the construction of the drainage works.
- 3 This By-Law comes into force on the passing thereof, and may be cited as the CHENIER-JEAUROND MUNICIPAL DRAIN.

READ a first and second time this 23rd day of May 2017

READ a third time and enacted in Open Council the 10th day of October, 2017

Clerk/Deputy Clerk

Mayor/Deputy Mayor

I hereby certify this to be a true copy of By-law 21-2017 and that such by-law is in full force and effect.

Date Certified

Clerk/Deputy Clerk

Section 12

CORRESPONDENCE

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

PLANNING COMMITTEE MEETING

Tuesday February 21st, 2017
 Council Chambers
 Centre Sandfield Centre
 102 Derby Street West, Alexandria, ON

A Public Meeting was held in the Council Chamber on Tuesday February 21st, 2017 at 6:30p.m.

PRESENT: Mayor – Chris McDonell
 Deputy Mayor – Jamie MacDonald
 Councillor (Lochiel Ward) – Brian Caddell
 Councillor (Maxville Ward) – Carma Williams
 Councillor (Kenyon Ward) – Jeff Manley
 Councillor (Alexandria Ward) – Michel Depratto
 CAO/Clerk – Daniel Gagnon
 CBO/By-Law Enforcement/Planning Manager – Gerry Murphy

REGRETS: Councillor (At Large) – Jacques Massie

1. PUBLIC MEETING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:30 p.m.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry accepts the Planning Committee meeting agenda of Tuesday, February 21st, 2017.

Carried

3. ACCEPT THE MINUTES

Resolution No. 2

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Council of the Township of North Glengarry accepts the minutes of the Planning Committee Meeting of Monday, December 12th, 2016.

Carried

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

4A. ZONING AMENDMENTS

a) No. Z-09-2016

Owner: Murray & Gwendoline McEwen

Location: 11 County Rd. 22 Maxville

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Brian Caddell

That the Planning Committee recommends approval of zoning amendment Z-09-2016 and that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval.

Carried

- b) No. Z-10-2016**
Owner: Ian, Ginette & Donald Crooks
Location: 21580 Seven Hills Rd. Vankleek Hill

Resolution No. 4

Moved by: Brian Caddell

Seconded by: Jeff Manley

That the Planning Committee recommends approval of zoning amendment Z-10-2016 and that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval.

Carried

- c) No. Z-11-2016**
Owner: Ian & Earl MacMaster
Location: 20158 Kenyon Conc Rd. 8 Alexandria

Resolution No. 5

Moved by: Jeff Manley

Seconded by: Brian Caddell

That the Planning Committee recommends approval of zoning amendment Z-11-2016 and that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval.

Carried

4B. SEVERANCES

- a) No. B-121/16**
Owner: Sheena Saucier
Location: 18480 Kenyon Conc Rd. 14 Apple Hill

Resolution No. 6

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of severance application B-121/16 as per the conditions recommended by the planning manager.

Carried

- b) No. B-122/16**
Owner: Sheena Saucier
Location: 18480 Kenyon Conc Rd. 14 Apple Hill

Resolution No. 7

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of severance application B-122/16 as per the conditions recommended by the planning manager.

Carried

c) No. B-123/16

Owner: Jean Pierre & Louise Chevrier

Location: 270 East Boundary Rd. Alexandria

Resolution No. 8

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of severance application B-123/16 as per the conditions recommended by the planning manager.

Carried

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 9

Moved by: Carma Williams

Seconded by: Michel Depratto

There being no further business to discuss, the meeting was adjourned at 7:18 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

PLANNING COMMITTEE MEETING

Monday August 21st, 2017
Council Chambers
Centre Sandfield Centre
102 Derby Street West, Alexandria, ON

A Public Meeting of Planning was held in the Council Chamber on Monday August 21st, 2017 at 6:30p.m.

PRESENT: Mayor – Chris McDonell
Deputy Mayor – Jamie MacDonald
Councillor (Maxville Ward) – Carma Williams
Councillor (At Large) – Jacques Massie
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
CAO/Clerk – Daniel Gagnon
Planning Department – Chantal Lapierre

REGRETS: Councillor (Lochiel Ward) – Brian Caddell
CBO/By-Law Enforcement/Planning Manager – Gerry Murphy

1. PUBLIC MEETING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:30 p.m.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry accepts the Planning Committee meeting agenda of Monday, August 21st, 2017.

Carried

3. ACCEPT THE MINUTES

Resolution No. 2

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry accepts the minutes of the Planning Committee Meeting of Monday, June 26th, 2017.

Carried

The Meeting was then turned over to the Planning Department – Chantal Lapierre

4A. SEVERANCE

a) No. B-67/17

Owner: Ferme Avicole L Bourdon Inc.

Location: 18349 Kenyon Conc Rd 4 Maxville

Resolution No. 3

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Planning Committee recommend approval of severance application **B-67/17** as per the conditions recommended by the planning manager.

Deferred

4B. ZONING AMENDMENTS

a) No. Z-05-2017

Owner: Ertan & Sonay Cakmak

Location: 3838 Kenyon Dam Rd Alexandria

Resolution No. 4

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Planning Committee recommend approval of zoning amendment **Z-05-2017** and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

b) No. Z-06-2017

Owner: Denyse Bilodeau

Location: 21860 McCormick Rd Glen Robertson

Resolution No. 5

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Planning Committee recommend approval of zoning amendment **Z-06-2017** and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

c) No. Z-07-2017

Owner: Maxville Manor

Location: 72 Mechanic St. W Maxville

Resolution No. 6

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Planning Committee recommend approval of zoning amendment **Z-07-2017** and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

4C. SITE PLAN DEVELOPMENT AGREEMENT

Owner: Choice Properties Ltd Partnership (LCBO)

Location: 420 Main St. S Alexandria

Resolution No. 7

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of the SPDA with Choice Properties Limited Partnership (LCBO) and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 8

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 6:50 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



12(c)

MINUTES OF THE AUGUST 23, 2017 MEETING OF THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

A meeting of the Arts, Culture, and Heritage Advisory Committee held on Wednesday, August 23, 2017, at 5:45 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria).

- PRESENT:** Carma Williams, Chairperson
Nathalie-Anne Bussière, Member at Large
Karen Davison Wood, Member at Large
Dane Lancken, Member at Large
Jeff Manley, Councillor
Nicole Nadeau, Member at Large
Tara Kirkpatrick, Economic Development & Communications Officer/ Recording Secretary
- GUEST:** Daniel Gagnon, Chief Administrative Officer
Deirdre Hill, President of the Maxville & District Chamber of Commerce
Anne Leduc, Director of Recreation & Community Services
Andre Markus, Heritage Coordinator

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m.

2. ACCEPT AGENDA

Moved by: Nathalie-Anne Bussière

Seconded by: Karen Davison Wood

That the Agenda of the Arts, Culture and Heritage Advisory Committee meeting of August 23, 2017 be accepted as presented.

Carried.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. RATIFY THE MINUTES OF JUNE 14, 2017

Moved by: Nicole Nadeau

Seconded by: Jeff Manley

That the minutes of the June 14, 2017, Arts, Culture, and Heritage Advisory Committee meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. Heritage Register and Brochure

i. Update by the Heritage Coordinators.

- Heritage Coordinator Andre Markus provided a report on the progress made by the two Heritage Coordinators during their summer employment at the Township of North Glengarry.
- Over the course of 12 weeks the two Heritage Coordinators inventoried 304 properties located within the hamlets of North Glengarry.
- As part of this process, Andre also visited the Cornwall Library, where he conducted research on buildings of possible municipal heritage interest, which are located within North Glengarry. A list of buildings of possible municipal heritage interest was compiled by the two Heritage Coordinators and will be used to assist with the deployment of Phase III of the Community Improvement Plan.

ii. Brochure Update

- The North Glengarry Heritage Registry brochure is now available in print form at Town Hall and online at www.northglengarry.ca
- The brochure is available in both French and English.

b. Recruitment of a new member of the ACH

- Last Spring ACH member Nicole Geoffrion resigned from the Arts, Culture and Heritage Advisory Committee (ACHC), creating a vacancy on the committee.
- Carma noted that the general practice in these situations is to place an advertisement in local newspapers announcing that a new ACHC member is being sought.
- Jeff noted that the mandate for ACHC members will be ending in November 2018 and he asked the committee if they were in favour of continuing as is and waiting to recruit a new member when the mandate ends and a new committee is established.

Moved by: Nicole Nadeau

Seconded by: Jeff Manley

That the Arts Culture and Heritage Committee mandate the Director of Community Services to prepare a Staff Report to Council recommending that the appointment of a new member of the ACHC be deferred until the 2018 Committees nominations following the election.

Carried.

c. Mill Square Interpretive Panel

i. Request by Eric Covington

- A request was made by Eric Covington asking for a PDF copy of the artwork used in the Mill Square Interpretive Panel. Mr. Covington requested the artwork so that he could print it out and display it inside Priests Mill Glassworks, which is located adjacent to Mill Square.

- Karen commented that to print out extra copies of the artwork would undermine the uniqueness of the panel. She said that the intent of the panel is to drive traffic to the park and to encourage visitors to read the actual panel.
- Tara noted that she would be dropping off copies of the Glengarry Routes map with Mr. Covington and that she would be encouraging him to distribute the maps, which include some of the same details included in the Mill Street Interpretive Panel. She would highlight to Mr. Covington that the two products were designed to pair together and would provide a take-away product to give to his visitors.

II. Report on the Unveiling Ceremony on July 2, 2017

- Carma noted that the ceremony went very well and she applauded Anne and Tara for organizing the music and refreshments. She referred to the event, which attracted about 100 people, as being a success.
- Nicole said that she also felt that the event went very well. She suggested that in the future, speeches made at events such as these should be conducted in both English and French.

d. North Glengarry Heritage Tour

i. Alexandria Walking Tour Update

- Anne noted that the material needed for the Alexandria Walking Tour has been completed and sent to the graphic artist.

ii. Maxville Walking Tour Update

- Nathalie commented that she had completed the preliminary draft for the Maxville Walking Tour, which still required translation. She and Carma will continue to work on the final draft.
- Anne asked the committee what the deadline is for this united publication. The committee agreed that they would like to have distribution of the walking tour map begin next spring.
- The final map will measure 8.5" x 14" and will feature Maxville on one side and Alexandria on the other.

e. Glengarry Routes map = now back from the printers

- Tara noted that the Glengarry Routes map is now available at Town hall and distribution has commenced.
- The committee agreed that most copies of the map should remain in North Glengarry, with a limited number distributed to cultural sites in other areas of Stormont, Dundas and Glengarry, as well as within the United Counties of Prescott-Russell. Tara will be coordinating with Bryan Brown at the Township of North Glengarry to arrange distribution within SD&G.
- Jeff offered to distribute 200 copies of the map at the final Grotto performance of the season.
- When asked how long the print time took, Anne explained that it took approximately 20 calendar days to have the Glengarry Routes map printed. She asked that the committee consider budgeting \$5,000 into the 2018 budget to print an additional 5,000 copies next year.

- The cost to print 10,000 copies this year was approximately \$8,400 +tax.
- Carma requested that at the next ACHC meeting the committee be provided with a copy of the ACH budget as it currently stands.
- Karen suggested that a compilation of ACH projects should be completed, highlighting the work that the committee has undertaken over the past few years. Carma noted that this had previously been done in preparation for a budget request to Council. She recommended that this compilation be presented to Council between mid-October and early-November.

6. NEW BUSINESS

- The 100th Anniversary of the Alexandria Train Station
 - o Tara provided the ACH committee with an overview of an event being planned by Via Rail to honour the 100th anniversary of the Alexandria Train Station, which was erected in 1917.
 - o An event will be hosted at the Alexandria Train Station on Friday, September 22, 2017, at 2 p.m. Members of the ACHC are invited to attend, as are members of council. The event is not open to the public, due to security concerns relating to the fact that the event will take place on the train platform, between trains.
 - o As part of the celebration, Tara explained that VIA Rail will be donating a number of trees to the Township of North Glengarry, to be planted in municipal parks.
 - o Carma noted that during the 1980s a group of people came forward to protest the proposed closure of this train station. She suggested that efforts should be undertaken to invite these individuals to the service. Tara was asked to work with the Glengarry County Archivist to locate these individuals.
- 200th Anniversary of Alexandria
 - o Karen provided a brief update on the celebratory plans being undertaken for the 200th anniversary of Alexandria, which will take place in 2018. She explained that the anniversary committee has arranged for three events, including a Gala in February, a pictorial display to be presented in March and a Community Barbeque slated to take place on June 29.

7. CORRESPONDENCE

No correspondence was received.

8. NEXT MEETING

The next meeting of the Arts Culture and Heritage Advisory Committee is scheduled for Wednesday, September 27, 2017 at 5:45 p.m. at the Sandfield Centre.

9. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

Recording Secretary – Tara Kirkpatrick

Chair – Carma Williams



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

Tuesday, September 5, 2017 at 5:30 p.m.
Sandfield Centre
102 Derby Street West, Alexandria

A meeting of the Community Improvement Plan (CIP) Approvals Committee (CIPAC) was held on Tuesday, September 5, 2017, at 5:30 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria.)

PRESENT:

Karen Davison Wood, Committee Chair
Carma Williams, Councillor
Jeff Manley, Councillor
Michael Madden, Alexandria & District Chamber of Commerce
Deirdre Hill, Maxville & District Chamber of Commerce
Daniel Gagnon, Chief Administrative Officer
Tara Kirkpatrick, Economic Development & Communications Officer

GUEST:

Anne Leduc, Director of Community Services

REGRETS:

Nathalie-Anne Bussière, Arts, Culture & Heritage Committee
Gerry Murphy, Chief Building Officer

1) CALL TO ORDER

The meeting was called to order at 5:40 p.m., by Karen Davison Wood

2) MOTION TO ACCEPT THE AGENDA

Moved by: Jeff Manley

Seconded by: Deirdre Hill

That the Agenda of the CIP Approvals Committee of September 5, 2017, be accepted as presented.

Carried.

3) DECLARATIONS OF CONFLICT OF INTEREST

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

4) A MOTION TO RATIFY THE MINUTES OF:

i) Tuesday, July 31, 2017

Moved by: Michael Madden

Seconded by: Carma Williams

That the minutes of the July 31, 2017 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5) AGENDA ITEMS

- a. Update on the Community Improvement Plan being proposed by the Counties of Stormont, Dundas and Glengarry.
- Carma Williams provided a brief update on the United Counties of Stormont, Dundas and Glengarry CIP Working Group meeting she attended on August 29, 2017. Tara Kirkpatrick was also present for this meeting. Carma presented the committee members with copies of the minutes of the working group meeting, as well as the Terms of Reference for the County Community Improvement Plan Working Group.
 - Carma commented that, in her opinion, the minutes did not accurately reflect the message that was shared by herself and Tara on behalf of North Glengarry. She expressed that North Glengarry was not in favour of rescinding its municipal Community Improvement Plan to adopt an all-inclusive County CIP. Rather she suggested a dual track CIP model be adopted, where the regional CIP is governed by the Counties and the local CIP is maintained by each respective municipality. Carma agrees that the County is uniquely poised to address regional issues, such as brownfields, industry, agriculture and other regional elements and their proposal should focus on these county initiatives.
 - Carma added that she would be preparing an email to Karina Belanger at the United Counties of SD&G to ask that the minutes be adjusted to reflect these points.
 - The CIPAC committee members expressed their agreement with this proposal.
 - Dan Gagnon mentioned that this topic will also be addressed at the United Counties of SDG CAO Meeting, which will take place on Friday, September 8, 2017.
- b. Public Consultations for the Community Improvement Plan.
- Anne Leduc mentioned that the posters for the Community Improvement Plan Public Consultations have been prepared and are now posted in Town Hall and other public venues. An ad was also placed in the Glengarry News. The Public Consultations will take place on:
 - Wednesday, September 20, at 7 p.m. at the Glen Robertson Community Hall
 - Thursday, September 21, at 7 p.m. at the Dunvegan Community Hall
- c. CIP Applications
- i) **New CIP Applications**
- **11 Mill Square, Alexandria, “FESTOOL” (Claude Ouellette)**
- Mr. Claude Ouellette’s CIP proposal for 11 Mill Square, in Alexandria was shared with the Committee. He proposed to do the following work:

- Remove the old roofing and replace it with new, 28-gauge Ultravic Metal Roofing in Dark Brown Burgundy (Vicwest Colour 57319), with continuous titanium underlay. Roof will be installed laterally in same style as the existing metal roof.
 - Install New aluminum soffits and fascia in the same colour as the roofing material.
 - Construct A 12” front canopy extension and cover in brown aluminum. Cover the top two rows of bricks on the front façade with barnwood or a material resembling barnwood.
 - Repoint the front cement blocks
- **TOTAL Funding Request**
 Program B (Building Improvement and Infill Grant): \$7,500
 Program E (Building Permit Fee Grant): \$750
 Program F (Tax Increment Grant): Eligible
 TOTAL: \$8,250
- The CIPAC also requested that Mr. Ouellette provide a list of the contractors he had contacted in his attempts to obtain a second quote for work to be conducted at his property. After some consideration, CIPAC accepted Mr. Ouellette’s application, which included one quote for work to be conducted, and not the requisite two quotes. It was noted that this is not the first time the committee has accepted a single quote for work to be conducted on a CIP project, but that all due efforts should be taken by property owners to obtain a second quote.

Moved by: Michael Madden

Seconded by: Deirdre Hill

That the Community Improvement Plan Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Claude Ouellette, for the property situated at 11 Mill Square, in Alexandria.

This includes a **Program B (Building and Infill Grant)** representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program E (Building Permit and Infill Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant Program)**, as submitted by the property owner, Claude Emile Ouellette and Micheline Helene Ouellette, for the property situated at 11 Mill Square, in Alexandria, conditional on obtaining the list of contractors that were contacted for quotes

Carried.

● **33 Main Street North, Alexandria, “Comfort Water and Heating” (Gerald Ouellette)**

- Mr. Gerald Ouellette’s CIP proposal for 33 Main Street North, in Alexandria was shared with the Committee. He proposed to do the following work:
- Replace 2 picture windows on the front (West) façade.
 - Replace the front door and transom window.
 - Replace the shop door on the North Side.
 - Replace 4 windows on the North Side.

- Install 4 goose neck lights above the existing commercial sign on the front façade.
 - Apply a Permatint stain (“Flame” colour) on the bricks on the West and North facades
 - Paint the wood trim and siding in “Dulch Chocolate Kiss A1694”
 - Paint the aluminum siding in “Dulux Camel Tan A1824)
- **TOTAL funding Request**
 Program A (Planning and Design Grant): \$31.64
 Program B (Building Improvement and Infill Grant): \$7,500
 Program C: Civic Sign valued at no greater than \$75
 Program E (Building Permit Fee Grant): \$750
 Program F (Tax Increment Grant): Eligible
 Program G (Municipal Loan Program): Eligible for up to a \$10,000 municipal loan
 Total Grant: \$8,551.46
 Total Loan: \$10,000

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the Community Improvement Plan Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Gerald Ouellette, for the property situated at 33 Main Street North, in Alexandria.

This includes a **Program A (Planning and Design Grant)** of \$31.64 representing 50% of the value of the invoices submitted, to be paid in two equal installments; A **Program B (Building and Infill Grant)** representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on the West and North facades; A **Program C (Civic Address Signage Grant)** for civic address signs at one locale, upon receipt of the paid invoice(s) and the completion of the approved work; a **Program E (Building Permit and Infill Grant)** equal to 100% of the eligible permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; a **Program F (Tax Increment Grant Program)**; and a **Program G (Municipal Loan Program)** up to a maximum of \$10,000, as submitted by the property owner, Gerald Ouellette, for the property situated at 33 Main Street North, in Alexandria.

Carried.

ii) Review of CIP projects

- **3 Main Street South, Maxville, “LCBO” (Ron Metcalfe)**
- Tara advised the CIPAC members that the CIP project at 3 Main Street South in Maxville has now been completed. The property owner is expected to hand in his invoices and request the closure of his account by the end of the month.
- **17-19 Main Street South, Alexandria, “Town and Country Flowers” (Richard Descoste)**
- Tara presented a request by Richard Descoste, asking that CIPAC approve the use of Benjamin Moore “Lafayette Green HC-135” on his tin roof and on the aluminum surrounding the storefront door and windows. He had previously chosen to paint these features in dark blue.

Moved by: Michael Madden

Seconded by: Deirdre Hill

That the Community Improvement Plan Approvals Committee (CIPAC) approves the use of Benjamin Moore “Lafayette Green HC-135” on the tin roof and on the aluminum surrounding the storefront door and windows at 17-19 Main Street South, in Alexandria.

Carried.

- **9 Main Street South, Maxville, “Country Girls Café”**
- Tara provided an update on a CIP pre-consultation she had with the owners of the Country Girl Café, located at 9 Main Street South in Maxville. Carma Williams and the Township’s building inspector Jacob Rheume were also present for this meeting which dealt with a request by the property owners for a demolition permit to remove the balcony on the front of this building. Following his inspection, Mr. Rheume issued a condemnation order for this balcony. Tara explained that she was working with the property owners to establish a plan for the building. At the recommendation of Carma Williams, a heritage contractor was contacted and asked to provide a quote detailing the cost to remove and replace the existing balcony. A future request may be made to CIPAC to cover the cost of preparing an estimate for these repairs.

- **44 Main Street North, Alexandria, “Wine Makers”**
- Tara presented a request by Terry Ladas, the property owner at 44 Main Street North, in Alexandria, asking CIPAC to approve an alteration to his CIP project which related to the railings on his terrace.

Moved by: Michael Madden

Seconded by: Carma Williams

That the Community Improvement Plan Approvals Committee (CIPAC) approves the use of:

- Aluminum rails blocked in brown pressure treated wood for the rails
- Topped with TREX
- The floor and steps will be built out of TREX
- Only the walls and the stairs walls will be built of brown pressure treated wood
- As per the sample provided by Mr. Ladas, showing this style of railing:

Carried.

iii) Closing CIP Project

- **39 Main Street North, Alexandria (Geraldo Elia)**
- Tara presented a request by Mr. Elia asking that his CIP project be closed and his grant issued, following the completion of his project at 39 Main Street North, in Alexandria.
- Renovations included:
 - Repairs and restoration to the original red brick facing material
 - Restoration of the original recessed commercial entrance
 - Addition of a new wood door on the second floor to replicate the existing original door
 - Construction of a new cantilevered balcony
 - Addition of new civic address signage in the style adopted by the municipality for the purposes of the CIP.
 - Tara noted that the two civic addressed will be provided by the municipality and are expected to be ordered later this week.

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Community Improvement Project (CIP) at 39 Main Street South, in Alexandria has been completed as per the plans approved by council on September 26, 2016 and as per the Letter of Agreement for the **Municipal Financial Incentive (Grant) Program** signed by the applicants, Gerardo Elia and Doriana Di Taddeo on October 3, 2016. A total of \$8,589 (Eight-Thousand, Five-Hundred and Eighty-Nine dollars) shall be paid to Gerardo Elia and Doriana Di Taddeo.

Payment is conditional upon successful completion of all requirements of the building permits issued by the Township of North Glengarry for this project, and in compliance with the Ontario Building Code.

This payment represents:

- (1) The sum of \$678 in the form of a Planning and Design Grant (Program A). This grant is payable in two (2) equal installments. The first installment was paid on September 26, 2016, in the amount of \$339. The second installment of \$339 is to be paid.
- (2) The sum of \$7,500 (Seven-Thousand, Five-Hundred dollars), in the form of a Building Improvement and Infill Grant (Program B).
- (3) The sum of \$750 (Seven-Hundred and Fifty dollars) in the form of a Building Permit Fee Grant Program (Program E).
- (4) The property owners are also eligible to receive two civic address signs, provided by the municipality and not to exceed the cost of \$150.

TOTAL: \$8,589

Carried.

6) NEW BUSINESS

No new business was put forward by the committee.

7) NEXT CIPAC MEETING

The next CIPAC meeting will be held on Monday, October 2, 2017 at the Sandfield Centre (102 Derby Street West, Alexandria). The meeting will start at 5:30 p.m.

- Karen Davison Wood has advised that she will not be present for the November 6, 2017 meeting and asked that this meeting be chaired by Michael Madden. She further requested that the December 4, 2017 meeting be rescheduled for Friday, December 8, 2017.

8) ADJOURNEMENT

The meeting was adjourned at 7:19 p.m.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison Wood

Section 13

NEW BUSINESS

Section 14

NOTICE OF MOTION

Section 15

QUESTION PERIOD

Section 16

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at _____, in order to address,

Taxation Discrepancies Corrections (as this matter deal with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

Glengarry Sports Palace Dispute Resolution options (as this matter deal with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council "In Camera" session meeting of September 11, 2017, September 21, 2017 and September 25, 2017.

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

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

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

Section 16 Item a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting September 11, 2017, September 21, 2017 and September 25, 2017 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 16 Item b

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 16 Item c

Section 17

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 47-2017; and

That Council adopt by-law 47-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 47-2017 be read a first, second, third time and enacted in Open Council this 10th day of October, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 17 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 47-2017
FOR THE YEAR 2017**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of October 10, 2017 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-Law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 10th day of October, 2017.

Daniel Gagnon - CAO/Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 47-2017, duly adopted by the Council of the Township of North Glengarry on the 10th day of October, 2017.

Date Certified

Clerk/Deputy Clerk

Section 18

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: October 10, 2017

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: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 18