

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

Monday, October 26, 2020, 7:00 p.m.

Centre Sandfield Centre-102 Derby Street West,Alexandria Ontario

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

- 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 - October 13, 2020
  - b. Committee of the Whole Meeting - October 21, 2020
  - c. Special Meeting of Council - October 22, 2020
- 5. DELEGATION(S)**
  - a. IHA - Steve Grieveson
- 6. STAFF REPORTS**
  - a. Administrative Department
    1. Expression of Interest for AMO Board Vacancy
  - b. Community Services Department
    1. Approval of the Development and Marketing Strategy
    2. Approval of By-law 41-2020 extending the Community Improvement Plan
    3. By-law 43-2020 amending User Fees and Charges By-law for Recreation Fees
  - c. Planning/Building & By-law Enforcement Department
    1. Zoning Amendment Z-08-2020
  - d. Public Works Department
    1. Winter Storage Contract (95 Lochiel Street East)
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
  - a. Community Service Department 2020 Workplan update

- b. Treasury Dept. 2020 Work Plan Update
- c. Bldg/Planning & By-law Dept 2020 Work Plan
- d. Public Works Dept. 2020 Workplan update
- e. Fire Dept. 2020 Workplan update

**9. NEW BUSINESS**

**10. NOTICE OF MOTION**

Next Regular Public Meeting of Council

Monday November 9, 2020 at 7:00 p.m. via zoom

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**

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

And adopt the minutes of the Municipal Council Closed Session meeting of October 13, 2020.

**13. CONFIRMING BY-LAW**

- a. By-law 42-2020

**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:** Monday, October 26, 2020

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**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday October 26, 2020.

**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



## **Section 4**

# **ADOPTION OF PREVIOUS MINUTES**

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Jacques Massie

**Seconded by:** Brenda Noble

That the minutes for the following meetings be adopted as circulated

Regular Meeting of Council - October 13, 2020

Committee of the Whole Meeting - October 21, 2020

Special Meeting of Council - October 22, 2020

**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



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

**Regular Meeting of Council**

**Tuesday, October 13, 2020, 7:00 p.m.**

**Via Zoom**

**PRESENT:** Mayor: Jamie MacDonald  
Deputy Mayor: Carma Williams  
Councillor: Brenda Noble  
Councillor: Jeff Manley  
Councillor: Johanne Wensink  
Councillor: Michael Madden

**REGRETS:** Councillor: Jacques Massie

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Director of Community Services: Anne Leduc  
Treasurer & Director of Finance: Kimberley Goyette  
Planner: Kasia Olszewska  
North Glengarry Fire Chief  
Acting Director of Public Works: Dean McDonald

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

**Resolution No. 1**

**Moved by:** Carma Williams

**Seconded by:** Jeff Manley

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on October 13, 2020

**Carried**

- 4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Carma Williams

**Seconded by:** Brenda Noble

That the minutes of the following meetings be adopted as circulated

Inaugural Meeting - September 28, 2020

Regular Meeting of Council - September 28, 2020

**Carried**

**5. DELEGATION(S)**

- a. Financial Statement 2019 – Auditors Welch LLP – Ken Fraser

Ken Fraser - Auditor from Welch LLP presented the Financial Statement 2019 for the Township of North Glengarry and the Glengarry Sports Palace.

**6. STAFF REPORTS**

- a. Administrative Department

1. By-Election Report

**Resolution No. 3**

**Moved by:** Councillor: Michael Madden

**Seconded by:** Brenda Noble

THAT Council of the Township of North Glengarry receives Staff Report AD-2020-16 for information purposes.

**Carried**

- b. Community Services Department

1. CIP Application – 360 Main Street South, Alexandria,

**Resolution No. 4**

**Moved by:** Jeff Manley

**Seconded by:** Carma Williams

THAT Council receives the Staff Report No. CS-2020-21; and

THAT Council approves the recommendation from the Arts, Culture and Heritage Committee for the Community Improvement Plan Project at 360 Main Street South, Alexandria as submitted by Alain Poirier, authorized delegate for L&R Ranger Inc.

- Program A – Planning and Design Grant representing a matching grant of 50% up to a maximum of \$1,500.00, paid in two equal installments.
- Program B – Building Improvement and Infill Grant representing a matching grant of 50% up to a maximum of \$5,000.00 for works to one (1) façade.
- Program C – Civic Address Grant representing one civic sign provided by the municipality as part of its civic sign program;
- Program E – Building Permit Fee Grant representing a matching grant of 100% up to maximum of \$750.00

Total Grants: \$7,250.00

**Carried**

- c. Treasury Department

1. 2019 Audited Financial Statements

**Resolution No. 5**

**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

THAT Council accepts the 2019 Audited Consolidated Financial Statements of Township of North Glengarry and Glengarry Sports Palace as presented by Ken Fraser of Welch LLP – Chartered Professional Accountants at open Council October 13, 2020.

**Carried**

d. Planning/Building & By-law Enforcement Department

- 1. Part Lot Control By-law 39-2020

**Resolution No. 6**

**Moved by:** Councillor: Michael Madden

**Seconded by:** Johanne Wensink

That By-law 39-2020, being a by-law to authorize the lifting of part lot control, be read and passed in open Council, signed, and sealed this 13<sup>th</sup> day of October 2020.

**Carried**

e. Public Works Department

- 1. Petition to install speed bumps

Council discussed the petition that was sent to the Township of North Glengarry about speed bumps on Bishop St. Council include this street in the speed study which will be conducted in the next few months.

f. Fire Department

- 1. Burn By-Law 48-2019 – Farm Agricultural Burn - Dates

**Resolution No. 7**

**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

THAT the Council of the Township of North Glengarry authorizes the Fire Chief to grant a one-time exemption to By-Law 48-2019 Part 5, Sec 5.3 to permit farm and agricultural burns to any farmer wishing to burn starting on October 15, 2020 and that Staff be directed to advertise this change to the permitting system.

**Carried**

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

**Resolution No. 8**

**Moved by:** Johanne Wensink

**Seconded by:** Jeff Manley

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

**Carried**

- a. Community Development Committee
- b. Arts, Culture and Heritage Committee
- c. Public Meeting of Planning Minutes - Sep14, 2020
- d. Planning Committee Minutes - Sep14, 2020

**9. NEW BUSINESS**

- a. Purple Ribbon Campaign

**Resolution No. 9**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

**CHILD AND YOUTH SAFETY AND WELL- BEING PROCLAMATION**

Whereas, The Children's Aid Society of the United Counties of Stormont, Dundas & Glengarry is mandated to protect every child and youth and their right to safety and well-being, the Society invites all citizens to join in a collective effort to help protect our children; and

Whereas, it is a community problem and finding solutions depends on involvement among people throughout the community; and

Whereas, the effects are felt by whole communities, and need to be addressed by the entire community; and

Whereas, effective awareness prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community; and

Whereas, all citizens should become more aware of the negative effects on our children and youth when safety and well-being is compromised its prevention lies within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment; and

Now Therefore Be It Resolved That, I, Jamie MacDonald, Mayor of North Glengarry, do hereby proclaim October 2020 as "Child and Youth Safety and Well-Being Month" in the township of North Glengarry and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to protect children and youth, thereby strengthening the community in which we live.

**Carried**

**10. NOTICE OF MOTION**

**11. QUESTION PERIOD**

**12. CLOSED SESSION BUSINESS**

**Resolution No. 10**

**Moved by:** Jeff Manley

**Seconded by:** Johanne Wensink

**Proceed "In Closed Session",**

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

Official Plan (as this matter deals with a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26. they may be discussed in closed session under sections 239 (2)(k) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of September 28, 2020.

**Carried**

**Resolution No. 11**

**Moved by:** Councillor: Michael Madden

**Seconded by:** Brenda Noble

That we return to the Regular Meeting of Council at 8:47 p.m.

**Carried**

**Resolution No. 12**

**Moved by:** Carma Williams

**Seconded by:** Jeff Manley

That the Council the Township of North Glengarry directs Staff and legal counsel to follow the recommendations set out in Mr. Clark's report.

**Carried**

**13. CONFIRMING BY-LAW**

a. By-law 40-2020

**Resolution No. 13**

**Moved by:** Johanne Wensink

**Seconded by:** Carma Williams

That the Council of the Township of North Glengarry receive By-law 40-2020;  
and

That Council adopt by-law 40-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 40-2020 be read a first, second, third time and enacted in Open Council this 13<sup>th</sup> day of October, 2020.

**Carried**

**14. ADJOURN**

**Resolution No. 14**

**Moved by:** Johanne Wensink

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 8:49 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor



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

**Committee of the Whole Meeting**

**Wednesday, October 21, 2020, 3:00 p.m.**

**Via Zoom**

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

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Director of Community Services: Anne Leduc  
Treasurer & Director of Finance: Kimberley Goyette  
Director of the Building/By-law & Planning Services: Jacob Rhéaume  
North Glengarry Fire Chief: Matthew Roy  
Acting Director of Public Works: Dean McDonald

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

**Resolution No. 1**

**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

The Committee Members accepts the agenda of the Committee of the Whole on Wednesday October 21st, 2020.

Carried

4. **DELEGATION(S)**

- a. MDB Insight Dev. Mktg Strategy - Paul Blais

Mr. Paul Blais presented the North Glengarry Development and Marketing Strategy to Council.

- b. Funding for a 2021 tree giveaway - Pete Bock

Mr. Pete Bock suggested setting aside funds in the 2021 budget for tree planting at different locations in the Township of North Glengarry.

5. **STAFF REPORTS**

- a. Community Services Department

1. North Glengarry Development and Marketing Strategy

**Resolution No. 2**

**Moved by:** Jacques Massie

**Seconded by:** Brenda Noble

THAT the Committee of the Whole receives Staff Report No. COTW CS-2020-11; and

THAT the Committee of the Whole recommends that Council adopts the North Glengarry Development and Marketing Strategy.

Carried

2. October 2020 Workplan – Community Services Department

**Resolution No. 3**

**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

THAT the Committee of the Whole receives Staff Report No. CS-2020-13 - Community Services Department Workplan October 2020.

Carried

- b. Treasury Department
- 1. 2020 Work Plan Updated for October 15, 2020

**Resolution No. 4**

**Moved by:** Jeff Manley

**Seconded by:** Johanne Wensink

THAT the Committee of the Whole accepts report TR2020-34 from the Director of Finance/Treasurer for information purposes.

Carried

- c. Building/Planning and By-law Department
- 1. 2020 Work Plan

**Resolution No. 5**

**Moved by:** Michael Madden

**Seconded by:** Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-27 – the Director of Building, By-law & Planning 2020 Work Plan.

Carried

- d. Public Work's Department
- 1. Winter Storage Contract (95 Lochiel Street East)

**Resolution No. 6**

**Moved by:** Johanne Wensink

**Seconded by:** Michael Madden

THAT Committee of the Whole receives Report PW 2020-24 – Winter Storage Contract (95 Lochiel Street East) for information purposes,

AND THAT Committee of the Whole recommends Council to authorizes staff to proceed with renting out space at 95 Lochiel Street East to offset operating costs.

**Carried**

2. Additional Full Time Roads Employee

**Resolution No. 8**

**Moved by:** Jacques Massie

**Seconded by:** Brenda Noble

THAT Committee of the Whole receives Report PW 2020-26 – Additional Full Time Roads Employee for information purposes,

AND THAT Committee of the Whole recommends Council to authorizes staff to proceed with hiring an additional employee.

**Carried**

e. Fire Department

1. 2020 Workplan

**Resolution No. 9**

**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

THAT the Committee of the Whole receives Staff Report No. FD 2020-08 the Fire Chief's 2020 Work Plan update.

**Carried**

**6. UNFINISHED BUSINESS**

**7. OTHER BUSINESS**

a. Halloween

The Eastern Ontario Health Unit is recommending that you avoid traditional ways of celebrating Halloween, such as going door-to-door or handing out candy. Council discussed and agreed that it should be left to the Public to decide. Information in regards to Halloween will be posted on the Township website and Facebook.

b. **Agricultural Severances**

Deputy Mayor Carma Williams explained that the Agricultural Severances are approved by the Stormont, Dundas and Glengarry County and there needs to be changes with minimum lot sizes. Council would like to see a report concerning the Severances at the next Committee of the Whole Meeting.

**8. MATTERS ARISING FROM STANDING COMMITTEES**

Councillor Jacques Massie gave an update on the Maxville Manor.

Councillor Brenda Noble gave an update on the Glengarry Pioneer Museum.

Councillor Jeff Manley gave an update on the Arts, Culture & Heritage.

Deputy Mayor Carma Williams gave an update on the County Council.

Councillor Johanne Wensink gave an update on the Friends of the Trails.

Deputy Mayor Carma Williams gave an update on the Community Development

**9. NOTICE OF MOTION**

Next Committee of the Whole Meeting, November 18, 2020 at 3:00 p.m. via zoom

**10. ADJOURNMENT**

**Resolution No. 10**

**Moved by:** Michael Madden

**Seconded by:** Johanne Wensink

There being no further business to discuss, the meeting was adjourned at 5:54 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor-Jamie MacDonald



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

**Special Meeting of Council**

**Thursday, October 22, 2020, 1:00 p.m.**

**Via Zoom**

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

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Director of the Building/By-law & Planning Services: 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** Carma Williams

**Seconded By** Jacques Massie

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Thursday October 22, 2020.

**Carried**

- 4. ADOPTION OF PREVIOUS MINUTES**
- 5. DELEGATION(S)**
- 6. STAFF REPORTS**
  - a. Building/Planning and By-Law Department**
    - 1. Clear Cutting By-law Review**

There was a discussion on the Township of North Glengarry Clear Cutting By-Law.

- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
- 9. NEW BUSINESS**
- 10. NOTICE OF MOTION**
- 11. QUESTION PERIOD**

- 12. CLOSED SESSION BUSINESS
- 13. CONFIRMING BY-LAW
- 14. ADJOURN

**Resolution No.**

**Moved By** Brenda Noble

**Seconded By** Jeff Manley

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

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor

# **Section 5**

## **DELEGATIONS**

# **Section 6**

## **STAFF REPORTS**

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

THAT Council of the Township of North Glengarry supports the Chief Administrative Officer, Sarah Huskinson, in her candidacy for a position on the Rural Caucus of the AMO Board and will cover any incremental costs associated with her Board directorship.

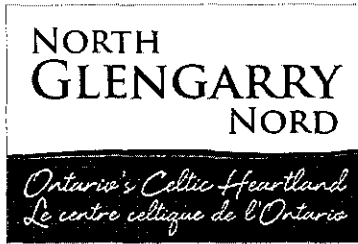
**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



## **STAFF REPORT TO COUNCIL**

**Report No: AD-**

**October 26, 2020**

From: Sarah Huskinson

RE: Expression of Interest for AMO Board Vacancy

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### **Recommended Motion:**

THAT Council of the Township of North Glengarry supports the Chief Administrative Officer, Sarah Huskinson, in her candidacy for a position on the Rural Caucus of the AMO Board and will cover any incremental costs associated with her Board directorship.

### **Background / Analysis:**

Following the most recent AMO Board elections as part of the AMO Conference and AGM two Board vacancies remain, one for rural and one for large urban. Since no one was came forward in August for these director positions, AMO is now seeking nominations for the two vacancies. The municipality must be in good standing with AMO, the individual must be 18 years of age and must be an employee of the municipality. The time commitment is six meetings per year and ongoing with communication with board members. The CAO is requesting Council's support for her nomination for the Rural Caucus seat. if Council is in support, application will be made to AMO by November, interviews to be conducted in January and decisions to be made by February.

### **Alternatives:**

Option 1: Endorse the CAO for her nomination.

Option 2: Do not endorse the CAO for her nomination.

### **Financial Implications:**

The Township would be responsible for the cost of travel for the CAO to AMO events. However, with COVID currently, most are being conducted remotely. Conversely, there is ample budget for the incremental travel costs.

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



**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

THAT Council receives the Staff Report No. CS-2020-22; and

THAT Council adopts the North Glengarry Development and Marketing Strategy.

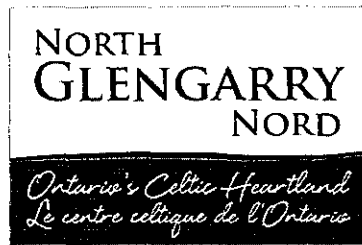
**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



## STAFF REPORT TO COUNCIL

Report No: CS-2020-22

October 26, 2020

From: Anne Leduc – Director of Community Services

RE: Approval of the Development and Marketing Strategy

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### Recommended Motion:

THAT Council receives the Staff Report No. CS-2020-22; and

THAT Council adopts the North Glengarry Development and Marketing Strategy.

### Background / Analysis:

Council created the new Community Development Committee (Committee) in February 2019. In the course of the meetings, the members of the Committee identified the conception of a Development and Marketing Strategy as an item of importance to support the growth and economic viability of the community. The Corporate Strategy, adopted in October 2019, identified the following points under the Strategic Objective “Ensure the Township is ready for business development and residential growth”:

- Point 1 - Develop a plan to attract residential development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.
- Point 3 - Showcase the Township's readiness for industrial and commercial business through a marketing plan.

The Community Development Committee has been working with the firm MDB Insight on the strategy since the contact was awarded by Council back in April 2020.

The process included stakeholder engagement in the form of virtual workshops, one-on-one consultations with residents, business and property owners, and developers in our community and in communities with similar paths as ours.

An important component was the analysis of three communities in the Ottawa labour market catchment that have successfully increased their population through intentional residential development.

The report was presented by MDB Insight at the October 21<sup>st</sup> Committee of the Whole and is now presented to Council for adoption.

The strategy's Action Plan will be implemented by staff under the Community Development Committee's guidance.

**Alternatives:**

**Option 1: Recommended** – THAT Council adopts the North Glengarry Development and Marketing Strategy.

Or

**Option 2: Not recommended** – THAT Council does not adopt the North Glengarry Development and Marketing Strategy.

**Financial Implications:**

Human and financial resources may be required to advance action items. Staff will include requests for these resources in the yearly budgetary process for consideration by Council.

**Attachments & Relevant Legislation:**

Relevant Legislation - Township of North Glengarry Community Improvement Plan  
North Glengarry Corporate Strategy (attached)

**Others Consulted:**

Community Development Committee Members

Kim Goyette – Director of Finance

Tara Kirkpatrick – Economic Development and Communications Officer

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Michael Madden

**Seconded by:** Johanne Wensink

THAT Council receives Staff Report NO. CS-2020-23; and

THAT Council approves By-law 41-2020 extending the Community Improvement Plan until December 31, 2021; and

THAT By-law 41-2020 be read a first, second, third time and enacted in Open Council this 26th day of October, 2020.

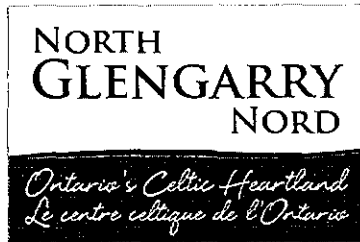
**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



**STAFF REPORT TO COUNCIL**

**Report No: CS-2020-23**

**October 26, 2020**

From: Anne Leduc – Director of Community Services

RE: Approval of By-law 41-2020 extending the Community Improvement Plan

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**Recommended Motion:**

THAT Council receives Staff Report NO. CS-2020-23; and

THAT Council approves By-law 41-2020 extending the Community Improvement Plan until December 31, 2021.

**Background / Analysis:**

The Township of North Glengarry's Community Improvement Plan process was initiated on December 14, 2015, as required by the *Planning Act, R.S.O. 1990*, when Council adopted By-Law 65-2015, designating the Community Improvement Project Areas of North Glengarry.

On January 13, 2016, pursuant to Section 28 of the *Planning Act* a Notice of a Public Meeting was published in The Glengarry News informing the population of two public meetings to present the details of the North Glengarry Community Improvement Plan. In addition, a copy of the draft Community Improvement Plan (CIP) was sent to the Ministry of Municipal Affairs and Housing for review.

On February 3 and 4, 2016, in Alexandria and Maxville respectively, public meetings were held to present the final draft of the CIP, which resulted following close to a year of research, consultations and preparation by the CIP Working Group.

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

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

Prior to the start of the CIP's third year, Council passed By-law 45-2017 that amended the CIP's Designated Areas and modified funding levels for the Signage, Building Permit and Planning Fee Grant Programs, and Municipal Loan components of the Plan effective January 1, 2018.

The CIP's five (5) year term concludes as of December 31, 2020.

The Arts, Culture and Heritage Committee has spent the last year reviewing the CIP and the only substantial recommendations at this point are:

- The removal of Program F – the Tax Increment Grant Program. This original intention of this program was to offset the increase in the municipal portion of taxes over a period of 5 years. To date, this component has not been used by any recipient of the Plan. Overall, the reimbursements to any applicant wanting to apply would be minimal at best since it is calculated on the municipal portion of the taxes and only on the portion of the renovations / build that were subsidized by the CIP. These calculations must be validated with MPAC which further complicates the process;
- The alignment of the North Glengarry CIP with the United Counties of Stormont, Dundas and Glengarry's Regional Incentives Program (present date September 2021 but may be extended further to an upcoming review). In addition, the SDG Regional Incentives Program can only exist if the Township has 1) its own Community Improvement Plan or 2) adopts the SDG Regional Incentives Program as its own CIP.

Following the recommendations highlighted in the Development and Marketing Strategy that was presented to the Committee of the Whole on October 21, 2020, staff is requesting that the Community Improvement Plan be extended in its existing format until December 31, 2021.

This period of time will allow the Arts, Culture and Heritage Committee members and staff to perform research and host public consultations to ensure that the Community Improvement Plan is aligned with the needs of the municipality's businesses.

Those findings would dictate if the plan should be modified according to the existing recommendations from the Arts, Culture and Heritage Committee or be modified further according to what is allowable under the *Municipal Act, 2001*. Any proposed changes or suggested revisions would require approval and adoption through By-law by Council.

**Alternatives:**

**Option 1 – Recommended:** THAT Council approves By-law 41-2020 extending the Community Improvement Plan by one year.

**OR**

**Option 2 – Not Recommended:** THAT Council not approve By-law 41-2020.

**Financial Implications:**

Continuation of the Township of North Glengarry's Community Improvement Plan is subject to the approval of funds by Council through the yearly budget exercise.

**Attachments & Relevant Legislation:**

Attached - By-law 41-2020 being a By-law to authorize the extension until December 31, 2021 of the Community Improvement Plan for the Community Improvement Project Areas of the Corporation of the Township of North Glengarry.

Relevant Legislation - Planning Act, R.S.O. 1990

Relevant Legislation - *Municipal Act, 2001*

**Others Consulted:**

Arts, Culture and Heritage Committee members

Kimberly Goyette – Treasurer

Tara Kirkpatrick – Economic Development and Communications Officer

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW No. 41-2020

A By-law to authorize the extension until December 31, 2021 of the Community Improvement Plan for the Community Improvement Project Areas of the Corporation of the Township of North Glengarry.

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

**AND WHEREAS** the Community Improvement Plan for the Community Improvement Project Areas of the Corporation of the Township of North Glengarry is in effect until December 31, 2020.

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

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

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

### **Part 1 SHORT TITLE**

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

### **Part 2 GENERAL STANDARDS**

- 2.1 That the North Glengarry Community Improvement Plan, attached hereto as Schedule "A" and forming part of this By-law, is hereby extended until December 31, 2021 for the Community Improvement Project Areas of the municipality of North Glengarry, therefore establishing a framework for the municipality's support and implementation of a program to encourage the maintenance and rehabilitation of building facades, as well as associated signage, landscaping and public art.

### **Part 3 REPEAL**

3.1 By-laws

By-law No 45-2017 of the Corporation of the Township of North Glengarry and all of its amendments is hereby repealed.

3.2 Effective Date

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

READ a first, second, third time and enacted in Open Council, this 26th day of October 2020.

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CAO / Clerk / Deputy Clerk

---

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 41-2020, and that such by-law is in full force and effect.

---

Date Certified

---

CAO / Clerk / Deputy Clerk



**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

---

**Moved by:** Johanne Wensink

**Seconded by:** Jacques Massie

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2020-24; and

THAT the Council for the Township of North Glengarry receives the By-law 43-2020 being a by-law to amend the User Fees and Charges for the Township of North Glengarry and that said by-law be adopted; and

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

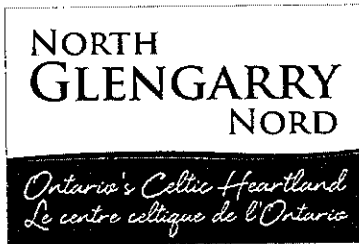
**Carried**

**Deferred**

**Defeated**

---

Mayor / Deputy Mayor



## STAFF REPORT TO COUNCIL

Report No: CS-2020-24

October 26, 2020

From: Anne Leduc – Director of Community Services

RE: By-law 43-2020 amending User Fees and Charges By-law for Recreation Fees

---

### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2020-24; and

THAT the Council for the Township of North Glengarry receives the By-law 43-2020 being a by-law to amend the User Fees and Charges for the Township of North Glengarry and that said by-law be adopted; and

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

### Background / Analysis:

COVID-19 has impacted the Township's recreation facilities in various degrees. Certain spaces have seen regular, if not increase of usage while others have been repurposed. The goal of this report is to bring forward a temporary fee structure in response to COVID-19.

Staff included a usage report for the Tim Hortons Dome in its last Committee of the Whole report and usage has increased for the walking track as well as the tennis / pickleball court. Unfortunately, the Glengarry Soccer League, which has been a major user of the turf, has decided to postpone renting for the time being given the COVID-19 requirements that it had to meet. This situation will only be reevaluated in January 2021 by the League.

Staff proposes that in the meantime, open rental hours on the turf be promoted under a temporary drop-in rate of \$5.00 per person, to a maximum of \$40.00 (HST included) for the rental hour, no matter the time of day. The table below reflects the proposed changes:

	Surface	2020 Rates	Proposed temporary rate until April 30, 2021
Turf	Prime Time Hour	\$111.00	\$5 / per person, maximum \$40.00
	Non Prime Time Hour	\$84.00	\$5 / per person, maximum \$40.00
	School Prime Time Hour	\$79.00	\$5 / per person, maximum \$40.00
	School Prime Time Hour	459.00	\$5 / per person, maximum \$40.00

Additionally, the Maxville & District Sports Complex' cement slab has been temporarily converted to a multi-sport surface offering a walking / running track, three (3) pickleball courts, one (1) basketball court and one (1) tennis court. The slab can also easily be converted to accommodate ball hockey and other similar sports.

Staff proposes that the identical fee structure be offered for the Maxville & District Sports Complex' multi-sport surface as of December 1<sup>st</sup>, 2020. Under this fee structure, anyone with a monthly or yearly membership pass at the Tim Hortons Dome (walking track, tennis / pickleball court), would have access to both facilities at no additional cost.

This is the fee structure that is presently in place at the Tim Hortons Dome which is complemented by the temporary turf/multi-sports surface rates proposed above.

	Surface	2020 Rates
Track	Drop-in Daily Pass	\$7.00
Track	Monthly Pass	\$30.00
Track	Family Pas	\$335.00
Track	Membership	\$161.00
Track	Senior Membership	\$97.00
Track	Youth Membership	\$68.00
Tennis / Pickleball	1 hr	\$26.00
Tennis / Pickleball	1.5 hrs	\$36.00
Tennis / Pickleball	2 hrs	\$41.00
Tennis / Pickleball	Membership	\$399.00
Tennis / Pickleball	Youth Membership	\$223.00
Tennis / Pickleball	Additional Guest	\$7.00

Initially staff suggests that the temporary rates be in place for a period of a little over 6 months, until April 30, 2021. If it is warranted, a follow-up report will be submitted to Council requesting an extension for the modified fee structure.

Usage in both facilities will be monitored and reported back through the Community Services Monthly Workplan submitted regularly to the Committee of the Whole.

**Alternatives:**

Option 1 – Recommended – That Council adopts By-law 43-2020.

Or

Option 2 – Not recommended – That Council declines the adoption of By-law 43-2020.

**Financial Implications:**

COVID-19 has had a negative impact not only on the Recreation facilities' revenues but also on the community. Any changes that can be made to encourage usage and increase revenues in the facilities is seen as positive for both the Township and the community.

**Attachments & Relevant Legislation:**

By-law No. 43-2020

**Others consulted:**

Kim Goyette – Director of Finance / Treasurer

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

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

**BY-LAW No. 43-2020**

A by-law to amend By-law No. 25-2020 to establish user fees and charges administrated by the Corporation of the Township of North Glengarry.

---

**WHEREAS** Section 391.(1) of the Municipal Act states that despite any Act a municipality and a local board may pass by-laws imposing fees and charges on any class of persons;

**AND WHEREAS** the Municipality did adopt By-law No. 25-2020 on June 22, 2020;

**AND WHEREAS** the Municipality wishes to amend By-law No. 25-2020 as it pertains to 2020 fees and charges rate changes.

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

1. That Section (13) of Schedule "A" rates structure be changed for Recreation Fees; and
2. That By-law No. 25-2020 be amended.

READ a first, second, third time and enacted in Open Council, this 26<sup>th</sup> day of October, 2020

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

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

I hereby certify this to be a true copy of By-law No. 43-2020 and that such by-law is in full force and effect.

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

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

<b>(13) GLENGARRY INDOOR SPORTS COMPLEX &amp; MAXVILLE &amp; DISTRICT SPORTS COMPLEX MULTI-SPORTS SURFACE</b>		<b>Proposed temporary rate until April 30, 2021</b>
Turf / Multi-sports surface - Prime Time hourly	\$111.00 HST incl.	<b>\$5 / per person, maximum \$40.00 HST incl.</b>
Turf / Multi-sports surface - Non Prime Time hour	\$84.00 HST incl.	
Turf / Multi-sports surface - School Prime Time Hour	\$79.00 HST incl.	
Turf / Multi-sports surface - School-Non Prime Time Hour	\$59.00 HST incl.	
Turf / Turf / Multi-sports surface - Summer Hourly	\$51.00 HST incl.	
Turf - Youth After School Monthly pass (no HST)	\$46.00	
Turf - Youth Drop In (per time) (No HST)	\$6.00	
Turf - Adult Per Time	\$8.00 HST incl.	
Track - Adult Season Pass	\$161.00 HST incl.	
Track - Senior Season Pass (60 +)	\$97.00 HST incl.	
Track - Youth Season Pass (No HST)	\$68.00	
Track - Drop in - Daily Pass	\$7.00 HST incl.	
Track - Monthly Pass or 8 visit card	\$30.00 HST incl.	
Track - Family Season Pass	\$335.00 HST incl.	
Tennis / pickleball - 1 hr	\$26.00 HST incl.	
Tennis / pickleball - 1.5 hr	\$36.00 HST incl.	
Tennis / pickleball - 2 hr	\$41.00 HST incl.	
Tennis / pickleball Membership - Adult	\$399.00 HST incl.	
Tennis / pickleball Membership Youth (No HST)	\$223.00	
Tennis / pickleball Additional Guest 1 hr	\$7.00 HST incl.	
Lawn Bowling 3 hours	\$40.00 HST incl.	
Birthday parties for 10 children (No HST)	\$211.00	
Each Additional child (No HST)	\$13.00	

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

---

**Moved by:** Johanne Wensink

**Seconded by:** Carma Williams

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-08-2020; and

THAT By-law Z-08--2020 be read a first, second, third time and enacted in Open Council this 26th day of October, 2020.

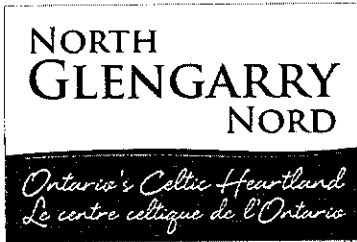
**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



## STAFF REPORT TO COUNCIL

Report No: BP-2020-28

October 26, 2020

From: Kasia Olszewska, Planner

**RE: Zoning Amendment Z-08-2020**

**Location:** KENYON CON 8 E PT LOT 1 (1836 County Road 34, Dalkeith, ON K0B 1E0)

**Owner:** Township of North Glengarry

---

### Recommended Motion:

THAT Council of the Township of North Glengarry adopt Zoning By-Law Z-08-2020.

### Background / Analysis:

A Zoning Amendment application was presented to the Planning Committee on October 13<sup>th</sup>, 2020. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of October 13<sup>th</sup>, 2020, the application is being presented to Council this evening for adoption.

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

OR

Option #2 Council does not adopt the by-law

**Financial Implications:** No financial implications to the Township.

### Attachments & Relevant Legislation:

- By-Law Z-08-2020
- Resolution of October 13th, 2020
- Planning Committee Report from October 13th, 2020

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



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

**BY-LAW NO. Z-08-2020**

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

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

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being KENYON CON 8 E PT LOT 1 (1836 County Road 34, Dalkeith, ON K0B 1E0) Township of North Glengarry zoned General Agricultural Special Exception (AG-PR) and General Agricultural Special Exception (AG-PA) on Schedule "A" attached hereto, the following provisions shall apply:
  - i) Special Exception AG-PR: no residential uses shall be permitted on the retained lands.
  - ii) Special Exception AG-PA: to prohibit agricultural uses on the severed lands.
2. That Schedule "A" of By-Law 39-2000 is hereby amended by changing the AG zone Symbol of the lands to "AG-PR and AG-PA" on the Schedule "A" hereto.
3. That Schedule "A" attached hereto is hereby made fully part of the By-Law.

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

**READ** a first, second, third time and enacted in Open Council, this 26th day of October, 2020

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

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

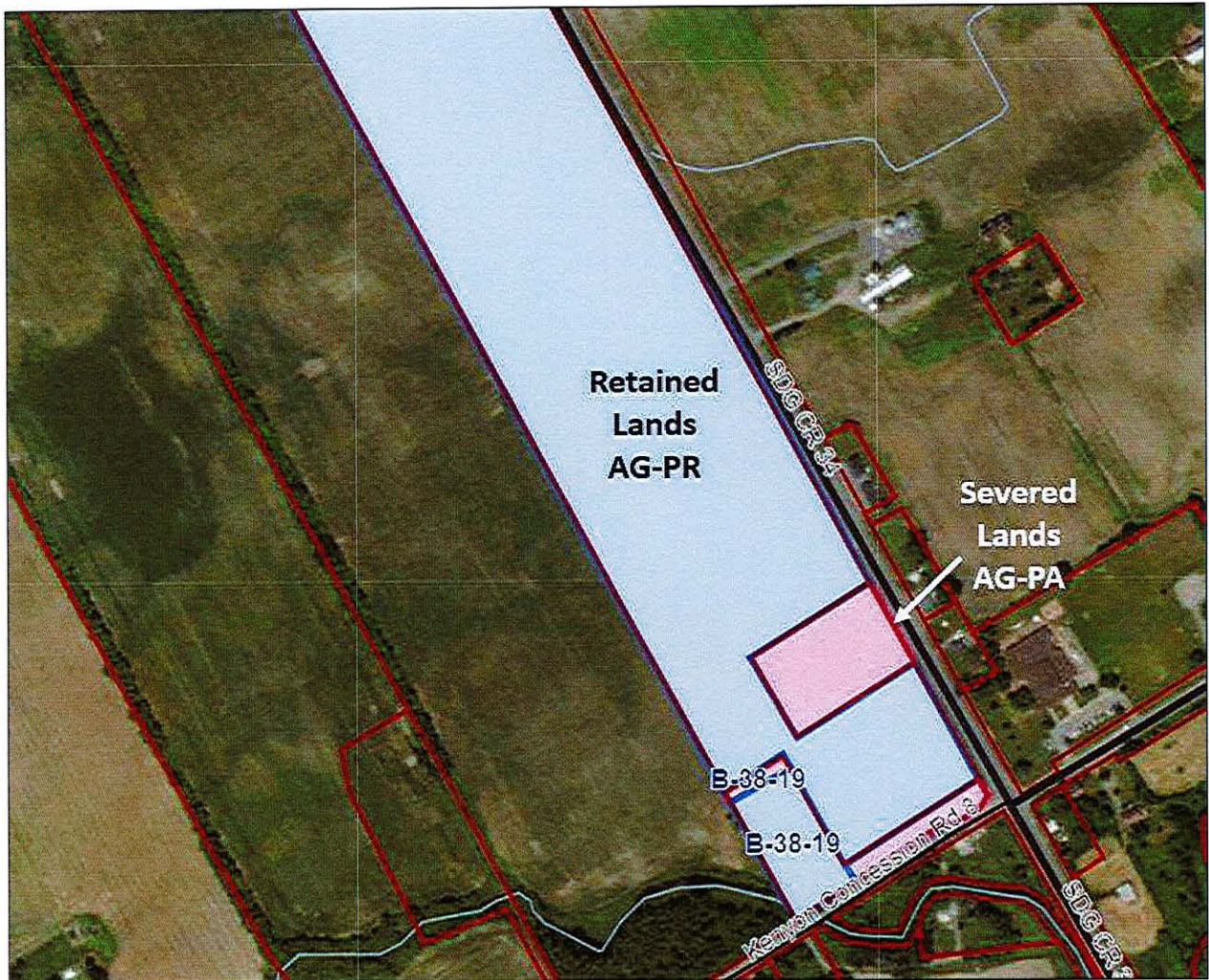
I, hereby certify that the forgoing is a true copy of By-Law No. Z-08-2020, duly adopted by the Council of the Township of North Glengarry, on the 26th day of October, 2020.

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

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

**SCHEDULE "A"  
TO BY-LAW NUMBER Z-08-2020**

**Legend  
Subject Property  
Zone Change to "AG-PR and AG-PA"**



**KENYON CON 8 E PT LOT 1  
Township of North Glengarry  
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule "A" to By-Law Z-08-2020  
Passed this 26th day of October, 2020**

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

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

THE CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY

**Resolution #**

**Date:** Tuesday, October 13, 2020

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**Moved By** Jeff Manley

**Seconded By** Johanne Wensink

It is the recommendation of the Planning Department that application Z-08-2020 be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

Deferred

Defeated

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

**TOWNSHIP OF NORTH GLENGARRY  
STAFF REPORT  
PLANNING COMMITTEE MEETING**

**Date:** October 13th, 2020

**To:** Planning Committee Members

**From:** \_\_\_\_\_  
Kasia Olszewska, Planner

\_\_\_\_\_  
Sarah Huskinson - CAO/Clerk

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***Re: Zoning Amendment Z-08-2020***

**Owner:** Kent Macsweyn

**Property Location:** Kenyon CON 8 E PT LOT 1 (1836 County Road 34, Dalkeith, ON)

**Official Plan designation:** Agricultural Resource Lands

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

**Purpose of application:** to re-zone both the severed and retained lands subject to Consent Application B-93-19. The severed lot is to be re-zoned from General Agricultural (AG) to AG-PA to prohibit agricultural uses, and the retained lot is to be re-zoned from General Agricultural (AG) to AG-PR to prohibit residential development.

**Discussion:** The subject land area is 96 acres. The applicant received conditional approval from the Counties of SD&G on November 25th, 2019 to sever 2.6 acres of land deemed surplus to the needs of the farm.

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

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

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

**Recommendation:** It is the recommendation of the Planning Department that application Z-08-2020 be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

THAT Council authorize staff to proceed with renting out space at 95 Lochiel Street East to offset operating costs.

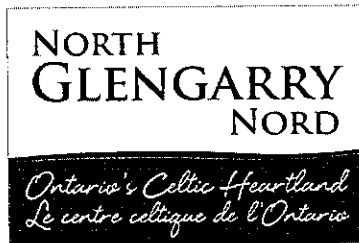
**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor



## STAFF REPORT TO COUNCIL

Report No: PW 2020-24

October 26, 2020

From: Dean McDonald, Acting Director of Public Works

RE: Winter Storage Contract (95 Lochiel Street East)

---

### Recommended Motion:

THAT Council authorize staff to proceed with renting out space at 95 Lochiel Street East to offset operating costs.

### Background / Analysis:

The building located at 95 Lochiel Street East, often referred to as the old Alexandria Moulding building, was acquired by the Township of North Glengarry in 2016 after Alexandria Moulding was unable to sell it. The original intentions for the building were to house a new central garage for the Public Works Department. After reviewing the building and its integrity, it was determined that this was not a feasible option.

The 30,000 square-foot building now sits vacant for most of the year. The Public Works Department and the Community Services Department are the primary users of the space. Staff has been using the building to store Township equipment but there is still roughly 11,000 square-feet of space that sits empty.

There has been significant interest from staff and the public about the possibility of using this building for winter storage. The storage would strictly be for equipment such as RVs, boats, vehicles, trailers, etc. Anyone interested in storing equipment will be required to sign a winter storage contract (Attachment 1). This contract will outline and enforce items such as payment terms and insurance, as well as protect the Township from any liability.

Though the building has been rented in the past, it was not a successful endeavor. As there are substantial costs associated with heating and maintaining the building, renting out winter storage will help to offset these costs.

### Alternatives:

To continue using the building for Township purposes only.

## **Financial Implications:**

### Historical Operating Costs

The building incurs significant operating costs including but not limited to electricity, heating and maintenance. Since 2016, the Township has spent approximately \$122,000.00 in operating expenses for Enbridge, Hydro and water and sewer fees. This amount does not include any of the maintenance that was completed.

### Potential Rates

Staff has investigated rates at several storage facilities in the area. Rates are typically based off of linear footage or square footage, seasonally or monthly. To simplify the rate, staff is proposing to charge per linear foot for the entirety of the 6-month term.

The rate proposed for the 2020-2021 season would be \$20 per linear foot plus HST. As the Township is not attempting to make money and only offset the costs of the building, the proposed rate is slightly lower than the average.

There would be no negative financial implications as there will be no additional capital requirements and very little additional time required to implement this plan.

## **Attachments & Relevant Legislation:**

Attachment 1 – Winter Storage Contract

### **Others Consulted:**

Michel Cuerrier, Manager of Transportation

Zoe Bougie, Public Works Specialist

Internal Department Staff

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Reviewed and Approved by:

Sarah Huskinson, CAO/Clerk



Corporation of the Township of North Glengarry  
90 Main Street South  
P.O. Box 700  
Alexandria, ON  
K0C 1A0  
Tel: (613) 525-3087  
Fax: (613) 525-1649

NORTH  
GLENGARRY  
NORD



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C.P. 700  
Alexandria, ON  
K0C 1A0  
Tel: (613) 525-3087  
Télécopieur: (613) 525-1649

## WINTER STORAGE CONTRACT

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Equipment Information

Type of Equipment: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_

Length (Feet): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

*I acknowledge that the information submitted in this contract is true and correct to the best of my knowledge.*

## Terms and Conditions

1. **ACKNOWLEDGEMENT OF TERMS AND CONDITIONS:** By signing this Winter Storage Contract, the Owner accepts and acknowledges the following terms and conditions relating to the equipment indicated on this document and agrees to be bound hereby.
2. **AVAILABILITY AND RIGHT OF REFUSAL:** Storage will be processed on a first come, first serve basis. The Township reserves the right to refuse storage for any reason.
3. **STORAGE TERMS:** The winter storage period will be from October 17<sup>th</sup>, 2020 to April 17<sup>th</sup>, 2021. Equipment will not be permitted to be removed before the end of the contract. Any exceptions will be at the sole discretion of the Township.
4. **PAYMENT:** The 2020 rate will be \$20.00 per linear foot plus HST. The payment must be made in full before the Owner may store their equipment.
5. **ACCESS TO SITE:** No person shall be admitted entry onto the property without first arranging it with the Township.
6. **RISK AND DISCLAIMER OF LIABILITY:** Winter storage is at the sole risk of the Owner. The Township assumes no liability for fire, theft, flood, ice, freezing, vandalism, or any other condition. The Owner hereby releases the Township from any and all liability from loss, injury or damage to person or property sustained while on the Township's property. The Township does not provide any security and assumes no responsibility for the safety of the stored equipment.
7. **INSURANCE REQUIREMENTS:** The Owner, at all times, at their own expense, shall maintain liability insurance while this contract is in effect. This insurance policy must cover at least 100% of the actual cash value of the equipment. The Owner is responsible for providing the Township with proof of such insurance upon signing this contract and at any time it is requested.

I hereby acknowledge that the items in this contract have been fully explained to me, and that I have read, fully understand, accept and agree to be legally bound by the terms of this contract.

Owner:

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

Signing Authority for The Corporation of  
the Township of North Glengarry:

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

# **Section 7**

**UNFINISHED**

**BUSINESS**

# **Section 8**

## **CONSENT AGENDA**

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

---

**Moved by:** Jacques Massie

**Seconded by:** Brenda Noble

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

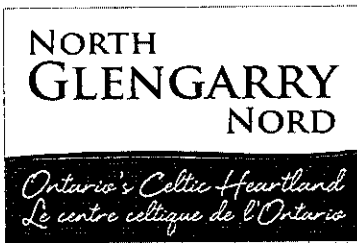
**Carried**

**Deferred**

**Defeated**

---

Mayor / Deputy Mayor



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: CS-2020-13**

**October 21, 2020**

From: Anne Leduc – Director of Community Services

RE: October 2020 Workplan – Community Services Department

---

### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. CS-2020-13.

### **Background / Analysis:**

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

## **ADMINISTRATION**

### **COVID-19**

- Staff has been keeping abreast of the information forwarded by the different ministries and Public Health.
- Plans to allow the public to access the municipality's facilities are modified in response to the directives from Public Health.
- Staff members have coordinated activities in various sports organizations over the last months to ensure the safe reopening of these activities.

**Budget** – Operating and Capital Budgets for the Community Services Group have been completed and were remitted to the Finance Department.

**Recreation Directors Meetings** – Staff has participated in the SDG/Cornwall Recreation Directors Meetings mostly focusing on the safe opening of recreation facilities and requests for rentals from organization that are out of the EOHU region.

**Removal of Aquatic Vegetation** – The permit application was filed on October 1<sup>st</sup> with the Department of Fisheries and Oceans for the removal of aquatic vegetation starting no later than June 15, 2021.

**Request for Proposals** – The RFP for Engineering and Project Management Services for the Glengarry Sports Palace will be reissued as no submissions were received for this project.

**Staffing** – There has been a readjustment of staffing hours as additional installations (beach, splash pad and park bathrooms) are now closed. Staff are now on fall / winter hours according to the needs of their facilities.

## COMMITTEE AND WORKING GROUP ACTIVITIES

### Arts, Culture and Heritage Committee

- Participated in the October Arts, Culture and Heritage Committee
- Request for CIP submission for Tapis Richard Ranger was recommended by ACHC and approved by Council.
- Community Grants Program application form is now available on the Township's website. The intake will start on January 2<sup>nd</sup>, 2021.
- The Committee expects to receive two submissions for the Blue Plaque Program.

### Community Development Committee

- