

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

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

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Jamie)
 - a) Regular Meeting of Council – June 25, 2018
 - b) Special Meeting of Council – July 4, 2018
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT – Sarah Huskinson - CAO/Clerk
7. COMMUNITY SERVICES DEPARTMENT –
Anne Leduc, Director of Recreation/Community Services
 - a) By-law 39-2018 to amend the North Glengarry Community Improvement Plan ® (Brian)
 - b) Award contract for the Maxville & District Sports Complex Evaporative Condenser ® (Jeff)
 - c) Award contract for the lights and poles for the Maxville & District Sports Complex Baseball Field ® (Michel)
8. TREASURY DEPARTMENT – Kimberley Champigny – Treasurer & Director of Finance
 - a) By-law 37-2018 – Rating By-law under the *Tile Drainage Act* ® (Carma)
 - b) OCIF Top Up Funding ® (Jacques)
 - c) By-law 40-2018 – Borrowing By-law ® (Jamie)
 - d) Water Bill Relief ® (Michel)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -
Jacob Rhéaume – Director of Building, By-law & Planning / CBO
 - a) Zoning Amendment Z-04-2018 ® (Brian)
 - b) By-law 38-2018 - Site Plan –Mad Peet Holding Corp. ® (Jeff)
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
12. CORRESPONDENCE
 - a) Planning Committee Minutes – April 9, 2018
 - b) Public Meeting Minutes – May 28, 2018
13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday July 23, 2018 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

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

16. CLOSED SESSION BUSINESS

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

And adopt the minutes of the Municipal Council Closed Session meeting of June 25, 2018

17. CONFIRMING BY-LAW

a) By-law 41-2018 ® (Carma)

18. ADJOURN ® (Jacques)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

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

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: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

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

Regular Meeting of Council – June 25, 2018
Special Meeting of Council – July 4, 2018

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 June 25, 2018 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on June 25, 2018 at 7:00 p.m., with Mayor Chris McDonell presiding.

PRESENT: **Deputy Mayor** - Jamie MacDonald
Councillor at Large – Jacques Massie
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto

ALSO PRESENT: **CAO/Clerk** - Sarah Huskinson
Deputy Clerk – Lise Lavigne
Treasurer & Director of Finance – Kimberley Champigny
Director of Community Services – Anne Leduc
Director of Public Works – Ryan Morton

REGRETS: **Councillor (Lochiel Ward)** – Brian Caddell
Councillor (Maxville Ward) – Carma Williams

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

Resolution No. 1

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday June 25, 2018.

Carried

3. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Jamie MacDonald

Seconded by: Michel Depratto

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

Regular Meeting of Council – June 11, 2018

Carried

4. **DELEGATION(S)**
5. **COMMITTEE RECOMMENDATIONS**

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

a) **Vacant land in Greenfield**

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the report regarding vacant land in Greenfield be received and

THAT the lots as with roll number 011-010-0600-0000 and roll number 011-010-06400-0000 be declared as surplus to the needs of the municipality and advertised as such according to the terms of the Township sale of land policy, and

THAT Council elect to sell the property using a real estate firm or broker as per the Township sale of land policy.

Carried

Action – LL/SH

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

a) **By-law 34-2018 – Amending User Fees and Charges By-law**

Resolution No. 4

Moved by: Michel Depratto

Seconded by: Jamie MacDonald

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-25; and

WHEREAS the Recreation Advisory Committee and the Glengarry Sports Palace Board recommend that the Council for the Township of North Glengarry approves the 2019 Recreation Rate Increases for its User Fees and Charges By-Law;

THAT the Council for the Township of North Glengarry receives the By-law 34-2018 being a by-law to amend the User Fees and Charges for the Township of North Glengarry and that said by-law be adopted; and

THAT the Council instructs the Clerk's department to start the notification process regarding the changes.

Carried

Action – LL

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

a) **By-law 35-2018 – Procurement Policy**

Resolution No. 5

Moved by: Jamie MacDonald

Seconded by: Michel Depratto

THAT Council adopts Bylaw 35-2018 which is a Bylaw to approve the Procurement Policy; and

THAT by-law be read a first, second and third time in Open Council this 25th day of June 2018.

Carried

9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -**
Jacob Rhéaume – Director of the Building/By-law & Planning Services
10. **FIRE DEPARTMENT –** Patrick Gauthier, North Glengarry Fire Chief
11. **PUBLIC WORKS DEPARTMENT –** Ryan Morton, Director of Public Works

a) Sidewalk tender award

Resolution No. 6

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry authorizes the CAO/Clerk and the Mayor to enter into an agreement with AMS Enterprises in the amount of \$134,582.63 excluding HST for the replacement of various sidewalks in North Glengarry.

Carried

Action – RM/KC

b) Hardtop Maintenance Tender

Resolution No. 7

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry authorizes the transfer of \$90,000 from the gas tax reserve to the 2018 capital budget for Hardtop Maintenance in order to cover off the additional work required.

Carried

Action – RM/KC

c) Application for Tile Drainage Loan

Resolution No. 8

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry approves a tile drainage loan for Lot Pt 12 Concession 5 Kenyon Ward Roll # 011101100925000 in the amount of \$22,000.

Carried

Action – KC

12. **CORRESPONDENCE**
13. **NEW BUSINESS**
14. **NOTICE OF MOTION -** Next Meeting of Council, July 9, 2018.
15. **QUESTION PERIOD**

16. CLOSED SESSION BUSINESS

Resolution No. 9

Moved by: Jeff Manley

Seconded by: Jacques Massie

Proceed "In Closed Session",

That the Council of the Township of North Glengarry proceeds in Closed session under Section 239 (2) of the *Ontario Municipal Act* at 7:29 p.m., in order to address,

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

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

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

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

And adopt the minutes of the Municipal Council Closed Session meeting of May 28, 2018 and June 4, 2018.

Carried

Resolution No. 10

Moved by: Jeff Manley

Seconded by: Jacques Massie

That we return to the Regular Meeting of Council at 8:52 p.m.

Carried

17. CONFIRMING BY-LAW

a) By-law 36-2018

Resolution No. 11

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry receive By-law 36-2018; and

That Council adopt by-law 36-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 36-2018 be read a first, second, third time and enacted in Open Council this 25th day of June, 2018.

Carried

18. ADJOURNMENT

Resolution No. 12

Moved by: Jacques Massie

Seconded by: Jeff Manley

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

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SPECIAL MEETING OF COUNCIL

**Wednesday, July 4, 2018 at 2:00 p.m. – Community Hall at the Glengarry Sports Palace
170 MacDonald Blvd, Alexandria, On K0C 1A0**

A Special meeting of the Municipal Council was held on July 4, 2018 at 2:00 p.m., with Mayor Chris McDonnell presiding.

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

ALSO PRESENT: **CAO/Clerk** – Sarah Huskinson
Treasurer & Director of Finance – Kimberley Champigny
Director of Public Works – Ryan Morton

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

Resolution No. 1

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

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Wednesday July 4, 2018.

Carried

- 3. **ADOPTION OF PREVIOUS MINUTES**
- 4. **DELEGATION(S)**
- 5. **COMMITTEE RECOMMENDATIONS**
- 6. **CAO/CLERK'S DEPARTMENT** –Sarah Huskinson - CAO/Clerk
- 7. **COMMUNITY SERVICES DEPARTMENT** - Anne Leduc, Director Community Services
- 8. **TREASURY DEPARTMENT** – Kim Champigny, Treasurer/Director of Finance
- 9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT** -
Jacob Rhéaume – Director of the Building/By-law & Planning Services
- 10. **FIRE DEPARTMENT** – Patrick Gauthier, North Glengarry Fire Chief

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

a) Reinstatement Plan of the sidewalks in Maxville

Resolution No. 2

Moved by: Jamie MacDonald

Seconded by: Jeff Manley

THAT, the Council of the Township of North Glengarry directs Staff to complete the additional sidewalk works as recommended in the report, in the amount of \$139,872. (excl. HST); except for;

- 1) Prince St., staff are directed to proceed with option # 2;
- 2) Marlborough St., staff are directed to proceed with option # 4;

AND FURTHER, Staff are authorized an additional \$50,000 for engineering, surveying and contingency costs, exclusive of any soil and seed reinstatement.

AND FURTHER, that this project be funded through federal gas tax and the Roads Capital Reserve.

Carried

Action RM/KC

12. CORRESPONDENCE

13. NEW BUSINESS

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

15. QUESTION PERIOD

16. CLOSED SESSION BUSINESS

17. CONFIRMING BY-LAW

18. ADJOURNMENT

Resolution No. 3

Moved by: Michel Depratto

Seconded by: Jacques Massie

There being no further business to discuss, the meeting was adjourned at. 3:54 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

Section 4

DELEGATION

Section 5

COMMITTEE

RECOMMENDATIONS

Section 6

CAO/CLERK'S

DEPARTMENT

Sarah Huskinson

Section 7

COMMUNITY SERVICES

DEPARTMENT

Anne Leduc

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 4, 2018

MOVED BY: _____

SECONDED BY: _____

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-26; and

THAT Council receives the By-law 39-2018 being 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; and

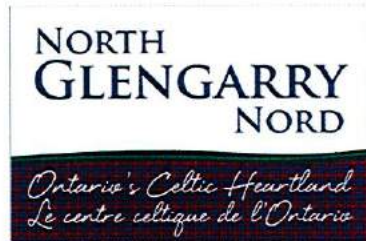
THAT By-law 39-2018 be read a first, second and third time and enacted in Open Council this 9th day of July, 2018.

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 a



7(a)

STAFF REPORT TO COUNCIL

Report No: CS-2018-26

July 9, 2018

From: Anne Leduc – Director of Community Services

RE: By-law 39-2018 to amend the North Glengarry Community Improvement Plan

Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-26; and

THAT Council receives the By-law 39-2018 being 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; and

THAT By-law 39-2018 be read a first, second and third time and enacted in Open Council this 9th day of July, 2018.

Background / Analysis:

The Township of North Glengarry's Community Improvement Plan was approved by Council on February 8, 2016 and 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.

The present amendments include the following:

- Integration of the United Counties of Stormont, Dundas and Glengarry's Regional Incentive Plan into the Township of North Glengarry's Community Plan.
- Minor changes to the Township's Community Improvement Plan to better define eligibility criteria and description funded elements.

The Township held a public meeting on June 25th to obtain input on the proposed amendments to the Community Improvement Plan. Following this meeting, comments were collated which did not negatively impact the proposed amendments to the Community Improvement Plan.

If approved by Council, the Community Improvement Plan is subject to a 20-day appeals process to the Ontario Municipal Board. Staff expects that the revised plan will be in place by mid-summer.

Alternatives:

Option 1 – Recommended – That Council adopts By-law 39-2018.

Or

Option 2 – Not recommended – That Council declines the adoption of By-law 39-2018.

Financial Implications:

The minor modifications to tighten the eligibility criteria brought to the North Glengarry portion of the Community Improvement plan have no impact on the Township's Budget as this is a continuation of the Township of North Glengarry's 5-year Community Improvement Plan for which funds are approved by Council on a yearly basis.

The newly integrated Regional Incentives are to be funded through the United Counties of Stormont, Dundas and Glengarry.

Attachments & Relevant Legislation:

- Changes made to the North Glengarry Community Improvement Plan as of June 25, 2018
- Amended Community Improvement Plan as of July 9, 2018
- By-law 39-2018 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

Submitted by:



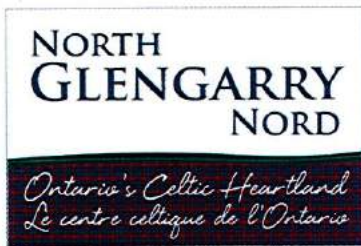
Anne Leduc – Director of Community Services

Others consulted:

Kim Champigny – Director of Finance / Treasurer



Sarah Huskinson – Chief Administrative Officer / Clerk



North Glengarry Community Improvement Plan Changes made as of June 25, 2018

Section 5.1. General Program Requirements and Eligibility

- a) All proposed projects must result in some level of visible improvement or rehabilitation over the existing conditions and not simply represent a life cycle replacement.

Section 5.2 Overview of Financial Incentive Program

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

Commercial signage must be representative of the business' activities.

- Program D - Landscaping and Public Art Grant Program

The addition of outdoor, visible, public artwork to a property must promote local culture and heritage, and improve aesthetics.

Section 7.2 Signage Guidelines

Signage must be representative of the business' activities.

Section 8.2 Application Intake Process

- a) The Council for the Township of North Glengarry will approve or refuse any incentive or combination of incentives that fall under the North Glengarry Community Improvement Plan Program.
- b) The SDG Regional Incentives Advisory Committee will approve or refuse any incentive or combination of incentives that fall under the SDG Regional Incentives Program.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 39-2018

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 a public meetings on June 25, 2018;

AND WHEREAS the amended Community Improvement Plan attached hereto as Schedule "A" has integrated the United Counties of Stormont, Dundas and Glengarry Regional Incentives;

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:

Part 1 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 45-17 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 9th day of July 2018.

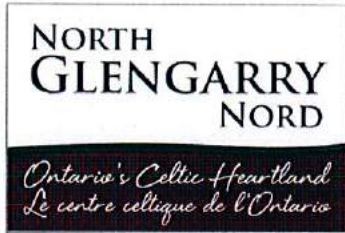
CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 39-2018, and that such by-law is in full force and effect.

Date Certified

CAO/Clerk / 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 July 9, 2018

"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

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SECTION 1: NORTH GLENGARRY INCENTIVES

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

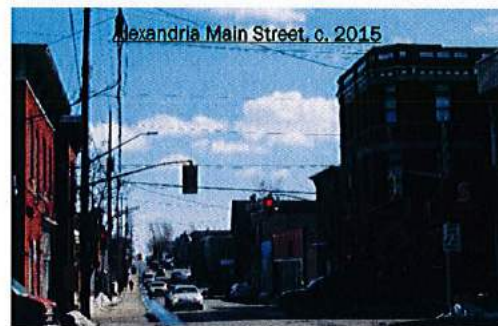
Only municipalities with community improvement policies in their Official Plans have the authority under the Ontario *Planning Act* to designate a Community Improvement Project Area (CIPA) and to develop a Community Improvement Plan (CIP). The Official Plan for the United Counties of Stormont, Dundas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

2. COMMUNITY IMPROVEMENT PLAN POLICIES

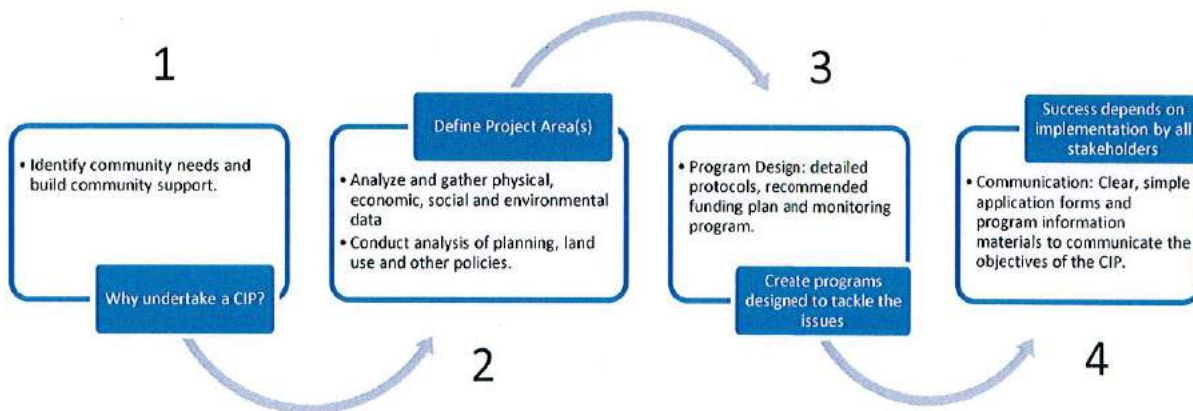
2.1 OVERVIEW AND PURPOSE

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 and II 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) All proposed projects must result in some level of visible improvement or rehabilitation over the existing conditions and not simply represent a life cycle replacement.
- b) 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.

- c) Conformity with Municipal by-laws and Provincial regulations, as well as any other applicable law or regulation identified by the Township of North Glengarry.
- d) 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.
- e) All outstanding property standards orders and/or building permits must be completed to the satisfaction of the Chief Building Officer.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.**
- k) Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- l) 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.
- m) 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.
- n) 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.
 - o) 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.
 - p) 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.
 - q) 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.
 - r) 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).
 - s) 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).
 - t) 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.

- u) 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.
- v) 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.
- w) 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.
- x) Grants are not to be a part of any third party agreement (e.g. between the owner/operator and subcontractor).
- y) 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.
- z) As the CIP progresses through its implementation, funding allowances may be changed from time to time. Once approved, funding allowances will **NOT** be retroactive.

aa) 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.

bb) 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

<p>Objective</p>	<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>
<p>Grant Amount</p>	<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.
<p>Program Specifics</p>	<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>

Examples of Eligible Costs

The grant is payable upon completion of the works in Program B, 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.

- 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

<p>Objective</p>	<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. Commercial signage must be representative of the business' activities.</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>
<p>Grant Amount</p>	<p>C1 - Signage 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 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 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.
<p>Program Specifics</p>	<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> <p>Where applicable, projects may be subject to an encroachment permit from the Township.</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).

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

Objective	<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. The addition of outdoor, visible, public artwork to a property must promote local culture and heritage, and improve aesthetics.</p>
Grant Amount	<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>
Program Specifics	<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. The addition of outdoor, visible, public artwork to a property must promote local culture and heritage, and improve aesthetics.</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>

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 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	<p>The Township will provide a grant equal to 100% of the eligible building permit fees to a maximum of \$750.</p> <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>
Program Specifics	<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

<p>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).</p> <p>This grant requires approval from Council.</p> <p>It is the responsibility of the property owner to determine with MPAC the increase in municipal assessment due to the approved CIP works.</p>
<p>N/A</p>

Examples of Eligible Costs

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 must be representative of the business’ activities. 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.

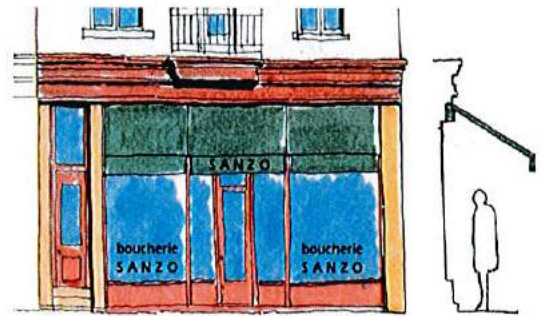
a) Quantity

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

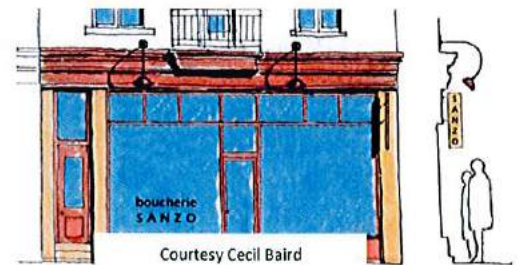
With the exception of signs on awnings, only permanent signs that are constructed of rigid, durable, quality material are permitted.



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.

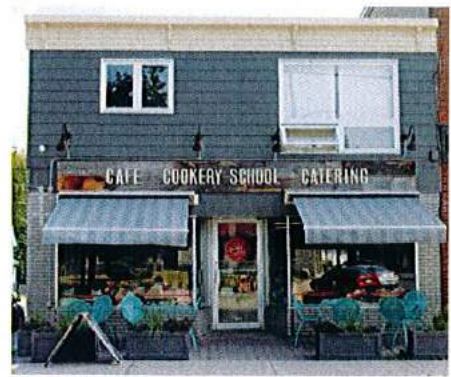
b) Installation

- 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

The addition of outdoor, visible, public artwork to a property must promote local culture and heritage, and improve aesthetics.

- 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.

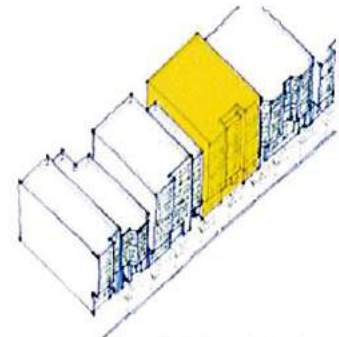
7.6 INFILL PROJECTS

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

- i) 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).

- ii) 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).
- iii) New buildings shall be scaled to existing adjacent structures and existing setbacks and building heights should be respected.
- iv) Facing materials shall be selected from the variety of traditional heritage cladding materials found within the existing neighbourhood.



Source: Google Images, Dec 2015

- v) 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.

8. IMPLEMENTATION

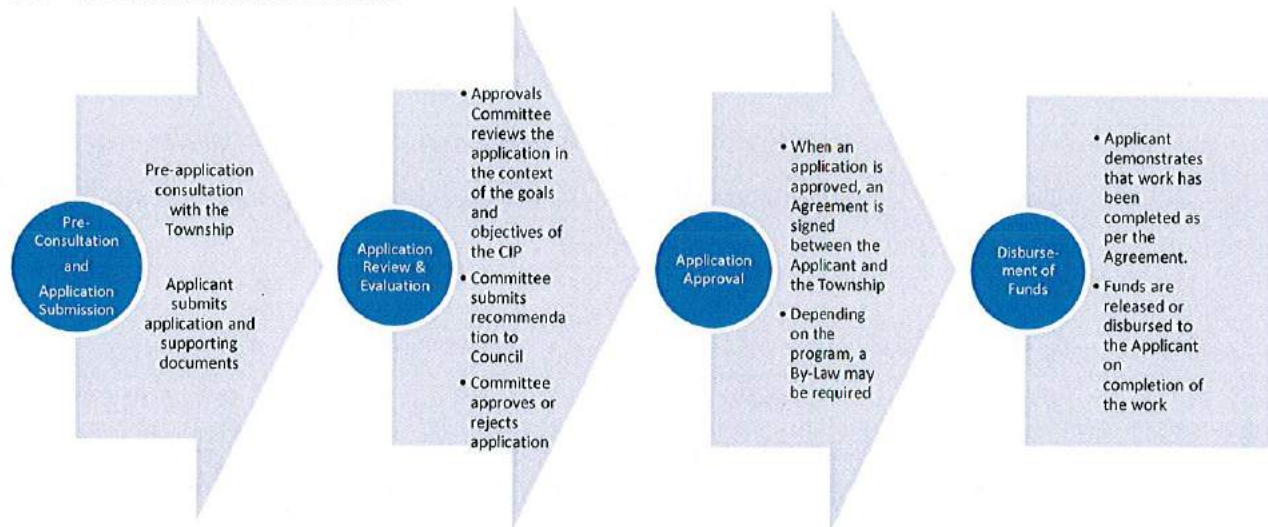
8.1 APPROVALS COMMITTEE COMPOSITION

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.
 - a. The Council for the Township of North Glengarry will approve or refuse any incentive or combination of incentives that fall under the North Glengarry Community Improvement Plan Program.
 - b. The SDG Regional Incentives Approvals Committee will approve or refuse any incentive or combination of incentives that fall under the SDG Regional Incentives Program.
- 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*

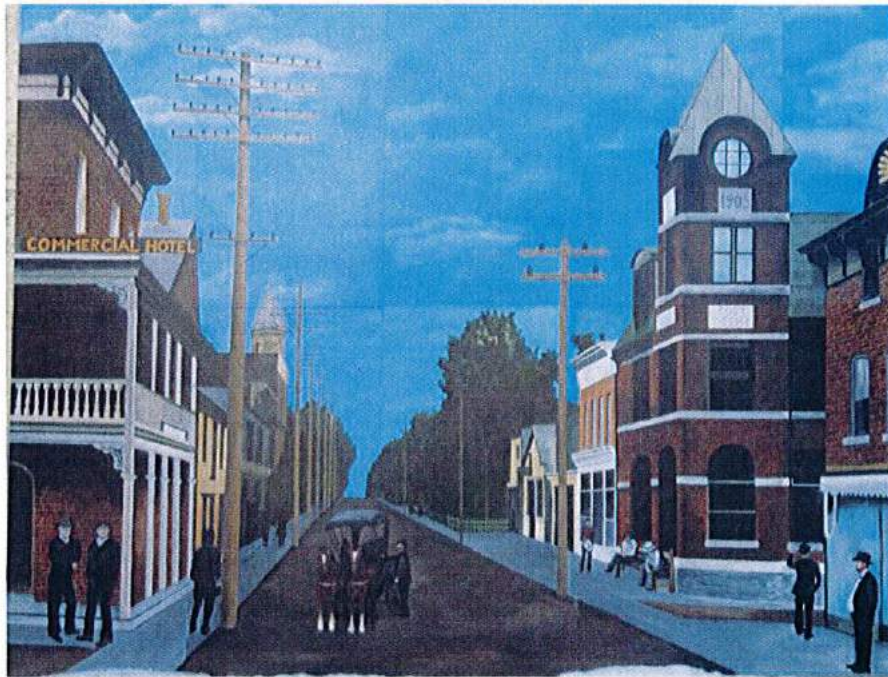
Township: The Corporation of the Township of North Glengarry

APPENDIX 3: RE-IMAGINING MAIN STREET SUMMARY REPORTS



Town Hall: Re-Imagining Main Street Alexandria

June 23, 2015



Re-Imagining Main Street Alexandria – Township of North Glengarry

Page 1

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Exploring our past for a better tomorrow

The image of any municipality, downtown, or commercial street is the result of an evolution that defines its characteristics and its uniqueness. The various elements that comprise the image of a street or district influence the perception of its users and passers-by. These unique characteristics leave residents, consumers and visitors with impressions that can attract, seduce, leave them indifferent, or even repel them.

