

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday April 27, 2020 at 7:00 p.m.

Draft Agenda

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **ACCEPT THE AGENDA (Additions/Deletions)**
4. **ADOPTION OF PREVIOUS MINUTES**
 - a) Regular Meeting of Council – April 14, 2020
5. **DELEGATION(S)**
6. **STAFF REPORTS**
 - CAO/Clerk's Department**
 - a) Reappointment of member on the RRCA Board
 - Community Services Department**
 - b) Community Services Department - Workplan Update
 - Treasury Reports**
 - c) 2020 Capital Budget Deferrals
 - Planning/Building & By-law Enforcement Department**
 - d) Closing and Sale of an abandoned part of Lakeshore Road
 - e) By-law 19-2020 - Appointment of Building Officials
 - f) By-law 20-2020 - Civic Number
 - g) Planning/Building & By-law Enforcement Dept – Workplan Update
 - Public Works Department**
 - h) Public Works Department – Workplan Update
 - Fire Department**
 - i) Pumper/Tanker Station 2 – RFP award.
 - j) Fleet – Aerial Truck
7. **UNFINISHED BUSINESS**
8. **CONSENT AGENDA**
 - a) Clerk's Department – Workplan Update
 - b) Treasury Department – Workplan Update
 - c) Fire Department – Workplan Update
 - d) RRCA Board Meeting Minutes of April 20, 2020
 - e) Arts, Culture and Heritage Committee Minutes – Feb 3, 2020
9. **NEW BUSINESS**
10. **NOTICE OF MOTION**

Next Regular Public Meeting of Council
Monday May 11, 2020 at 7:00 p.m.
Note: Meeting are subject to change or cancellation.
11. **QUESTION PERIOD** (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

a) By-law 21-2020

14. ADJOURN

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF

PECUNIARY

INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Brenda Noble

SECONDED BY: Johanne Wensink

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday April 27, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Carma Williams

SECONDED BY: Jeff Manley

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

Regular Meeting of Council – April 14, 2020

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 4

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
REGULAR MEETING OF COUNCIL**

Tuesday April 14, 2020 at 7:00 p.m.

Conference call - number 855-436-3635 access code 1848762

A Regular meeting of the Municipal Council was held on April 14, 2020 at 7:00 p.m., with Mayor Jamie MacDonald presiding.

The Regular Meeting of Council was conducted via conference call.

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

ALSO, PRESENT: **CAO/Clerk** - Sarah Huskinson
Director of Community Services – Anne Leduc
Director of Building Planning and By-law – Jacob Rhéaume
Planner – Kasia Olszewska

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

Resolution No. 1

Moved by: Brenda Noble

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Tuesday April 14, 2020.

Carried

4. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Carma Williams

Seconded by: Jeff Manley

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

Regular Meeting of Council – March 23, 2020

Carried

5. **DELEGATIONS**

6. STAFF REPORTS

Clerk`s Department

a) Postponement of By-Election

Resolution No. 3

Moved by: Carma Williams

Seconded by: Johanne Wensink

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-05;

And THAT Council of the Township of North Glengarry supports the Clerk`s decision to postpone the by-election to a future date.

Carried

b) By-law 17-2020 – Lease of land to IHA Canada

Resolution No. 4

Moved by: Brenda Noble

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-06;

AND THAT Council adopt by-law 17-2020, being a by-law to authorize the Mayor and Clerk to enter into a lease agreement with IHA Canada Inc. for a portion of the property known as as Concession 3 Part of Lot 2, RP14R-3035; Parts 1 5 and 6 on Plan 14R-1381; Part 2;

AND THAT by-law 17-2020 be read a first, second and third time and enacted in open Council this 14th day of April 2020.

Carried

Community Services Department

c) Review of Ice and Hall Rental Agreements

Resolution No. 5

Moved by: Carma Williams

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-04; and

THAT Council of the Township of North Glengarry approves the changes to the Ice and Hall Rental Agreements; and

THAT Council approves the changes to the Facilities Cancellation Policy.

Carried

d) Swimming lessons at Mill Pond

Resolution No 6

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-05; and

THAT Council of the Township of North Glengarry direct staff to not pursue with swimming lessons at Mill Pond.

Carried

e) Awarding of contract for the Development & Marketing Strategic

Resolution No. 7

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-06; and

THAT Council of the Township of North Glengarry directs the Chief Administrative Officer and the Director of Community Services to enter into a contract with MDB Insight for the Township of North Glengarry's Development and Marketing Strategy; conditional on MDB Insight honouring the firm price quoted in the bid submission for a period of six months after the awarding of the contract and a start extension to match that same period of time.

Carried

f) Grants to organizations through the Community Grants & Municipal Budget.

Resolution No. 8

Moved by: Jeff Manley

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-07; and

THAT Council of the Township of North Glengarry supports that grants allocated through the Community Grants and the North Glengarry Municipal Budget be maintained for organizations that plan to postpone their events to later in 2020 with the understanding that:

- Staff will report regularly to Arts, Culture and Heritage Committee during their meetings and to Council through the Committee of the Whole Community Services Workplan Report;
- In the event that an activity is cancelled, sums to be returned to the Township will be exclude expenses that have already been incurred;
- Organizations funded through the Community Grants that plan to postpone their events to 2021 will be required to reapply to that fund.

Carried

g) CIP Extension request for the Glengarry Pioneer Museum Greenfield project

Resolution No. 9

Moved by: Johanne Wensink

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-08; and

THAT Council of the Township of North Glengarry approves the recommendation from the Arts, Culture and Heritage Committee for an additional six (6) month extension from May 12, 2020 to November 12, 2020 to for the Community Improvement Plan project at 1645 County Road 30 in Greenfield.

Carried

Planning/Bldg. & By-law Enforcement Department

h) Z-01-2020 – Zoning Amendment

Resolution No, 10

Moved by: Brenda Noble

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-09; and

THAT Council of the Township of North Glengarry adopt Zoning By-law Z-01-2020 and that by-law Z-01-2020 be read a first, second, third time and enacted in Open Council this 14th day of April 2020.

Carried

i) By-law 16-2020 – Delegation of Authority By-law

Resolution No. 11

Moved by: Jeff Manley

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-10; and

THAT the Council of the Township of North Glengarry adopt Delegation of Authority By-law 16-2020, to delegate certain Planning Committee, Committee of Adjustment and Council of North Glengarry authority to the Chief Administrative Officer; and

THAT by-law 16-2020 be read a first, second, third time and enacted in Open Council this 14th day of April 2020.

Carried

- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
- 9. NEW BUSINESS**
- 10. NOTICE OF MOTION – Next Meeting of Council, Monday April 27, 2020**
- 11. QUESTION PERIOD**
- 12. CLOSED SESSION BUSINESS**
- 13. CONFIRMING BY-LAW**

a) By-law 18-2020

Resolution No. 12

Moved by: Jeff Manley

Seconded by: Brenda Noble

That the Council of the Township of North Glengarry receive By-law 18-2020; and

That Council adopt by-law 18-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 18-2020 be read a first, second, third time and enacted in Open Council this 14th day of April 2020.

Carried

14. ADJOURN

Resolution No. 13

Moved by: Brenda Noble

Seconded by: Johanne Wensink

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

Section 5

DELEGATIONS

Section 6

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Carma Williams

SECONDED BY: Johanne Wensink

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-07;

And THAT Council of the Township of North Glengarry hereby appoints Council Member _____ to the Board Management for the Raisin Region Conservation Authority for the remainder of the term of Council.

Carried

Defeated

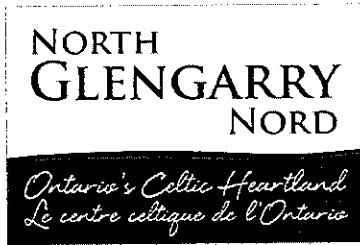
Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item a



STAFF REPORT TO COUNCIL

Report No: AD-2020-07

April 27, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Reappointment of member on the RRCA Board

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2020-07;

AND THAT the Council of the Township of North Glengarry hereby appoints (Council member) to the Board of Management for the Raisin Region Conservation Authority for the remainder of the term of Council.

Background / Analysis:

On March 23, 2020, Council passed a by-law to deem the Alexandria Ward Councillor seat vacant. The seat for the Board of Management for the Raisin Region Conservation Authority must be reappointed as well.

Staff spoke to the RRCA and they plan on taking this item to the May meeting, and therefore, we were asked to pass this resolution at the Council meeting in April.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

Richard Pilon, General Manager - RRCA

Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: **Brenda Noble**

SECONDED BY: **Jeff Manley**

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2020-05 - Community Services Department Workplan Update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item b



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2020-05

April 27, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – April Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-05.

Background / Analysis:

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

ADMINISTRATION

COVID-19 – As per the directives issued by the Eastern Ontario Health Unit, all recreation facilities / community centres (including those managed by the Recreation Associations and the Dalkeith Plus group) are closed to the public until April 5th. Clients that had bookings in our facilities were contacted by phone first and if that method was unsuccessful, emails were sent. We can confirm that all bookings were cancelled by mid-day on Saturday, March 14th. Information will be communicated to our users as new developments arise.

Programming that was to occur in the Spring is on hold at our facilities and timing will be re-evaluated as further developments occur.

Playgrounds under the Township's jurisdiction now have signage indicating that the structures in the park are not sanitized and are closed. Signage does encourage people to use park space while respecting Public Health recommendations.

Staffing – The Recreation Department, as all other Township Departments, is impacted by the present COVID-19 situation especially following on the cancellation or impending cancellation of events in our facilities.

A review of the staffing needs was conducted with the two arena Lead Hands and the Parks Working Foreperson as we move towards our spring and summer outside maintenance tasks.

Over the course of 2019, the recreation Department reduced staffing by one individual following the retirement of the Glengarry Sports Palace's Equipment Operator. That position was backfilled by a more junior Equipment Operator who was previously shared between the Glengarry Sports Palace and the Park.

As of March 18th, all part-time and Winter Seasonal Employees were laid off. Remaining staff are working on various tasks in their facilities following the removal of the ice or required maintenance in the buildings. These tasks will keep staff occupied until spring maintenance starts on the Township's outdoor facilities (baseball fields, soccer fields, parks, etc.). Grass cutting in the parks and fields will soon follow once the warmer weather settles in. Staff will not be lining fields in order to discourage people from congregating in those areas.

Normally, a Full-time Summer Seasonal Equipment Operator would be recalled to work with the Park staff for grass cutting and outdoor maintenance duties during the last week of April. A Full-time Summer Seasonal General Labourer would be recalled by mid-May to do the same. A decision was made not to recall the Summer Seasonal staff at the Park, so as such we have reduced our Summer staff by three full-time individuals, including the retired GSP individual. Staffing is now comprised of the two lead hands at our arenas, one working foreperson at the Park joined by one equipment operator and one general labourer. The general labourer's tasks also include the daily cleaning of the Township Office. Staff will be assigned according to the needs of the facilities and to cover vacation over the summer.

All recreation facilities where Township employees are working are being sanitized regularly. Staff is also taking the opportunity to do maintenance to these buildings during the time that they are closed.

Here is a sample of things that are being done:

- Daily walk-through of Recreation buildings
- Dome
 - Maintenance on turf
 - Maintenance on tennis court
- Island Park (& Green Spaces)
 - Equipment maintenance in preparation for spring (lawn mowers, etc.)
 - Cleaning up of Island Park property (branches, Christmas lights, etc.)
 - Annual inspection and documentation of repairs (if any) of all playgrounds
 - Assembling of three sets of bleachers (working at old Alex Mo building)
 - Cleaning of windows (scraping) at Island Park Building
 - Replacement of cracked ceramic tiles and reinstallation of ceramic border near new dividing door.
 - Cleaning up of Island Park property (branches, Christmas lights, etc.)
 - Paint touch-ups and finishing of clean-up at Island Park building

- Mill Pond
 - Oiling of Geese eggs (over a one month period)
- GSP & Maxville arenas
 - Cleaning of arena floor after ice removal
 - Cleaning of showers in players' change rooms
 - Stripping of floor in Community Hall
 - Rink Board inspection and repairs
 - Maintenance of ice resurfacer
 - Sanitizing of bleachers and dressing rooms
 - Removal of out-of-date advertising on wall
 - Finalize canteen end-of-season inventory (MSC only)
 - Painting of stairwell (GSP only)
 - Painting of refrigeration room and piping (GSP only)
 - Painting of Bar area (GSP only)
- Township Office
 - Cleaning of facility 5 days a week
- The creation of a Facilities Cleaning Time schedule to ensure that all touch points such as elevator buttons, light switches, door handles, seating areas, handrails, viewing glass, counters, window ledges, etc., are cleaned on a regular basis.

Removal of Aquatic Vegetation – The application to the Department of Fisheries and Oceans was submitted on November 1, 2019. The Letter of Authorization was received from DFO on March 26, 2020 and shared with the Public Works Department. An advisory will be sent to DFO on June 1, 2020 to advise that removal will be starting at the latest June 15, 2020. Reporting must be done prior to December 1, 2020 and information on the removal of vegetation will be transmitted by the harvester team to staff on a daily basis during the removal process.

EVENTS AND ACTIVITIES

Basketball – Prior to COVID-19, we polled the community to find out if there is interest in creating a drop-in program at the Maxville & District Sports Complex this summer. Notwithstanding this, staff had decided to purchase two portable adjustable basketball nets and offer this option as summer programming in Maxville. Our thought was that if the programming was not successful the nets could be used at the Dome. Presently this program is on hold until we see how COVID-19 will impact us.

Boys and Girls Club Activities – These activities were on-going with the group using the kitchen at the Sandfield Centre for cooking classes for the youth. This program is paused due to COVID-19.

Business & Community Gala – Typically at this time of the year we are issuing the request for nominations for the Township's Business and Community Gala that is scheduled for September 24th, 2020 at the Glengarry Sports Palace. Staff proposes to wait until after the June Committee of the Whole to canvass Council's opinion on the probability of this event happening given the COVID-19 situation.

Canada Day Activities – We have been in contact with the organizations hosting Canada Day activities in the Township. At this point, none of the events have been cancelled though most have told me that it is doubtful that these will be going ahead. We have not heard back from Celebrate Canada on our funding request at this time.

Community Kitchen – An Open House was held on February 5th from 2:30 to 4:30 pm at the Maxville Community Kitchen in partnership with the EOHU. There were 4 producers in attendance and we have received more inquiries by email. Our lead public health inspector contact at the EOHU has resigned and we have been advised that a new lead will be assigned shortly.

Flag Football – Three teams were registered for the winter Flag Football at the Dome. This program is paused due to COVID-19.

Golf – This program was scheduled to start this Spring at the Dome but was paused due to COVID-19.

March Break – Events were cancelled due to COVID-19.

Nordic Pole Walking Program – This program was greatly appreciated by participants. Staff is looking at launching the program in the evenings come Fall to attract a wider audience but conditions with COVID-19 may impact this programming.

Sportball Program – Based on the success of the Winter Sportball session, staff was implementing a Spring session that was cancelled due to COVID-19

Volleyball – The 2019 / 2020 Women's Volleyball session was paused due to COVID-19

Yoga – The end of the Winter session was paused due to COVID-19 and the Spring session was cancelled. Christina Collard is creating video content which is being shared on the Township's Facebook page.

Youth Broomball – We are in contact with various broomball organizations to inquiry about equipment subsidies to start a youth broomball group next Fall if the COVID-19 situation permits it.

FACILITIES

Tim Hortons Dome – On Sunday, April 19th, the Parks Working Foreperson and I received a call from Glengarry Security advising that a battery back-up was low. Jeremy drove down to the Dome and noted that the structure was deflating – neither the blower nor the back-up motor were working. Tim Lampron from Lamp's Heating and Garry McDougall from McDougall Electric were called in. Garry determined that a switch had broken apart on the transformer pole located on MacDonald Street which feeds the Dome. It looks like the back-up generator ran for a while (we could feel the heat on the motor and smell the oil) but due to some type of mechanical failure, the back-up motor on the generator seized. A point to mention - the back-up generator is inspected regularly and started once a month to ensure that it is functional.

Ontario Hydro was called in and they were able to replace the broken switch within a short period of time. The Dome re-inflated in a little under one hour.

Once the Dome was inflated, the Parks Working Foreperson and I performed an interior and exterior walk-through and noted minimal damage – a guy wire that holds the netting is broken and we have a three-foot portion of an interior corner seam that has let go. The seam is not an issue at this moment because the Dome is double-lined.

Farleys was scheduled to perform the wood replacement around the foundation of the Dome (approved expense in the 2020 Capital Budget). We have been in contact with them and they will schedule us as early as possible and include the repair work for the damage that occurred this Sunday.

The propane motor on the back-up generator was not salvageable so a new unit was ordered and installed on Wednesday, April 22nd.

Maxville & District Sports Complex – The hook-up to municipal water has been completed.

COMMENTS


This report is presented for information purposes only.


Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
			Q1	Q2	Q3	Q4		
STRATEGIC PLAN								
STRATEGIC PLAN								
Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times	Ongoing	Rec Dept						
Provide training to all departments on excellence in customer service	Ongoing	All Depts						
Marketing and Development Plan	Ongoing	AL						Fall 2020
Communications plan	Ongoing	TK, AL, SH						
CAPITAL PROJECTS								
EcDev - Interpretive Panels	Ongoing	TK						
Dome - Membrane repairs	Ongoing	JD						Spring / Summer
EcDev - Remembrance Day Banners	Ongoing	TK						
Glen Robertson Playground Equipment	Ongoing	AL						Equipment purchased - to be installed in the spring
KingGpk - Electrical Panel	Ongoing	JD						Carry-over from 2019
Millsq - Architectural Design	Ongoing	AL						
MSC - Water lateral Connection	Completed	AL, JA						
OTHER								
Admin - Business & Community Awards Gala	Ongoing	AL, MD						September 24, 2019 (GSP)
Admin - Grants - Celebrate Canada - Application 2020	Ongoing	AL						Waiting on response
Admin - Grants - Seniors	Ongoing	AL						Impacted by COVID-19
Admin - Main Street Revitalization Grant	Completed	AL						Report ready to file
Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						
Dome - Programming - 2019/2020 Women's Volleyball		AL, MD, JD, SD						Impacted by COVID-19


Dome - Programming - 2020 Flag Football		SD, JD						Impacted by COVID-19
Dome - Programming - 2020 Winter Boys & Girls Club		AL						On hold - Impacted by COVID-19
Dome - Programming - 2020 Youth Floor Hockey		JA, SD						On hold - Impacted by COVID-19
Dome - Programming - Competitive Soccer League		SD, JD						On hold - Impacted by COVID-19
Dome - Programming - Golf		SD, JD						On hold - Impacted by COVID-19
Dome - Programming - Nordic Track for Seniors		AL, JD						On hold - Impacted by COVID-19
Dome - Programming - Running Prog 2020 Winter Session		AL, JD						On hold - Impacted by COVID-19
Dome - Programming - Sportball		SD						On hold - Impacted by COVID-19
Dome, GSP, MSC, IP - Programming - 2020 Family Day	Completed	Rec Dept						
Dome, GSP, MSC, IP - Programming - 2020 March Break		Rec Dept						Cancelled - Impacted by COVID-19
EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, TK						
EcDev - COVID-19 Response - Facebook Postings & Website updates	Ongoing	AL, TK						Sharing of information on Facebook & Website
EcDev - COVID-19 Response - Business Support	Ongoing	AL, TK						Working with Maxville & Alexandria Chambers to support local businesses
EcDev - COVID-19 Response - Employer Support	Ongoing	AL, TK						Working with various ministries & SDG EcDev to ensure that needs of business owners are heard at various government levels and shared back with owners

EcDev - COVID-19 Response - Ministry of Tourism, Culture and Heritage	Ongoing	AL, TK					Working with the ministry & SDG EcDev to ensure that needs of tourism operators are heard.
EcDev - Community Improvement Plan Public Consultation and Review	Ongoing	AL, TK					Fall 2020
EcDev - Community Grants	Ongoing	AL, TK					Adjustments to events impacted by COVID-19
EcDev - Glengarry Routes Tour	Ongoing	TK					September 19th
EcDev - NG Community Grants Café	Ongoing	AL, TK					February 20th
EcDev - NG Tourism Grants Café (September)	Ongoing	AL, TK					September 22nd
EcDev - Regional Incentives Program	Ongoing	TK					
EcDev - Teeny Tiny Summit (June)		AL, TK					On hold - Impacted by COVID-19
GSP - Audit	Ongoing	AL, MD					April/May
GSP - Programming - 4 on 4		MD, SD, RW					Cancelled - Impacted by COVID-19
GSP - Programming - Little Sens-type Programming		AL, MD					On hold - Impacted by COVID-19
GSP - Programming - Yoga 2020 Winter Session	Ongoing	MD, SD					
GSP - Programming - Youth Broomball	Ongoing	MD, SD, RW					
GSP, MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, RW, JA					Certificate obtained
IP - Aquatic Vegetation Removal Permit	Completed	AL					Permit obtained - to start no later than June 15th
IP - Geese Mitigation Program Permit	Completed	AL					Permit obtained
IP - Programming - 2020 Swimming Lessons	Completed	SD					Report to Council April 14, 2020
IP - Programming - 2020 Winter Boys & Girls Club		AL					May require adjustments - Impacted by COVID-19
IP - Programming - Summer Camp Boys & Girls Club		AL, SD, MD					May require adjustments - Impacted by COVID-19
MSC - Community Kitchen Program		AL, TK, SD					On hold - Impacted by COVID-19

MSC - Programming - Floor Hockey		MD, SD						On hold - Impacted by COVID-19
MSC - Glengarry Sports Hall of Fame	Ongoing	JA						
MSC - Programming - Kilt Skate 2021	Ongoing	AL, TK & Others						South Glengarry March 1, 2020

Preparation 

Execution 

Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Carma Williams

SECONDED BY: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2020-12 – the Director of Finance/Treasurer Capital Deferrals 2020 for information purposes only.

Carried

Defeated

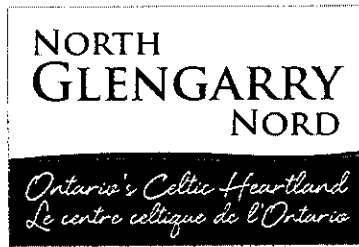
Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item c



STAFF REPORT TO COUNCIL

Report No: TR2020-12

April 22, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: 2020 Capital Budget Deferrals

Recommended Motion:

THAT the Council of the Township of North Glengarry accepts report TR2020-12 – the Director of Finance/Treasurer Capital Deferrals 2020 for information purposes only.

Background / Analysis:

During this pandemic time, there may be a need to defer costs in order to keep cash flow at a level that meets our community's needs. With some rate payers and utility users having a reduced income and thus inability to pay their bills in full, revenues for the Municipality will ultimately be reduced.

Directors have been asked to provide an update on what capital projects may be deferred to 2021 in order to reduce our costs and provide additional cash flow dollars. I have attached a listing by revenue source indicating what items may be deferred.

In summary, approximately \$62,000 of tax-based funding can be deferred until 2021. This represents just over 1% of the tax levy.

Alternatives:

This is for information purposes only. These items have all been approved during the 2020 budget process. Should Management/Council defer these items then there will simply be a surplus in the budget for 2020.

Financial Implications:

Possible cost deferrals of \$62,000 for 2020. These tax based items would simply have their funds moved to the appropriate reserves to be used in 2021. This would increase the 2021 budget in order to ensure needed infrastructure is maintained but would be funded from reserve funds and thus the 2021 tax base would not be increased to pay for these deferred items.

Attachments & Relevant Legislation:

None.

Others Consulted:

All Directors

Signed by Sarah Huskinson, CAO/Clerk

**CAPITAL BUDGET
2020**

Budgeted Expenditure	Approved 2020 Budget	Possible Deferrals	Funding Source	Notes
ADMINISTRATION				
Office Flooring	13,000	(13,000)	Tax Based	Possible Deferral to 2021
Tables	2,500	(2,500)	Tax Based	Possible Deferral to 2021
Microphones	25,000			
Computers	12,000			
License Upgrades	5,000			
Asset Management Building Assessment	20,000			Need to complete by Dec 31, 2020 for grant funding
ECONOMIC DEVELOPMENT				
Signage	15,000	(5,000)	Tax Based	Already spent at \$10,000
Interpretive panels	22,000	(22,000)	Grants	Deferred to 2021
Marketing Plan	30,000			RFP already went out
Bench and Cement Munro McIntosh location	3,000	(3,000)	Tax Base	Deferred to 2021
Apple Hill Bi-Centennial Sign	1,000			
Banner	5,000			Already spent
Mural Lights Township office	2,500			Already spent
FIRE				
Station Renovations	50,000			
Bunker Gear	25,000			
Training Centre	40,000			
Fire Wells	5,000			
CEMC Outlets for Recreation Centres	10,000			
Communications	165,000			
FLEET				
Tandem Truck Replacing #22 Roads	275,000			
1/2 Ton Truck Replacing #48 Water Dept	35,000			
Promac 48" Mulcher (Razor)	65,113			
Kubota Mower 7ft	15,000			
Plate Tamper 1000 lb	16,282			
Weed Harvester Engine Replacement	20,000			
Pumper/Tanker Station 2 Apple Hill fire	450,000			
Pick up/SUV Fire	55,000			
ROADS OTHER				
Sidewalk maintenance program	150,000			
Maxville Catch basin Marlborough ST	7,000			
Maxville Storm Sewer Catherine ST. E.	50,000			
Culvert replacement program	50,000			
Concrete Work	5,000			
Line Painting	10,000			
Various Roads in Need	332,671			
HARD TOP MAINTENANCE				
Sinclair Street	38,939			
Graveling Resurfacing	275,000			
Skye Road	60,000			
Concession 6	400,936			
BRIDGES				
Creek Road Bridge Replacement Structure #26	2,278,650			
Dominion Bridge Structure #59	315,061	(315,061)	FGTF	Dominion Street Bridge can be deferred with minimal risk or impact. The project is relatively simple. The design has not yet been implemented, but can be and construction can be completed in 2021
Bridge Inspections	30,000			
LANDFILL				
Landfill sampling, monitoring, reporting	87,671			
MOE Requirements	30,000			
Monitoring wells Glen Robertson Landfill	20,000			
RARE				
Snow bucket for loader	4,250			
Duct work Insulation	21,332			

Budgeted Expenditure	Approved 2020 Budget	Possible Deferrals	Funding Source	Notes
MRA'S				
<i>Total budget in one account but please charge the below noted for expenses 1-5-7000-8000</i>				
Alexandria	3,000			
Apple Hill	3,000			
Dalkeith	21,800			
Dunvegan	6,500			
Father Gauthier	5,000			
Glen Robertson	20,000			
Glen Sandfield	500			
Greenfield	1,500			
Laggan	1,000			
Maxville	1,200	(12,700)	Tax Based	Assume 20% reduction on spending
MAXVILLE SPORTS COMPLEX				
Water Connection	17,000	(9,000)	Reserves	Revised cost of \$8000
ISLAND PARK				
Plow Package	10,000	(10,000)	Tax based	Deferred to 2021
Chairs and tables	8,000	(8,000)	Tax based	Deferred to 2021
Bleachers for Micros	6,000	(110)	Tax based	Under budget and already purchased
Interlocking sidewalk repairs	7,500			
DOME				
Wood change for foundation	15,000			
Tennis court repatching	2,000	(2,000)	Tax based	Deferred to 2021
GLENGARRY SPORTS PALACE				
Engineering Plans	100,000			
Electric Edger	6,000	(6,000)	Tax based	Deferred to 2021
WATER DISTRIBUTION				
Waterline relining Mill Pond	167,161			
Kincardine St. Water Line Tie In	20,000	(20,000)	Water Budget	Deferred to 2021
Value and hydrant replacement program	36,000			
Water Meter Replacement Program	10,000			
Auto Flushers (x2)	5,000			
Trailer	3,000			
Meter Software Upgrade	15,000			
Tools	5,000			
Glen Robertson Meter Head replacement	7,000	(7,000)	Water Budget	Deferred to 2021
Truck Hitch for manhole retrieval	2,000			
WATER TREATMENT				
Glen Robertson SCADA Upgrade	46,000			
Clean Intake crib	8,000			Possible deferral. Leave for now.
Process Controller and pump	5,000	(5,000)	Water Budget	Deferred to 2021
Raw water turbidity meter	8,000	(8,000)	Water Budget	Deferred to 2021
WASTE WATER				
Sewer flushing and CCTV	60,000			
Sewer relining	50,000			
Laggan berm maintenance	2,000			
Maxville Main Station grating replacement	25,000	(25,000)	Waste Water Budget	Deferred to 2021
Sewage Pumps x 2	8,000	(8,000)	Waste Water Budget	Deferred to 2021
Maxville Manor pump and controller upgrade	20,000	(20,000)	Waste Water Budget	Deferred to 2021
Alum tank repairs and cleaning	4,000			
MAXVILLE WATER PROJECT (USE THE 9700 SERIES OF GL CODES)				
Water Treatment Plan Upgrades	3,567,883			
	<u>9,857,949</u>	<u>(501,371)</u>		
		(62,310)	Tax Based	
		(337,061)	Grants	
		(9,000)	Reserves	
		<u>(93,000)</u>	Water/Waste Water Budget	
		<u>(501,371)</u>		
		6,136,519	Tax levy	
		1.02%	Percentage deferrals	

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-05; and

THAT Council of the Township of North Glengarry accepts the proposal for the closing and sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Carried

Defeated

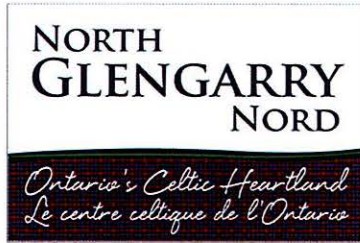
Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item d



CLOSING AND SALE OF AN ABANDONED PART OF LAKESHORE ROAD

Report No: BP-2020-05 - 2

April 27, 2020

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

RE: Closing and Sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-05

AND THAT the Council of the Township of North Glengarry accepts the proposal for the closing and sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Background / Analysis:

As discussed on the February 19, 2020 Committee of the Whole meeting, the Township of North Glengarry has received a request to purchase a section of an abandoned part of Lakeshore. The request was made by the owners of the property, Denis Tousignant & Josee Goulet. The existing lot, which was purchased by the owners in 2019, is of an irregular shape; note that it is currently large enough to build a Single Family Dwelling, a septic system, etc. all as per our Zoning By-law and Ontario Building Code, but the owners are requesting to buy the land to extend the property lines and then own a larger property to have more options on the location of the Single Family Dwelling, septic system, well, future accessory storage building and the entrance.

The Municipal Act provides that a Council of a Municipality may pass by-laws for stopping up all or part of a highway and for selling the same. A highway includes any road under the municipality's jurisdiction.

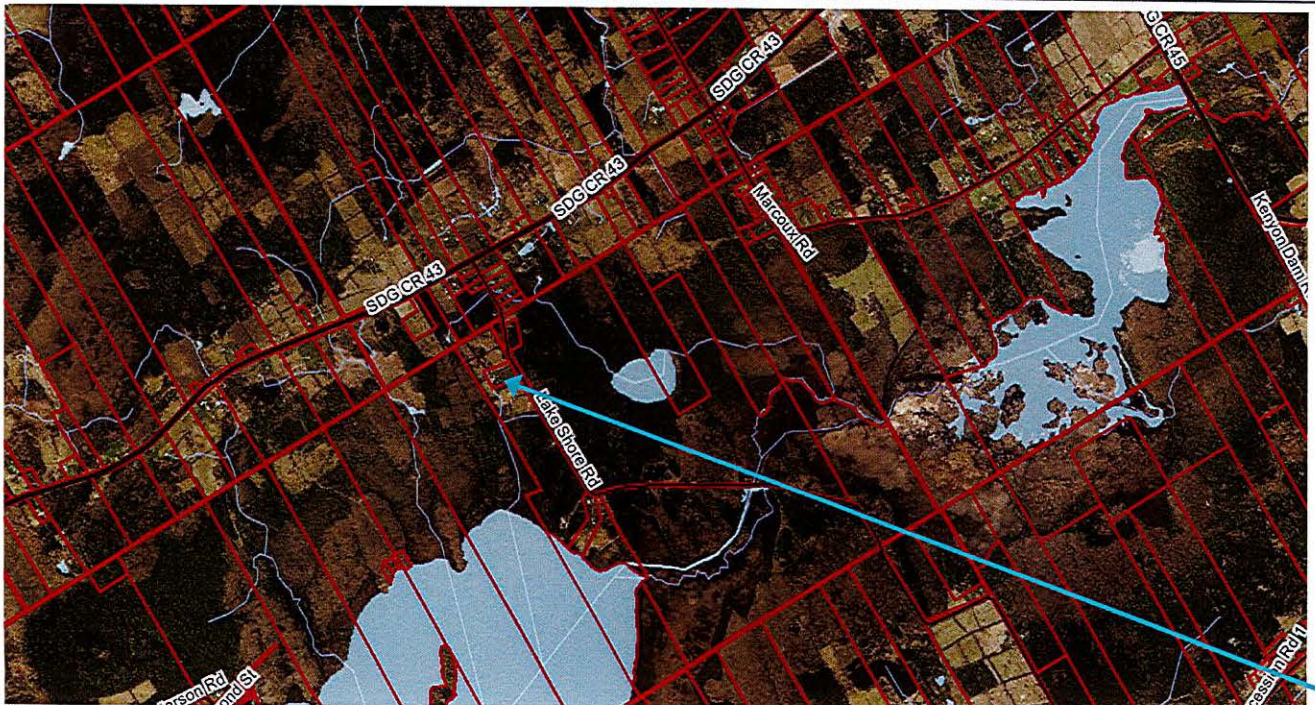
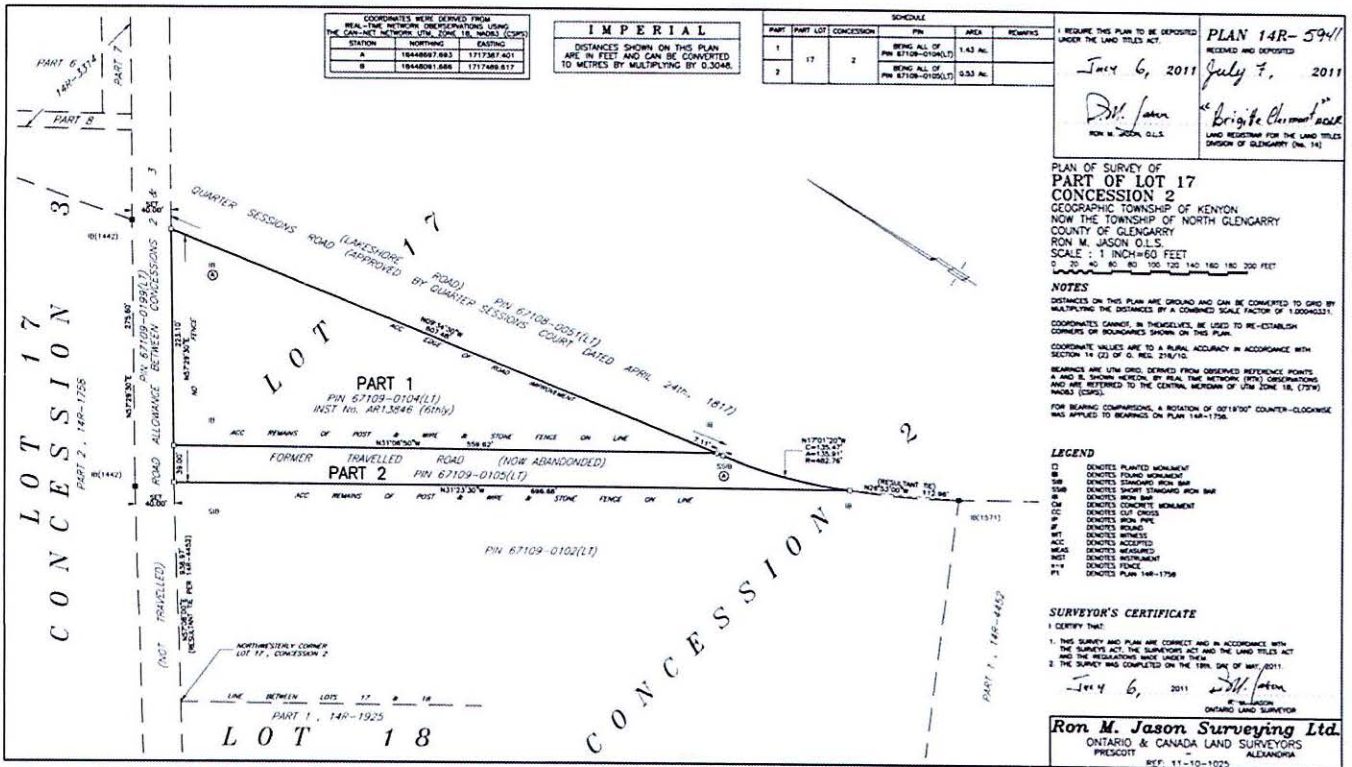
The Township would consider requests to stop-up, close and sell Township owned road allowances provided:

- The unopened road allowance is deemed to be not required for current or future municipal use;
- All costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold;
 - o There shall be no expense to the municipality
- Section 34(7) of the Municipal Act, 2001 c.25, provides that a By-law which has the effect of permanently closing or altering a highway is not valid if the result is a person having no motor

vehicle access to and from the person's land over any highway, unless the person agrees to such by-law;

- o The Township should not create a "landlock" property by selling the land.
- Generally, the Township should only consider applications for road allowance closings from abutting landowners.
- Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.
- Council will consider applications to stop up, close, and convey road allowances and shore road allowances on a case-by-case basis.

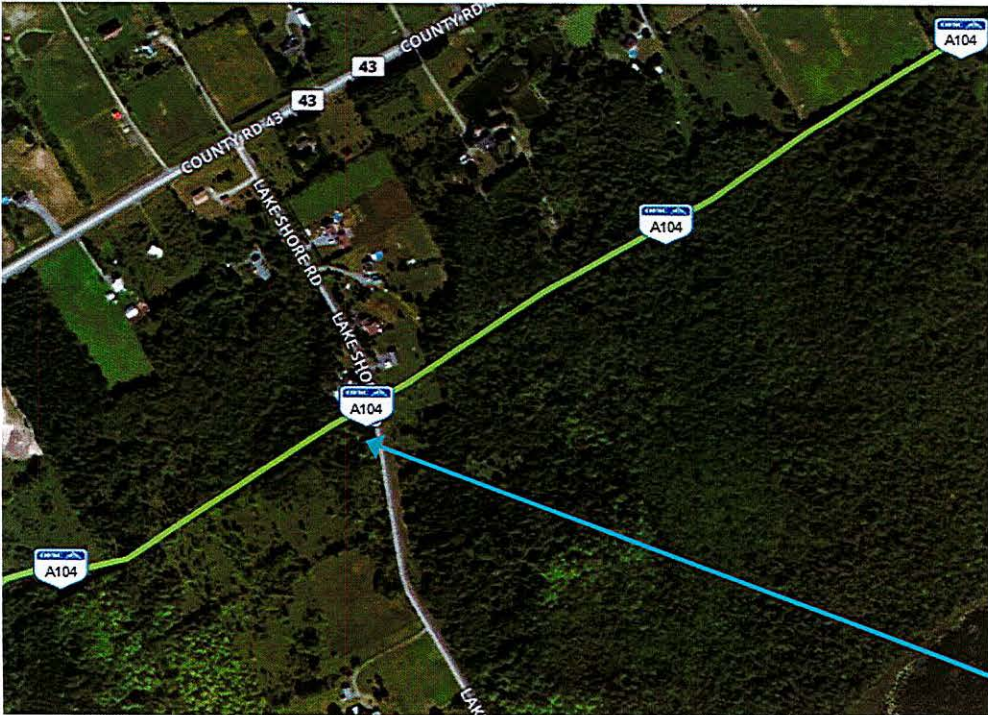
The exact location of the property is Kenyon Concession 2, East Part Lot 17; RP 14R5941 Part 1 and the section of the Road that is currently not travelled or maintained is 14R5941 Part 2.





On the February 19, 2020 meeting, it was brought up as a concern for some of the Committee of the Whole members that the discussed road allowance is a snowmobile trail. According the Eastern Ontario Snowmobile Club Trail and the Ontario Federation of Snowmobile Clubs, the road allowance is not a snowmobile-maintained trail.

The land being an unmaintained municipal road allowance, it is possible some people did use it, but if/when it becomes private property, the owners would be allowed to prevent the passage as it would be considered trespassing a private property. The road allowance between Kenyon concession 2 & 3 is snowmobile trail A104 as shown on the map below.



As per the Municipal Act, the Planning Act and standard normal procedures from neighboring Townships, the usual process for closing and selling parts or sections of a municipally owned road is the following;

- *We are currently requesting the acceptance of the proposal; No. 2.*

1. WRITTEN REQUEST – SUBMISSION REQUIREMENTS

- a. For Council to review the request, the applicant shall submit the following information:
 - i. A letter of Request to stop-up and close a road allowance which shall include an accurate description of the portion of the road allowance requesting to be closed, and a legal description of the applicant's lands.
 - ii. The Letter shall also contain reasons requesting the closure of the road allowance.
 - iii. A map of the proposed road allowance to be stopped up and closed, including the identification of adjacent lands, including the location of buildings.

2. COMMITTEE OF THE WHOLE ACCEPTANCE OR REJECTION OF APPLICATION

- a. If the Committee of the Whole wishes to proceed with the closing and sale of the municipal road allowance;
 - i. A resolution shall be prepared declaring the land surplus and available for sale;
 - ii. The Township will also circulate to all departments for comments.
- b. If the recommendation is to reject the application, the applicant(s) will be notified of the decision and the process stops.

3. CIRCULATION TO ADJACENT LANDOWNERS

- a. The Township will conduct a detailed search to ascertain the proper names and addresses of all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold.
- b. Notice shall be circulated to all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold to all required agencies, the property owner and/or owner's agent(s), and any parties who have expressed written interest in receiving notice
- c. Adjacent landowners will be afforded a minimum of three (3) weeks to respond to the letter.
- d. Should there be no interest shown in the purchase of the portion of the unopened road allowance, the applicant(s) will be given the opportunity to purchase the portions of such land.

4. NOTICE TO PUBLIC

- a. Prior to selling any municipal road allowance the Township shall give notice to the public of the proposed closing and sale of the Township road allowance and hold a minimum of one public meeting.
- b. An advertisement shall be placed in at least one newspaper having general circulation within the local area for a one-week period advising the date, time and location of the public meeting.
- c. Copies will also be posted in the immediate vicinity of the portion of the unopened road allowance proposed to be closed and sold.
- d. The Notice shall include a brief description of the road allowance and a sketch as well as the date, time and location of the public meeting.
- e. After public consultation, a report will be submitted to Council at the next regular meeting for further consideration with respect to final decision to close road and at this time a Council resolution is required to proceed to next steps.

5. ROAD ALLOWANCE APPRAISAL

- a. The Township is allowed obtain an appraisal of the fair market value of the unopened road allowance from a person/company certified by the Appraisal Institute of Canada.

- b. Should the applicant(s) decide to not proceed with the acquisition, the applicant(s) would be responsible for costs associated with advertising and appraisal.
- c. Council has the right to adjust any appraisal if extenuating circumstances become apparent.

6. REFERENCE PLAN (SURVEY) OF ROAD ALLOWANCE

- a. The applicant(s) shall obtain a reference plan (survey), prepared by an Ontario Land Surveyor, of the area proposed for closing and sale and submit such to the municipality prior to the commencing of any legal work concerning the road closing.

7. CLOSING AND SALE OF MUNICIPAL ROAD ALLOWANCE BY-LAW

- a. Once a reference plan has been submitted to the Township, the applicant(s) solicitor shall proceed with the preparation of the legal work concerning the road closing.
- b. The Closing and Sale of Municipal Road Allowance By-law will be brought to Council for formal approval.
- c. The transfer of the land will only be completed once the legal work is completed and after receipt of total payment, if applicable.

Alternatives:

- 1. The Council of the Township of North Glengarry wishes to proceed with the closing and sale of the municipal unmaintained and untraveled road allowance described as Kenyon Concession 2, East Part Lot 17; RP 14R5941 Part 2.
- 2. The Council of the Township of North Glengarry does not support the closing and sale and rejects the proposal.

Financial Implications:

No financial implications; all costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold.

Attachments & Relevant Legislation:

- No attachments

Others consulted:

Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Carma Williams

SECONDED BY: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-13; and

THAT Council of the Township of North Glengarry appoints Building Inspectors for the enforcement of the Ontario Building Code Act, within the municipal jurisdiction of the Township of North Glengarry; and

THAT By-law 19-2020 be read a first, second and third time and enacted in open Council, this 27th day of April, 2020.

Carried

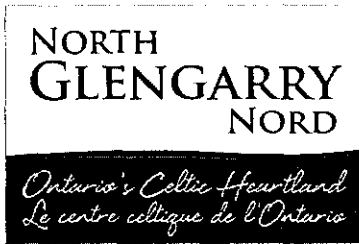
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item e



Report No: BP-2020-13
Appointment of Building Officials

April 27, 2020

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

RE: The appointment of three building officials for the enforcement of the Ontario Building Code Act, within the municipal jurisdiction of the Township of North Glengarry.

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-13

AND THAT the Council of the Township of North Glengarry appoints Building Inspectors for the enforcement of the Ontario Building Code Act, within the municipal jurisdiction of the Township of North Glengarry.

Background / Analysis:

This report recommends the adoption of a By-law to appoint three Building Official (Building Inspector) pursuant to Section 3 (1) of the Building Code Act 1992 C. 23.

Section 3 (2) of the Building Code requires that the Township appoints a Chief Building Official and such Inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction. The Township currently has a Chief Building Official, as mandated in the Municipal Act, but there are no other persons hired by the Township at this time that can enforce the Building Code Act (no building inspectors or building officials).

The Building Code Act R.S.O. 1992 c. 23, also requires the Township to appoint a Chief Building Official. The Act implies that the Chief Building Official must always be available to perform his or her duties and responsibilities. Therefore, this By-law to appoint such inspectors provides the Chief Building Official and/or Township authorization to temporarily, have other inspectors perform the Chief Building Official's duties and responsibilities in the event of his absence. The following are examples of such occasions or circumstances;

- annual leave or vacation
- illness, disability or death
- attendance at training courses, seminars or conferences
- bereavement leave

- attendance at court or legal proceedings
- a conflict of interest

The building inspectors would be empowered to act on behalf of the Township only upon receiving notice from the Chief Building Official or the Chief Administrative Officer, and only when the Chief Building Official is absent or is unable to perform his duties and responsibilities for any of the said occasions or circumstances.

Should the Chief Building Official be absent for any of the said occasions or circumstances, currently the Township has no alternate solutions. It has not become an issue up to this point, but to ensure the Township can still provide a good service to anyone who has applied and has been issued a building permit, this is necessary and it is common in many Townships where the Building Department is handled by a single person.

The Chief Building Official would still be the only person who would issue building permits. The building inspectors would be able to perform the following duties and responsibilities on behalf of the Chief Building Official;

- Clearly and professionally explains the content and intent of the Ontario Building code to members of the public who have questions.
- Performs detailed site inspections to ensure construction is in compliance with the permit application, the Ontario Building Code Act and associated regulations and guidelines.
- Issues Orders (only if deemed necessary by the CAO), as required under the Building Code Act for non-compliance, prepares written orders, and documents the reasons for their issue including notes taking and investigation.
- To enforce (only if deemed necessary by the CAO), along with the Township's By-law Enforcement Officers, the Maintenance and Occupancy Standards By-law, upon receiving a written complaint including inspections, preparation of letters, notices and orders and conducting follow up re-inspections to ensure compliance.

The three Building Inspectors/Building Officials are all currently hired in neighboring Municipalities, and are all Chief Building Officials of their respective Municipality;

- Todd Bayly, CBO, Nation Municipality
- André Brisson, CBO, North Stormont Township
- Marc-Andre Decoeur, CBO, Village of Casselman

Alternatives:

1. The Council of the Township of North Glengarry appoints Building Inspectors for the enforcement of the Ontario Building Code Act, within the municipal jurisdiction of the Township of North Glengarry.
2. The Council of the Township of North Glengarry does not appoint Building Inspectors.

Financial Implications:

As mentioned in the report, the building inspectors would be empowered to act on behalf of the Township only upon receiving notice from the Chief Building Official or the Chief Administrative Officer, and only when the Chief Building Official is absent or is unable to perform his duties and responsibilities for any of the said occasions or circumstances.

The rates would be calculated and evaluated when necessary to empower such inspector. A decent approximation would be around \$60.00 per hour including, travel time and gas, time to conduct inspections, and time to issue Orders, communicate with public, reply to emails, answer phone calls, etc.

Attachments & Relevant Legislation:

- No attachments

Others consulted:

Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP
OF NORTH GLENGARRY
BY-LAW No. 19-2020**

BEING a by-law to appoint Building Inspectors/Property Standards Officers for the enforcement of the Ontario Building Code Act within the municipal jurisdiction of the Township of North Glengarry.

WHEREAS Section 3(2) of the *Building Code Act, S.O. 1992, c.23* as amended, requires the Council of each municipality to appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act within its municipal jurisdiction;

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c.M 25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

WHEREAS Section 11 of the *Municipal Act, 2001*, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

WHEREAS Section 8 of the *Municipal Act, 2001*, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues;

WHEREAS Section 15.1(3) of the *Building Code Act, S.O. 1992, c.23* as amended, authorizes the council of a municipality to appoint certain persons as Property Standards Officers to enforce the provisions of the by-laws enacted pursuant to the Building Code Act related to standards of maintenance and occupancy of property within the its municipal jurisdiction;

AND WHEREAS, Section 36 of municipal by-law 42-2008 authorizes the appointment of a Property Standards Officers, for the purposes of administering and enforcing such by-law;

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:

1. **THAT** Todd Bayly (CBO with Nation Municipality), André Brisson (CBO with North Stormont Township) & Marc-Andre Decoeur (CBO with Village of Casselman) are hereby appointed as Building Inspectors for the enforcement of the Ontario Building Code Act, within the municipal jurisdiction of the Township of North Glengarry.
2. **THAT** Todd Bayly (CBO with Nation Municipality), André Brisson (CBO with North Stormont Township) & Marc-Andre Decoeur (CBO with Village of Casselman) are hereby appointed as Property Standards Officer for the Township of North Glengarry.
3. **THAT** the by-law shall come into force and effect immediately upon the final passing thereof.

READ a first, second and third time and enacted in open Council, this 27th day of April, 2020.

Clerk / Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law No. 19 - 2020 and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

**CORPORATION
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Jeff Manley

SECONDED BY: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-11; and

THAT Council of the Township of North Glengarry adopts the proposed By-law to provide for the assignment and maintenance of municipal address "civic" numbers; and

THAT By-law 20-2020 be read a first, second and third time and enacted in open Council, this 27th day of April, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

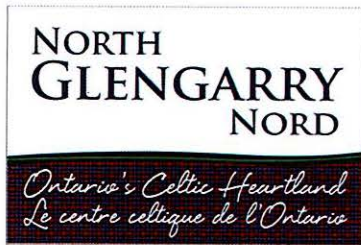
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item f



Report No: BP-2020-11

Civic

April 27, 2020

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

RE: A By-law of the Township of North Glengarry to provide for the assignment and maintenance of municipal address “civic” numbers.

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-11

AND THAT the Council of the Township of North Glengarry adopts the proposed By-law to provide for the assignment and maintenance of municipal address “civic” numbers.

Background / Analysis:

This report proposes the adoption of a Municipal Addressing By-law, to establish regulations and guidelines for the assignment of civic numbers to buildings and properties within the Township of North Glengarry. In addition, the by-law would specifically describe how the posting of municipal number signs should be done, and how it should be maintained by members of the public.

The combination of a street or a road name and civic number constitutes a designated address, a “civic address”. As a partner in the 911 public emergency reporting service with the United Counties of Stormont Dundas and Glengarry, the Township is responsible to assign and maintain accurate addresses for residences, businesses, development lots and now for vacant lots outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry, “Emily – Farm 911” program.

Addressing established by the Township and the United Counties of Stormont Dundas and Glengarry is the official database for Township records and it is used by emergency services, Canada Post, Bell Canada, Hydro One, Enbridge Gas and the private sector for their databases.

The basic principle of sequential numbering with odd numbers on one side and even numbers on the opposite side is reasonable and provides the flexibility to work with existing development. The system of numbering buildings/properties from north to south or east to west using a specified pattern (2 numbers per 15m) is logical when dealing with straight

streets/roads on a grid system. However, in North Glengarry, the irregular configuration of some streets/roads makes it difficult to adopt this approach and be consistent throughout.

The Township already has a civic number By-law but, as discussed before, it is only allowing owners of properties that has a building located on it to have a civic number.

To ensure clear identification and avoid confusion, addressing conventions must be consistent. The Department has consulted with the United Counties of Stormont Dundas and Glengarry, other municipalities and with some emergency services like OPP, Fire Department and EMS to identify concerns and suggest solutions in the context of establishing a best practices approach. Issues such as;

- address duplication
- sequential patterns in numbers and regarding odd/even numbers
- insufficient supply of numbers
- visibility/consistency of civic number sign
- identification of a vacant property

This proposed By-law incorporates the new “Emily – Farm 911” program for civic addresses on vacant lots outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry. It also provides for options to request for additional signage, where in the opinion of the Chief Building Official, it would be required to provide for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and wellbeing of persons and for the protection of property and persons.

The Province, through the Municipal Act grants municipalities the authority to establish by-laws to regulate civic numbering in the interest of public health and safety, and to provide for the proper maintenance and orderly assignment of municipal address numbers by owners of properties within the Corporation of the Township of North Glengarry.

The development of the recommended By-law was undertaken with adherence to the following objectives:

- Develop a more specific protocol for assigning civic numbers
- Establish standards and procedures for assigning or changing a civic number
- Address difficulties encountered in public and emergency services to find a property
- Civic number changes where it is deemed a safety issue
- Adopt a best practice addressing system supported by emergency services and by United Counties of Stormont Dundas and Glengarry
- Sequential numbering with sufficient space between numbers to accommodate infill or new development
- Enforcement of regulations
- Administrative procedures consistent with corporate standards, including cost recovery processes

The Chief Building Official or delegate will be responsible to enforce the By-law. The Township staff will still utilize passive techniques to encourage compliance. The anticipated need to pursue enforcement is minimal. As a last resort, when deemed necessary, the Township must have the ability to pursue remedial action. The following provisions have been included in the by-law:

- Every person who contravenes any of the provisions of this by-law is guilty of an offence.
- Every person who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, Chapter P. 33, as amended.
- When a person has been convicted of an offence under this by-law,
 - The Ontario Court of Justice, or
 - Any court of competent jurisdiction thereafter, may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

The standards for the civic number signs are essentially the same. Every municipal number sign shall be made from durable waterproof material, and bear numbers or characters not less than 76 mm (3 inches) in height in a contrasting white reflective colour on a blue reflective backing affixed on both sides of the number board and shall be located facing the roadway in a manner that the municipal number is clearly visible from the roadway, ideally perpendicular to the roadway. The civic number sign may also be affixed to the portion of the building or displayed over the garage fronting on the roadway or on a signpost or other fixed object located between the building and the front lot line, and not placed or displayed higher than the first storey of the building or garage or installed in such other location as approved by the Chief Building Official

Where a building to be numbered is 15.2m (50 feet) or more from the front lot line or for a vacant property outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry, a municipal number sign shall be posted on a white signpost or other fixed object near the driveway and within 1.0m (3 feet) of the property line at a height between 1.2m and 1.8m (4 - 6 feet) above average grade level, or in such other location as approved by the Chief Building Official or designate.

This is the proposed process for getting a civic number;

1. The applicant shall fill out an application and submit it in person at 90 Main Street South, Alexandria or send it via email to the Chief Building Official at jacob@northglengarry.ca.
2. The Chief Building Official will go on site, evaluate, measure, record a GPS point and assign a civic number.
3. The GPS point will then be entered into our GIS System and the United Counties of Stormont, Dundas & Glengarry GIS and Mapping Services Department will be notified.
4. The municipal civic address number will be issued, and the applicant will be contacted via telephone.
5. The civic address kit shall be paid in full by the applicant at the Township office. **The amount shall be set out in the Townships' Fees and Charges By-law as amended.*
6. The applicant will go to *Significo* at 69 Main Street South, Alexandria (613-525-4776) with the approved application and receipt from Township and get the civic address kit done.
7. The owner shall be responsible for the installation of the civic address in accordance with section 5 of this by-law.

Alternatives:

1. The Council of the Township of North Glengarry adopts the proposed By-law to provide for the assignment and maintenance of municipal address “civic” numbers.
2. The Council of the Township of North Glengarry does not adopt the proposed By-law.

Financial Implications:

There are no financial implications to the Township. The civic address kit would be paid in full by the applicant at the Township office. The amount shall be set out in the Townships’ Fees and Charges By-law as amended. The applicant would then go to Significo with the approved application and receipt from Township and get the civic address kit done. The owner will be responsible for the installation of the civic address in accordance with section 5 of the by-law.

Should it be necessary, there are also some administrative procedures consistent with corporate standards, for cost recovery processes in the By-law.

Attachments & Relevant Legislation:

- The Municipal Addressing By-law

Others consulted:

Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NUMBER 20-2020 **MUNICIPAL ADDRESSING BY-LAW**

Being a By-law of the Township of North Glengarry to provide for the assignment and maintenance of municipal address "civic" numbers.

WHEREAS Section 116 (1) of the Ontario Municipal Act, 2001 S.O., c. 24 as amended, permits Councils of a Municipality to establish, maintain, and operate a centralized communication system for emergency response purposes;

AND WHEREAS Section 116 (2) of the Ontario Municipal Act, 2001 S.O., c. 24 as amended, enables Municipalities that passed a by-law under Subsection (1) at any reasonable time to enter upon land to affix numbers to building or erect signs setting out numbers on land;

AND WHEREAS Section 10(2) of the Municipal Act, 2001, as amended, permits councils of local municipalities to pass by-laws and make regulations for the health, safety, and wellbeing of persons within the municipality;

AND WHEREAS Section 10(2) of the Municipal Act, 2001, as amended, permits Councils of local municipalities to pass by by-laws and make regulations for the protection of persons and property within the municipality;

AND WHEREAS this by-law provides for the proper maintenance of municipal address numbers by owners of properties within the Corporation of the Township of North Glengarry;

AND WHEREAS this by-law provides the orderly assignment of municipal address numbers within the Corporation of the Township of North Glengarry;

AND WHEREAS the orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons;

AND WHEREAS it is considered desirable to pass a By-law to provide for the placing and maintaining of civic numbering signs on entrances to rural non-building lots with a view to helping first responders better find locations in the event of an emergency.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY BY THE COUNCIL THEREOF HEREBY ENACTS AS FOLLOWS:

1. SHORT TITLE

This By-law may be known as the "Municipal Addressing By-law" or the "Civic Number By-law".

2. DEFINITIONS

In this by-law:

2.1 "Building" means a structure occupying an area greater than ten (10) square metres, consisting of a wall, roof and floor or any of them, or a structural or mechanical system serving the function thereof, including all the works, fixtures and mechanical or electrical service systems appurtenant thereto.

2.2 "Chief Building Official" means the Chief Building Official for the Township or designate.

2.3 "Civic Address" shall mean the road or street name and the number designated by the Township of North Glengarry.

2.4 "Corporation" or "Township" means the Corporation of the Township of North Glengarry.

2.5 "Costs" means all monetary expenses incurred by the Township during and throughout the process of any remedial work, including interest at a rate of 15% per annum or such lower rate as determined by the Township commencing on the day the Township incurs the costs and ending on the day the costs, including interest, are paid in full, and may include an administrative surcharge amount as determined by the Township.

2.6 "Council" means the Council of the Township of North Glengarry.

2.7 "Frontage" or "Front lot line" means the portion of the property abutting the roadway.

2.8 "Lot" or "Property" means a parcel of land within the Township including buildings and structures, yards and vacant lots which is capable of being legally conveyed in accordance with the provisions of the Planning Act, RSO 1990, c.P.13.

2.9 "Municipal Number Sign" or "Civic Number" means a horizontal blade describing the number assigned by the Chief Building Official or designate to a building or lot located on a roadway, either before or after the coming into effect of this by-law, which is primarily used to designate and locate such building or lot along such roadway.

2.10 "Owner" means, as the context requires, the registered owner, condominium corporation, assessed owner, occupant, tenant, person who for the time being manages or receives the rent for the property whether on his/her own account or as an agent or trustee or on account of any other person.

2.11 "Peace Officer" or "Officer" means, a Chief Building Official or designate, a Municipal Law Enforcement Officer or designate or an Ontario Provincial Police Officer for the purpose of enforcing municipal by-laws.

2.12 "Person" means an individual human being, a corporation, firm, partnership, unincorporated association or organization, their heirs, executors, assigns, administrators, agents, trustees or other legal representatives of a person with or without share capital, any association, firm, partnership or private club of a person to whom context can apply accordingly.

2.13 "Signpost" means the support upon which the horizontal municipal number sign blade shall be placed and shall conform to the requirements contained within the by-law.

2.14 "Order" means any notice of non-compliance or order to comply issued under this by-law.

2.15 "Roadway" or "Highway" means the private or public thoroughfare for the passage of vehicles with reference to which the building is assigned a municipal number and includes a common or public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle.

2.16 "Unit" means a separately rentable area within a building.

3. ASSIGNMENT OF MUNICIPAL NUMBERS

3.1 The Chief Building Official or designate shall assign and thereafter maintain a system for assigning sequential municipal numbers to buildings or lots within the Corporation of the Township of North Glengarry in reference to roadways.

3.2 The Chief Building Official or designate shall assign municipal numbers as per the Civic Address and Road Naming Standards for the United Counties of Stormont Dundas and Glengarry By-law, as amended.

3.3 Numbers shall be sequential in such a pattern as the Chief Building Official sees fit.

3.4 Odd numbers shall be assigned to one side of the road and even numbers assigned to the other.

3.5 Where a civic address is required for a lot or building, and it is found that there is insufficient supply of numbers, the civic number may have a letter or number suffix added to maintain sequential order.

3.6 New civic numbers in existing developed areas will be assigned in a way that is consistent with flow and intervals of existing civic numbering in the area immediately adjacent to the new lot or building to be numbered.

3.7 The Chief Building Official may assign civic numbers to lots or buildings to fulfill conditions of a consent application, or site plan approval upon receipt of a completed application and applicable fees.

3.8 The Chief Building Official is not obliged to assign civic numbers to undeveloped lots.

3.9 The Chief Building Official is not obliged to assign additional civic numbers to a lot which has been previously assigned a number.

- 3.10** Any request for an additional civic address must demonstrate that the additional address is required to improve the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons.
- 3.11** After the application has been reviewed and approved, the Chief Building Official shall notify the United Counties of Stormont, Dundas & Glengarry GIS and Mapping Services Department with the location and civic address number.

4. POSTING OF MUNICIPAL NUMBERS

- 4.1** Every owner shall ensure that a municipal number is posted on a building, signpost or fixed object in accordance with the applicable standards prescribed in this by-law when the property has a building located on it.
- 4.2** Every owner of a vacant property outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry may apply for a Municipal Number Sign to be posted as per the applicable standards prescribed in this by-law, which may be approved by the Chief Building Official or designate. (Emily – Farm 911 program).
- 4.3** Every owner of a vacant property outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry shall ensure that a municipal number, if approved as per 4.2 is posted on a signpost or fixed object in accordance with the applicable standards prescribed in this by-law. (Emily – Farm 911 program).

5. STANDARDS FOR MUNICIPAL NUMBER SIGNS

- 5.1** Every municipal number sign shall be made from durable waterproof material, and bear numbers or characters not less than 76 mm (3 inches) in height in a contrasting white reflective colour on a blue reflective backing affixed on both sides of the number board and shall be located facing the roadway in a manner that the municipal number is clearly visible from the roadway, ideally perpendicular to the roadway.
- 5.2** Where a building to be numbered is 15.2m (50 feet) or more from the front lot line, a municipal number sign shall be posted on a white signpost or other fixed object near the driveway and within 1.0m (3 feet) of the property line at a height between 1.2m and 1.8m (4 - 6 feet) above average grade level, or in such other location as approved by the Chief Building Official or designate.
- 5.3** A municipal number sign installed on an entrance to a vacant property outside any urban settlement area as defined in the Official Plan of the United Counties of Stormont, Dundas & Glengarry, shall be posted on a white signpost or other fixed object near the driveway and within 1.0m (3 feet) of the property line at a height between 1.2m and 1.8m (4 - 6 feet) above average grade level, or in such other location as approved by the Chief Building Official or designate. (Emily – Farm 911 program).
- 5.4** Where a Building to be numbered is less than 15.2m (50 feet) from the Front lot line, the municipal number sign shall be affixed to the portion of the building or displayed over the garage fronting on the roadway or on a signpost or other fixed object located between the building and the front lot line, and not placed or displayed higher than the first storey of the building or garage or installed in such other location as approved by the Chief Building Official.
- 5.5** Where, in the opinion of the Chief Building Official, additional signage is required to identify a building or a property abutting more than one street, the Chief Building Official shall provide thirty (30) day's written notice to the owner that additional signage is required, and in default of the owner erecting such signage, the Corporation may erect a municipal number sign in accordance with the provisions of this section of the By-law.
- 5.6** Where, in the opinion of the Chief Building Official, additional signage is required to provide for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons, the Chief Building Official shall provide thirty (30) day's written notice to the owner that additional signage is required, and in default of the owner erecting such signage, the Corporation may erect a municipal number sign in accordance with the provisions of this section of the By-law.

- 5.7 The Municipal Number shall be displayed in numeral form (e.g. 116) and not written form (e.g. One Hundred and Sixteen).

6. CIVIC ADDRESS FOR NEW CONSTRUCTION

- 6.1 The applicant shall fill out the attached schedule "A" application form of this by-law as amended for a new civic address.
- 6.2 The civic address kit shall be paid in full by the applicant to the Township after receiving the approval, by the Chief Building Official or designate, of the prescribed application form.
- 6.3 The amount shall be set out in the Townships' Fees and Charges By-law as amended.
- 6.4 The Township shall be responsible for contacting the owner to coordinate the pickup of the civic address kit.
- 6.5 The owner shall be responsible for the installation of the civic address in accordance with section 5 of this by-law.

7. CIVIC ADDRESS FOR VACANT LOTS (Emily – Farm 911 program)

- 7.1 The applicant shall fill out the attached schedule "A" application form of this by-law as amended for a new civic address and ensure to check the box for "Emily – Farm 911 program" to identify the use of the civic number.
- 7.2 The civic address kit shall be paid in full by the applicant to the Township after receiving the approval, by the Chief Building Official or designate, of the prescribed application form.
- 7.3 The amount shall be set out in the Townships' Fees and Charges By-law as amended.
- 7.4 The Township shall be responsible for contacting the owner to coordinate the pickup of the civic address kit.
- 7.5 The owner shall be responsible for the installation of the civic address in accordance with section 5 of this by-law.

8. EXISTING CIVIC NUMBERS

- 8.1 A civic number that has been assigned for a lot or building on the date of the passing of this By-law is hereby assigned to that lot or building until such time as the Chief Building Official directs otherwise.
- 8.2 The Chief Building Official may change or reassign civic numbers where necessary to avoid potentially confusing numbering irregularities and to assure an adequate supply of civic numbers for existing and future development. Affected landowners shall be notified in writing thirty (30) days prior to the change or reassignment.
- 8.3 If a property owner uses the assigned civic number for anything other than the use specified when the civic number was applied for, the Chief Building Official may revoke the civic number.
- 8.4 If a civic number is no longer required for its intended use, such as a demolished building, the Chief Building Official may revoke the civic number.

9. WORK PERFORMED BY THE CORPORATION

- 9.1 Where an Owner has failed to install a municipal number sign in compliance with the standards set out in this by-law, or to repair or replace a municipal number sign that has been damaged, removed, stolen, or is missing or incorrectly placed, or as per required by Chief Building Official, the Corporation may erect, repair or replace the municipal number sign and the associated expense may be recovered from the owner of the lot or building or from any person responsible for the cause of damage, obstruction of visibility or loss of legibility, and said expense may be collected from the owner in the same manner as taxes.

9.2 The Township shall not be liable for any damage to property or personal injury resulting from any remedial work undertaken as a result of a default of the owner or any person in complying with the terms of this By-law.

10. PROHIBITIONS

10.1 No Person shall:

- a) Install or post or erect a municipal number sign if the fees are not paid at the Township office;
- b) Fail to post or erect a municipal number sign at each primary entrance to a building, and, if applicable at each entrance to each unit, as per the applicable standards prescribed in this by-law;
- c) Fail to post or erect a municipal number sign as required by the Chief Building Official to identify a building or a property abutting more than one street;
- d) Fail to post or erect a municipal number sign as required by the Chief Building Official to provide for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons;
- e) Post a number, other than the approved number, on a building or on a municipal number sign;
- f) Post a number, other than the approved number, at the entrance of a vacant lot;
- g) Post or erect a municipal number sign other than as per the applicable standards prescribed in this by-law;
- h) Post or erect a municipal number sign as requested/assigned by the Chief Building Official;
- i) Occupy a building until a municipal number sign has been posted on the lot;
- j) Cause or permit a municipal number sign to be obstructed, defaced or misplaced;
- k) Fail to maintain a municipal number sign in a legible condition;
- l) Use the assigned civic number for anything other than the use specified when the civic number was applied for;
- m) Remove a municipal number sign, other than as may be strictly necessary for the immediate repair or replacement of the municipal number sign;
- n) Fail to comply with an order issued under this By-law; or
- o) Hinder, interfere with or otherwise obstruct, either directly or indirectly, the Chief Building Official, any officer, peace officer or any person appointed or designated for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.

11. GENERAL PROVISIONS

- 11.1** An officer or the Chief Building Official may issue an order upon the owner of a property for which the municipal number sign is not maintained pursuant to the requirements of this By-law which directs that the owner remedy or rectify the contravention within a specified period of time from the time of the delivery of the order.
- 11.2** Any order given under this By-law may be given by personal delivery or mail and delivery by mail shall be deemed to have been affected five (5) calendar days from the date of mailing.
- 11.3** Every order sent by an officer or the Chief Building Official shall identify the land or structure which is the subject of the order.
- 11.4** Every order to an owner shall be sent to the address shown on the last revised assessment roll or to the last known address of the owner.

- 11.5** The Township and any officer or the Chief Building Official shall be entitled to remove any items in order to remedy or rectify any contravention of this By-law and any such items that are removed in accordance with this section may be disposed of immediately in the sole and absolute discretion of the Township, its officers or the Chief Building Official, which decision shall be final.
- 11.6** In the event that the violation set out in the order is not remedied within the specified period of time as set out in the order, the officer or the Chief Building Official may cause the violation to be remedied at the expense of the owner.
- 11.7** The Township shall not be liable for any damage to property or personal injury resulting from any remedial work undertaken as a result of a default of the owner or any person in complying with the terms of this By-law.
- 11.8** With the exception of matters which pose an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer or the Chief Building Official issuing the order and whose decision is final, an order shall provide for not less than seven (7) calendar days from the date of service of the order for the remediation or rectification of the contravention as set out in the order.
- 11.9** Notwithstanding Section 11.8 of this By-law, when there is an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer or the Chief Building Official issuing the order and whose decision is final, the order may require immediate action or other remediation or rectification.

12. ENTRY ON LAND & INSPECTIONS

- 12.1** An officer or the Chief Building Official, or other person appointed for the purpose of enforcing this By-law,
- a) has the power to enter upon and examine any lands, yards, vacant lots, grounds at any reasonable time or times, and
 - b) may be accompanied by such other person or persons as they deem necessary to properly carry out their duties under this By-law.
- 12.2** Notwithstanding Section 12.1, no person, including an officer or the Chief Building Official, shall exercise a power of entry under this By-law to enter a place or part of a place that is actually being used as a dwelling unless:
- a) the occupier of the dwelling, having been informed that the right of entry may be refused, consents to the entry; or
 - b) if the occupier refuses to consent, an order is issued pursuant to section 438 of the Municipal Act, 2001 or a warrant is issued pursuant to section 439 of the Municipal Act, 2001, or a warrant is issued under the Provincial Offences Act, R.S.O. 1990, c. P.33.
- 12.3** A person exercising a power of entry on behalf of the Township, under this By-law must on request, display or produce proper identification.
- 12.4** No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, the Chief Building Official, any officer, peace officer or any person appointed or designated for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.

13. ENFORCEMENT

- 13.1** This By-law shall be enforced by an officer or the Chief Building Official or peace officer or any other person appointed by the Township for the purposes of enforcing this By-law.
- 13.2** If compliance herewith would be impractical, the provisions of this By-law shall not apply to ambulance, police and fire department vehicles and any vehicles while actually engaged in

works undertaken for on behalf of the Township, the United Counties, federal or provincial government or any utility.

- 13.3** The Township may recover its costs of remedying a violation of this By-law by invoicing the owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll in the same manner as municipal taxes in accordance with section 446 of the Municipal Act, 2001 and the exercise of any one remedy shall not preclude the exercise of any other available remedy.

14. OFFENCES & PENALTIES

- 14.1** Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P. 33.
- 14.2** Every person who contravenes any provision of this By-law, including an order issued under this by-law, is guilty of an offence.
- 14.3** Every person who is convicted of an offence under this By-law shall be subject to a fine not exceeding \$10,000.00 for each offence and such fine shall be recoverable under the Provincial Offences Act.
- 14.4** A director or officer of a corporation who knowingly concurs in a contravention of this By-law by the corporation is guilty of an offence and is liable upon conviction to a fine not exceeding \$100,000.00 for each offence and such fines shall be recoverable under the Provincial Offences Act.
- 14.5** An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the fine shall not exceed \$10,000.00.
- 14.6** The conviction of a person under this By-law shall not operate as a bar to a prosecution against the same person upon any continued or subsequent breach of any provision or order under this By-law and the court may convict such person repeatedly for continued or subsequent breaches of this By-law and the provisions of section 431 of the Municipal Act, 2001 shall further apply to any continued or repeated breach of this By-law.
- 14.7** Upon a conviction being entered, the court in which the conviction was entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed in this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 14.8** Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fines as set out in Schedule 'B' to this By-law.

15. VALIDITY & SEVERABILITY

- 15.1** Notwithstanding any section, subsections, clause, paragraph or provision of this By-law, this By-law or parts thereof may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.
- 15.2** Any reference to a statute, regulation, by-law or other legislation in this By-law shall include such statute, regulation, By-law or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.
- 15.3** Where there is any conflict between the provisions of this By-law and any other By-law or legislation, the provisions of this By-law shall prevail to the extent of the conflict.

16. REPEAL

16.1 This By-law repeals By-law No 24-2012 in its entirety, as of the date of the enactment of this By-law.

17. FORCE AND EFFECT

17.1 This By-Law shall come into force and take effect on the date of enactment.

READ a first, second, third time and enacted in Open council this 27th day of April, 2020

Clerk/Deputy Clerk

Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 20 -2020, duly adopted by the Council of the Township of North Glengarry on the 27th of April, 2020.

Date Certified

CAO/Clerk / Deputy

SCHEDULE "A" – APPLICATION FOR A CIVIC NUMBER

BY-LAW NUMBER 20 -2020
MUNICIPAL ADDRESSING BY-LAW
Page 1 of 2

PROCESS

1. The applicant shall fill out this application and submit it in person at 90 Main Street South, Alexandria or send it via email to the Chief Building Official at jacob@northglengarry.ca.
2. The Chief Building Official will go on site, evaluate, measure, record a GPS point and assign a civic number.
3. The GPS point will then be entered into our GIS System and the United Counties of Stormont, Dundas & Glengarry GIS and Mapping Services Department will be notified.
4. The municipal civic address number will be issued, and the applicant will be contacted via telephone.
5. The civic address kit shall be paid in full by the applicant at the Township office. **The amount shall be set out in the Townships' Fees and Charges By-law as amended.*
6. The applicant will go to *Significo* at 69 Main Street South, Alexandria (613-525-4776) with the approved application and receipt from Township and get the civic address kit done.
7. The owner shall be responsible for the installation of the civic address in accordance with section 5 of this by-law.

CONTACT INFORMATION

Date: _____

Owner's name(s): _____

Applicant's name (if different): _____

Signature: _____

Current address: _____

Telephone/email: _____

SITE INFORMATION

Purpose of new civic number (check one):

New construction

Existing building

Additional signage request

Change of civic number request

Vacant lot (Emily – Farm 911 program)

Site road name: _____

Site Roll No.: _____

Lot: _____ Con: _____ Plan No.: _____

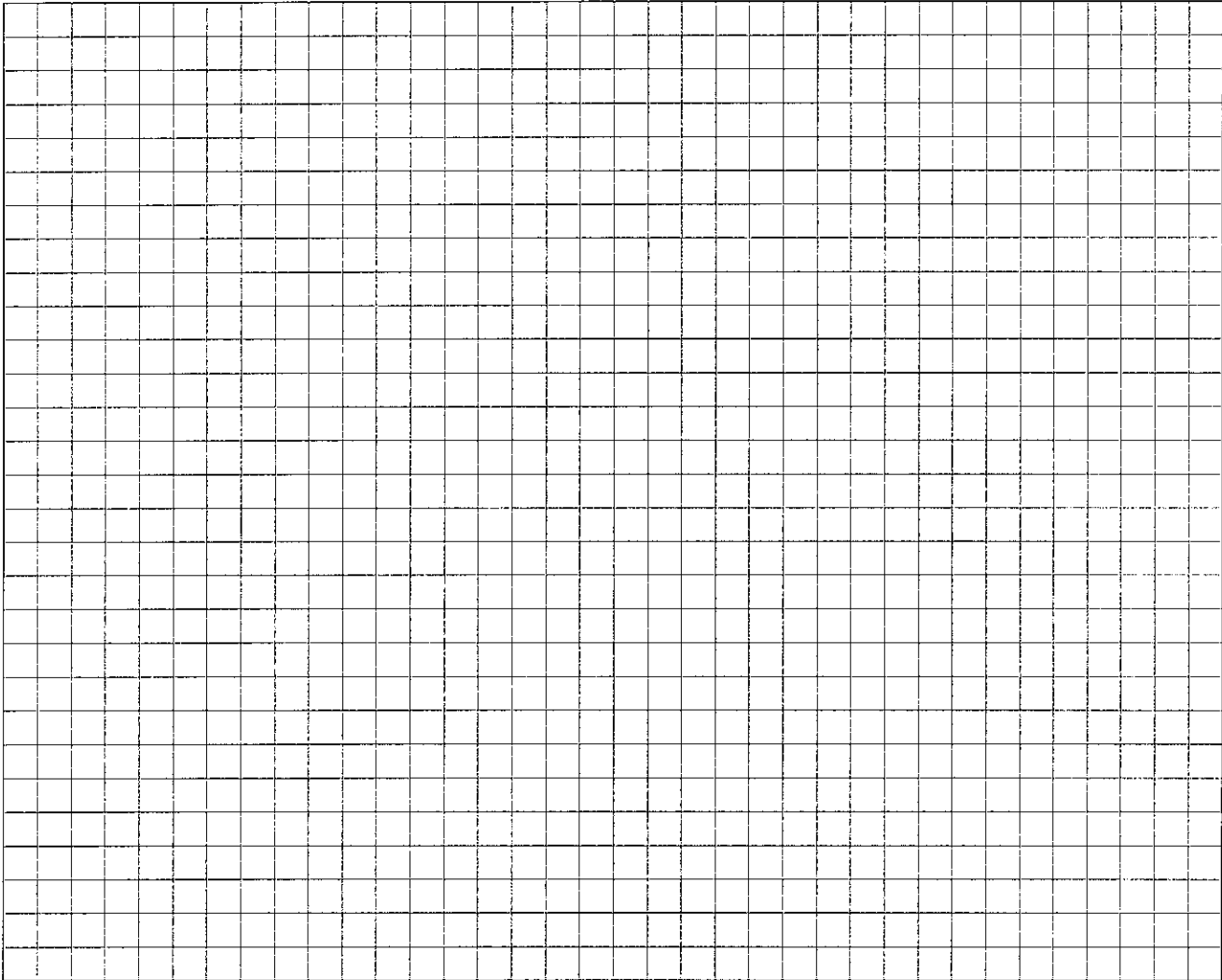
Site and location of proposed municipal civic number post will be marked by:

- Stakes
- Paint
- New entrance (attach entrance permit)
- Existing entrance

Please provide drawing of site

DIAGRAM/SKETCH INFORMATION

Show location of building(s), driveway(s), and all abutting roads.
Clearly mark the distance, in feet or meters, from a boundary line to the center of the primary driveway.



SCHEDULE "B" – SET FINES SCHEDULE

BY-LAW NUMBER 20 -2020

MUNICIPAL ADDRESSING BY-LAW

Page 1 of 1

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Part I Provincial Offences Act

	Column 1	Column 2	Column 3
ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1.	Installing or posting or erecting a municipal number sign if the fees are not paid	10.1 (a)	\$250.00
2.	Failing to post a municipal number sign at an entrance to a building	10.1 (b)	\$250.00
3.	Failing to post a municipal number sign as required/assigned by the Chief Building Official	10.1 (c) & (h)	\$250.00
4.	Failing to post a municipal number sign in an effective and efficient manner	10.1 (d)	\$250.00
5.	Posting a civic number other than an approved number	10.1 (e) & (f)	\$250.00
6.	Posting a municipal number sign other than as per the applicable standards	10.1 (g)	\$250.00
7.	Occupying a building before a municipal number sign has been posted	10.1 (i)	\$250.00
8.	Causing or permitting a municipal number sign to be obstructed, defaced or misplaced	10.1 (j)	\$250.00
9.	Failing to maintain a municipal number sign in a legible condition	10.1 (k)	\$250.00
10.	Using an assigned civic number for anything other than the use specified	10.1 (l)	\$250.00
11.	Removing a municipal number sign	10.1 (m)	\$250.00
12.	Failing to comply with an order issued under this By-law	10.1 (n)	\$250.00
13.	Obstructing/hindering/interfering with an officer or Chief Building Official in lawful exercise of powers or duties	10.1 (o)	\$500.00

Note: Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act R.S.O. 1990, c. P. 33*.

Note: The general penalty provision for the offences listed above is Section 14 of By-law No. 20-2020, a certified copy of which has been filed.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-12 – the Director of Building, By-law & Planning 2020 Workplan Update.

Carried

Defeated

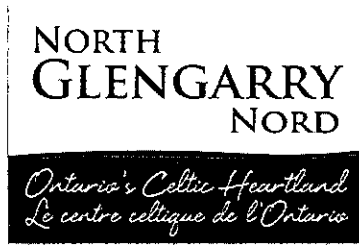
Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 6 Item g



STAFF REPORT TO COMMITTEE OF THE WHOLE
Report No: BP-2020-12

April 27, 2020

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

RE: 2020 Work Plan

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-12 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Council of the Township of North Glengarry with their work plan update for 2020.

BUILDING

Maxville Water Project

The CBO and the Technician from Water Works, a licensed plumber started to do some scheduled inspections for turning on the municipal water, about 40 are supplied by municipal water at this time. During this COVID-19 crisis, the Township has suspended all inspections on water meter and installation inside any dwelling units. About 20 to 30 properties now have water but have not been inspected at this time. When their meter installation gets inspected, the Township does a reading of the meter and provides the information to the Water and Sewer Collector, so the Township can back charge the owners. The plumbers are aware of that situation and they have informed most of the owners. I am easily accessible to discuss with any homeowner who applies at this time, or if they have any other questions, I will explain.

Building Permit Application & Tracking Software

The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right decisions for future. The Township's decision to transfer VADIM data to the United Counties will limit the options available to the Department for the software. There are many software

available but usually very costly and have a similarity to a “sophisticated” excel spreadsheet. The new IT/GIS technician will help greatly with this matter.

Review of Sign By-law

The sign By-law will be reviewed in 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Review of Civic Number By-law

The Civic Numbering By-law is being presented to Council on April 27, 2020. The application for a civic number, and the set fines schedules has also been updated. The By-law needed a review as it now includes the new Farm 911/Emily civic numbering system, which will allow any entrance to have a civic number, even if there is no building on the property, which was not permitted before. The process for issuing and paying the civic number has also been changed.

Building Permits

Due to the COVID-19 crisis, the Township is currently not issuing permits, unless it is deemed “essential” or only under certain specific conditions. Here is the list of provided by the Provincial Government;

27. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
28. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
29. Critical industrial construction activities required for,
 - i. the maintenance and operations of petrochemical plants and refineries,
 - ii. significant industrial petrochemical projects where preliminary work has already commenced,
 - iii. industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.
 - 29.1 Construction projects that are due to be completed before October 4, 2020 and that would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products.
30. Residential construction projects where,
 - i. a footing permit has been granted for single family, semi-detached and townhomes
 - ii. an above grade structural permit has been granted for condominiums, mixed use and other buildings, or

- iii. the project involves renovations to residential properties and construction work was started before April 4, 2020.
31. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

The Township is still accepting application and reviewing the applications. When the restrictions are lifted, the building permits will be issued. We currently have about 15 applications “on hold”.

BY-LAW ENFORCEMENT

Review of Garage Sale By-law

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

Ongoing Complaints

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

The By-law Enforcement had been very busy during the COVID-19 crisis to comply with all Provincial and Federal implementations regarding many restrictions/recommendations such as limiting distances and gatherings of people. He has also been disinfecting the main office daily to ensure our safety. He is also patrolling all municipal properties to ensure everything is safe and compliant. He is our main link between us and the OPP, trying to get as many people as possible to comply with the “stay home” orders.

PLANNING

Draft Zoning By-law Review (2020)

The detailed logs of past Minor Variances and Zoning By-law Amendments have been completed. The Zoning By-law schedules have been aligned with the SDG Official Plan designations in the GIS system. The planner held a conference call with JL Richards. The next steps will be to identify sections of the Comprehensive Zoning By-law (2000) that need to be aligned with the SDG Official Plan (2018), identify gaps, obtain municipal land use codes from MPAC for a legal non-conformity exercise and moving forward. We have also started to identify lands around Maxville that would be eligible for a “holding” designation removal, as they now have municipal water availability.

Cannabis use - Zoning By-law Amendment

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The draft document for the Cannabis Zoning By-law Amendment is being finalized, the by-law amendment will be presented in front of Council when the COVID-19 crisis is over.

Main Street Renewal Project

Staff attended the meeting with BT Engineering. High level concept plans were reviewed. BT Engineering presented results from the initial "Community Café" where public comments regarding Main Street renewal were gathered. Township Staff provided comments regarding the proposed concept plans. The next step was a public meeting lead by BT Engineering with more detailed street designs on March 25th, 2020 but has been rescheduled on date to be determined.

Forest Conservation By-law

Due to COVID-19, this By-law has been put "on hold" until further notice.

LPAT Official Plan Appeal

The appeal is ongoing. The SDG Counties have hired a consultant to conduct a review of the agricultural lands study conducted by the provincial government. The SDG Counties' solicitors have submitted the necessary documentation for the upcoming pre-hearing late spring. The date is to be determined.

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

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

Due to COVID-19, there were some amendments that were put in place to provide relief for the Planning Departments of the Municipalities across Ontario. These amendments were then modified to give the Municipalities the option of either putting all the applications "on-hold" until the crisis is over, or if they wish, to keep processing the applications according to all regular standard procedures of the Municipal Act and the Planning Act. The Township of North Glengarry has opted to keep processing applications. Council passed By-law to delegate authority from the Committee of Adjustment, the Planning Committee and Council of North Glengarry onto the Chief Administrative Officer during the crisis. This is in case we need to expedite some applications or documents that area minor and only administrative in nature, and where there is no impact and are not controversial with the general public and are also non-sensitive to any neighboring properties or owners

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:


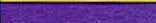
None.

Others consulted:

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

Reviewed by
Sarah Huskinson – CAO/Clerk

	Building, Planning, By-Law Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Approved by Council	KO						
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH						
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO						
	Complete a development charges feasibility study.	Approved by Council	JR						
	Review current by-laws for enforcement.	Approved by Council	JR, TM						
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL						
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR						
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO						
	Review of Civic Number By-law	Approved by Council	JR						
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR						
	Review of Garage Sale By-law	Approved by Council	TK, JR						
	Review of Sign By-law	Approved by Council	JR						
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH						
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK						
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK						
	Ongoing ZBA, MV	Ongoing Planning	KO						
	Ongoing Consent Applications	Ongoing Planning	KO						
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO						
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR						
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL						
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL						
	Review Dog Catcher Duties	Current contract to expire	TM, JR						
	Ongoing By-law Complaints	Ongoing By-law	TM						
	Ongoing Building Permit Applications	Ongoing Building	JR						
	Maxville Water Connections	Ongoing Building	JR						

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: **Brenda Noble**

SECONDED BY: **Jacques Massie**

THAT the Council of the Township of North Glengarry receives Staff Report PW-2020-23 – the Director of Public Works 2020 Workplan Update.

Carried

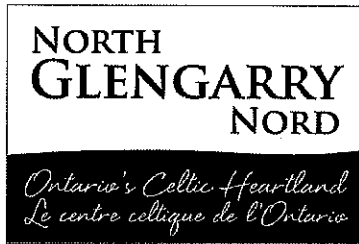
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item h



Report – PW 23

STAFF REPORT TO COUNCIL

Date: April 27, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works - Work Plan Update – April 2020

Recommended Motion:

That Report – PW 23, Public Works – Work Plan Update – April 2020 be received for information only.

Background / Analysis:

COVID – 19

The Covid-19 Pandemic has had some impacts on operations of the Department. Fortunately, Spring operations can be preformed by individual employees for the most part.

Water and Sewer employees are each assigned to a specific sub-system and thus are effectively isolated in the workplace. When a task requires more than one person, appropriate PPE is utilized.

Roads and Fleet employees are each assigned to a specific plow truck/pick-up/machine. Tasks that require more that one person (pot hole filling), each employee uses their assigned pick-up and when working in proximity, employees use PPE.

RARE employees, by the nature of their work, must work in close proximity to each other. Employees are provided PPE and are encouraged to take breaks and wash their hands often.

Administrative staff are “working from home”, attending to the office as required.

Across the Department, accommodations are being made for employees requiring staggered start time, breaks, etc. In some instances, minor changes in start times to accommodate worker family related responsibilities have been made. While having 2 vehicles attend to a pot hole repair is not “efficient”, generally there has been minimal impact on operations.

For the time being, the hiring of summer students has been put on hold. One student is typically dedicated to watering of flowers for the summer season. This activity will still

get completed, but may be done using existing Township staff recognizing the labour capacity that will be available without having to deliver the various “programming” activities over the summer of 2020.

Roads and Fleet

Winter control activities have essentially come to an end. Seasonal maintenance has been completed and trucks are ready for summer operations. Grading has been completed on all gravel roads at least once. Tenders for gravel have been advertised with gravel application scheduled for May. Half Load Restrictions were lifted effective April 20. The Transportation Manager, Roch Lajoie, retired effective March 31, and the Township is recruiting for his replacement. The Mechanic is off on sick leave and for the time being, the Department is utilizing the services of an employee who is a mechanic apprentice and will be exploring the services of a contracted mobile mechanic.

Water and Sewer

Operations are proceeding as normal. Regulatory monitoring and reporting is on-going. The spring thaw in Maxville saw very high sanitary flows. Part of the problem may be a higher than normal ground water level which may be attributable to reduced water taking from the local aquifer. Additional investigation is required.

RARE and Waste Collection

Operations are proceeding as normal. In response to complaints of windblown garbage around the site and neighborhood, employees are taking time to do a community walk around and pick up refuse.

Waste Collection continues as normal. Council did indicate that during the COVID-19 Pandemic, residents could place additional refuse at the curb. There is some additional material being placed at the curb which is resulting in some incremental costs and for the most part, residents are being respectful.

Capital

All department equipment purchases have been completed. The repair to the weed harvester will be completed in May.

Large bridge projects are on schedule. The Creek Road Bridge will go to tender in June with construction to be completed by the fall. The Dominion Street bridge is in the pre-design phase, but can be deferred depending upon Council direction with respect to COVID-19 impacts.

Road construction projects have not yet started, but are generally in-house work.

Work with respect to RARE and Work Plan initiatives with respect to waste collection and RARE are on hold. The County, in partnership with all local municipalities, is initiating a County wide study to look at alternatives for service delivery. The County will be awarding a consultant contract at its April 30 Meeting. Staff will continue to update Council as this initiative progresses.

Alternatives:

N/A

Financial Implications:

As for general operations, there are no incremental costs related to COVID =-19, except for a minor incremental cost for waste collection. This incremental cost is not yet known, but it is expected that it can be covered by deferring other activities.

The Department has also indicated to the Treasurer that some Capital Projects could be deferred if Council is concerned with annual revenues and the ability to cover incremental expenses due to Covid-10.

Contractor costs for major projects may increase due to a general contractor having to make allowances for incremental PPE for employees and modifying work methods to account for physical distancing. To date, the contractor working on the Alexandria Water Plant repairs has not claimed for an extra related to COVID-19.

Others consulted:

Internal Department Staff

Attachments:

Work Plan Update

Signed by Sarah Huskinson - CAO/Clerk

Public Works Department Tasks	Deliverable	Involvement	2020				2021	Progress
			Q1	Q2	Q3	Q4		
Provide safe potable water to the residents of Maxville.	Water quality monitoring	PW/WW					Project essentially complete. Seasonal Deficiencies and minor items remain. Connections on-going	
Upgrade the wastewater treatment system in the Town of Alexandria	Plant upgrade	PW/WW/ENG.					Contingent on Funding, Tender document complete. MECP inspection and report to be addressed.	
Cost benefit analysis of road types for each Twp. road.	Report	PW					Report to be presented in June 2020	
Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Engineer Report	PW					Ongoing study. PIC scheduled for March 25, 2020 delayed due to COVID-19	
Cost benefit analysis for the RARE plant.	Report	PW					County has initiated a study relating to Waste Management. As of end of February 2020, no other municipalities sending material to RARE. May be deferred pending County wide initiative	
Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company	Report	PW					May be deferred pending County wide initiative	
Investigate ways to increase the waste diversion rate.	Report	PW/RARE					End of 2020	
Pump needs study		EVB/water dept.					Part of the master service plan	
Pump Flow testing		EVB/water dept.					Part of the master service plan	
Harrison/Mill square water main	Watermain upgrade	Roads/water dept					Complete	
Valve and Hydrant replacement	Updated maintenance logbook	all water staff					On-going	
Watermain air relief valves		all water staff					Complete	
Polymer and Coagulant pump		all water staff					Forms part of the Alexandria water treatment plant upgrades	
Forcemain air relief valve		all water staff						
Sewage pumps		all water staff					Work not complete and no completion date set at this time	
Sewage pumping station roofs		all water staff						
Alexandria water treatment plant upgrade		EVB/WW/Const.					Contract awarded to Bourgon Construction, Completion 2020	
Maxville distribution system		EVB/WW/Const.					Complete	
Maxville Water Tower		EVB/WW/Const.					Maxville Tower has been commissioned	
Maxville booster station		EVB/WW/Const.					Maxville booster station has been commissioned	
Maxville transmission main		EVB/WW/Const.					Maxville transmission main has been commissioned	
Bishop St. Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Report from Engineer received	
Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Report from Engineer received	
Dominion St. South Bridge	Major Rehab	PW/Eng/Const.					Report from Engineer received. COVID -19 impact.	
Sidewalk Repair/Replacement	New Sidewalks	PW/Const.					Sandfield Sidewalk, Spring 2020	
Skye Road (Phase 1)	Road Section Rehabilitation						± 3.2 km road section rehabilitation (pavement to be completed in Spring 2020, road base is soft)	
Creek Road Bridge - RFP Bridge Design	Engineering Services						Design on-going. Tender June 2020	
GPS System Upgrade							Review	
RARE - South Wall and Dock Repairs	Asset Management	RARE					On hold - Operation Review	
RARE - New Gate	Regulatory	RARE					On hold - Operation Review	
2020 Capital Program		All Staff					Budget approved for 2020. Implementation required	
Land Purchase - Glen Robertson Landfill	CAZ	PW					Purchase complete, register land as CAZ	
Fleet Management Plan - Township	Internal document	PW/Other Depts.					2020 Review	
Legal matter - slip and fall		PW/CAO					Ongoing - Mediation set for May 14, 2020	
Update Winter Maintenance Policy	Regulatory	PW					2020 Review/Update	
Union Negotiations - Water	Internal Document	Utilities/PW					New Contract for Water and Sewer	
Bridge Inspections	Internal Document	PW/Eng.					Field inspections completed, report ongoing	
Alexandria Landfill Closure	External document	PW/Eng.					P2g2 Engineering study/report	
Gravel Road Conversion Candidates	Internal document	PW					2020 Review	
Road Needs Study Update	Internal document	PW					2020 Review	
Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.	
Monitoring Well Development/Install	Monitoring reports	PW/Eng.					Ip2g Consultants Inc. to install monitoring wells on newly purchase property (CAZ) Glen Robertson	

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: **Jeff Manley**

SECONDED BY: **Jacques Massie**

That the Council of the Township of North Glengarry receives staff report FD-2020-03;

AND further that the Council of the Township of North Glengarry authorizes the purchase of the Station 2 Pumper/Tanker truck to Battlesfield Industries for \$420,000.

AND further that the replaced equipment is declared surplus upon receipt of the new vehicle,

AND further that the Fire Department is authorized to tender the sale of the surplus equipment via auction, local tender, online auction or other means as deemed most beneficial to the township.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

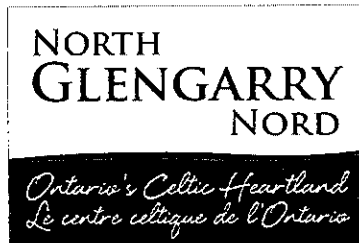
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item i



REPORT TO COUNCIL Report No: FD 2020-03

April 27th, 2020

From: Matthew Roy – Fire Chief

RE: Pumper/Tanker Station 2 – RFP award.

Recommended Motion:

That the Council of the Township of North Glengarry receives staff report FD-2020-03;

AND further that the Council of the Township of North Glengarry authorizes the purchase of the Station 2 Pumper/Tanker truck to Battleshield Industries for \$420,000.

AND further that the replaced equipment is declared surplus upon receipt of the new vehicle,

AND further that the Fire Department is authorized to tender the sale of the surplus equipment via auction, local tender, online auction or other means as deemed most beneficial to the township.

Background / Analysis:

This report is being provided to Council in order to authorize the North Glengarry Fire Department to award a Pumper/Tanker RFP tender NGLFD 2020-01 to Battleshield Industries Limited. As per the 2020 budget, Council allocated funds for the replacement of the tanker at Station 2 – Apple Hill due to its age and condition. This purchase will not only ensure operational readiness for Station 2 but will also help the Fire Department in reaching its goals of standardization and safety. The Fire Department received three submissions as outlined in the chart.

Bidder	Submitted Cost
ResQtech Systems Inc	\$579,000.00
Carrier Centers Emergency Vehicles	\$528,552.51
Battleshield Industries Limited	\$420,000.00

Council approved \$450,000 in the 2020 budget for this purchase, the Fire Department recommends awarding the purchase to Battleshield Industries Limited which will be a cost savings of \$30,000, which can be reallocated for the purchased of a used ladder

truck (see report FD 2020-04). The Fire Department will tender the sale of the 1995 GMC tanker currently in service in Apple Hill for approximately \$30,000.

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Kimberly Goyette - Treasurer

Signed by: Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Jeff Manley

SECONDED BY: Jacques Massie

That the Council of the Township of North Glengarry receives staff report FD-2020-04;

AND further that the Council of the Township of North Glengarry authorizes the purchase of a 1999 Pierce Lance Sky Arm 100' aerial truck from Brindlee Mountain Fire Apparatus LLC to an upset limit of \$40,000.

Carried

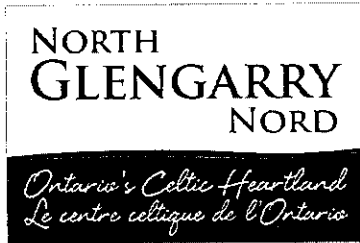
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 6 Item j



REPORT TO COUNCIL Report No: FD 2019 - 04

April 27, 2020

From: Matthew Roy – Fire Chief

RE: Fleet – Aerial Truck

FLEET – AERIAL TRUCK PURCHASE

Recommended Motion:

That the Council of the Township of North Glengarry receives staff report FD-2020-04;

AND further that the Council of the Township of North Glengarry authorizes the purchase of a 1999 Pierce Lance Sky Arm 100' aerial truck from Brindlee Mountain Fire Apparatus LLC to an upset limit of \$40,000.

Background / Analysis:

The purchase of a new aerial fire apparatus involves a major investment for our fire department and township. Municipalities have legislated responsibility under the Fire Protection and Prevention Act (FPPA) to review and implement various requirements based on simplified risk assessments, regulations and standards. In 2013 North Glengarry Fire Department conducted a simplified risk assessment intended to identify information required to make informed decisions about programs and activities necessary to manage our fire service based on the risks identified in the risk assessment.

When addressing the Fire Department needs and requirements the risk assessment provided a “Building Stock Profile”. The profile established a detailed inventory of potential property related risk. This involved determining building stock totals based on occupancy classification as well as other non-building properties that could pose a risk to the community. For the purposes of the risk assessment North Glengarry was considered predominately a rural community and classified properties as:

- Unidentified
- Residential
- Multi-Residential
- Commercial
- Industrial

- Farm

By reviewing and identifying the building stock in our community, this clearly outlined the need to ensure our Fire Department is equipped to address and respond to incidents effectively to reduce or mitigate the potential for large economic or job loss due to fires.

Building types in the township identified:

Residential

- Majority of buildings, areas aging over 100 years old (Close proximity)

Multi- Residential

- Numerous apartment buildings varying in age, currently unable to reach roof or 3 storey.

Commercial Type:

- 13 Churches
- 1 Hospital
- 9 Schools (2 Multi Storey)
- 4 Nursing Homes
- 4 Assisted Living

Industrial Types

- Alexandria Moulding
- MacEwen's Petroleum
- Farley Windows
- RARE Plant
- Feed Mills
- Water Treatment Plant

Farms

- The township has many large farm structures and aging.

When assessing requirements of purchasing an aerial device the fire department needs to consider many factors. The following consideration/assessments were considered in validating our requirements for our township.

Considerations/Assessment:

- It typically takes 3 or more firefighters to raise and place a long ground ladder. If at any given time the department has insufficient personnel to achieve this task safely and without exposure to injury, while issuing an attack and laying out hose lines.
- Our terrain and topography within our community can make using ground ladders unsafe. Currently in various locations the terrain and landscape oddities may make it impossible for firefighters to gain access to two or three-storey structures with ground ladders. Certain locations in our community we cannot access multi-

storey locations, an aerial device is needed to perform necessary rescue or ventilating operations.

- An aerial device can significantly improve a fire department's insurance rating. Fire Underwriters Survey (FUS) provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. When the Department completes the FUS evaluation this will in turn lower our community's property insurance premiums.
- As outlined in our building stock North Glengarry has buildings with large square footage buildings, such as warehouses, large department stores, etc. require a safe means of delivery fire suppression from an elevated position. This can increase firefighter safety by minimizing the need for dangerous interior attacks.
- Our community has various standing or running water that pose drowning hazards will benefit from increased reach capabilities that an aerial device will provide during rescue operations.
- Our current infrastructure will continue to grow with industrial facilities where fire suppression requires high flows through a single elevated discharge which will require an aerial device.

The department follows the following standards for our fleet and equipment:

- NFPA 1901 National Fire Protection Agency (NFPA) 1901 Standard for Automotive Fire Apparatus
- NFPA 1451 Standard for a Fire and Emergency Service Vehicle Operations Training Program
- NFPA 1901 Annex B Standard for Specifying and Procuring Fire Apparatus
- NFPA 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus
- ULC S515 Canadian Standard for Automobile Fire Fighting Apparatus

North Glengarry Township has a diverse infrastructure which brings economic growth to our community. The fire departments goal is to provide and ensure we can meet all the challenges when incidents occur within our community.

The Fire Chief is currently has an opportunity to purchase a 1999 Pierce Sky Arm 100' Aerial Ladder currently located in Ottawa, ON. Current asking price is \$23,500 USD.

To ensure we meet these goals the Fire Chief is seeking motion for the approval to purchase a used aerial device which can meet our needs. The aerial device would be stationed in Alexandria at Station 1, where there is currently a garage bay capable staging the vehicle.

Alternatives:

The department will be limited in its ability to provide fire protection to various buildings within our community. The Fire Chief can explore mutual aid agreements with Cornwall

or Hawkesbury, which would solely be utilize for high level water application, given the response time would limit the use for any viable rescues.

Financial Implications:

The Fire Chief is requesting to utilize the savings of \$30,000 capital from the tender award of the pumper /tanker along with the approximate \$67,500 of revenue from identified surplus vehicle and radio equipment.

Attachments & Relevant Legislation:

Others Consulted:

Kimberley Goyette - Treasurer
Ladder Truck Consultant – Pat Quesnel

Signed by Sarah Huskinson, CAO/Clerk

Section 7

UNFINISHED

BUSINESS

Section 8

CONSENT AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

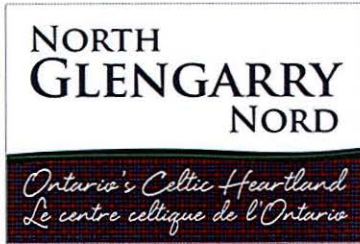
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8



STAFF REPORT TO COUNCIL

Report No: AD-2020-07

April 27, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Workplan Report – April 2020

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2020-07

Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2020. There are more policies to develop and quite a bit of work to be done on Strategic Plan items. Dealing with legal matters in the first quarter of 2020 has taken a substantial amount of time due to preparations for mediations and court dates. COVID and the implications of provincial and municipal changes have taken up substantial time in the CAO department.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

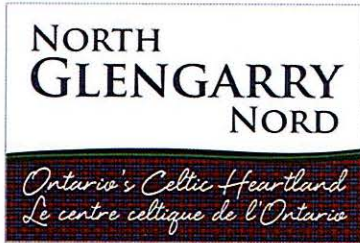
None.

Others Consulted:

None.

Sarah Huskinson
Chief Administrative Officer/ Clerk

CAO/Clerks Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Review of Municipally Owned Land	Report to Council	SH, JR						Included in the Marketing Strategy
	Communications Plan	Report to Council	SH, TK, AL						
	Customer Service Training	Ongoing	SMT						
	EORN - broadband and cell gap coverage	Ongoing	SH						
Policies	Code of Conduct for Council	Report to Council	SH, Council						
	Complaints Protocol Policy	Internal Document	SH, Council						
	Council Staff Relations Policy	Report to Council	SMT, Council						
	Delegation of Authority By-Law	Report to Council	SH, LL						
	HR Policy	Report to Council	SMT						
	Records Management Policy	Report to Council	SH, LL						
	Emergency Management Training	Training	EMC						TBD - delayed due to COVID
	E-Scribe Meeting Management	Program	SH, LL, JD						Training to re-do due to new platform
	HR filing system	Internal Document	SH, JD						
	Information Technology Replacement Plan	Internal Document	SH, RE						
	Investigation	Ongoing	SH						Ongoing
	Legal Matters	Ongoing	SH						Ongoing
	Wellness Program	Program	SH, JD						



STAFF REPORT TO COUNCIL

Report No: TR2020-11

April 20, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: 2020 Workplan – Updated for April 2020

Recommended Motion:

THAT the Council of the Township of North Glengarry accepts report TR2020-11 – the Director of Finance/Treasurer 2020 Workplan updated as of April 2020 for information purposes.

Background / Analysis:

The Treasury Department is presenting to Council their workplan updated as of April 20, 2020. There remains policy work to be done to ensure transparency and consistency. Policies planned included: water/wastewater billing and collections; accounts receivable; cash handling; tax information disclosure; water relief; and current policies that need updating. These are scheduled for Q2.

Asset Management Software needs to have the financial information regarding depreciation, asset values, etc. match the financial statements. Currently there is a gap. This will be balanced by December 31, 2020. I received verbal information that the deadline would be extended to December 31, 2020 and that the grant funding would be received at that point. A Request for Proposal was to go out in the early spring for facility assessments however this is delayed due to the current COVID situation.

The tax department continues to be diligent in collecting arrears. The two latest tax sales have been postponed and unopened tenders have been sent back to the bidders as RealTax have currently closed their offices. We need their services for various tax sale forms for transfer of title etc.

The final CWWF federal portion of the Maxville water project claim has been submitted for March 31, 2020. However, there remains approximately \$3.5M in expenses to claim as the work is not complete. I have asked several times for an extension on this from March 31st to August 31st. To date, no decision has been made from CWWF. This may be something we need to fight for, as we certainly cannot put these additional costs onto our water users.

The year-end audit is later this year. The auditor is suggesting a delay; however, we need to close year end to have account balances move forward. I have indicated that we would be happy to provide documents through shared files in order to complete this. I am hopeful for a June 30th completion date.

During all this I would just like to let Council know that my staff have been really great. They are distancing and scheduling offsetting times in the office. We are still processing tax payments, water payments, and mail delivery and receipt. Bills are being paid and payroll is being processed. I really commend them on how great they have been working together.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

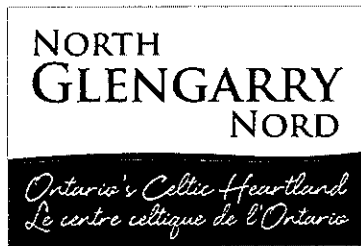
None.

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Strat Plan	Assist Department with financial information as needed								As required
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KG						
	Utility Billing Policy	Policy approved by Council	SM,KG						
	Review Records Retention Policy	Policy approved by Council	KG, SH						
	Review Old Policies and Update	Updated Policies	KG						
	Cash Handling Policy	Council	KG						
	Water Relief Policy	Council	KG						
	Tax Information Disclosure Policy	Council	KG						
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG						
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC						
	Merge of GSP to North Glengarry financials	Successful transfer	KG, RK, AL						
	2020 Budget	Approved budget	Council, KG						
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT						
	Register 2020 properties for tax sale		KG, VT						
	Vest Property to the Township		KG						
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG						
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG						
	RBC Form 349	Form submitted to RBC	KG						
	Long Term Debt loan for fleet	Financing confirmed	KG						
	Final Tax Rates for 2020	Bylaw passed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT						
	Year End Financial Processing	Audited financial statements	SM, RK, KG						
	CWWF Claim Jan 1, 2020 to Mar 31, 2020	Claim submitted	KG						Last Claim
	Annual Gas Tax reporting	Report sent	KG						
	OCIF Annual Reporting	Claim submitted	KG						
	Main Street Revitalization Grant reporting	Claim submitted	KG						
	Creation of cost centres for capital	Cost centres complete	KG, SMT						
	Creation of Tax Bill Inserts	inserts	KG, TK, SH						
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG						
	Accounts Payable Procedures	Documented Procedures	RK, KG						
	Get rid of Vacancy rebates for taxes	Rebates eliminated	County						
	Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG						
	Tile Drainage grant for Superintendent	Grant submitted	KG						
	Emergency Management ICS250 training	Certificate obtained	KG						Unknown at this time
	GL Account Descriptions and what to charge where	Finalized list	KG						
	Ensure TD1's for all employees	TD1's complete	KG, RK						
	Create shared files for Vadim Procedures	Procedures complete	KG, SDG Treasurers						
Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL							

Preparation
Execution
Complete



STAFF REPORT TO COUNCIL Report No: FD 2020-05

April 27th, 2020

From: Matthew Roy - Fire Chief

RE: 2020 Work Plan

Recommended Motion:

That the North Glengarry Council receives Staff Report No. FD 2020-05 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: February 2020

COMMUNICATION

The new digital radio communication system is now operational, which have drastically improved our coverage area throughout our township, and enhanced firefighters health and safety. Phase 3 of the project paging system and equipment is currently on hold due to the current situation and delivery of equipment from Italy. Currently anticipating delay until September.

TRAINING FACILITY

The training facility project is currently on hold due to the current environment.

STATION RENOVATIONS

Station 1 renovations are in the final stages, Station 2&3 project on hold due to outside contractors.

RECORDS MANAGEMENT SYSTEM (BeeOn)

New system is now in production, fire administration is updating information and fire prevention is training in the new system.

AID AGREEMENTS, F.D. REVIEW, BY-LAW REVIEW

Currently conducting a review of all by-laws specifically:

Establishing a fire department – under review to new OFM standard.

Alternatives:

None.




Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Fire Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Bunker Gear	Project approved by Council	MR	Complete					Completed
	Training Facility	Project approved by Council	MR	Preparation	Preparation	Complete			
	Firewells	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Station Renovations	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Fleet - Pumper/Tanker	Project approved by Council	MR	Preparation	Complete				Completed
	Fleet - SUV/Pick up	Project approved by Council	MR	Preparation	Complete				Completed
Other	Policies and Procedures	Requires updating	MR	Execution	Execution	Execution	Complete		New SOP created, ongoing
	Record Management System	2018 Capital project	MR	Complete					Completed
	Review By-laws establishing fire department		MR	Execution	Execution	Complete			
	Communication Project	2019 Capital Project	MR	Preparation	Preparation	Complete			Phase 3 - Outstanding

Preparation 
Execution 
Complete 



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

MEMORANDUM

To: Township of North Glengarry
From: Lisa Van De Ligt, Communications Specialist
Date: April 20, 2020
Subject: RRCA Board of Directors Meeting Highlights (April 16, 2020)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following each Board meeting, municipal councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (with the exception of July, August, and December).

March 19, 2020 Meeting

The scheduled March 19, 2020 RRCA Board of Directors meeting was postponed as a COVID-19 precautionary measure.

April 6, 2020 Poll

On April 6, 2020, the Board voted via an electronic poll to amend the RRCA Board of Directors Administrative By-Law to include a section on a declared state of emergency. This amendment allows for certain electronic processes (e.g. electronic participation in Board meetings) to enable business continuity during a declared state of emergency.

April 16, 2020 Meeting Highlights

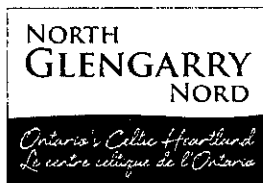
Below are the highlights of the April 16, 2020 RRCA Board of Directors meeting which was held via teleconference:

- Board approved minutes from February 20, 2020 meeting (<http://www.rrca.on.ca/page.php?id=15>)
- Board received a verbal and written update on the RRCA's operations and business continuity in response to COVID-19.
- Board approved the RRCA's Disease Outbreak Policy.

Date of next RRCA Board meeting: May 21, 2020

Handwritten signature of Lisa Van De Ligt in cursive script.

Lisa Van De Ligt,
Communications Specialist



Arts, Culture and Heritage Committee

MINUTES

Monday, February 3, 2020 at 4:30 pm
Sandfield Centre, 102 Derby St West, Alexandria

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

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

1. CALL TO ORDER

The meeting was called to order at 4:34 p.m.

2. DECLARATIONS OF PECUNIARY INTEREST

None

3. ADDITIONS, DELETIONS OR AMENDMENTS

8d – Regional Incentives Update

4. ADOPTION OF THE AGENDA

Moved by: Carma Williams

Seconded by: Sharon McRae

THAT the agenda for the Arts, Culture and Heritage Meeting of February 3, 2020 be adopted as amended.

Carried.

5. ADOPTION OF PREVIOUS MINUTES

Moved by: Deirdre Hall

Seconded by: Karen Davison Wood

THAT the minutes for the Arts, Culture and Heritage Meeting of December 2, 2019 be adopted as presented.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None

7. DELEGATIONS

None

8. AGENDA ITEMS

a. Community Improvement Plan Projects

- i) 20950 Laggan-Gleneig Road, Dalkeith – Public Art Component

Moved by: Michael Madden

Seconded by: Carma Williams

THAT the Arts, Culture and Heritage Committee recommends the following to Council for the Community Improvement Plan Project at 20950 Laggan-Gleneig Road, in Dalkeith as submitted by the applicants Audrey Nixon Crawford and Gordon Howes, representing the Board of Directors of the St. Columba Presbyterian Church.

- Program D – Public Art Grant, representing a matching grant of 50% of costs, up to a maximum of \$533.00 for the installation of exterior plaque.

Carried.

- ii) 20 Main Street South, Maxville – Public Art Component

Moved by: Nicole Nadeau

Seconded by: Sharon McRae

THAT the Arts, Culture and Heritage Committee accepts the design for stain glass window that is the Public Art Component for the Community Improvement Plan Project at 20 Main Street South in Maxville as submitted by the owners, Alistair and Katherine MacDonald.

Carried.

- iii) 169 Main Street North, Alexandria – Building Improvement Component

Moved by: Karen Davison-Wood

Seconded by: Deirdre Hall

THAT the Arts, Culture and Heritage Committee accepts the colour change for awnings from black, as presented in the original application, to black and grey.

Carried.

b. Interpretive Panels – Dalkeith Proposal

Moved by: Karen Davison-Wood

Seconded by: Michael Madden

THAT the Arts, Culture and Heritage Committee supports the erection of an interpretive panel conditional on the following:

- The panel to be located at the exterior of the Robertson Clark Building in Dalkeith in a prominent, accessible outdoor location;
- Information is to be reflective of the community of Dalkeith to be included alongside excerpts of existing text (use panel at Mill Square as a guideline);
- That the text be developed with a member of the ACHC and that the text be approved by the ACHC prior to production; and
- That the panel be funded through the Economic Development Interpretive Panels Capital Projects funds.

Carried.

c. Blue Plaque Guidelines

Moved by: Michael Madden

Seconded by: Deirdre Hall

THAT the Arts, Culture and Heritage Committee approves the guidelines and instructions for the Blue Plaque Program.

Carried.

d. Regional Incentives Program Update

Staff indicated that Economic Development Staff at the municipal level attend the evaluation meetings. Voting will be restricted to the three SDG staff and the lay persons on the committee. Staff will report back on the new process further to a scheduled meeting next week with SDG personnel.

9. PENDING BUSINESS

None

10. CORRESPONDENCE/INFORMATION ITEMS

None

11. NEXT MEETING

The next meeting will be held on March 2, 2020 at 4:30 pm at the Sandfield Centre at Island Park (102 Derby Street West, Alexandria ON).

12. ADJOURNMENT

The meeting was adjourned at 5:59 pm by Michael Madden.

Jeff Manley
Chair

Section 9

NEW BUSINESS

Section 10

NOTICE OF MOTION

Section 11

QUESTION PERIOD

Section 12

CLOSED SESSION

BUSINESS

Section 13

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: Jeff Manley

SECONDED BY: Brenda Noble

That the Council of the Township of North Glengarry receive By-law 21-2020; and

That Council adopt by-law 21-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 21-2020 be read a first, second, third time and enacted in Open Council this 27th day of April 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

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

Section 13 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 21 - 2020
FOR THE YEAR 2020**

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 April 27, 2020 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 27th day of April 2020

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 21-2020, duly adopted by the Council of the Township of North Glengarry on the 27th day of April 2020.

Date Certified

CAO/Clerk / Deputy Clerk

Section 14

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: April 27, 2020

MOVED BY: **Brenda Noble**

SECONDED BY: **Johanne Wensink**

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 14