We are attracted by the distinctiveness of towns that are traversed by a river, are nestled in a valley, or crossed by a patchwork of streets bordered by picturesque architecture. We appreciate the welcoming nature of a commercial street where the signage and window displays create a special ambiance that is complemented by the appeal of its architecture. Similarly, the presence of vegetation and eye-catching street furniture that favours strolling, shopping and relaxing are desired elements. However, the image of an area can be easily compromised by neglect or the loss of identifying characteristics that provide the area with its uniqueness.

Embarking on a revitalisation process causes us to reflect on the image that the community projects and the measures that should be undertaken to reinforce, enhance or even modify the area, with the goal of improving the quality of life of residents, piquing the curiosity and interest of visitors and encouraging the establishment of businesses that subscribe to the vision of development.

Promoting the elements that distinguish downtown Alexandria from other surrounding communities was the focal point of the *Re-Imagining Main Street Alexandria* public consultation. *Re-Imagining Main Street Alexandria*, will provide the foundation for a common vision that will ensure that the planning of physical improvements are largely supported by the community.

Report on the Town Hall: Re-Imagining Main Street Alexandria

What features typify the image of downtown Alexandria? What are the elements that should be conserved or highlighted? What are the means that should be undertaken to reinforce the characteristics of Main Street?

As part of the revitalization process of Alexandria Main Street, the Township of North Glengarry invited the general population to a *Re-Imagining Main Street* special Town Hall meeting on June 23, 2015 in the Old Alexandria Post Office on Main Street.



Re-Imagining Main Street used historic and current photographs to provide an overview of the history and physical evolution of the commercial core (see Annex 1). More than sixty participants were guided through an analysis of the downtown environment and the elements that give Main Street Alexandria its distinctive charm and flavour. They then broke into working groups to brainstorm assigned questions pertaining to how they

would re-imagine Main Street in the future.

Elements that forge identity

The following themes were used in the collective analysis of Main Street Alexandria. These themes were specifically chosen as they represent the elements that forge the identity and image of any milieu, such as a downtown or a main street.



Human Environment:

The “human environment” is defined as the relationship of people with their environment, including the physical, biological, cultural, social and economic factors of a given area.ⁱ

Natural Environment

The « natural environment » is an environment that is not influenced by people. It refers to all living and non-living things that are naturally on earth.ⁱⁱ

Built Environment

The “built environment” is defined as the human-made space in which people live, work and recreate on a day-to-day basis.ⁱⁱⁱ

Observations Based Upon Analysis of “Then” Photographs

Human Environment

- Main Street was the primary retail and service centre of the community, but it also served as the official gathering place for a variety of celebrations, special events and processions.
- Mill Pond was an important element not only as a source of potable water, but as a community recreational venue for activities such as swimming, canoeing and fishing.



Natural Environment

- The Town of Alexandria was surrounded by extensive agricultural lands.
- The flora, fauna and hydrographic system were prime features of the rural landscape.
- Mill Pond was a vital body of water in the heart of downtown, with Main Street developing adjacent to it and to the Priest's Mill.



Built Environment

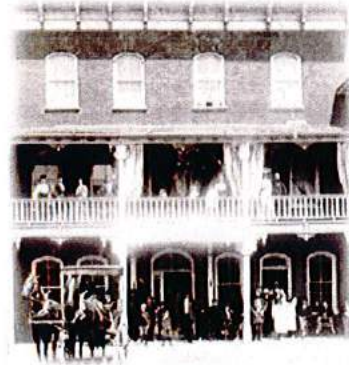
- The Canadian Atlantic Railway played a large role in the industrial development of Alexandria. These industries contributed to economic growth, the creation of employment, the expansion of the population and to the reinforcement of downtown Main Street as a commercial hub.
- The streetscape of Main Street at beginning of the 20th Century was typically comprised of two and three story buildings constructed right up to the sidewalk with a commercial use on the ground floor.
- Signage, which was oriented toward the pedestrian, was discretely affixed to the wall or painted behind the shop windows and was occasionally hung perpendicular to the commercial facade.
- On-street parking of horse-drawn carriages, and later vehicles, was permitted on both sides of the street.
- Decorative elements such as flag posts and town clocks livened the aesthetic of the street.
- The electrical poles had a strong visual presence, particularly given their placement in the public right-of-way.



- The sidewalks along certain segments of Main Street appeared wider at the turn of last century.

Buildings and Architecture

- Buildings were constructed primarily of red brick, though wood clapboard and, to a lesser extent, stone could also be found at the turn of the last century.
- Roofs tended to be flat, though there was the occasional, more modest gabled-roof structure along Main Street that likely pre-dated many of the other constructions.
- Front porches and second-floor balconies extended the buildings into the public domain and enlivened the street.
- Windows were typically symmetrical and either rectangular or arched. The openings were generally taller than they were wide and tended to open guillotine-style.
- Shop windows were large and principal facades often adorned with commercial awnings to shade the displays and to provide shelter to customers.
- Building ornamentation was subtle and typically consisted of decorative cornices and mill worked columns. Keystones and ornamental brickwork was also present on more monumental structures. Two prominent buildings did possess imposing steeple-like towers adorned with windows.



Landscaping

- There was a modest tree canopy visible at the downtown extremities.
- A few isolated trees grew along Main Street; most were planted on the East side of the street in close proximity to the road.



Comparative Observations between the Past And Present

Human Environment



- Main Street, while still used for civic events and parades such as the Canada Day Parade and the celebration of the Franco-Ontarian flag, is no longer the central venue for the major activities that take place in Alexandria. Most of the recreational and cultural events now occur on Island Park and the cultural and social role of the traditional downtown has been diminished.
- Mill Square Park, strategically located in the heart of Main Street and in proximity to the historic Mill Pond dam, is a public space that has become fatigued, somewhat neglected, and does not invite people to linger or engage in recreation in the downtown area.
- The downtown has lost several key neighbourhood businesses to the periphery, including the pharmacy, hardware store and butcher shop. These businesses traditionally drew people to the commercial centre and also served as important community gathering places. However, the presence of important public institutions along Main Street, such as the Township Hall, Paroisse de Sacre-Coeur Church and the local schools, are important assets.

Natural Environment

- The surrounding agricultural lands form an intrinsic part of the rural identity of Alexandria. The presence of open, rolling topography surrounding the town allows for impressive and expansive vistas.



- The presence of Mill Pond in the centre of Alexandria and in proximity to the downtown core is a significant natural asset with a strong year-round recreo-tourism potential.

Built Environment



- County Road 34, a major North-South axis route connecting Highways 401 and 417, becomes Main Street as it enters Alexandria. In addition, Alexandria Railway Station remains an important stop along the Montreal-Ottawa Via Rail corridor, receiving ten train per day.

- The streetscape of Main Street remains fairly compact with only a few significant breaks punctuating the urban fabric. There is a concentration of commercial and mixed-use buildings towards the centre of the downtown core. Strictly residential buildings tend to be located toward the fringes of the Community Improvement Plan area, while institutional/public properties are concentrated toward the southern end. There are several private and municipally-owned vacant lots toward the centre of Main Street, with two Township properties strategically-located on through-lots providing direct access to Mill Pond from Main Street and Mill Square. A large public parking lot is also centrally-located in the downtown core (see Annex 2 – Plan of Alexandria).

- The width of the road, speed of the traffic, vehicular-scale street lights, inadequate crosswalks, and the strong presence of large transports trucks impacts pedestrian comfort and sense of security.
- The high volume of litter and other refuse along Main Street gives the impression of a devitalized and neglected commercial area.
- On-street parking, typically 2-hours in duration, is located on the western side of the street. There is additional off-street parking in one large municipally-owned, paved parking area and in a second municipally-leased, poorly-maintained and difficult to access lot at the corner of St-Paul Street.
- There is a strong visual presence of electrical posts and overhead wires.

Buildings and Architecture



- Alexandria has a rich history dating back to the establishment of the mill in 1815, around which the settlement grew. Many existing buildings are a testament to the different phases of development and prosperity of the region.

- Architectural styles along Main Street are quite diverse. Several heritage buildings have been replaced or transformed over time with more contemporary,

utilitarian architecture that does not necessarily subscribe to the architectural character of the milieu; nevertheless, a number of exceptional architectural examples remain from the turn of the last century that are in varying states of preservation, but still possess a strong restoration potential.

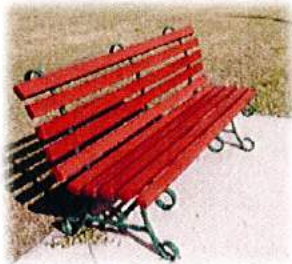
- Red brick and horizontal clapboard are the most common facing materials employed, though other materials, such as acrylic and varying colours of brick have been introduced in more recent years.
- The level and quality of building maintenance is variable, with several buildings showing signs of serious neglect.
- Many of the traditional second-floor balconies have been lost over time, though traces of these structures can still be seen.
- Most of the arched windows that were once commonplace on Main Street and added to the decorative aesthetic of the building have been replaced and the arches filled-in. Additionally, many of the more ornate front entrances have been replaced with more modern and plain single-entry doors.
- Commercial windows are inadequately exploited. Many are not well maintained and others are vacant and neglected.

Open Spaces



- The lack of landscaping features, trees and green spaces has a negative impact on the appeal of the streetscape.
- Open spaces that allow for views on Mill Pond are not sufficiently landscaped to permit areas of relaxation and visual obstruction is created by overgrown vegetation or inappropriately-located structures and/or containers.
- Mill Square Park, in the heart of downtown Alexandria, is an underutilized asset in need of embellishment and a vision.
- The unmaintained open space between the buildings combined with the poorly-structured parking areas cause discontinuity which lessens the interest of pedestrians.

Street Furniture



- Street furniture is limited along Main Street and consists of a handful of awkwardly-positioned benches and garbage cans, which while consistent in style lack an overall inviting aesthetic. There are no bicycle racks.
- The location and number of waste receptacles has led to an abundance of litter. There are no public recycle bins.
- Lampposts are affixed on high posts, possess a highway aesthetic and are oriented toward fast-moving vehicular traffic.
- Main Street is devoid of street trees in the commercial core other than those growing in Mill Square Park, though there are a few trees planted on private residential, or public properties such as Ecole Terre-de-Jeunes.
- There are few landscaping features in front of commercial or mixed-use properties and few public planters to provide colour and greenery to Main Street.

Public Art



- Public art in Alexandria is limited to two public murals portraying the history of the community. One mural is strategically-positioned and highly visible as it conceals a vacant lot on Main Street. The second mural, in questionable condition, is somewhat concealed from view on the lateral wall of a privately-owned building.

Signage



- Commercial, way-finding and municipal signs are of varying styles and lack uniformity.
 - Private commercial signage is abundant and competes for attention.
 - Many of the signs are poorly maintained, or abandoned. Other signs are not clearly visible due to their placement, or obstruction. Still others are overwhelmed by large commercial billboards or temporary mobile signage.
- There is a lack of signage identifying points of interest, parks, services and public places.
 - There is an abundance of temporary or mobile signage, often installed on neighbouring properties.

Re-Imagining Main Street Alexandria

The nine (9) questions outlined below were formulated to address overarching issues and themes that emerged from a series of surveys. Said surveys include: a public survey undertaken during the Alexandria Home & Trade Show, a site survey conducted by an Urban Planner, several site visits, meetings with the CIP Working Group, informal discussions with members of the community, an analysis of Alexandria Main Street then and now photographs, and historical research.

After exploring Alexandria past and present through a series of photographs, participants were given 20-minutes to brainstorm two-to-three of the pre-assigned questions. The responses jointly developed and publicly presented by the participants are enumerated below:

Question 1: What should be Alexandria Main Street's overall character?

- Historic-chic and consistent
- Pedestrian-friendly with level sidewalks, benches, perennial plantings, metal sculpture, trees.
- More open, bright, peaceful and stimulating
- Pedestrian-friendly
- Historic feel

Question 2a: What measures could render the street pedestrian friendly (sidewalk to street)?

- Connecting Island Park to Mill Square with a walking path. People could park in the large Island Park parking facility and access the downtown by foot
- Pedestrian street crossings
- Bring flower baskets lower as they are too high
- Stop skateboarders on Main Street sidewalks
- Cement corner curb-extensions ("bulb-out")
- Pedestrian crosswalk with lights
- Remove parking from Main Street to widen sidewalks
- Create a bike lane
- Ban truck traffic

Question 2b: What measures could render the street pedestrian friendly (sidewalk to shops)?

- Slowly replace street lights to era-appropriate, pedestrian lights.
- Ban on-street parking entirely, place "Free Parking" signage at every intersection and expand the sidewalks.

- Enforce the truck bypass and improve bypass signage
- Standardize business signs
- Add hand supports for seniors
- Awnings

Question 3: What relationship should Main Street have with Mill Pond?

- Make pond people (not goose) friendly. Follow conservationists' suggestions of tall grasses to keep geese away. Small boats will remove weeds.
- Consider a boardwalk from Priest's Mill to Island Park.
- "Gaetan Park" to be civilized (*Note: reference is to the municipally-owned vacant property Opposite the municipal parking lot*)
- Mill Pond community path with benches

Question 4: What importance should be given to heritage buildings?

- Heritage buildings should be protected
- Professional services (architect, designer) should be provided to the owners of heritage buildings to get them started with their projects
- Heritage buildings should be preserved and alterations should be regulated to conform to the era in which they were built
- Heritage buildings should be restored, retained and enhanced
- Signs should be installed on buildings outlining their history

Question 5: What would improve the ambiance in Mill Square?

- Remove the parking and create alternatives
- Encourage business-fill storefronts

- Pedestrian crosswalks
- More landscaping
- Township should lease the overpriced land behind Mill Square Park
- New lighting

Question 6: What types of street furniture would be an asset?

- More greenery (trees, plants)
- More benches
- Add support rails along the storefronts for bikes.

Question 7: Should Main Street have more types of public art – suggestions?

- There should be more murals by high school students and local artists.
- Art should be displayed in empty storefronts until they are occupied.
- Existing murals should be maintained.

Questions 8: What types of signage should be displayed?

- Signs should be uniform, tasteful
- Not too many signs together in a bunch
- There should be one (1) street-facing sign per business.
- No temporary signage should be permitted
- No neon signs should be permitted
- Possibly permit seasonal signage and/or flags.

Question 9: How can access to Main Street be improved?

- Detour the trucks and transport vans away from Main Street.
- Enforce the truck detour. Make them use Country Road Bypass near the railway and MacDonald Boulevard.
- Trucks to use Bypass. Enforce with fines to generate revenues for improvements (request to county)
- More crossings for pedestrians
- More green space with benches
- Promote the history and heritage of our community in one of the buildings.
- Put historic signs on buildings (ex: This building was first used as a clothes store, etc.)
- Develop decent parking. Pave and paint lines.
- Designated parking spaces for handicapped people.
- Textured sidewalks

Other suggestions and comments:

- Need to attract customers to mitigate high rental costs.
- Establishment of an ice creme parlour to attract people who live within walking distance.

Conclusion

Re-Imagining Main Street Alexandria provided an opportunity to reflect on the image and characteristics of the physical environment of downtown Alexandria and to engage the population in a discussion on their vision of the future.

Several areas for potential actions were proposed to enhance and highlight the assets of the area and a general consensus was achieved with respect to the desired image of Alexandria Main Street, which features:

- The re-appropriation of the downtown by the community through pedestrian-friendly initiatives relating to lighting, way-finding signage, public art, landscaping features and street furniture.
- The promotion of Mill Pond, through improved access to this recreational space from Main Street and Mill Square.
- The reinforcement of Mill Square as a key public space and the heart of downtown Alexandria.
- Improving the appeal and condition of buildings and commercial signage.
- The harmonious cohabitation of pedestrians and vehicles, through improvements to pedestrian crosswalks, sidewalks, parking, and a reduction in the nuisances caused by heavy truck traffic.
- The promotion of local history and heritage.

This public session was a critical step in the preparation of the Community Improvement Plan (CIP) and will help identify opportunities and design solutions, in the goal of creating a Main Street which is a remarkable place to shop, live and do business.

In the months that follow, the Township of North Glengarry and the CIP Working Group will be working on the development of design guidelines, the creation of the framework for an incentive program and the preparation of an architectural rendering that will be presented to the community during a subsequent Town Hall meeting.

A special thank you is extended to the various individuals and organizations for their invaluable contributions to the Re-Imagining Main Street Alexandria Town Hall and to the inventory of historic photographs that was gathered for this visioning exercise, including:

The Glengarry Archives and Archivist, Alan MacDonald
The Alexandria Chamber of Commerce and its President Michael Madden
The dedicated members of Arts, Culture and Heritage Advisory Committee
Le Centre Culturel les Trois p'tits points and its Director, Nicole Geoffrion
The Pioneer Museum
Mr. Dane Lanken
M. Norman Lalonde
Ms. Colleen Shepherd
Mme Celine Martin
Mr. & Mrs Bornstein
The members of North Glengarry Township Council

ⁱ Ecologydictionary.org. http://www.ecologydictionary.org/HUMAN_ENVIRONMENT (June 11, 2015)

ⁱⁱ Simple English Wikipedia. https://simple.wikipedia.org/wiki/Natural_environment (June 11, 2015)

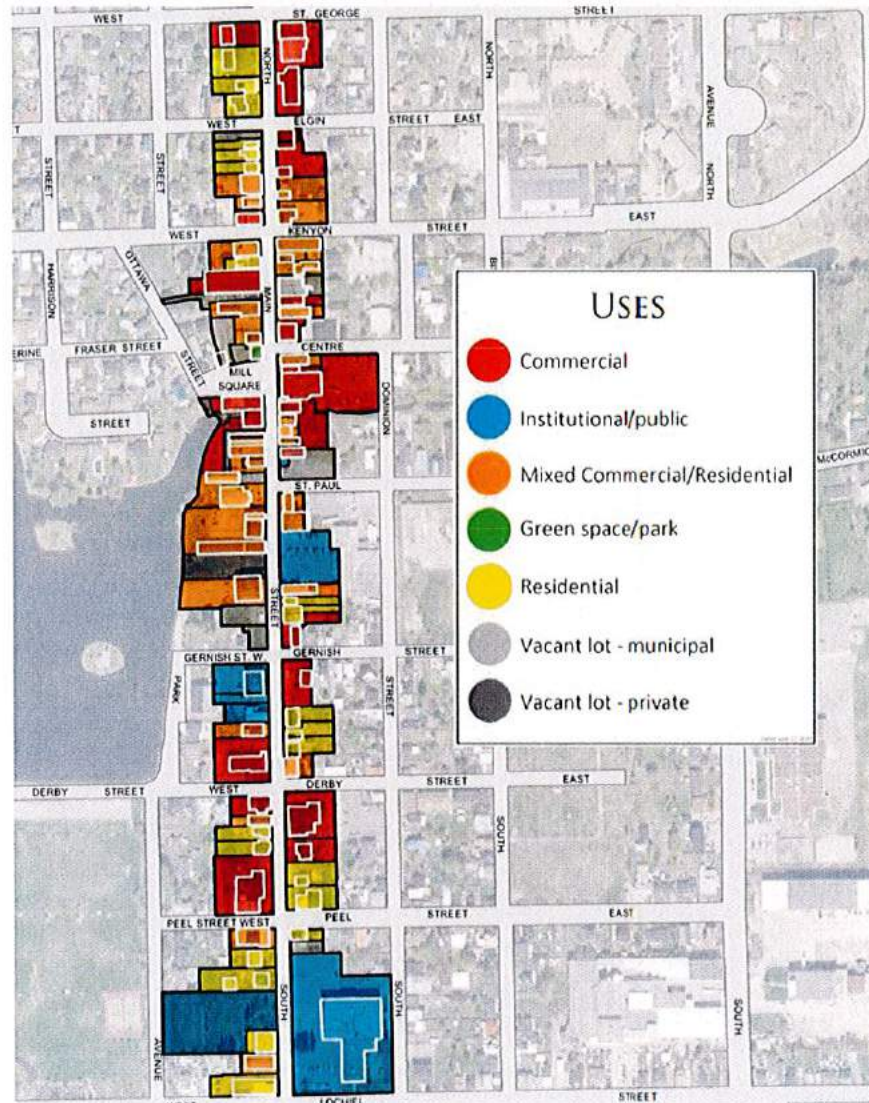
ⁱⁱⁱ Wikipedia. The Free Encyclopedia. https://en.wikipedia.org/wiki/Built_environment (June 11, 2015)

Annex 1

Power Point Presentation: Re-Imagining Main Street Alexandria – June 23, 2015

Annex 2

Uses on Main Street Alexandria - June 2015





Town Hall: Re-Imagining Main Street Maxville

June 24, 2015

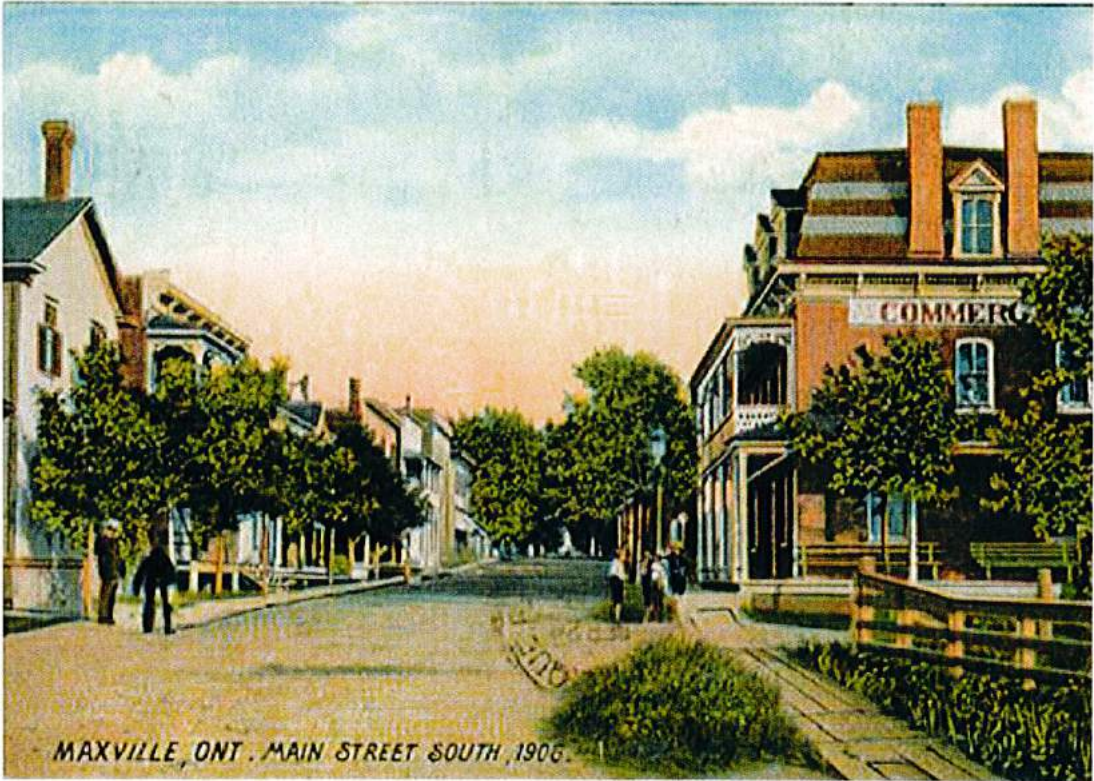


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Exploring our past for a better tomorrow

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Promoting the elements that distinguish downtown Maxville from other surrounding communities was the focal point of the *Re-Imagining Main Street Maxville* public consultation. *Re-Imagining Main Street Maxville* will provide the foundation for a common vision that will ensure that the planning of physical improvements are largely supported by the community.

Report on the Town Hall: Re-Imagining Main Street Maxville

What features typify the image of downtown Maxville? What are the elements that should be conserved or highlighted? What are the means that should be undertaken to reinforce the characteristics of Main Street?

As part of the revitalization process of Maxville Main Street, the Township of North Glengarry invited the general population to a *Re-Imagining Main Street* special Town Hall meeting on June 24, 2015 at the Maxville & District Curling Club.



Re-Imagining Main Street used historic and current photographs to provide an overview of the history and physical evolution of the commercial core (see Annex 1). More than fifty participants were guided through an analysis of the downtown environment and the elements that give Main Street Maxville its unique charm and flavour. They then broke into working groups to brainstorm

assigned questions pertaining to how they would re-imagine Main Street in the future.

Elements that forge identity

The following themes were used in the collective analysis of Main Street Maxville. These themes were specifically chosen as they represent the elements that forge the identity and image of any milieu, such as a downtown or a main street.



Human Environment:

The “human environment” is defined as the relationship of people with their environment, including the physical, biological, cultural, social and economic factors of a given area.ⁱ

Natural Environment

The « natural environment » is an environment that is not influenced by people. It refers to all living and non-living things that are naturally on earth.ⁱⁱ

Built Environment

The “built environment” is defined as the human-made space in which people live, work and recreate on a day-to-day basis.ⁱⁱⁱ

Observations Based Upon Analysis of “Then” Photographs

Human Environment

- Main Street was the primary retail and service centre of Maxville. It also served as the official community gathering place for a variety of celebrations, special events and parades.



Natural Environment

- The Town of Maxville was surrounded by sprawling agricultural lands.
- The flora and fauna were core features of the rural landscape.



Built Environment

- The arrival of the Canadian Atlantic Railway in 1882, played a large role in the development of Maxville's commercial operations. The railroad contributed to local economic growth, the creation of employment, the expansion of the population and to the reinforcement of Main Street as a commercial hub.
- The streetscape of Main Street at beginning of the 20th Century was typically comprised of two-storey buildings constructed right up to the sidewalk with a commercial use on the ground floor. Many of the structures erected subsequent to the disastrous fire of 1921 maintained their original street alignment and volume.
- Signage was discretely affixed to the wall or, in later years, hung perpendicular to the building and was typically oriented toward the pedestrian.
- On-street parking of horse-drawn carriages, and later vehicles, was permitted on both sides of the street.
- Decorative elements tended to be reflected in the architecture of the buildings, rather than in the public space; however, the modest, low-level street lights and the occasional bollard added embellishment to the village without compromising function.
- The electrical poles had a strong visual presence, particularly given their placement in the public right-of-way.
- The sidewalks, whether constructed of wood or later of concrete, only appeared wide-enough to allow for the passage of two people walking side-by-side.



Buildings and Architecture

- Buildings were constructed primarily of red brick, though wood clapboard and concrete block with stone finish could also be found, particularly post-1921.
- Front porches and second-floor balconies extended the buildings into the public domain and helped to enliven the street.
- Window openings were typically symmetrical, either rectangular or arched, and usually taller than wide. Most entrance doors were adorned with a transom window and the second floor windows tended to be guillotine-style.
- Shop windows were large and principal facades often adorned with commercial awnings to shade the displays and to provide shelter to customers.
- Building ornamentation was subtle and typically consisted of decorative cornices and mill worked columns and railings.



Landscaping

- There was a pronounced tree canopy visible at the residential extremities of Main Street,
- Several stand alone trees sheltered the sidewalks in the commercial area.



Comparative Observations between the Past and Present

Human Environment



- Main Street is still used for occasional civic events such as the annual Village Sidewalk Sale and the Santa Claus Parade; however, many of the major activities take place in and around the Maxville Fairground and the cultural and social role of the traditional core area has been diminished.
- The property of the former King George Hotel, demolished in 2014, and now referred to locally as "King George Park", has been recently appropriated by the community as a recreational space and the site of the weekly farmers market from May through October.
- Main Street has lost several key neighbourhood businesses such as its grocery store and its barber shop, which also served as important community gathering places.

Natural Environment



- The surrounding agricultural lands form an intrinsic part of the identity of Maxville. The natural and rural environment in which Maxville developed is important to its identity and is discernible by the presence of rolling hills and fields which create impressive vistas.
- The northernmost entrance to Maxville is marked by the presence of a small wooded park with a stand of mature conifers.

Built Environment



- County Road 20, a major North-South axis route connecting Highways 417 and County Road 43, becomes Main Street as it enters Maxville Village. In addition, while the train station was demolished long ago, the rails are still functional and cut Main Street in two. Via Rail trains still traverse Maxville at regular intervals and high speeds connecting Montreal and Ottawa.

- The streetscape of Main Street remains fairly compact, with a concentration of commercial and mixed-use buildings toward the centre of the village, institutional uses just south of the commercial core, and residential uses on the fringes of Main Street. As a result of the buildings being destroyed by fire, there are two large privately-owned, developable vacant lots at the two extremities of the village. There is also a large municipally-owned vacant lot that was created through the demolition, of the neglected King George Hotel (see Annex 2 – Plan of Maxville).

- The presence of three well-maintained churches in the heart of Main Street with a fourth church on an adjacent street, attract people to the commercial sector.
- The width of the road, speed of the traffic, lack of crosswalks, lighting of the street and the presence of large transport trucks impacts pedestrian comfort and sense of security.
- On-street parking is interspersed on both sides of Main Street with one large privately-owned, semi-paved and poorly-maintained parking area next to the LCBO building.
- The presence of residential properties on the fringes of Main Street provides greenery and is where the majority of the tree canopy is found. Green space is notably absent in the commercial portion of the street, however, there are spaces between buildings in which small islands of greenery could be created.
- There is a strong visual presence of electrical posts and overhead wires.

Buildings and Architecture

- Maxville has a long and vibrant history; many existing buildings are a testament to this rich past.
- Architectural styles along Main Street are relatively similar and tend to subscribe to the vernacular and boomtown styles.

- Red brick and horizontal clapboard are the most common facing material employed.



- Vertically-oriented windows with upper arches are characteristic of many of the residential homes, while windows on commercial buildings tend to be angular.

- The level and quality of building maintenance is variable, but most have not lost their restoration potential and many have preserved their original architectural features, though there have been some modifications.

though there have been some modifications.

- Many traditional second-floor balconies have been lost over time, though remnants of these structures can still be seen.
- Commercial windows are inadequately exploited. Some are not well maintained and others are vacant and neglected.
- The majority of buildings along Main Street are two-storey structures with a few single-storey, boomtown-style constructions interspersed.
- There have been a few new buildings or transformations that have been inserted into the urban fabric of Main Street that do not necessarily subscribe to the traditional architectural character of the sector, for example, the current Maxville Post-Office.

Open Spaces



- The only municipally-designated recreational area on Main Street is situated at a roadside location at the northernmost extremity of Maxville (a significant distance from the activities of the commercial centre).

- The vacant lot formerly occupied by the King George Hotel, has been transformed and maintained by the Township and community

volunteers as a public gathering space. The seasonal farmers' market, previously established in the LCBO parking lot across the street, has been relocated to the King George property, further reinforcing its value as a public park.

- Two large, privately-owned open spaces, the former John Deere Dealership and the former Toyota Dealership, are situated at each extremity of Main Street, in residential settings, and are conducive to development projects.

Street Furniture



- Street furniture is limited along Main Street and what exists is typically concentrated on the King George property.
- There is no consistency in the style of benches, tables and garbage cans.
- The location and number of waste receptacles has led to the existing planters doubling as trash bins.
- Lampposts are affixed high on the electric poles and possess a highway aesthetic designed for fast-moving vehicular traffic.
- The presence of residential and church properties provides greenery in the front setbacks at the peripheries of the commercial core; however there is little in the way of landscaping or street trees in the central commercial area.
- The seasonal tourism kiosk is placed in the LCBO parking abutted against an adjacent building and can be easily overlooked by passers-by.

Public Art



- Public art in Maxville is limited in scope, but is strategically visible.
- The seasonal installation of banners representing clan tartans embellishes the streetscape while promoting the strong Scottish heritage of the community.
- A modest Celtic-themed mural has been created on the side of a privately-owned commercial building that reflects both the nature of the shop and the roots of the community.
- A large painted wood statue of a Highland Piper greets people as they arrive in Maxville and reinforces the Celtic roots and pride of the community.

Signage



- Commercial, way-finding and municipal signs are of varying styles and lack uniformity.
- Private commercial signage is not overwhelmingly abundant and apart from a few exceptions, is reasonable in terms of quantity, colour and dimensions.
- Some signage is poorly maintained, or abandoned. Other signs are not clearly visible due to their placement or obstruction, and still others overwhelmed by large commercial billboards.
- There is a lack of signage identifying points of interest, parks, services and public places.

Re-Imagining Main Street Maxville

The eight (8) questions outlined below were formulated to address overarching issues and themes that emerged from a series of surveys. Said surveys include: a public survey undertaken during the annual Maxville Village Sidewalk Sale, a site survey conducted by an Urban Planner, several site visits, meetings with the Community Improvement Plan (CIP) Working Group, informal discussions with members of the community, an analysis of Maxville Main Street then and now photographs, and historical research.

After exploring Maxville past and present through a series of photographs, participants were given 20 minutes to brainstorm two-to-three of the pre-assigned questions. The responses jointly developed and publicly presented by the participants are outlined below:

Question 1: What should be Maxville Main Street's overall character?

- Family-friendly
- Historical turn-of-the-century, small town charm
- Green with edible landscaping features

- Emphasize Scottish pride (Bilingual English/Gaelic signs)
- Reflect and embrace our cultural and built heritage
- Small town flavour with development (full stores, not box stores. More housing to increase the population)

Question 2: What measures could render the street pedestrian friendly?

- Reduced on-street parking
- Visible crosswalks at the Post Office, Home Hardware and between the LCBO and King George property
- Replace existing lampposts with shorter ones
- Reduce the speed limit
- Add transport toll booth
- More Stop Signs
- Move Chamber of Commerce Kiosk to the King George property
- Create a community gathering space at the “King George Park”
- Mobile-friendly sidewalks (accessible, strollers)
- Clean streets
- Improve the quality of the sidewalks
- More benches, especially for seniors
- Make the park on the north side more obvious with signage and a clean-up
- Add more benches and a skating rink to the “King George Park”

Question 3: What relationship should Main Street have with the frontage of its churches?

- Remain the same as it is with green frontage and well-maintained
- Plant trees, where possible
- Maintain frontage
- Fine as they are

Question 4: What importance should be given to heritage buildings?

- Try to maintain original heritage look
- Restore/rebuild verandahs
- Informative plaques explaining the history and significance of the buildings
- Funding for improvement and maintenance of heritage buildings
- “Soul of the Village” modelled on the Cornwall example “Heart of the City”
- Beautification of vacant buildings’ windows

Question 5: What would improve the ambiance on the King George property?

- More landscaping, flower bins, or raised flower beds, but leave room for the market
- Small tables and chairs
- More benches
- Heritage mural
- Bandstand or small gazebo
- Stately trees, larger tree canopy
- Skating rink

- Swings/gliders for seniors
- Quaint lighting (LED or solar)
- Flower beds
- Shaded sitting areas
- Use blank walls (ex: screen movie nights)
- Monument and lighting for ambiance
- Seasonal decorations
- More activities
- Public washrooms
- Move kiosk

Question 6: What types of street furniture would be an asset?

- More benches with built-in planters, which would also increase foliage
- Bury the wires and get rid of the poles
- Lower the streetlights which should be for pedestrians, not vehicles
- Add fence/trellis along the Muir wall in “King George Park” with a garden alongside.
- Add canopies on businesses of a similar style and colour with a choice of 3 or 4 types
- Plaques on the historical buildings explaining the building’s historical significance
- Planters in front of commercial buildings
- Same benches down Main Street
- Similar garbage receptacles
- Historic lampposts with decrease light intensity in the core commercial zone

Question 7: Should Main Street have more types of public art – suggestions?

- King George mural on Muir's building
- Should have art displays in the storefronts
- Murals with proper materials
- When Main Street is repaved, "fancify" the crosswalks

Questions 8: What types of signage should be displayed?

- Commercial buildings should have perpendicular signs standardized size and brackets.
- No sandwich signs on sidewalks
- Street name signs should have larger print, be "antiquey", visible and recessed
- Remove signs not to be used (ex: Pronto, John Deere)
- Remove excess wiring – some are "rat nests"
- Improve signage at Main and Mechanic Street and lower the shrubs at the corner for better visibility.
- Lighting on signage
- Don't be too strict, allow both wall and hanging signs
- Decrease busy signage
- Remove empty, vacant signs
- Install signage linked to walking tour (ex: four churches of Maxville, expand tour)
- Village signs and banners
- Improve Fairgrounds signage and character (importance of the games)
- Signs outside the Village should use "Celtic Heartland" branding

- Use tartans on signs

Other suggestions and comments submitted by participants:

- Public washrooms possible in the “King George Park” area.
- Add more parking lots
- Have a “Clean the Town Day” and encourage students do their community hours.
- Have music or community events at “King George Park” (movies, concerts, etc.)
- Do some “weed” control
- More frequent street cleaning by the Township
- Hold guided tours during festivals

Conclusion

Re-Imagining Main Street Maxville provided an opportunity to reflect on the image and characteristics of the physical environment of downtown Maxville and to engage the community in a discussion on their vision of the future.

Several areas for potential actions were proposed to enhance and highlight the assets of the area and a general consensus was achieved with respect to the desired image of Maxville Main Street, which features:

- The re-appropriation of the downtown by the community through pedestrian-friendly initiatives relating to lighting, way-finding signage, public art and street furniture.
- The preservation, beautification and promotion of the recreational space on the former King George Hotel property, which is locally-known as “King George Park”, and its reinforcement as a key public space in the heart of Main Street Maxville.
- Improving the appeal and condition of buildings and commercial signage.
- Harmonious cohabitation of pedestrians and vehicles, through improvements to pedestrian crosswalks, sidewalks, parking, reduced driving speed and a reduction in the nuisances caused by heavy truck traffic.

- The promotion of local history, heritage and Scottish culture.

This public session was a critical step in the preparation of the Community Improvement Plan (CIP) and will help identify opportunities and design solutions, in the goal of creating a Main Street which is a remarkable place to shop, live and do business.

In the months that follow, the Township of North Glengarry and the CIP Working Group will be working on the development of design guidelines, the creation of the framework for an incentive program and the preparation of an architectural rendering that will be presented to the community during a subsequent Town Hall meeting.

A special thank you is extended to the various individuals and organizations for their invaluable contribution to the Re-Imagining Main Street Maxville Town Hall and to the inventory of historic photographs that was gathered for this visioning exercise, including:

The Glengarry Archives and Archivist, Alan MacDonald
The Maxville & District Chamber of Commerce
The dedicated members of Arts, Culture and Heritage Advisory Committee
Le Centre Culturel les Trois p'tits points and its Director, Nicole Geoffrion
The Pioneer Museum
Maxville Manor
Dane Lanken
The members of North Glengarry Township Council

ⁱ Ecologydictionary.org. http://www.ecologydictionary.org/HUMAN_ENVIRONMENT (June 11, 2015)

ⁱⁱ Simple English Wikipedia. https://simple.wikipedia.org/wiki/Natural_environment (June 11, 2015)

ⁱⁱⁱ Wikipedia. The Free Encyclopedia. https://en.wikipedia.org/wiki/Built_environment (June 11, 2015)

Annex 1

Power Point Presentation: Re-Imagining Main Street Maxville – June 24, 2015

APPENDIX 4: BY-LAW 32-2018 DESIGNATING THE CIP PROJECT AREAS

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW No. 32-2018

**A By-law to Designate Community Improvement Project Areas
within the Corporation of the Township of North Glengarry.**

WHEREAS the Council of the Corporation of the Township of North Glengarry has an Official Plan that contains provisions relating to community improvement;

AND WHEREAS the lands hereinafter described are part of that area covered by the Official Plan of the Township of North Glengarry;

AND WHEREAS Section 28 (2) the *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended, states that where there is an Official Plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council of the municipality may, by By-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area for the purpose of preparing a Community Improvement Plan;

AND WHEREAS Section 28(1) of the *Planning Act* defines a ‘community improvement project area’ as 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”;

AND WHEREAS the Council of the Township of North Glengarry deems it expedient and in the interest of the municipality to designate the lands hereinafter described as the Township of North Glengarry Community Improvement Project Areas;

AND WHEREAS the Municipality did adopt By-law No. 33-2017 on August 8th, 2017;

AND WHEREAS the Municipality wishes to amend By-law No. 33-2018 as it pertains to the designation of lands;

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

1. Pursuant to Section 28 (2) of the *Planning Act*, R.S.O. 1990, as amended, the following lands are hereby designated as Community Improvement Project Areas and that these areas of land and premises situated, being in the Township of North Glengarry and being composed of those areas of land which are shown on Schedules “A-1, A-2, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8 and C” attached and referred to hereto as the Township of North Glengarry Community Improvement Project Areas, be more particularly describe as follows:
 - A. That the Community Improvement Project Areas, as illustrated by “Schedule A-1” and “Schedule A-2”, are hereby designated as the Urban Village Areas; and,
 - B. That the Community Improvement Project Areas, as illustrated by “Schedule B-1”, “Schedule B-2”, “Schedule B-3”, “Schedule B-4”, “Schedule B-5”, “Schedule B-6”, “Schedule B-7”, and “Schedule B-8”, are hereby designated as the Rural Hamlets Areas; and,
 - C. That the Community Improvement Project Area, as illustrated by “Schedule C” is hereby designated as the Commercial Fringe Areas, Industrial Zones, and Identified Buildings of Significant Heritage Interest.
 - D. That the Community Improvement Project Area, as illustrated by “Schedule D” is hereby designated as the Regional Incentives Area.
2. 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 25th day of June, 2018.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 32-2018, and that such by-law is in full force and effect.

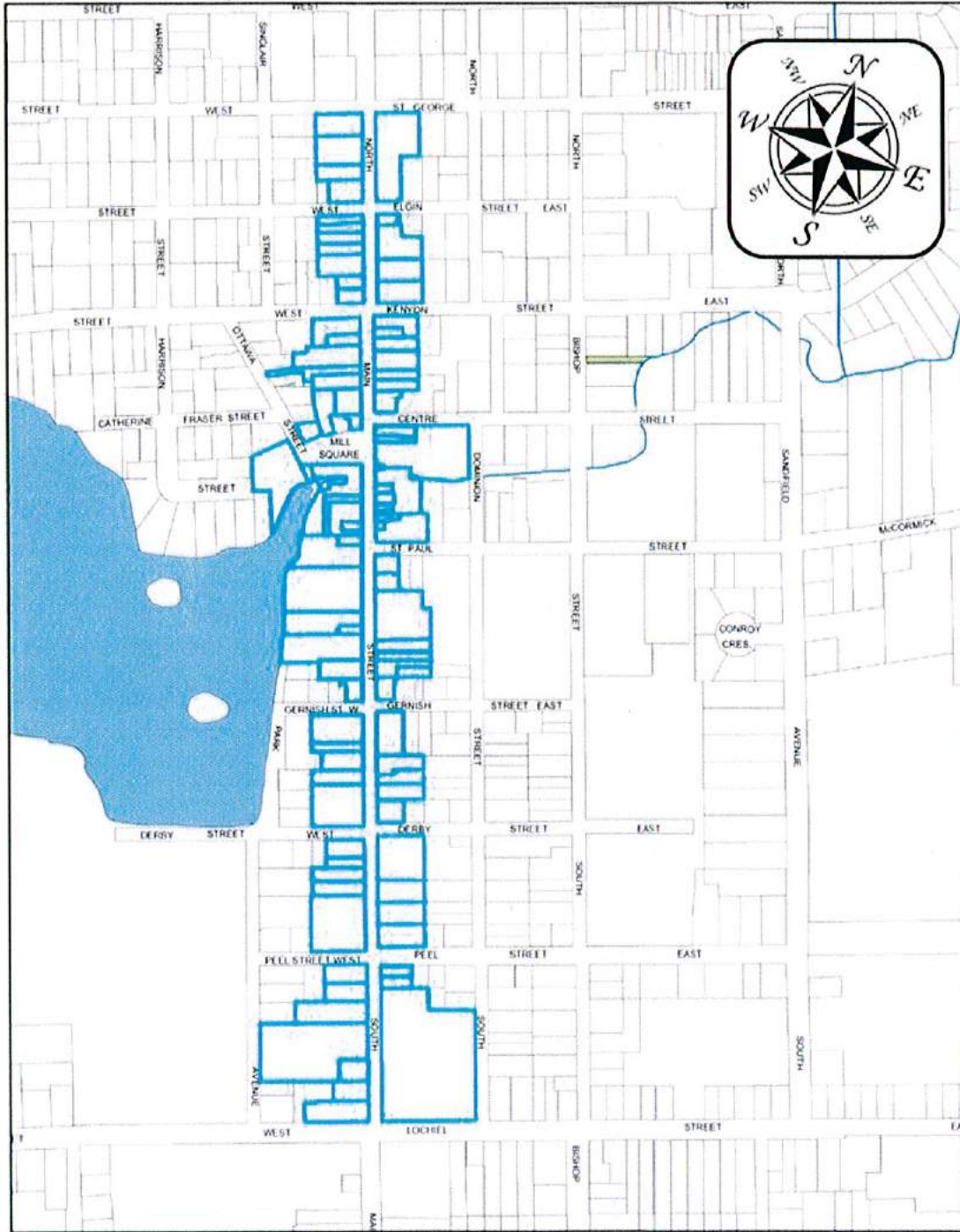
Date Certified

CAO/Clerk / Deputy Clerk

Schedule "A-1" to By-Law 32-2018

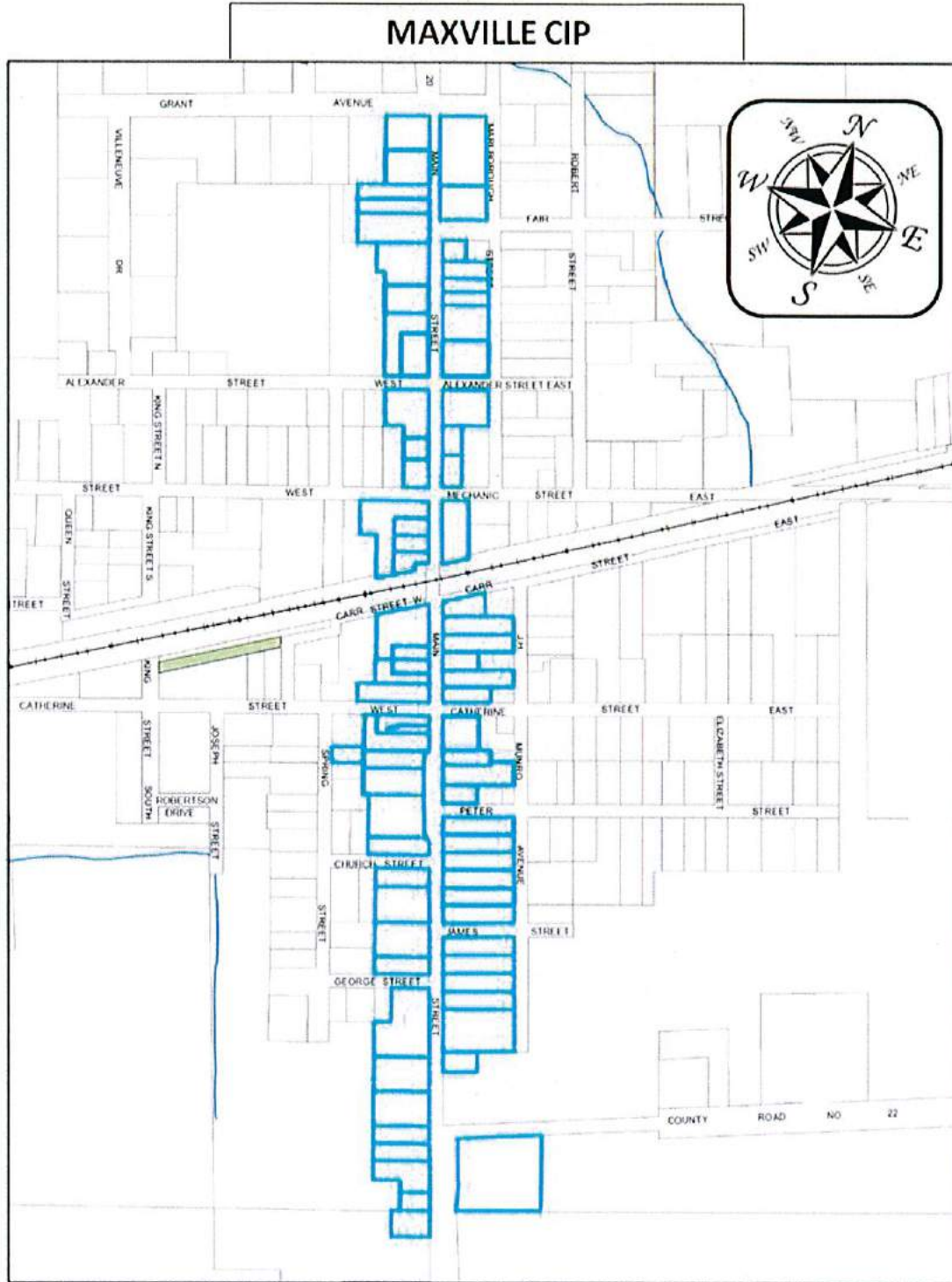
"URBAN VILLAGE AREAS"

ALEXANDRIA CIP



Schedule "A-2" to By-Law 32-2018

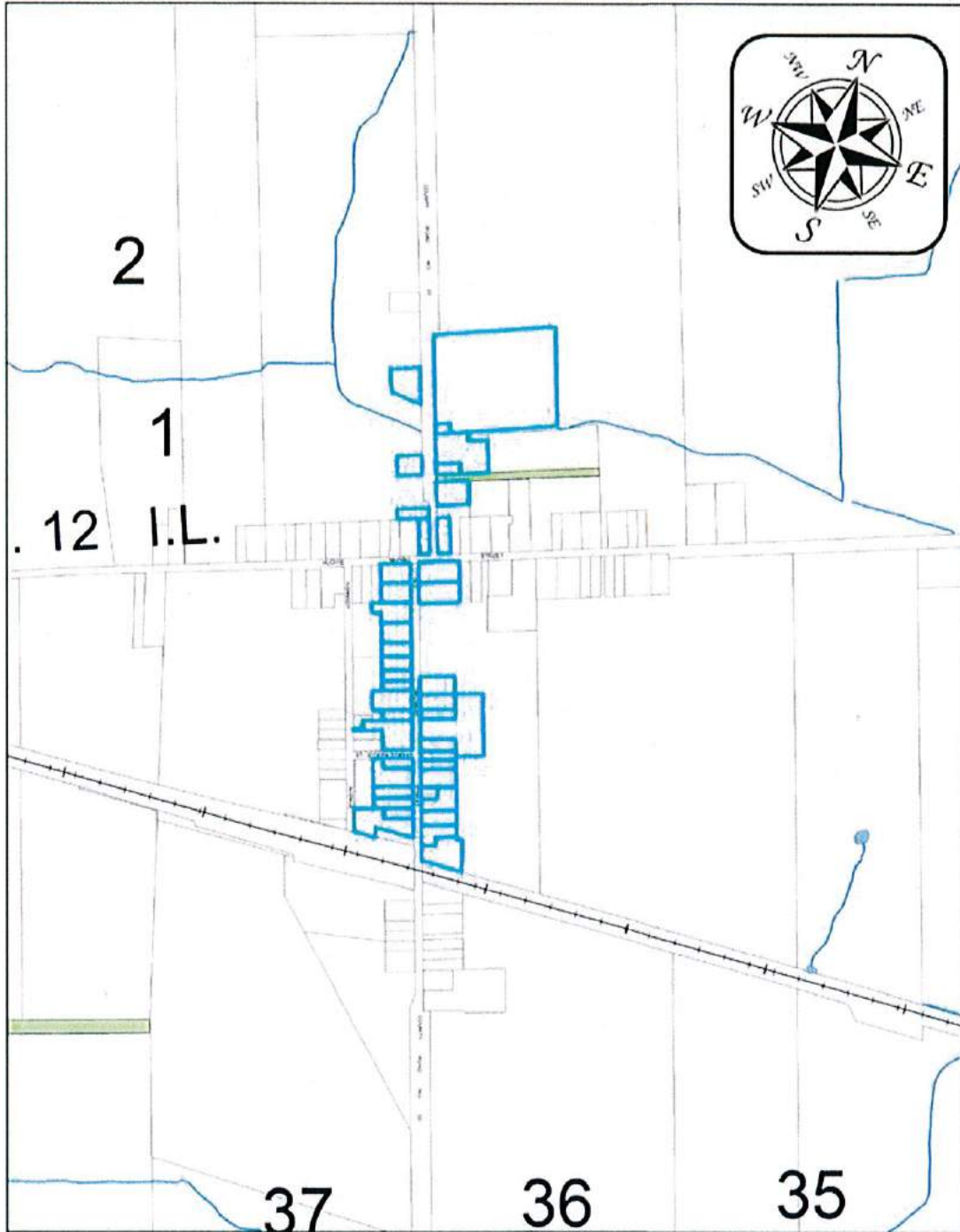
"URBAN VILLAGE AREAS"



Schedule "B-1" to By-Law 32-2018

"RURAL HAMLETS AREAS"

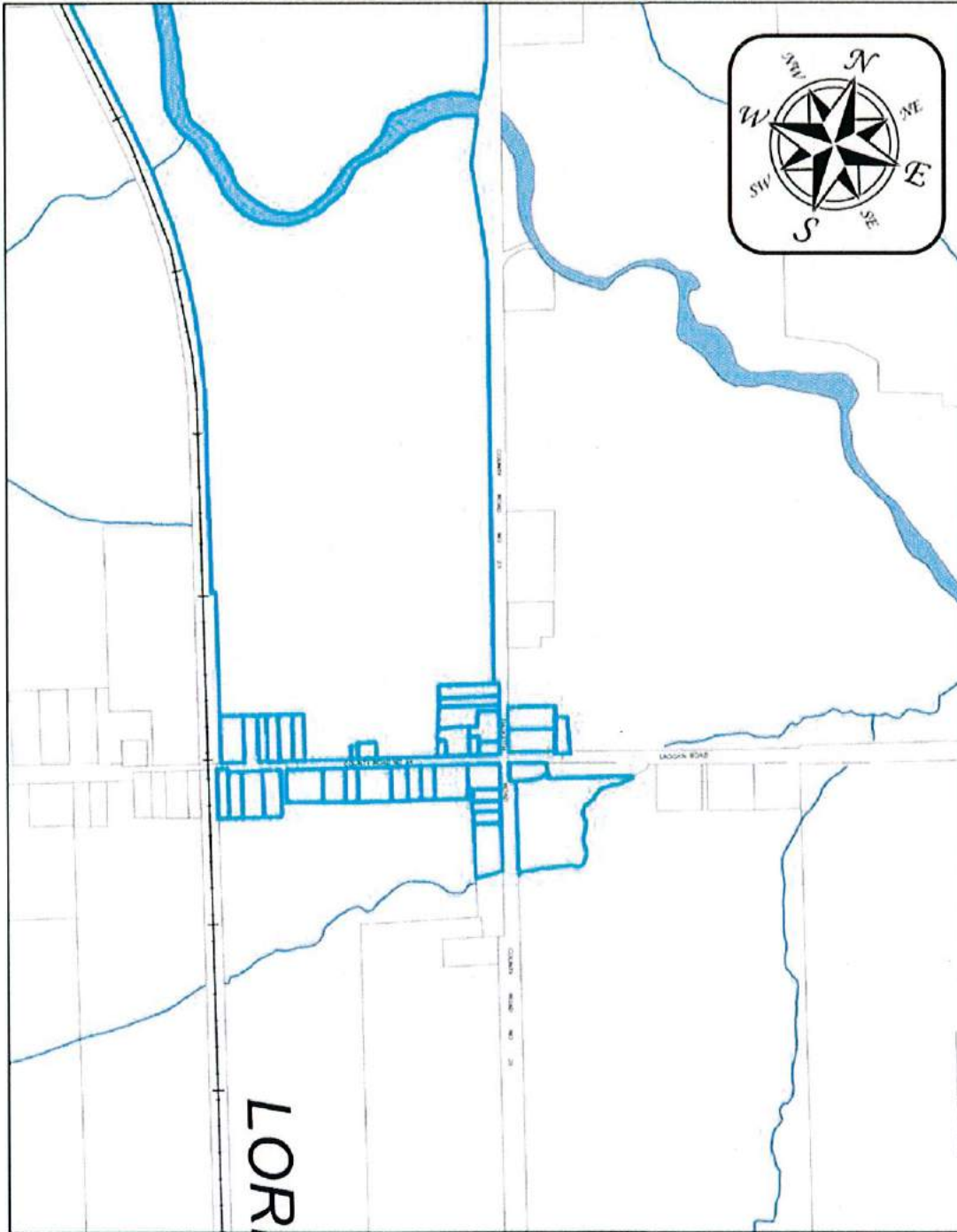
APPLE HILL CIP



Schedule "B-2" to By-Law 32-2018

"RURAL HAMLETS AREAS"

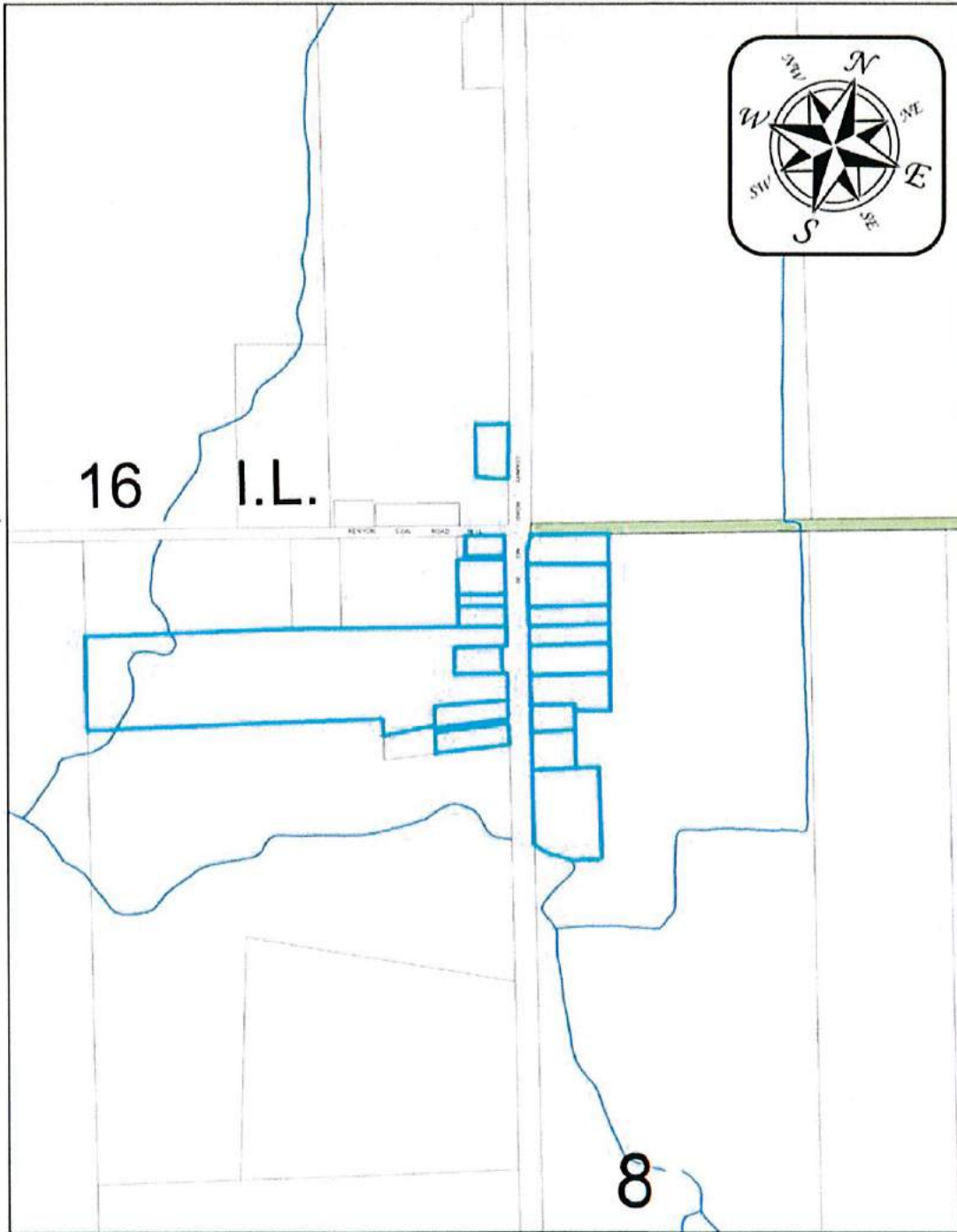
DALKEITH CIP



Schedule "B-3" to By-Law 32-2018

"RURAL HAMLETS AREAS"

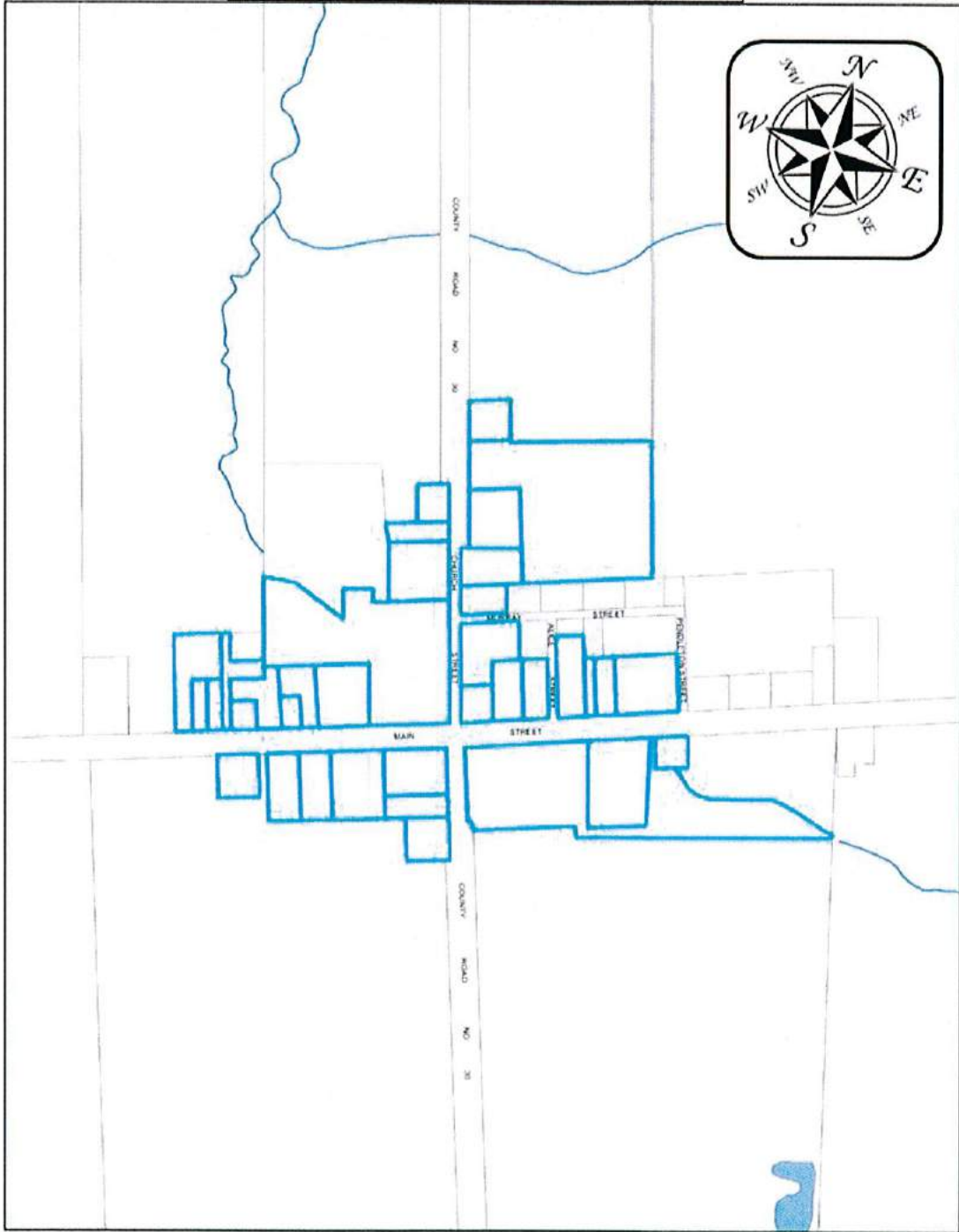
DOMINIONVILLE CIP



Schedule "B-4" to By-Law 32-2018

"RURAL HAMLETS AREAS"

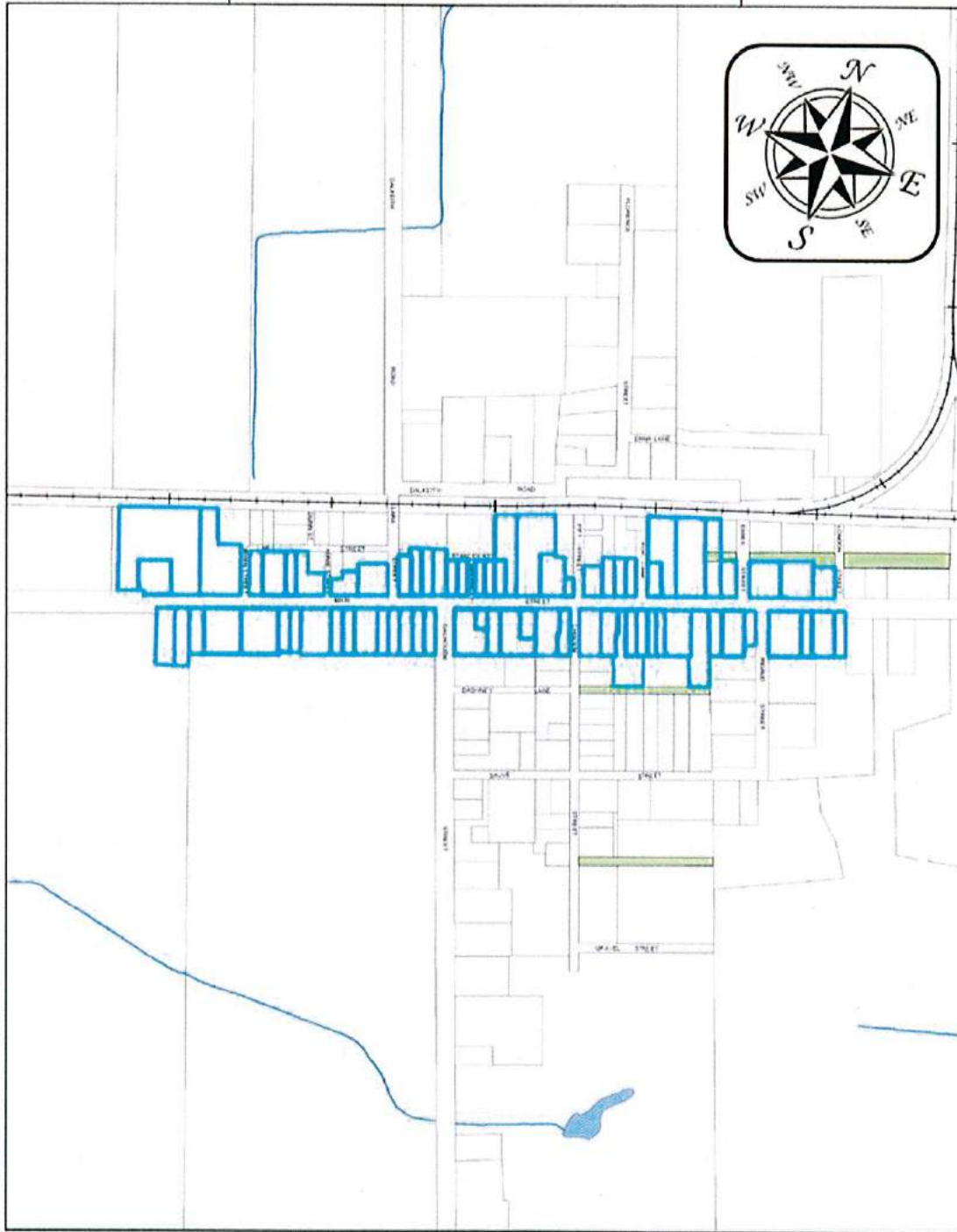
DUNVEGAN CIP



Schedule "B-5" to By-Law 32-2018

"RURAL HAMLETS AREAS"

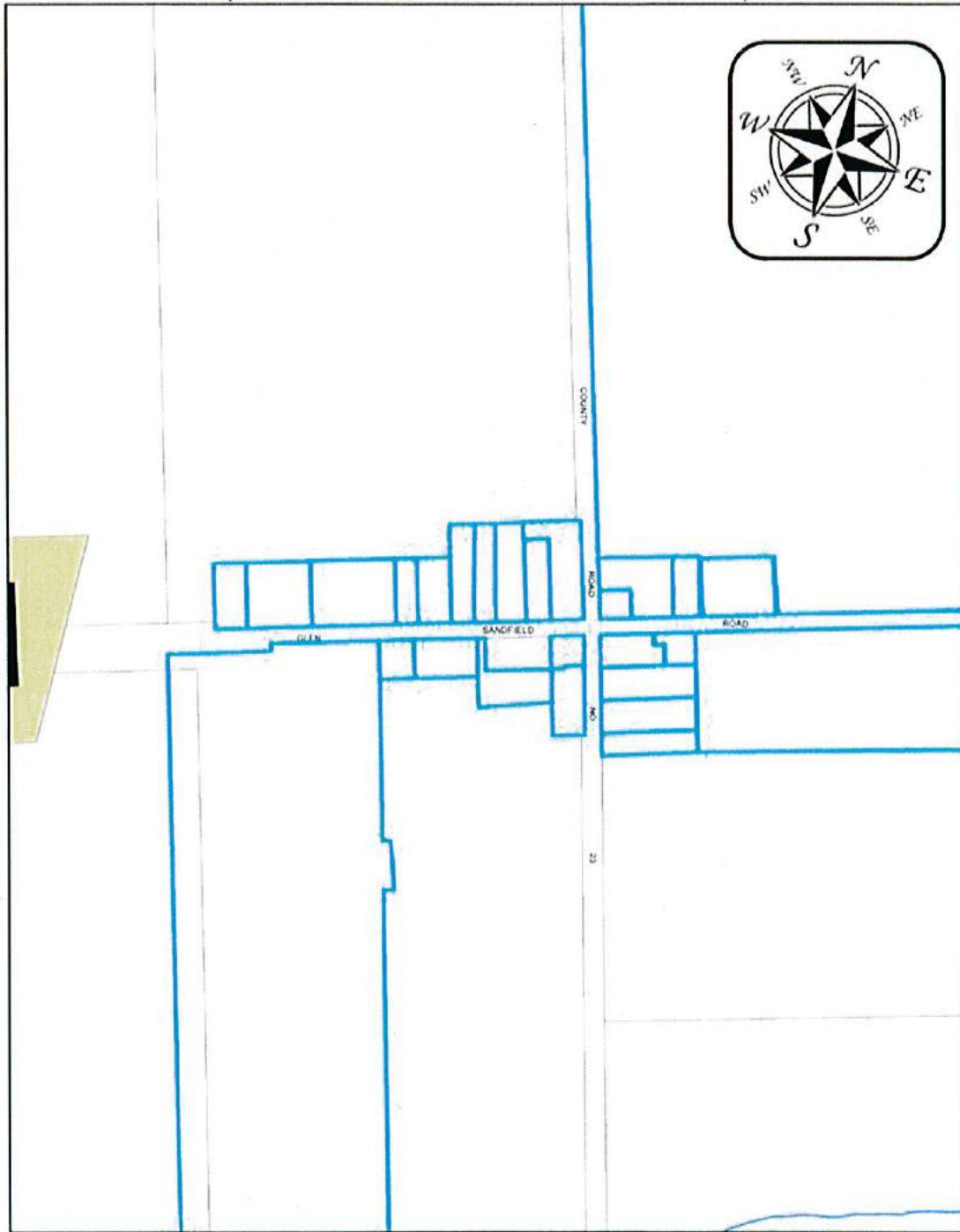
GLEN ROBERTSON CIP



Schedule "B-6" to By-Law 32-2018

"RURAL HAMLETS AREAS"

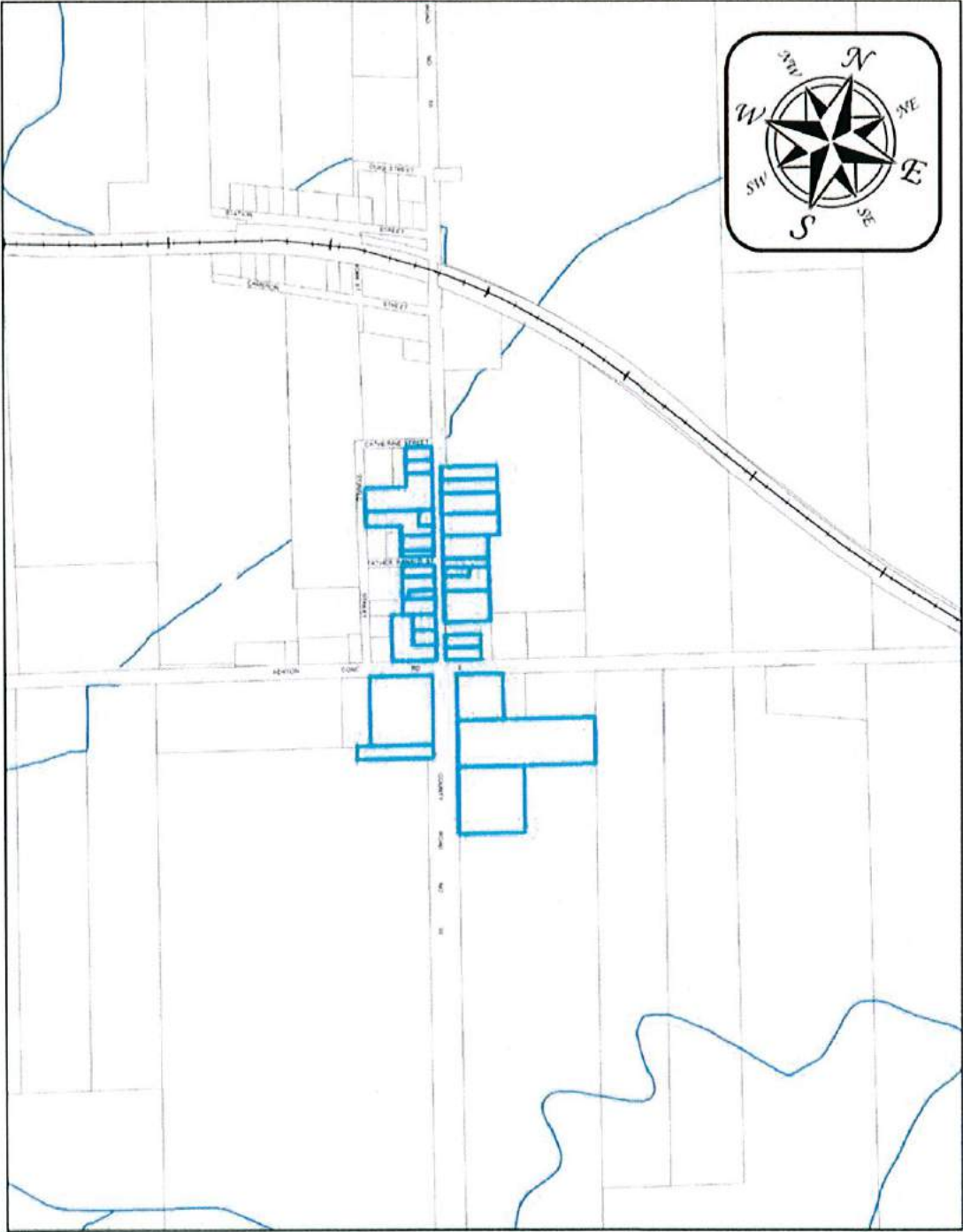
GLEN SANDFIELD CIP



Schedule "B-7" to By-Law 32-2018

"RURAL HAMLETS AREAS"

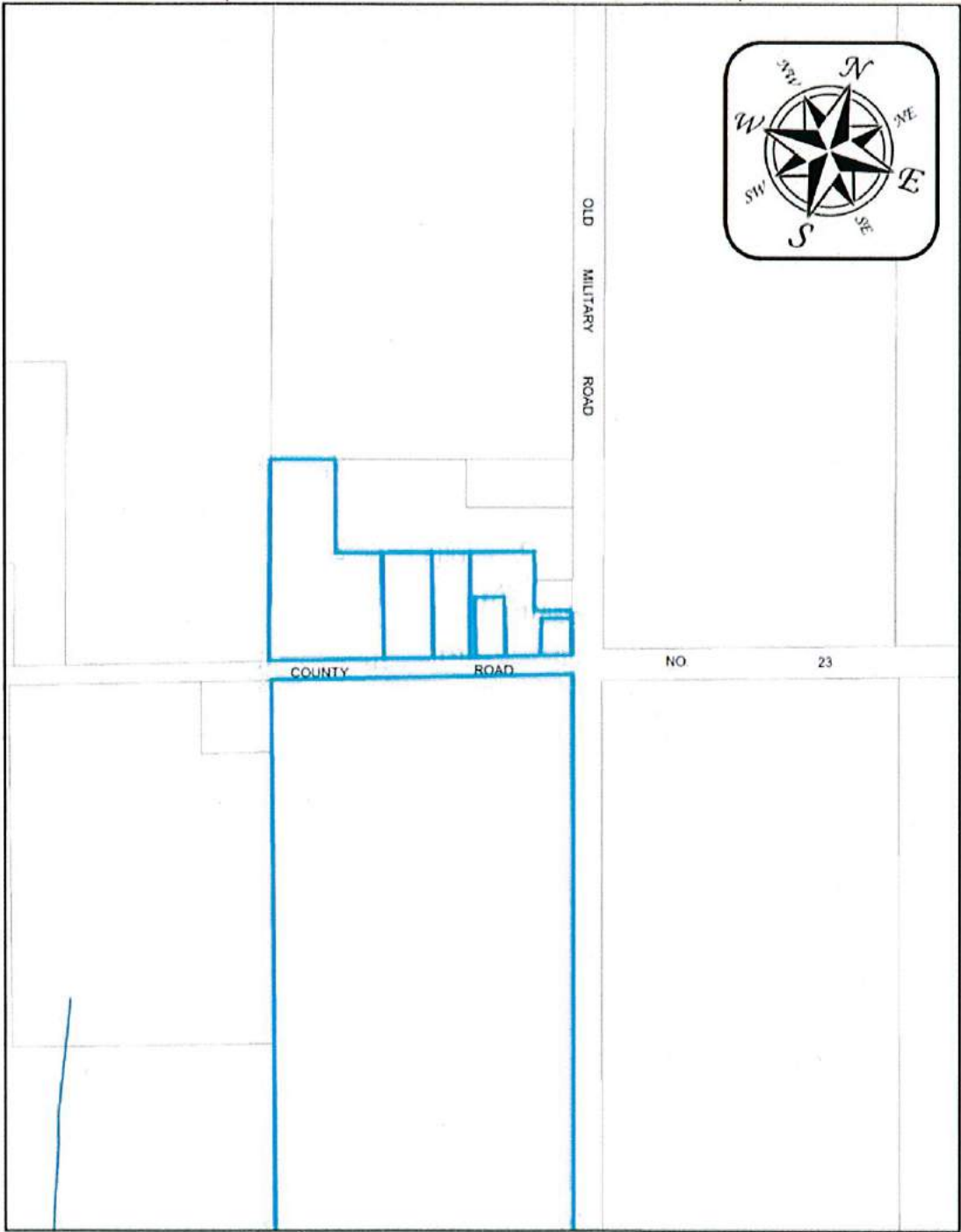
GREENFIELD CIP



Schedule "B-8" to By-Law 32-2018

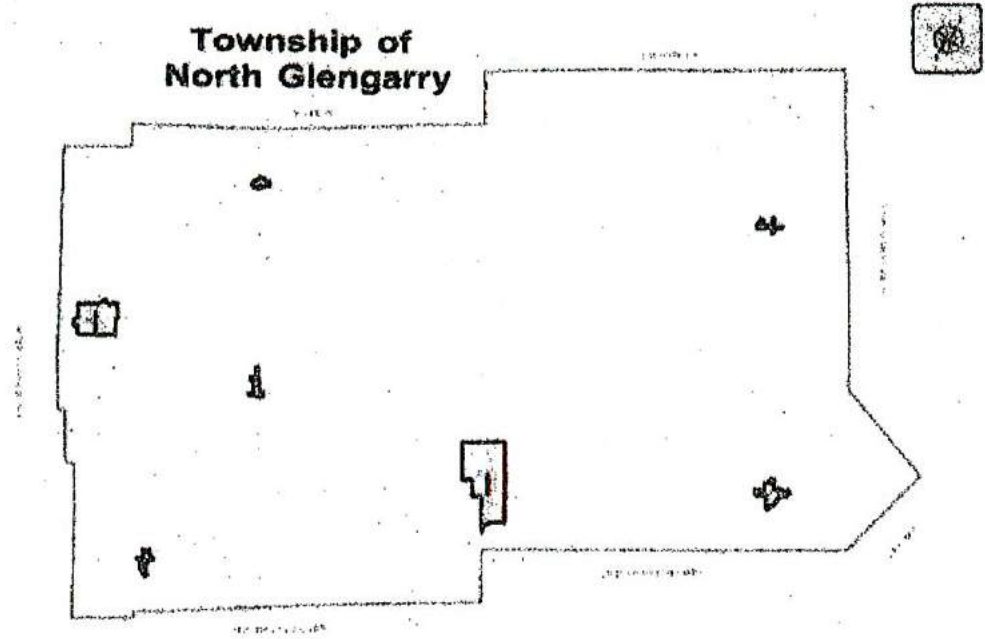
"RURAL HAMLETS AREAS"

LOCHIEL CIP



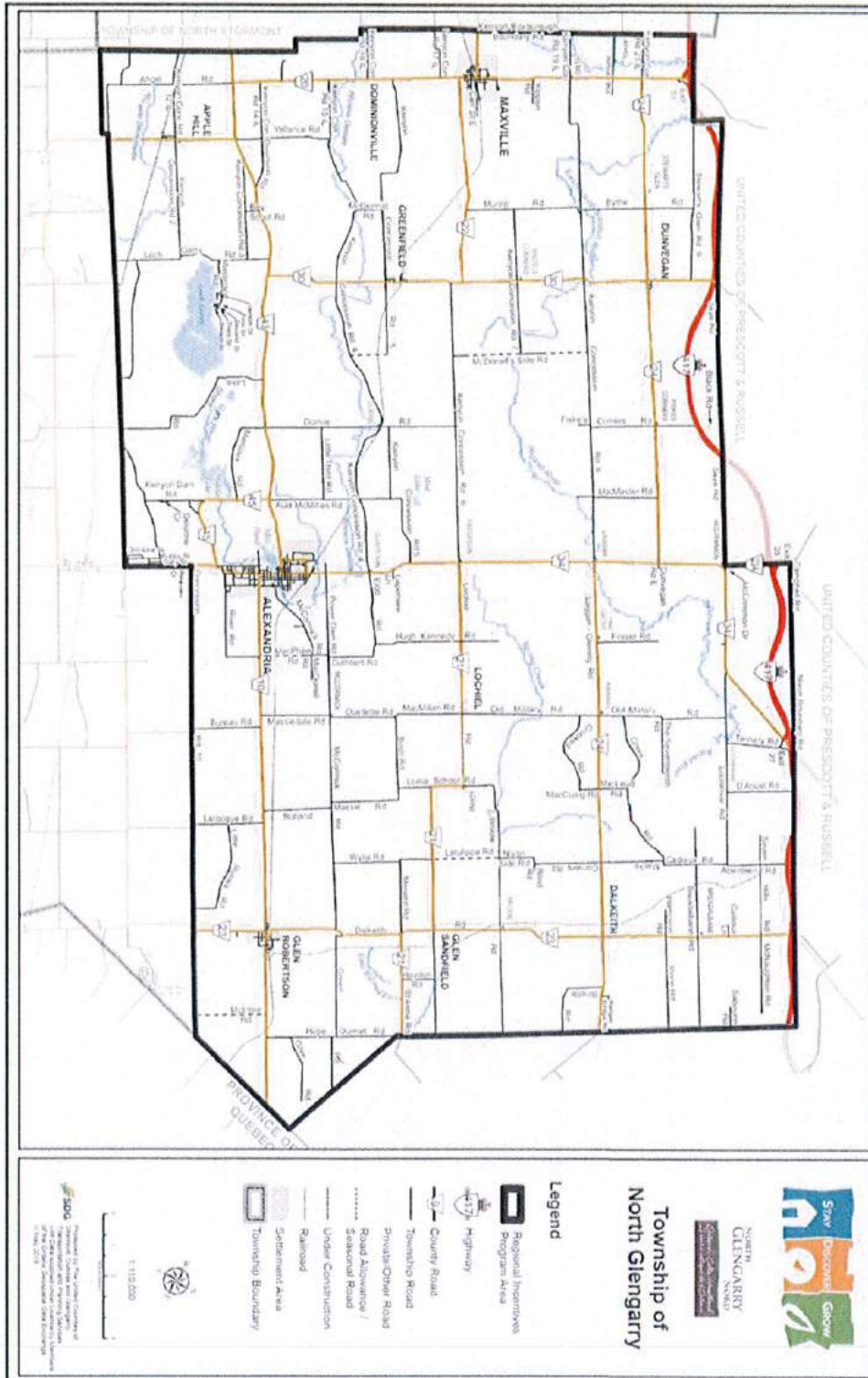
Schedule "C" to By-Law 32-2018

COMMERCIAL FRINGE AREAS, INDUSTRIAL ZONES AND
IDENTIFIED BUILDINGS OF SIGNIFICANT HERITAGE INTEREST



Schedule "D" to By-Law 32-2018

"REGIONAL INCENTIVES AREA"

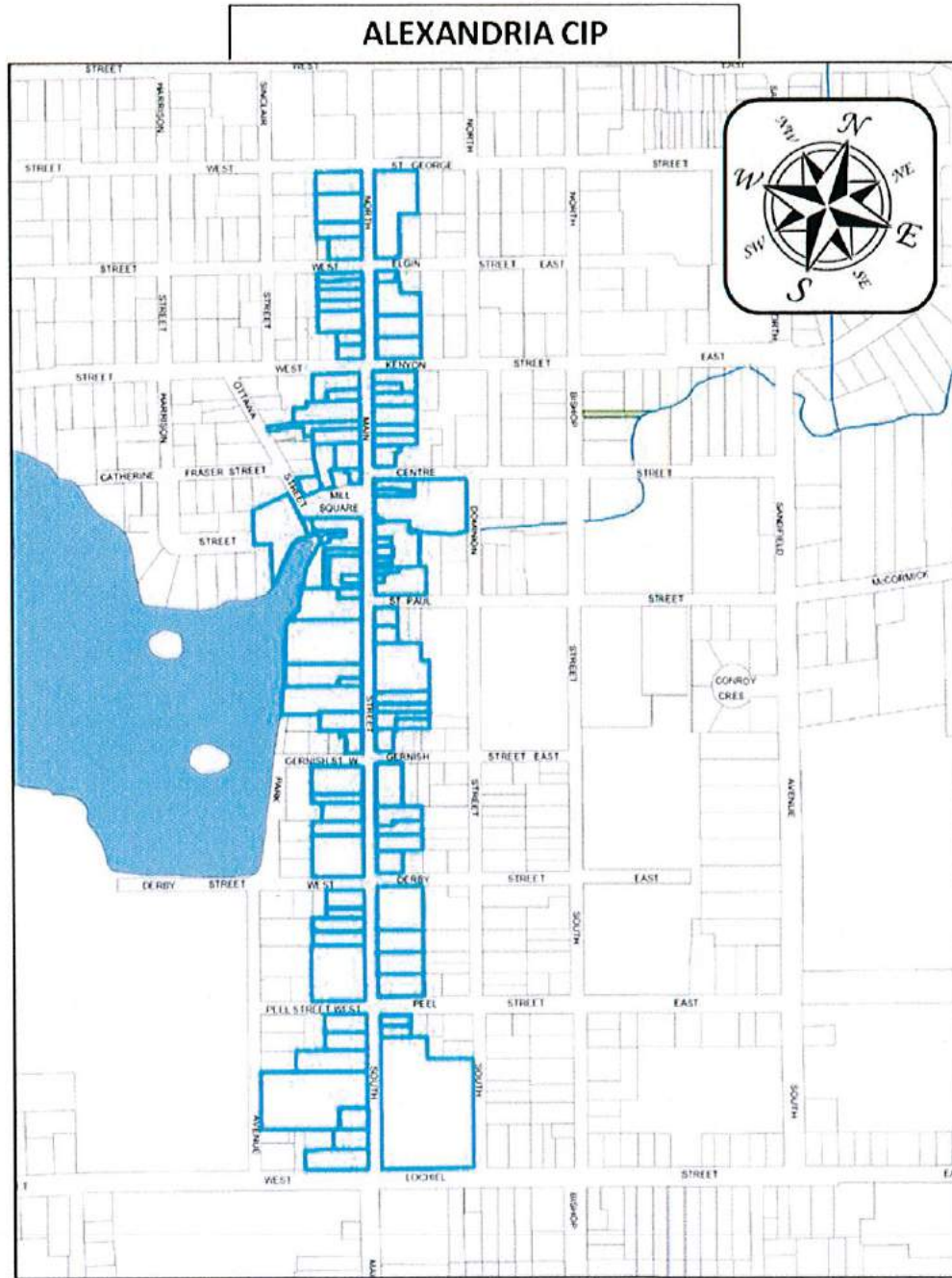


APPENDIX 5: CIP PROJECT AREA DESCRIPTIONS

Phase One (Year 1 – 2)

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.

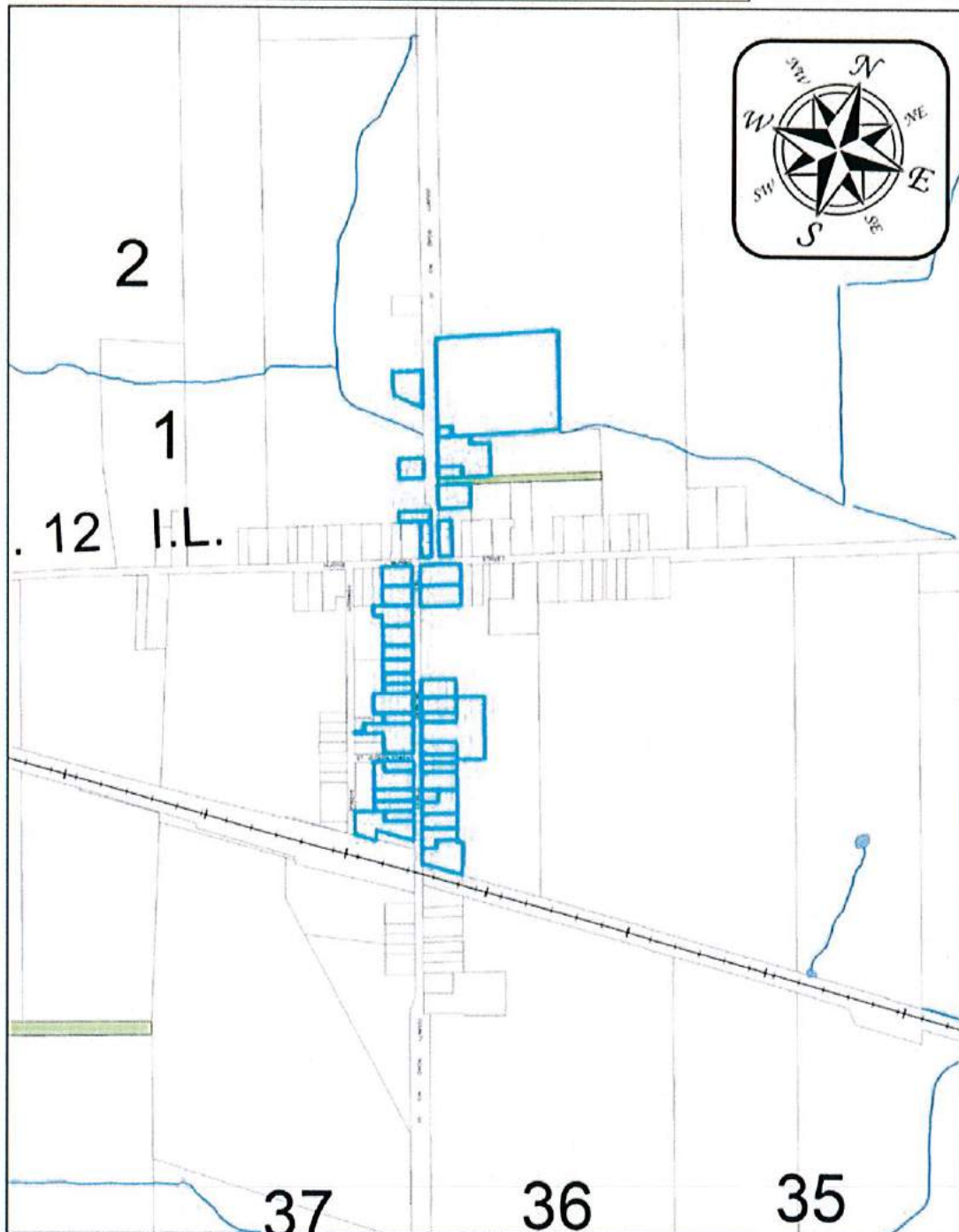


Phase Two (Year 3)

Rural Hamlet – Apple Hill

The Community Improvement Area for the Hamlet of Apple Hill is situated between the civic addresses of 3685 and 3771 situated along the main North-South corridor of County Road 20

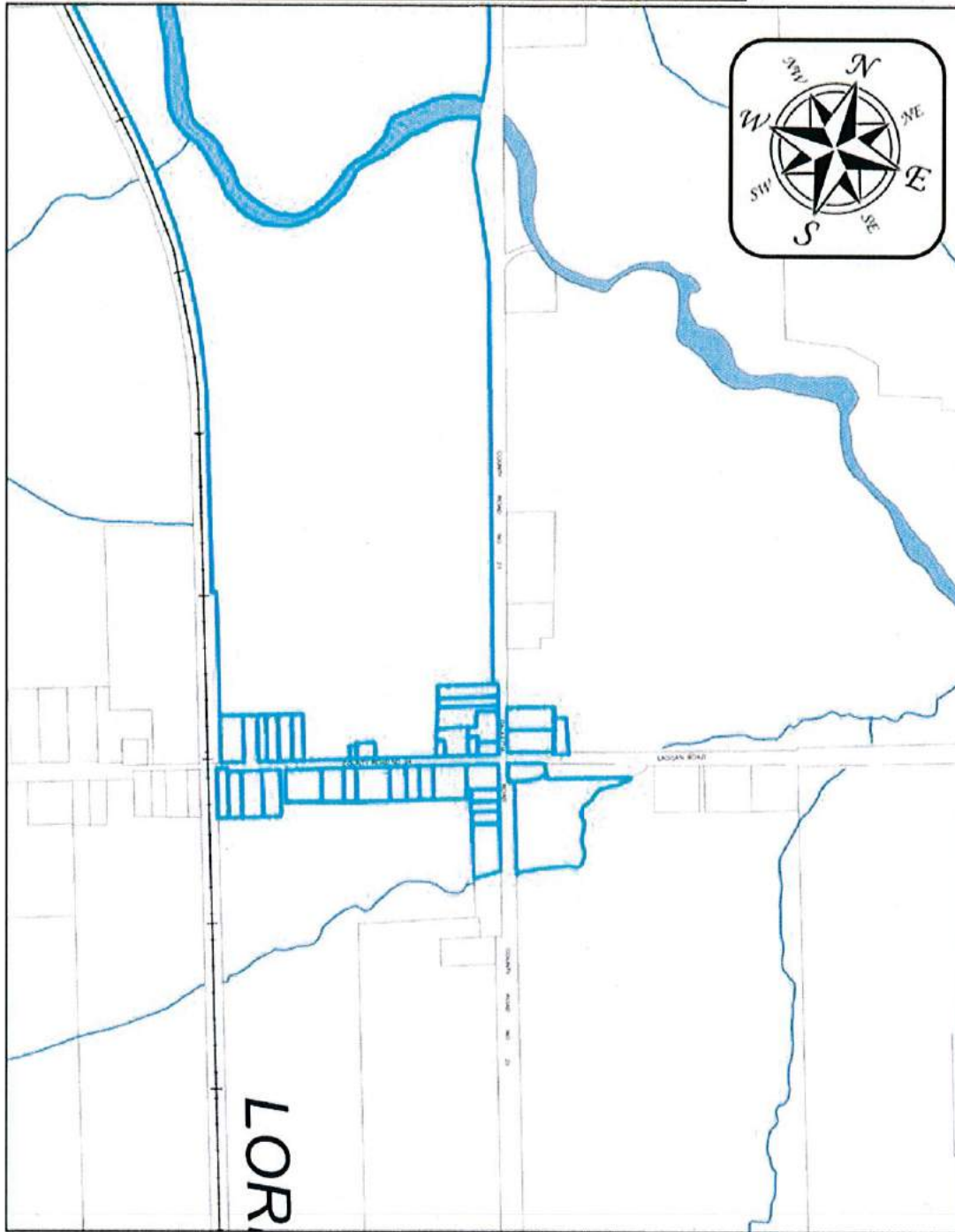
APPLE HILL CIP



Rural Hamlet – Dalkeith

The Community Improvement Area for the Hamlet of Dalkeith is situated between the civic addresses of 1860 and 1886 situated along the main North-South corridor of County Road 23 and the civic addresses of 21892 and 21965 situated along the main East-West corridor of County Road 24

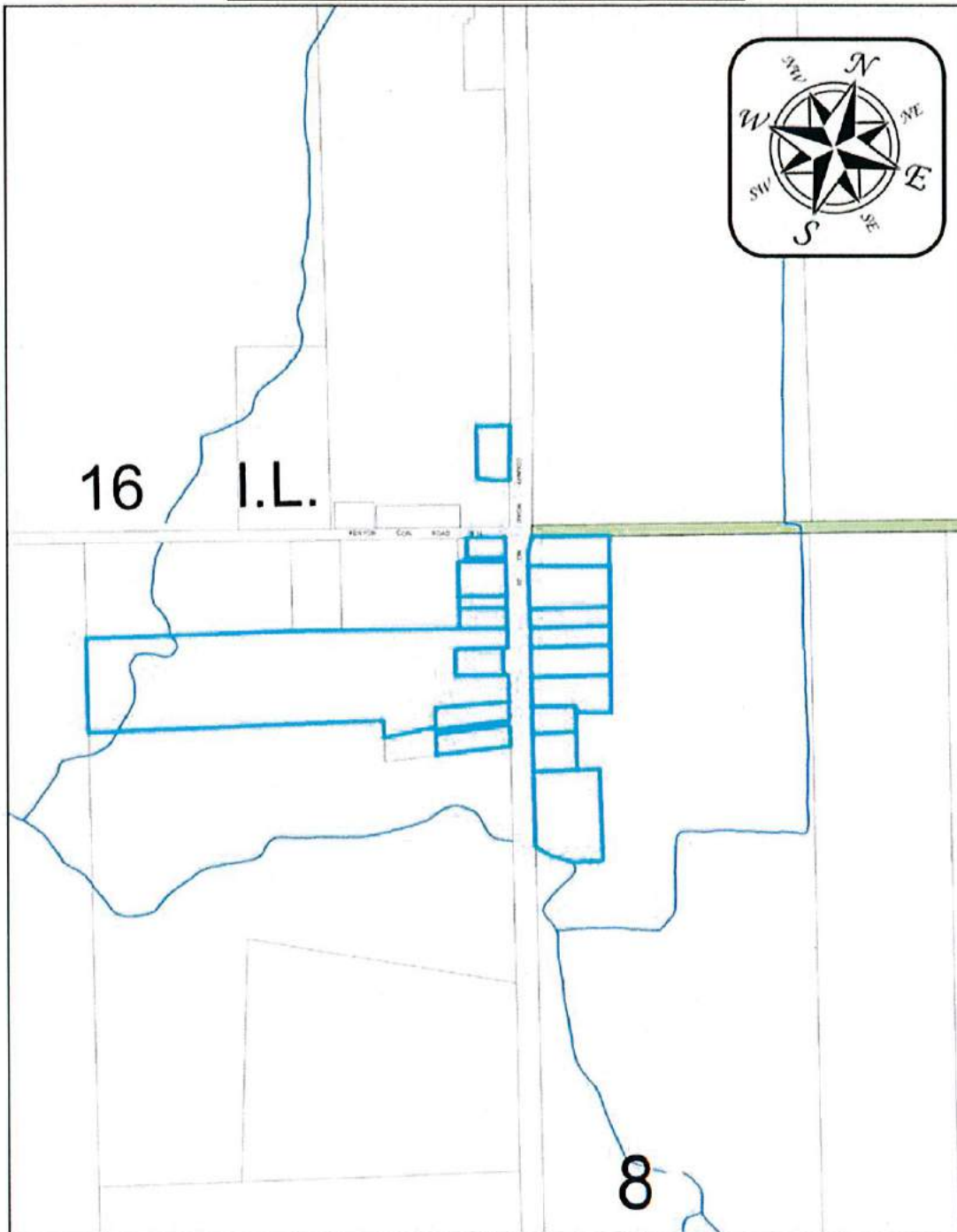
DALKEITH CIP



Rural Hamlet – Dominionville

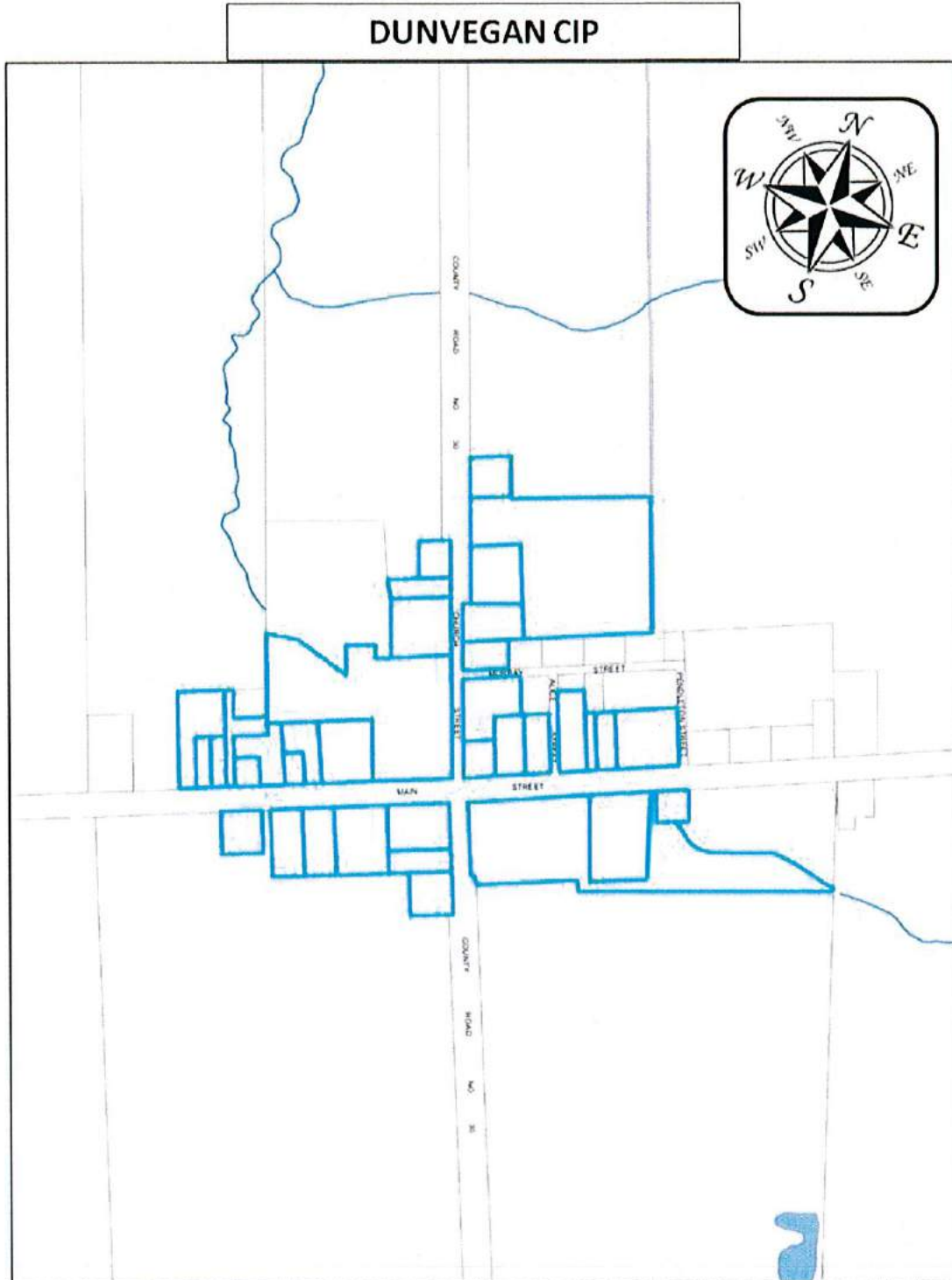
The Community Improvement Area for the Hamlet of Dominionville is situated between the civic addresses of 2862 and 2926 situated along the main North-South corridor of County Road 20.

DOMINIONVILLE CIP



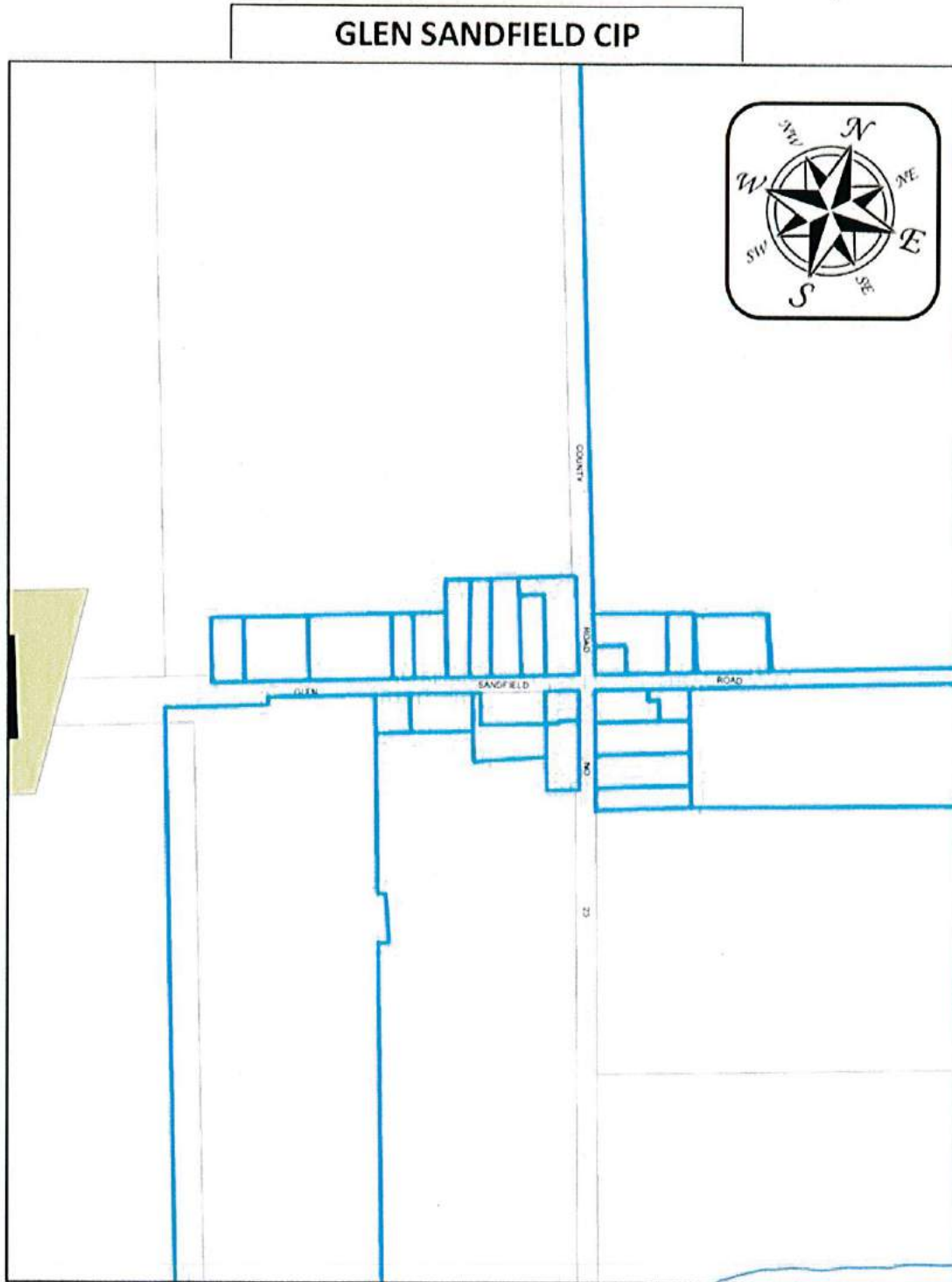
Rural Hamlet – Dunvegan

The Community Improvement Area for the Hamlet of Dunvegan is situated between the civic addresses of 1595 and 1654 situated along the main North-South corridor of County Road 30 and the civic addresses of 19041 and 19110 situated along the main East-West corridor of County Road 24.



Rural Hamlet – Glen Sandfield

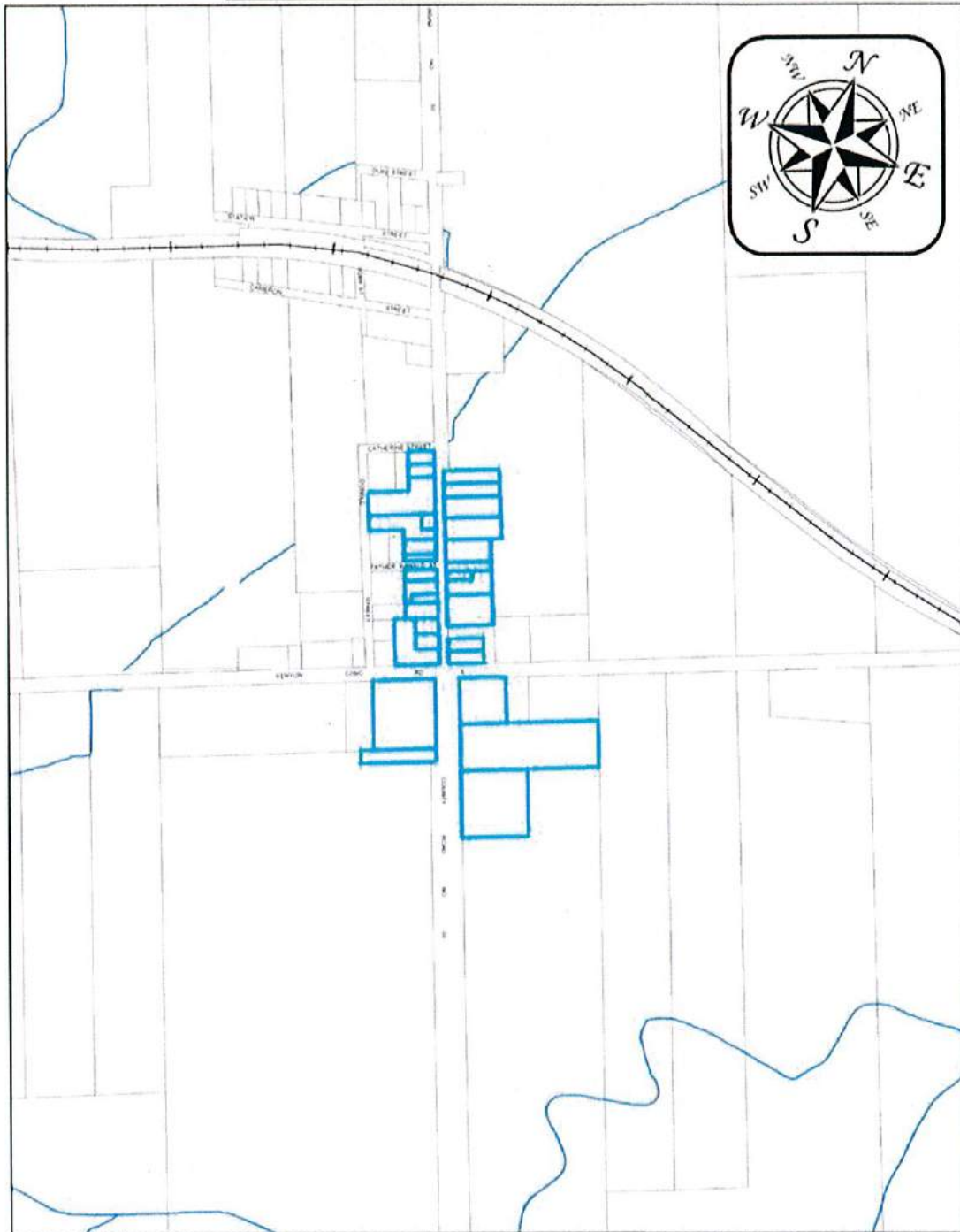
The Community Improvement Area for the Hamlet of Glen Sandfield is situated between the civic addresses of 2601 and 2631 along the main North-South corridor of County Road 23 and the civic addresses of 21881 and 21945 along the main East-West corridor of County Road 21.



Rural Hamlet – Greenfield

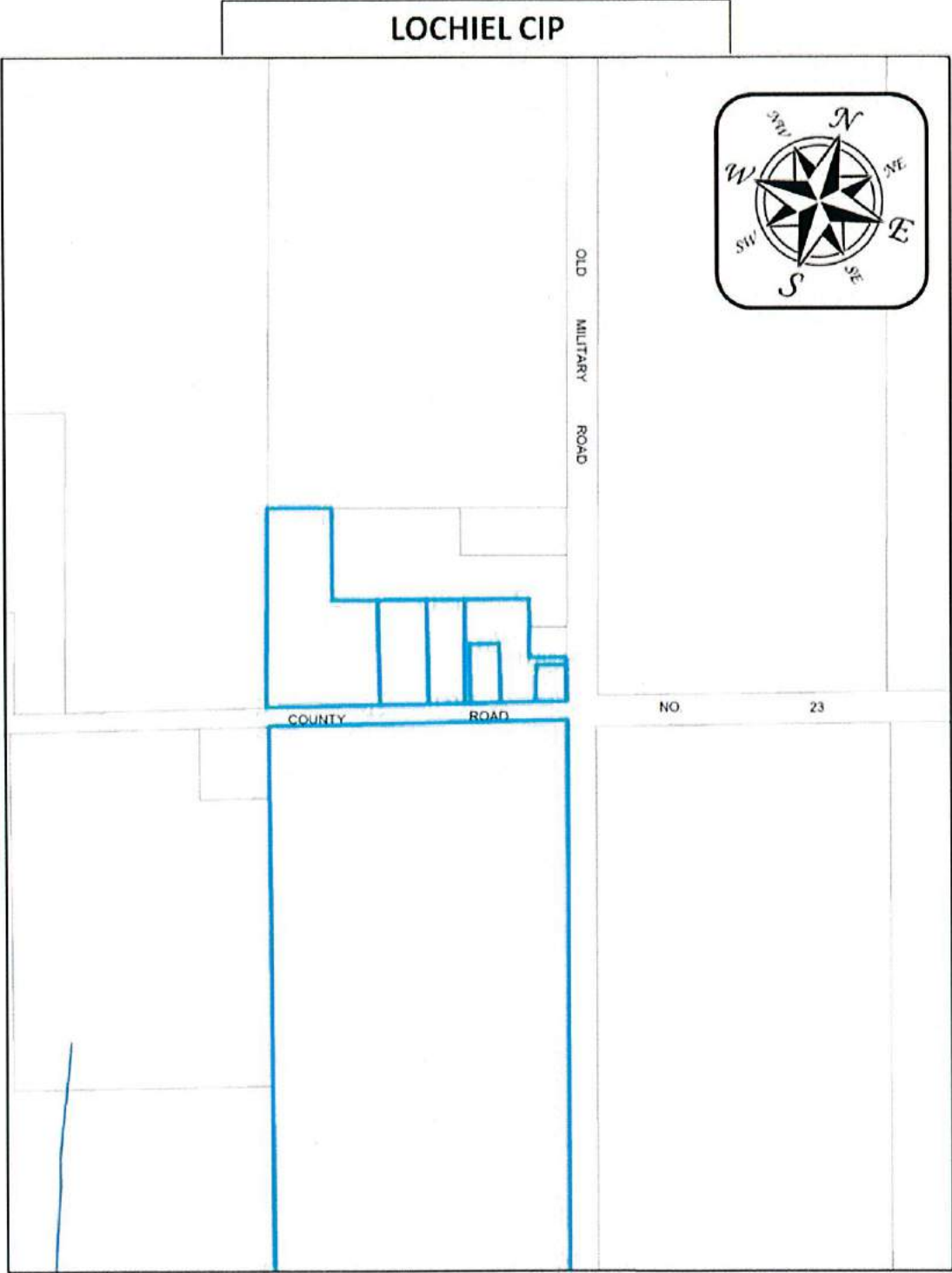
The Community Improvement Area for the Hamlet of Greenfield is situated between the civic addresses of 2776 and 2833 along the main North-South corridor of County Road 30.

GREENFIELD CIP



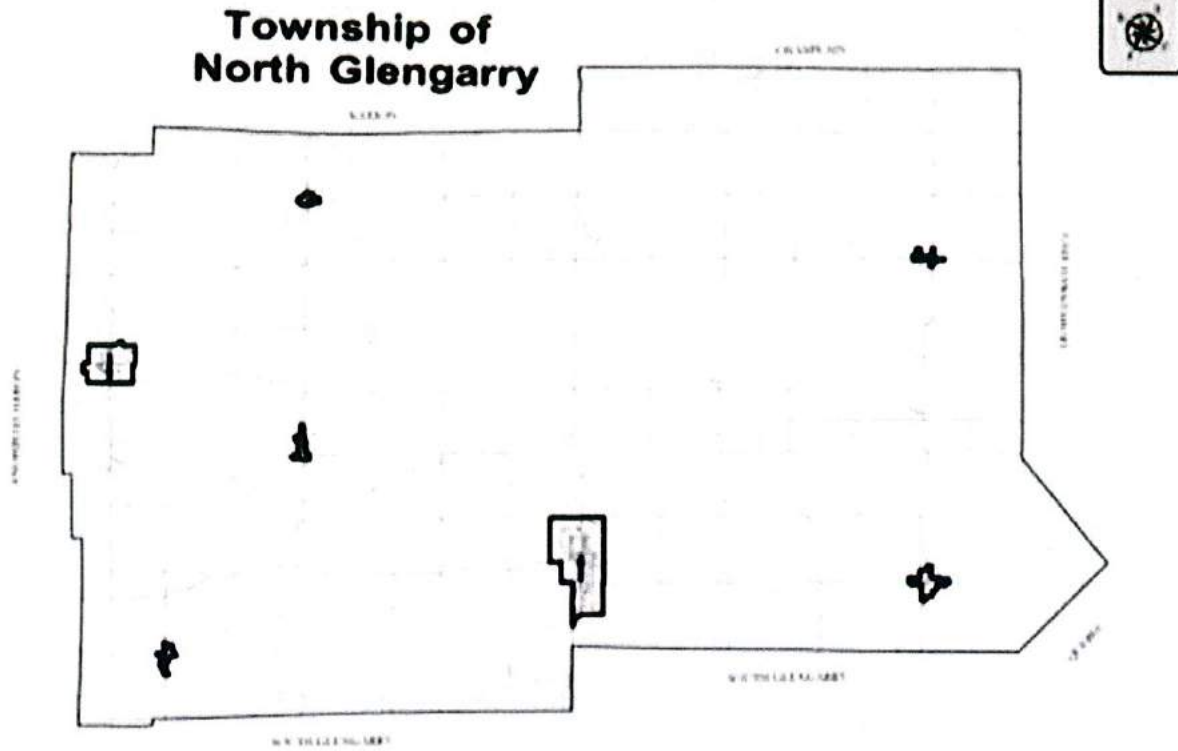
Rural Hamlet – Lochiel

The Community Improvement Area for the Hamlet of Lochiel is situated between the civic addresses of 20963 and 20981 along the main East-West corridor of County Road 23.

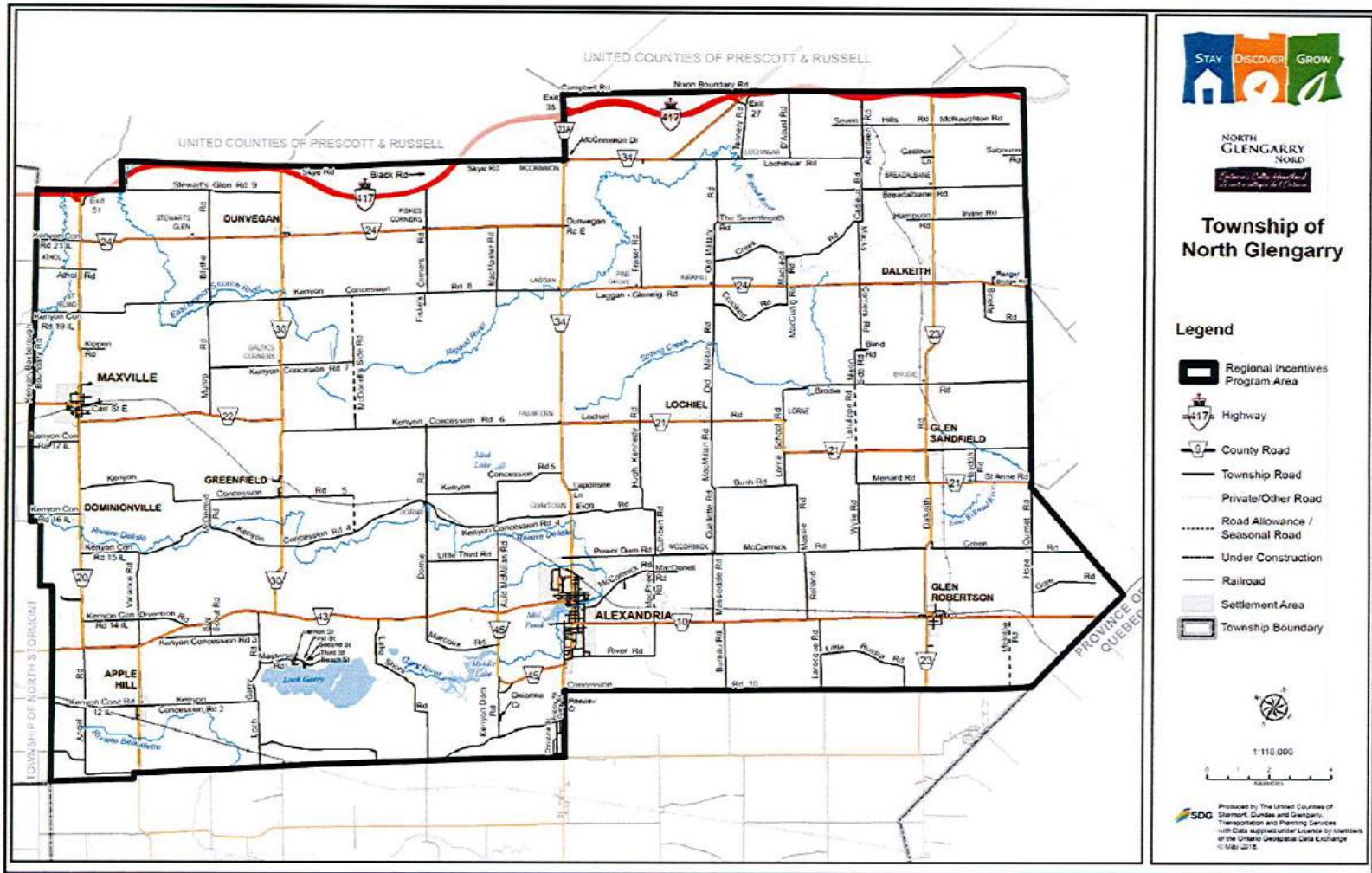


Phase Three (Year 4 -5)

All non-residential buildings, as well as buildings that have been identified on the North Glengarry Heritage Register as being of significant heritage interest.



Regional Incentives Program Area for the Township of North Glengarry





Regional Incentives Program



DRAFT
June 4, 2018
North Glengarry, Rev. 1

Where Ontario Began

SECTION 2: REGIONAL INCENTIVES PROGRAM

1. INTRODUCTION AND CONTEXT

1.0 Purpose

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG) and supported by local municipalities. The County developed these regional incentives as part of a broad, progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG coordinates regional funding through this program to advance economic priorities where the need is the greatest and where there will be demonstrable County-wide benefits.

Regional economic initiatives focus on: *agriculture-related* projects, adaptive re-use of commercial, industrial, and institutional buildings/structures, and the development of *roofed accommodations* across the County. The County offers customized financial programs within these areas based on Council's annual priorities.

1.1 Authority Under the *Planning Act*

The Ontario *Planning Act* (Section 28) permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

In recent years several upper-tier municipalities in Ontario have used this policy to create funding opportunities that expand the scope of local CIP programs.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for both the County and its local municipalities. The SDG Official Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement:

Local municipalities may undertake community improvement projects as authorized under Section 28 of the Planning Act (see Section 8.12.5). County Council may also make grants or loans to the council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate.

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. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate. 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. *The intent of this Plan is to recognize the entire County as a Community Improvement Area 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.*

1.2 Regional Context

The SDG Economic Development Strategy and Action Plan (2017) identified three high-level goals which anchor and qualify all strategic initiatives for the County over the next three to five years: Regional Promotion and Investment Attraction; Small Business and Entrepreneurship and Business Retention and Expansion; and, Investment Readiness. These goals provide an overarching vision for economic development planning.

Within this framework, the SDG Regional Incentives Program supports strategic economic development initiatives in the following areas:

- a) *Agriculture-related, agri-tourism, and facility improvement projects;*
- b) *Regional trail expansion and development of trail systems;*
- c) *Adaptive re-use of commercial, institutional, and industrial buildings; and,*
- d) *Development of permanent roofed accommodations.*

Regional financial incentives are available in the following municipalities:

- 1) The Township of North Dundas;
- 2) The Municipality of South Dundas;
- 3) The Township of North Stormont;
- 4) The Township of South Stormont;
- 5) The Township of North Glengarry; and
- 6) The Township of South Glengarry.

The SDG Regional Incentives Program is incorporated as part of a local CIP and offer additional economic development tools in an expanded area. In some cases, different components of a project may be eligible for both local and County funding, subject to the eligibility criteria of Section 2.2.

1.3 SDG Regional Economic Goals

1. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
2. Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality especially within the waterfront area;
3. Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and *agri-tourism*; and,
4. Increase the amount of tourist accommodation available within the County and enhance and expand existing establishments.

1.4 SDG Regional Incentives Program

The approved program area includes all lands within the Township of North Glengarry. These lands have been designated by By-law and are shown on Section 2, Appendix A of this Plan.

The financial incentives included in this plan may be available to registered *owners* or tenants (upon written landowner consent) of land or buildings within the Project Area.

1.5 Municipal and Public Engagement

The County formed a Working Group in 2017 made up of planning and economic development staff and Councillors from the County and local municipalities. The Working Group reviewed the potential for regional involvement in local CIPs. Two models for developing a regional program were proposed: one consistent template for all municipalities; or, unique local CIPs with a consistent regional section. The County decided to move forward with a standard regional section that could be incorporated into the existing, unique, local CIPs. The Working Group agreed to continue to meet, as needed, to collaborate on public engagement and promotion.

In December 2017 the County confirmed a long-term funding commitment from Council; funds were subsequently included in the 2018 budget. The regional incentives scope, timeframe, and contents were developed in collaboration with the SDG Economic Development and Planning Group.

The County also engaged the Ministry of Municipal Affairs and Housing (MMAH) at the outset of the process. The MMAH held a CIP training session for County and local municipal staff in December 2017 and offered advice and suggestions throughout the development process.

Beginning in February 2018, the County, in partnership with local municipalities, held six public consultations. Additionally, a survey to collect feedback and suggestions on the proposed regional incentives was made available online. Through these meetings with local business *owners* and residents, the County received valuable feedback including:

- Importance of local and regional trails and cycling networks;
- Providing funding to not-for-profit organizations;
- Encouraging collaboration between SDG Regional Tourism partners;
- Promoting areas across the County, not only downtown locations;
- Prioritizing projects which include accessibility initiatives; and
- Offering a variety of ways in which applicants can submit project proposals (i.e. online, live pitches, etc.).

2 FINANCIAL INCENTIVES

2.0 General

The County believes that 50% matching grant funding is a direct, predictable, and simple way to stimulate private sector investment, attract and retain businesses, and increase tax assessment. These grants are

available to all eligible property *owners* and authorized tenants, including bona fide non-profit organizations and local municipalities.

Where a property is eligible for local municipal funding through one of the incentive programs (e.g. façade improvement) the County will not fund the same incentive; however, the County may fund a different type of incentive on the same property (e.g. landscaping), as part of the overall project enhancement.

2.1 Regional Financial Incentive Program

The following incentive programs may be offered during the term of this program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant;
2. Building Improvement/Restoration Grant;
3. Building Conversion/Expansion Grant;
4. Outdoor Art Grant;
5. Trails Improvement Grant;
6. Planning, Design, and Study Grant;
7. Application and Permit Fees Grant;

The regional incentives are a collaborative effort between the County and local municipalities. Applications will generally be received by the local municipality and reviewed and approved by the County. The County will host an Implementation Committee made up of County staff, the Warden, and representatives from the local municipalities (who have applications during that intake period) to review applications for regional incentives. Funding for approved regional initiatives will flow directly to the local municipality and **not to the applicant**.

Detailed information about each program can be found in Section 2.3. Any number of the grants identified above may be put into effect during the term of this document, subject to the availability of funds and resources. The funds will be available to applicants County-wide on a first come, first served basis, provided that the eligibility, scoring, and award process criteria are met. Annually, the Committee responsible for the administration of the regional incentives program will make recommendations to County Council with respect to financial incentives that will be offered for that year.

2.2 General Eligibility Criteria

All applicants must meet the following general eligibility requirements:

- 1) All *owners* and authorized tenants of lands (who are authorized in writing by the *owner*) and buildings within the local municipality are eligible to apply per the approved area designated by By-law shown in Appendix 6: Regional Incentives Program Area for the Township of North Glengarry.
- 2) The type of property or use subject to an application must be identified as eligible. Generally, this includes properties with full or partial commercial, agricultural, or outdoor/recreation use.
- 3) All proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions and not simply represent a life cycle replacement.
- 4) All projects must contribute to achieving one or more community improvement goals (as identified in Section 1.3), must conform to the County Official Plan, and must comply with the local Zoning By-law.

All applicants must meet the following general eligibility requirements:

- 1) All **owners** and authorized tenants of lands (who are authorized in writing by the **owner**) and buildings within the local municipality are eligible to apply per the approved area designated by By-law shown on schedule ____.
- 2) The type of property or use subject to an application must be identified as eligible. Generally, this includes properties with full or partial commercial, agricultural, or outdoor/recreational use.
- 3) All proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions and not simply represent a life cycle replacement.
- 4) All projects must contribute to achieving one or more community improvement goals (as identified in Section 1.3), must conform to the County Official Plan, and must comply with the local Zoning By-law.
- 5) Incorporated non-profit groups (e.g. local fair boards, agricultural societies, and community groups) and local municipalities are eligible for regional improvement grants.
- 6) Applicants will be required to disclose all other funding sources, including government, private, or not-for-profit funding to support the project. The County will not fund the portion of a project already being funded by a local CIP; however, the County may fund a complementary aspect of the same project.
- 7) The Applicant will be required to enter into an agreement with the County and the local municipality.
- 8) A property may be eligible for multiple regional Incentives and may submit multiple applications during the term of this document; however, the total combined value of grants approved through the County in any given year shall not exceed \$50,000 per property.
- 9) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this document will not be eligible.
- 10) For programs involving the granting back of fees, said fees must be paid in full, and the eligible amount will be granted back to the applicant.
- 11) The property **owner** must have no outstanding building permit, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property at the time of application.
- 12) All works approved under this document shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- 13) The grant approval will expire if work is not completed within 18 months from the execution of the agreement between the Applicant, the County and the local municipality. Any request for an extension beyond 18 months must be made in writing and is subject to the approval of the Implementation Committee.
- 14) Where funding requests exceed the County's budget for a given year, the Applicant may opt to defer the application to a subsequent year if funds are available.
- 15) The County reserves the right to discontinue any of the programs contained in this section at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program specific requirements.

2.3 Incentive Program Details

All eligible projects will be evaluated against the SDG Regional Economic Goals (found in Section 1.3).

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's façade or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount

For a façade improvement project, a grant may cover 50% of the eligible cost of the façade improvement to a maximum of \$10,000. The maximum value of the grant may increase to \$12,500 if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.

For a signage improvement project, a grant may cover 50% of the eligible cost of the signage improvement to a maximum of \$2,500. The maximum value of the grant may increase to \$5,000 if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.

For a property improvement project, a grant may cover 50% of the eligible cost of the property improvement to a maximum of \$10,000.

The grant will be provided upon successful completion of the approved project and following a final inspection of the works by the applicable authority.

Program Details

Grants may be offered to eligible property **owners** for one or any combination of these three categories of property enhancement.

The Applicant must submit an application including a detailed proposal and at least two written estimates for consideration, prior to commencement of any works.

For façade improvement, the following costs are eligible:

- 1) Restoration or replacement of exterior building treatments (such as brickwork/cladding/siding), cornices, eaves, parapets, windows, doors, and awnings;
- 2) Restoration or replacement of exterior lighting;
- 3) Exterior painting;
- 4) Chemical or façade cleaning;
- 5) Redesign of entrances including changes to improve accessibility; and/or,
- 6) Other similar improvements or repairs required to improve a building façade.

For a signage improvement project, improvements to the main storefront sign of buildings are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs may also be eligible.

For a property improvement project, improvements to the front yard of properties are eligible. Eligible costs include the following:

- a) Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
- b) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
- c) Addition of new parking/existing parking area upgrades for cars, motorcycles, and bicycles;
- d) Improvements to rear building entrances and rear parking areas;
- e) Addition of walkways; and
- f) Such other similar improvements and repairs that may be necessary to improve a property.

2.3.2 Building Improvement/Restoration Grant

To assist with the Improvement of existing buildings to improve aesthetics, bring buildings up to current building or fire code standards, and/or improve accessibility.

Grant Amount

For a Building Improvement/Restoration project, a grant may cover 50% of the eligible cost of the Improvement to a maximum of \$10,000.

Program Details

The Building Improvement/Restoration Grant may be provided for the following related to projects on eligible properties:

- 1) Structural repairs to walls, ceilings, floors, and foundations;
- 2) Interior restoration and design;
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- 5) Weatherproofing;
- 6) Improvements to accessibility;
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues; and
- 8) The services of a professional engineer, architect or planner to design and implement the project.

The Applicant must submit an application including a detailed proposal and at least two written estimates for consideration, prior to commencement of any works.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with large-scale conversion or expansion of existing vacant space into new commercial, mixed-use and other eligible uses. This grant is reserved for large, regionally significant projects resulting in the conversion of not less than 5,000 ft².

Grant Amount

A Building Conversion/Expansion Grant may be provided on approved applications to a maximum of \$40,000.

Program Details

This grant can be used for the following costs where eligible:

1. Conversion of non-commercial or vacant space into new commercial, mixed-use, secondary uses, and *agriculture-related* uses, and other eligible uses;
2. Conversion of upper storey space (whether vacant, office, commercial or other non-residential use) into new residential units;
3. Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast;
4. Expansion of existing eligible uses to increase the gross floor area;
5. Environmental studies which are related to the conversion; and
6. The services of a professional engineer, architect or planner to design and implement the project.

2.3.4 Outdoor Art Grant

Objective

To support the installation of outdoor artwork that will promote local culture and heritage, improve aesthetics, and enhance tourism.

Grant Amount

An Outdoor Art Grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$3,000.

Program Details

Eligible projects must be clearly visible from a public street or sidewalk.

The following types of permanent art are considered eligible:

1. Murals;
2. Sculptures;
3. Paintings;
4. Local heritage-based art pieces and displays;
5. Interactive art pieces and displays; and,
6. Any other art piece or display as approved by the Implementation Committee.

The following types of costs are considered eligible:

- a) Materials;
- b) Installation; and,
- c) Lighting and landscaping that highlights the public art.

2.3.5 Trails Improvement Grant

Objective

To promote the creation, development, preservation, management, and use of trails, especially those that connect to regional trail networks. Projects will be evaluated against regional economic development goals. Funding will be prioritized for projects that are regional in scope, promote or enhance well-established trails, include considerations for accessibility, and/or connect towns and villages.

Grant Amount

A Trails Improvement Grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$10,000.

Program Details

The following costs are eligible:

1. Infrastructure or capital expenses including:
 - a. Renovation, construction or transformation of permanent spaces, parks or grounds, and/or pertinent and ancillary facilities;
 - b. Furniture, fixtures or other non-portable equipment;
2. The acquisition of land essential to the connection or extension of an existing trail; and
3. Creation of new trails.

2.3.6 Feasibility, Design, and Study Grant

Objective

To assist with the completion of a range of studies and plans that investigate or support a new business or development project on individual properties.

Grant Amount

A Feasibility, Design and Study Grant may be provided on approved applications for 50% of the eligible cost of the improvements to a maximum of \$2,000.

Program Details

The following types of plans or studies will be eligible for the feasibility, design and study grant:

1. Concept plans;
2. Site plan drawings;
3. Feasibility studies;
4. Environmental studies;
5. Structural analyses;
6. Evaluation of existing and proposed mechanical, electrical and other building systems;
7. Traffic Impact Assessments;
8. Market analyses;
9. Business plans; and
10. Any other study or plan as approved.

The plan or study must provide new information about the feasibility and cost of an eligible use or provide details in support of a new business or development.

2.3.7 Planning Application and Building Permit Fee Grant

Objective

To grant a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount

A Planning Application and Building Permit Fee Grant may be provided on approved applications that covers 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500.

Program Details

Eligible costs include the following:

- 1) Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or official plan amendments; and/or
- 2) Municipal building permit fees or change of use permits.

3. MONITORING, TERM, AND AMENDMENTS

The SDG Regional Incentives Program will be monitored for effectiveness on an annual basis to determine whether it has met the SDG regional economic goals. This will be done in partnership with local municipalities.

A variety of materials have been developed to assist in the implementation of the Regional Incentives program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Based on the results of monitoring and evaluation efforts, adjustments may be required. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment of the Plan in accordance with Section 28 of the *Planning Act*.

4. DEFINITIONS

Agricultural use is defined as the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment, as per the Provincial Policy Statement (2014).

Agri-tourism includes those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation, as per the Provincial Policy Statement (2014).

Agriculture-related uses are farm related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement (2014).

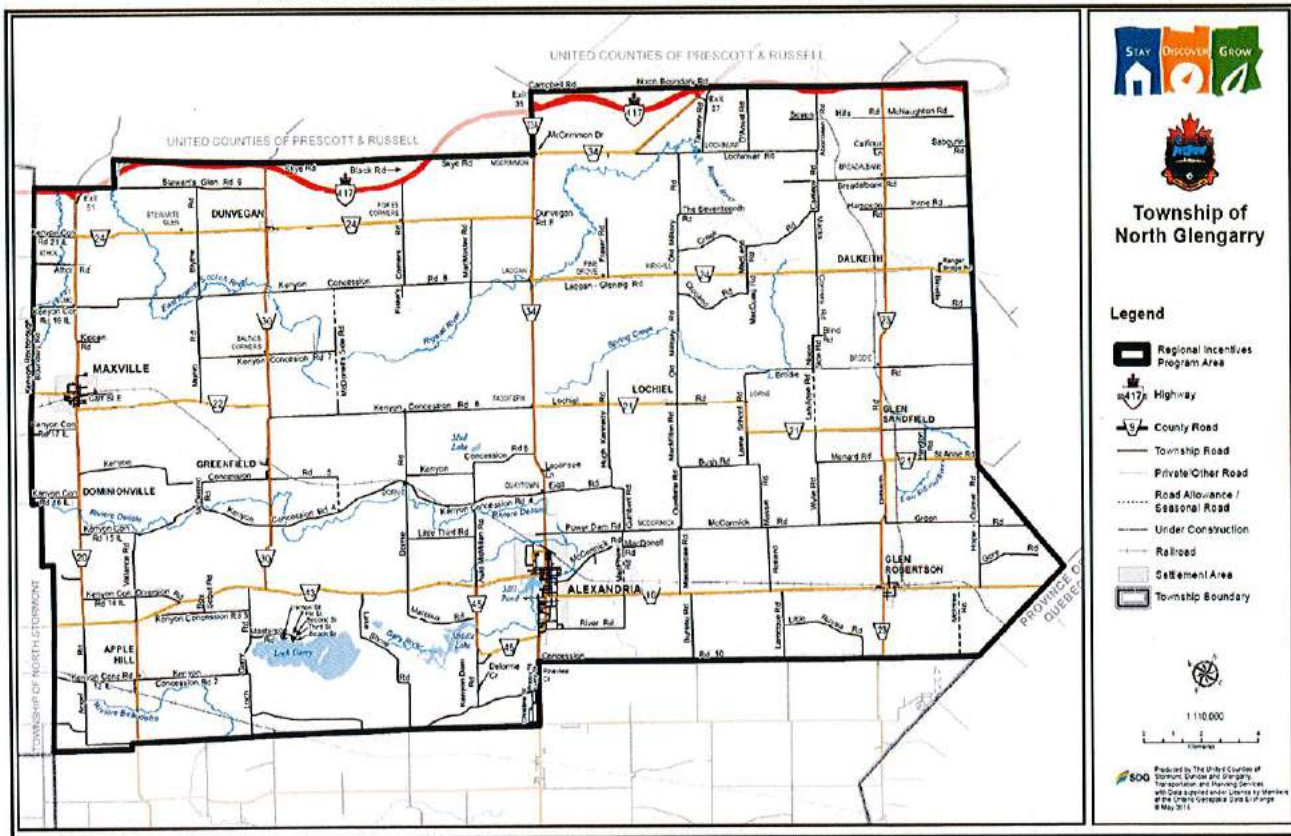
Roofed Accommodations are defined as year-round, permanent fixed roof accommodations within or as an extension to existing buildings and including hotels/motels/Bed and Breakfast establishments. This excludes camp grounds, cottage rentals or trailer parks.

On farm diversified uses are uses that are secondary to the principal agricultural use of the property and are limited in area. On farm diversified uses include, but are not limited to, home occupations, home industries,

agri-tourism uses, and uses that produce value-added agricultural products, in accordance with the Provincial Policy Statement (2014).

Owner means the registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporations.

APPENDIX 6: REGIONAL INCENTIVES PROGRAM AREA FOR THE TOWNSHIP OF NORTH GLENGARRY



**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-27; and

THAT Council approves the award of the contract for Maxville & District Sports Complex Evaporative Condenser Replacement & Glycol Loop in the amount of \$85,000.00 plus HST to CIMCO Refrigeration; and

THAT the Chief Administrative Officer and the Director of Community Services are hereby authorized to execute the documentation relevant to this project.

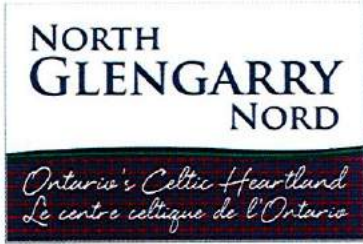
Carried	Defeated	Deferred
_____	_____	_____

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 b

7(b)



STAFF REPORT TO COUNCIL

Report No: CS-2018-27

July 9, 2018

From: Anne Leduc – Director of Community Services

RE: Award of contract for the Maxville & District Sports Complex Evaporative Condenser Replacement & Glycol Loop

Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-27; and

THAT Council approves the award of the contract for Maxville & District Sports Complex Evaporative Condenser Replacement & Glycol Loop in the amount of \$85,000.00 plus HST to CIMCO Refrigeration; and

THAT the Chief Administrative Officer and the Director of Community Services are hereby authorized to execute the documentation relevant to this project.

Background / Analysis:

Staff issued a Request for Proposal on June 13th for the replacement of the Condenser at the Maxville & District Sports Complex which is well past its lifecycle. It was acknowledged when the chiller was replaced in 2016 that the existing 90L evaporative condenser was undersized to meet existing refrigeration requirements.

Over the 2017/2018 ice season, staff has explored options for replacement ranging from adiabatic units to evaporative units. This information was brought to the Recreation Advisory Committee who requested that the most appropriate and cost efficient option be pursued. Staff elected to continue with a 110L evaporative condenser to replace the existing unit.

One bid was received in response to this submission from CIMCO Refrigeration:

ITEM	SUPPLY & INSTALL COSTS excluding HST
Evaporative Condenser and associated work	\$ 76,000
Glycol Loop and associated work	\$ 9,000
TOTAL	\$ 85,000.00

The Condenser unit lead time is between 4 to 6 weeks. The installation of the glycol loop will be done in parallel with the replacement of the pump and tanks in mid-August.

Alternatives:

Option 1 – Recommended – That Council approves the award to CIMCO Refrigeration Clément.

Or

Option 2 – Not recommended – That Council declines awarding the contract.

Financial Implications:

The price of \$85,000 plus HST is within the allocated 2018 Maxville and District Sports Complex Capital Budget as approved by Council during the 2018 Budget process.

Attachments & Relevant Legislation:

N/A

Submitted by:



Anne Leduc – Director of Community Services

Others consulted:

Kim Champigny – Director of Finance / Treasurer



Sarah Huskinson – Chief Administrative Officer / Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-28; and

THAT Council approves the transfer of use in an upset amount of \$30,040.00 plus HST from the Maxville & District Sports Complex Budget towards the capital purchase of the LED lights and poles for the Maxville & District Sports Complex Baseball Field; and

THAT the Director of Community Services is hereby authorized to execute the documentation relevant to this project.

Carried

Defeated

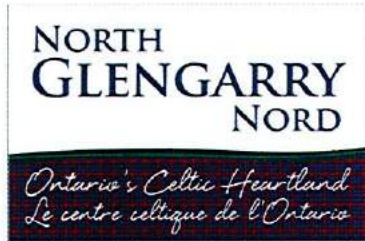
Deferred

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 c

7(c)



STAFF REPORT TO COUNCIL

Report No: CS-2018-28

July 9, 2018

From: Anne Leduc – Director of Community Services

RE: Lights and poles for the Maxville & District Sports Complex Baseball Field

Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-28; and

THAT Council approves the transfer of use in an upset amount of \$30,040.00 plus HST from the Maxville & District Sports Complex Budget towards the capital purchase of the LED lights and poles for the Maxville & District Sports Complex Baseball Field; and

THAT the Director of Community Services is hereby authorized to execute the documentation relevant to this project.

Background / Analysis:

Five (5) light poles surrounding the Baseball Field at the Maxville & District Sports Complex have been identified as requiring replacement. Given the cost to remove and reinstall the existing halide lights on the new poles, staff proposed to use this opportunity to install 400W LED lights which is in line with the Township's Energy Management Plan.

This Ball Field is used quite extensively with many weekly games running past dusk. The lights are also used during the Glengarry Highland Games for the campers. A foot-candle analysis was performed to ensure that proper lighting levels were achieved.

As per Section 16 of the Township's Procurement Policy, staff requested quotes from three suppliers and only two responded. MacDonald's Electric submitted a quote for the installation of the LED lights including replacement of poles through sub-contract to Sproule Powerline Construction. A second contractor referred staff back to Sproule Powerline for this work – Sproule stated that a quote was given to MacDonald's Electric.

	Unit	Cost	Total
400W LED lights	18	\$530	\$9,540
50 ft Poles	5	\$3,500	\$17,500
Labour	1	\$3,000	\$3,000
GRAND TOTAL			\$30,040

Alternatives:

Option 1 – Recommended – That Council approves the transfer of Capital Funds towards the purchase of LED lights and the replacement of the poles.

Or

Option 2 – Not recommended – That Council declines the transfer of use for these funds for the replacement of the lights and poles.

Financial Implications:

At this point staff has identified nearly \$40,000 in savings on the purchasing of equipment in the Maxville & District Sports Complex Capital Budget. This more than offsets the requested transfer of funds in the amount of \$30,040.00 plus HST to purchase the the LED lights and the replacement poles for the Baseball Field.

The funds remain within the same Capital Budget envelope and do not increase nor decrease the whole of the Capital funding for the Maxville & District Sports Complex as allocated by Council.

Attachments & Relevant Legislation:

Section 16 of the Township's Procurement Policy

Submitted by:



Anne Leduc – Director of Community Services

Others consulted:

Kim Champigny – Director of Finance / Treasurer



Sarah Huskinson – Chief Administrative Officer / Clerk

Section 8

TREASURY DEPARTMENT

KIMBERLEY CHAMPIGNY

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

THAT Council adopt by-law #37-2018 being a rating by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

THAT By-law 37-2018 be read a first, second and third time and enacted in Open Council this 9th day of July, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 8 Item a

STAFF REPORT TO COUNCIL

Report No: TR-2018-09

June 26th, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Rating Bylaw under the *Tile Drainage Act*

Recommended Motion:

THAT Council adopt by-law #37-2018 being a rating by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

Background / Analysis:

The owners of land in the municipality have applied to Council under the *Tile Drainage Act* for loans for constructing subsurface works on such land. As such 75% of the cost of the work with applicable interest can be applied for under this Act. The work for has been completed and the Rating By-Law setting the annual rates has been prepared along with the Offer to Sell and Debenture documents.

The total amount available to be borrowed is \$72,000. Under the *Tile Drainage Act* a land owner can apply for \$50,000 per year for the loan. \$50,000 was applied for and granted in 2017. The balance of \$22,000 is being requested for 2018.

Alternatives:

Option 1: That By-Law #37-2018 being a bylaw imposing special annual rates upon land in respect of which money is borrowed under the *Tile Drainage Act* be adopted by council.

Option 2: Do not adopt By-Law #37-2018.

Financial Implications:

Council has already approved the *Tile Drain Loan Application* and agreed to levy and collect for a term of ten years once per year for this loan on the final tax billing. There are no fiscal responsibilities to the Township.

Attachments & Relevant Legislation:

The *Tile Drainage Act*, current borrowing Bylaw #42-2014 being a Bylaw to raise money to aid in the construction of drainage works.

Others Consulted: Ontario Ministry of Agriculture, Food and Rural Affairs.



Reviewed and Approved by
Sarah Huskinson, CAO/Clerk

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE
Township of North Glengarry
BY-LAW NUMBER 37-2018

A by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$22,000.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2018-Jul-09
yyyy/mm/dd

Second Reading 2018-Jul-09
yyyy/mm/dd

Provisionally adopted this 09 day of July, 2018

Chris McDonell
Name of Head of Council

Signature

Sarah Huskinson
Name of Clerk

Signature

Third Reading 2018-Jul-09

Enacted this 09 day of July, 2018

Chris McDonell
Name of Head of Council

Signature

Corporate Seal

Sarah Huskinson
Name of Clerk

Signature

I, Sarah Huskinson, clerk of the Corporation of the Township
of North Glengarry certify that the above by-law was
duly passed by the council of the Corporation and is a true copy thereof.

Corporate Seal

Sarah Huskinson
Name of Clerk

Signature

The Corporation of the Township of North Glengarry
Schedule 'A' to By-law Number 37-2018

Property Owner Information*				Description of Land Parcel to Which the Repayment Charge Will be Levied				Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
	0	0		Lot: N Pt 12	Con: 5			2018-Aug-01	\$ 22,000.00	\$ 2,989.10
-	-									
2462 County Road 34		Alexandria	ONT	Roll #: 0111 011 009 25000						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
0	0	0		Lot:	Con:					
-	-									
				Roll #:						
								TOTAL *	\$ 22,000.00	\$ 2,989.10

* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided. Only the owner(s) of the property may apply for a loan.

TILE DRAINAGE DEBENTURE

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)

\$22,000.00

No. 2018-08-01

The Corporation of the Township of North Glengarry hereby promises to pay to the Minister of Finance, the principal sum of \$22,000.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$2,989.10 on the 1st day of August, in the years 2019 to 2028, both inclusive.

The right is reserved to The Corporation of the Township of North Glengarry to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the Township of North Glengarry in the Province of Ontario, this 1st day of August, 2018, under the authority of By-law No. 42-2014 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

Corporate Seal

Chris McDonell
Name of Head of Council

Signature

Kimberley Champigny
Name of Treasurer

Signature

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry authorizes the Director of Finance/Treasurer to submit Creek Road Bridge replacement as a candidate for the 2018 Ontario Community Infrastructure Fund (OCIF) Top-Up Funding Program.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

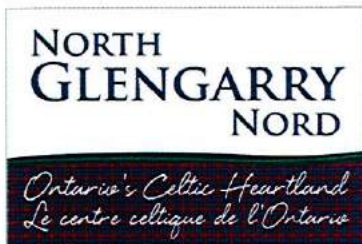
Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 8 Item b



8(b)

STAFF REPORT TO COUNCIL

Report No: TR-2018-10

June 28th, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: OCIF Top Up Funding

Recommended Motion:

THAT the Council of the Township of North Glengarry authorizes the Director of Finance/Treasurer to submit Creek Road Bridge replacement as a candidate for the 2018 Ontario Community Infrastructure Fund (OCIF) Top-Up Funding Program.

Background / Analysis:

The Province is committed to helping rural communities improve vital local infrastructure. The Townships has been advised that it is eligible to apply for top up funding for up to \$1,593,619.

Eligible projects involve core infrastructure projects such as roads, bridges, water and waste water that are identified as a priority in the community's asset management plan. Once again, the emphasis is on infrastructure that addresses critical health and safety issues. Staff are recommending that the Township apply for a significant bridge project that otherwise would have to be financed if this funding were not available.

Creek Road Bridge is slated for replacement in 2019. Staff proposes to design and tender the replacement of the structure in 2019 to take advantage of this funding as the structure is too large and complex to complete in house.

Estimated costs for the construction of the new bridge including engineering design, tender documents, permits, environmental assessments and approvals, replacement, construction and contingency are \$2,024,000 (McIntosh Perry Capital Plan Estimates – 2017). This estimate is conservative to allow a contingency for unforeseen elements.

Alternatives:

Option 1: That Council authorizes the Director of Finance/Treasurer to apply for the OCIF Top-Up Funding Program.

Option 2: That Council does not authorize the Director of Finance/Treasure to apply to the OCIF Top-Up Funding Program.

Financial Implications:

If the total amount of the Top-Up Funding is approved, there will remain approximately \$400,000 required to complete the project (\$2,024,000 less funding of \$1,593,000). It is hoped that the tender amounts will come in under the \$2,024,000 estimate by McIntosh Perry as it is a conservative estimate. The \$400,000 shortfall can be financed from the Roads Capital Reserve/Federal Gas Tax/Tax Levy or any combination thereof.

Attachments & Relevant Legislation:

Others Consulted: Director of Public Works



Reviewed and Approved by
Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

That By-Law 40-2018, being a by-law to authorize temporary borrowing from time to time during the fiscal year ending December 31, 2018; and

THAT By-law 40-2018 be read a first, second and third time and enacted in Open Council this 9th day of July, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 8 Item c

STAFF REPORT TO COUNCIL

Report No: TR-2018-12

July 4th, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Temporary Borrowing By-Law

Recommended Motion:

That By-Law #40-2018, being a bylaw to authorize temporary borrowing from time to time during the fiscal year ending December 31, 2018, be read a first, second and third time and adopted in open Council.

Background / Analysis:

Section 407 of the Municipal Act provides authority for a council to authorize temporary borrowing, until such time that taxes are collected and other revenues received, to meet the current expenditures of the Municipality.

The attached is a Bylaw to authorize such temporary borrowing.

Alternatives:

Option 1: That Council adopts By-law 40-2018.

Option 2: That Council does not adopt By-law 40-2018.

Financial Implications:

None

Attachments & Relevant Legislation:

By-Law #40-2018

Others Consulted:



Reviewed and Approved by
Sarah Huskinson, CAO/Clerk



**ONTARIO
MUNICIPAL CORPORATIONS
TEMPORARY BORROWING BY-LAW**

E-FORM 348 (04/2009)

(FOR BANK USE ONLY)

S.R.F. No.:	603-609-538
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The Corporation of the Township of North Glengarry (the "Municipality") By-law ⁴⁶⁻2018 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

NOW THEREFORE THE COUNCIL OF The Corporation of the Township of North Glengarry ENACTS AS FOLLOWS:

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$ 2,000,000, whichever is less. *(see attached Schedule "A")*
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. The treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for, the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
10. This by-law shall take effect on the final day of passing.

Enacted and passed this 9th day of July, 2018.

® Registered trademark of Royal Bank of Canada.

Head of Council

Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry authorizes the Director of Finance/Treasurer to award invoice relief to the identified property owner, account 002-023590-002 in the amount of \$9,826.40.

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 d



8(d)

STAFF REPORT TO COUNCIL

Report No: TR-2018-11

July 4th, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Water Bill Relief

Recommended Motion:

THAT the Council of the Township of North Glengarry authorizes the Director of Finance/Treasurer to award invoice relief to the identified property owner, account 002-023590-002 in the amount of \$9,826.40.

Background / Analysis:

This report is being provided to Council to obtain direction regarding a request for invoice relief.

As per the Township's water/invoice relief policy, circumstances may arise that would warrant consideration for billing relief in case of a household appliance or appurtenance that creates unexpected consumption.

The policy provides customers with a permitted one-time relief under appropriate circumstances. The policy also requires that relief over \$1,000 be subject to Council approval.

The attached request for relief was received in the amount of \$9,826.40. A neighbor had called into to complain of a water leak. The customer was not home at the time. Staff was called in to investigate and noted that half of a water pipe was pulled apart. Since the residence was vacant, the water was turned off at the line post.

It is the property owner's responsibility to ensure repairs are made to the plumbing system, which was done, and water service was resumed. The property owner should contact the Water Works Department for inspection to ensure satisfactory repairs have been completed so that this does not occur again.

Alternatives:

Option 1: That Council authorizes the Director of Finance/Treasurer to award invoice relief.

Option 2: That Council does not authorize the Director of Finance/Treasurer to award invoice relief.

Financial Implications:

The resultant relief would be in the amount of \$9,826.40 after being adjusted for average consumption.

Attachments & Relevant Legislation:

Others Consulted: Director of Public Works

A handwritten signature in cursive script, appearing to read "Sarah Huskinson".

Reviewed and Approved by
Sarah Huskinson, CAO/Clerk

Section 9

**PLANNING/BUILDING
BY-LAW
DEPARTMENT**

Jacob Rhéaume

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry adopt Zoning By-Law Z-04-2018;
and

THAT By-law Z-04-2018 be read a first, second and third time and enacted in Open Council this
9th day of July, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 9 Item a

STAFF REPORT TO COUNCIL

Report No: BP-2018-10

July 9, 2018

From: Gerry Murphy – Advisor to the Director of Building/By Law & Planning Services

RE: ZONING AMENDMENT Z-04-2018
LOCATION – 3909 COUNTY ROAD 45 ALEXANDRIA
OWNER – YVES & NATALIE GAUTHIER

Recommended Motion: That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-04-2018.

Background / Analysis: An application for a zoning amendment request was brought to the Planning Committee meeting on Monday, July 9th 2018. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of July 9th, 2018, the application is being presented to Council this evening for adoption. This is a request to permit the use of an additional operation of a window and door retail outlet in an existing accessory building in a rural zoning designation.

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

OR

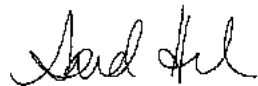
Option #2 Council does not adopt the by-law

Financial Implications: No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law Z-04-2018

Others consulted: N/A



Reviewed by
Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-04-2018

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

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

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

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

1. Notwithstanding the provisions of Section 12.1 to the contrary, on the lands described as being Kenyon Concession 2 Part of Lot 1 RP;14R4467 PART 1 RP 14R5766 PT;PART 1 (3909 County Road 45) Alexandria, Township of North Glengarry zoned Rural Special Exception 12 (RU-12) on Schedule "A" attached hereto, the following provisions shall apply:
 - i) RU-12 Special Exception: To permit the additional operation of a window and door retail outlet in an existing accessory building.
2. That Schedule "A" of By-Law 39-2000 is hereby amended by changing to RU the zone Symbol of the lands indicated "Zone changed to RU-12" on the Schedule "A" hereto.
3. That Schedule "A" attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 9th day of July, 2018.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-04-2018, duly adopted by the Council of the Township of North Glengarry, on the 9th day of July, 2018.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE "A"
TO BY-LAW NUMBER Z-04-2018**

**Legend
Subject Property
Zone Change to RU-12**



**Kenyon Concession 2 Part of Lot 1
RP;14R4467 PART 1 RP 14R5766 PT;PART 1
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-04-2018
Passed this 9th day of July, 2018**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry adopt By-Law # 38-2018; and

THAT By-law 38-2018 be read a first, second and third time and enacted in Open Council this 9th day of July, 2018.

Carried

Defeated

Deferred

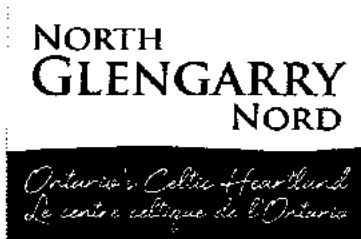
MAYOR / DEPUTY MAYOR

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

YEA

NEA

Section 9 Item b



9(b)

STAFF REPORT TO COUNCIL

Report No: BP-2018-11

July 9, 2018

From: Gerry Murphy – Advisor to the Director of Building/By Law & Planning Services

RE: SITE PLAN DEVELOPMENT AGREEMENT BY-LAW 38-2018
LOCATION – 23-25 MAIN STREET ALEXANDRIA
OWNER – MAD PEET HOLDING CORPORATION (Michael Madden)

Recommended Motion: That the Council of the Township of North Glengarry adopt By-Law # 38-2018.

Background / Analysis: An application for a site plan development agreement was brought to the Planning Committee meeting on Monday, July 9th 2018. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of July 9th, 2018, the application is being presented to Council this evening for adoption.

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

OR

Option #2 Council does not adopt the by-law

Financial Implications: No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law 38-2018
- Site Plan Control Agreement

Others consulted: N/A

Reviewed by
Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 38-2018

BEING a by-law to authorize the execution of a Site Plan Control Agreement with Mad Peet Holding Corporation.

WHEREAS the Council of the Corporation of the Township of North Glengarry is desirous of entering into a Site Plan Control Agreement with Mad Peet Holding Corporation.

AND WHEREAS Section 41 of the Planning Act, R.S.O. 1990 c.P.13, as amended, enables the Municipality to establish a Site Plan Control Area;

NOW THEREFORE the Council of the Corporation of the Township of North Glengarry hereby enacts the following as a by-law:

1. The Mayor and CAO/Clerk are hereby authorized to execute, under the Corporation Seal, a Site Plan Agreement with Mad Peet Holding Corporation., owner of the lands described as Plan 5 Part Lots 18 and 19 and; Reference Plan 14R5284 Part 3. Town of Alexandria, now in the Township of North Glengarry, County of Glengarry hereto attached (Schedule "A") and forming part of this by-law.

READ a first, second, third time and enacted in Open Council, this 9th day of July, 2018.

CAO / Clerk / Deputy Clerk

Mayor/ Deputy Mayor

I hereby certify this to be a true copy of By-law No. 38-2018, and that such by-law is in full force and effect.

Date Certified

CAO / Clerk / Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SCHEDULE "A"

TO BY-LAW # 38-2018

SITE PLAN CONTROL AGREEMENT THIS AGREEMENT, made in triplicate,
this 9th day of July, 2018. **BETWEEN:** The Corporation of the Township of North Glengarry
(hereinafter called the "Township")

OF THE FIRST PART

AND: Mad Peet Holding Corporation

(hereinafter called the "Owner")

OF THE SECOND PART

WHERE AS the Township of North Glengarry enacted Site Plan Control Provisions in By-law No. 38-2018 pursuant to the provisions of Section 41 of the Planning Act, R.S.O. 1990, c.

AND WHEREAS the Owner owns the lands described as 23-25 Main St. North, Alexandria, Ontario. PLAN 5 PART LOTS 18 AND 19 AND; RP 14R5284 PART 3 geographic Town of Alexandria, now in the Township of North Glengarry, County of Glengarry.

AND WHEREAS the Owner has applied to the Township for approval of the Site Plans as received by the Planning Committee pursuant to the Site Plan Control Policy and the said Committee has approved the said Plans subject to the Owner entering into a Site Plan Control Agreement;

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

Conditions for Site Plan Control Agreement

1. This Agreement shall apply to the owner's land which is described above and in Schedule "A" and to the development and redevelopment of the said lands.
2. The owner covenants and agrees that no development or redevelopment will proceed on the said lands except in accordance with the Plans approved by the Township pursuant to Section 41 of the Planning Act R.S.O. 1990, c.P.B, and more particularly identified in Schedules "A" to "D" inclusive attached hereto.
3. The owner further agrees that the proposed buildings, structures and other works shown on the Plans which is identified as Schedules "A" to "D" inclusive shall be completed in conformity with the said Plans and shall do all acts to provide for the maintenance and use of the requirements set out in the said Agreement.
4. The owner further covenants and agrees, in addition to Conditions 2 and 3 or any other Sections of the Agreement and at its own costs:
 - (a) To complete the installation of all services, works and facilities as shown on Schedule "A" to "D" inclusive within the specified time.
 - (b) To provide and maintain at all time such parking and loading facilities convenient to users and ensuring orderly and safe vehicular and pedestrian movements as shown on Schedule "A" and further agrees that the said areas shall be surfaced with infiltrative pavers.
 - (c) To provide and construct all drainage to the satisfaction of the Township as shown on Schedule "A".
 - (d) To maintain an entrance in the location as shown on Schedule "A" and to the satisfaction and according to the specifications of the Township.
 - (e) To provide such walls, fences, hedges, trees and/or shrubs and to landscape the said lands as shown on Schedule "A" and further agrees to maintain same to the satisfaction of the Township.
 - (f) To provide a garbage storage area and to screen same accordingly should it be determined it is required by the Township.
 - (g) To provide adequate on site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or the traffic on the adjacent roads as shown on Schedule "A".
 - (h) The owner understands and agrees that all entrance improvements on the Township right-of-way may be carried out by an approved contractor provided

the owner obtains prior written approval from the Township. All improvements to the entrance must conform to current Township standards and specifications. All works on the right-of-way must be inspected and certified by the owner's engineer.

(i) The owner understands and agrees that:

(i) All required work on private property in respect to sanitary and storm sewers and municipal water supply must be carried out in accordance with Township specifications at the expense of the owner.

(ii) Prior to the work commencing, arrangements for the necessary servicing permits and approvals must be made with the Township's Public Works Department.

(iii) The owner must advise the Township's Public Works Department prior to the issuance of any building permit, whether it intends to hire a registered professional engineer to design, inspect and certify the sewer and water installations for this development or the Township will be required to inspect and test the services, at the owner's cost. Municipal water will not be turned on until such time that the installations are approved by the Township through one of the above alternatives.

(j) The owner further understands and agrees that all sewer and water materials installed on private and right-of-way properties must be specified and in compliance with current Township standards.

5. The owner covenants and agrees that all conditions as set out in Section 2, 3 and 4 and as shown on Schedules "A" to "D" inclusive, shall be completed within two years of the issuance of any building permit.
6. The owner further covenants and agrees that prior to receiving a building permit, they will deposit with the Township's Treasury Department an Irrevocable Letter of Credit from a Chartered Bank with drawing rights for not less than one (1) year from date of issue and in the amount of not less than fifty (50%) percent of the "Total X" of Schedule "D" attached, renewable on a annual basis if the subdivision has not obtained final acceptance this being the total of the Consultant's approved estimate of quantities and prices, by item, for the construction of all underground facilities plus the estimated cost of site inspection associated with these works and the project administration by the Consultant, which approved estimate shall be dated not more than three (3) months prior to the date of the Letter of Credit, plus the Township Administration Fee of two

(2%) percent of the total estimated cost of constructing the facilities, plus the underground installation costs of utility companies.

7. From time to time during the construction of underground facilities, the Consultant shall prepare a Progress Certificate indicating the total amount of work completed as of the date of the Progress Certificate by the Engineer, the Township Treasurer may reduce the balance of the Letter of Credit by the "Total Balance Due" (this being the difference between the "Total Work Performed to Date" and the "Total Paid to Date") less ten (10% percent of the "Total Work Performed to Date". At no time will the Letter of Credit be reduced to below the value of the "Total Y" of Schedule "D".

Upon satisfactory completion of the works and the issuing of the letter of preliminary acceptance of the facilities, the holdback will be reduced to five (5%) percent plus the value of uncompleted works (if any). The five (5%) percent holdback will be released upon expiry of the Guaranteed Maintenance Period.

8. All entrances, exits and fire routes within the lands shall, at all times, be kept clean and clear of snow or debris to the satisfaction of the Township, failing which the Township shall have the right to enter upon the said lands, undertake the clearing and removal of snow or debris on all entrances, exits and Fire Routes and recover from the owner all costs, through the deposited by the owner with the Township (prior to project completion) or by action or in like manner as municipal taxes (post project completion) as provided as taxes that are overdue and payable.

9. The owner will indemnify the Township and each of its officers, servants, and agents from all loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of the execution, non-execution or imperfect execution of any of the work herein before mentioned or of the supply or non-supply of material therefore, whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings arise by reason of negligence or without negligence on the part of the owner or its contractors, officers, servants or agents, or whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings are occasioned to or made or brought against the Owner or its contractors, officers, servants, or agents or the Township, its officers, servants, or agents.

10. The owner agrees to consent to the registration of this Agreement against the said lands by way of "Notice of Agreement" and understands that the said Agreement shall remain on title in perpetuity.

11. The owner understands and agrees that he shall be responsible for all fees incurred in the registration of this Agreement against the title to the said property,

and for all registration fees incurred in the registration of any subsequent amendment or deletion of the Agreement from title and for any approvals or consents required to register the Agreement.

12. The owner shall arrange for and shall be responsible for all fees incurred in the registration of postponements of all debentures, charges, mortgages, or other similar documents registered prior to the registration of this Agreement.

13. The owner understands and agrees that any modifications to the site, additional structures, building additions and/or new buildings on the said lands shall require an amendment to this Agreement, if deemed by the Township to be of a magnitude to warrant such an amendment.

THIS AGREEMENT shall be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto placed their respective hands and seals to these presents.

SIGNED, SEALED AND DELIVERED

In the presence of

) _____

(_____)

) Mad Peet Holding Corporation

) Michael Madden

)

)

)

) CORPORATION OF

)THE TOWNSHIP OF

)NORTH GLENGARRY))

) _____

)Mayor

)

)

) _____
)CAO/Clerk

SCHEDULE "A"

SITE PLAN

SCHEDULE "B"

STORM WATER MANAGEMENT

N/A

SCHEDULE "C"

LOT GRADING

N/A

SCHEDULE "D"

SECURITIES/COST ESTIMATES

N/A

Section 10

FIRE DEPARTMENT

Patrick Gauthier

Section 11

PUBLIC WORKS

DEPARTMENT

Ryan Morton

Section 12

CORRESPONDENCE

That the Planning Committee recommend approval of zoning amendment **Z-03-2018** 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. 4

Moved by: Michel Depratto

Seconded by: Carma Williams

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

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 3

Moved by: Brian Caddell

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 7:07 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

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: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

Proceed "In Closed Session",

That the Council of the Township of North Glengarry proceeds in Closed session under Section 239 (2) of the *Ontario Municipal Act* at _____, in order to address,

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

And adopt the minutes of the Municipal Council Closed Session meeting of June 25, 2018.

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 a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting June 25, 2018 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: July 9, 2018

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: July 9, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 41-2018; and

That Council adopt by-law 41-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 41-2018 be read a first, second, third time and enacted in Open Council this 9th day of June, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 17 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 41-2018
FOR THE YEAR 2018**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of July 9, 2018 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-Law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 9th day of July, 2018.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 41-2018, duly adopted by the Council of the Township of North Glengarry on the 9th day of July, 2018.

Date Certified

CAO/Clerk / Deputy Clerk

Section 18

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 9, 2018

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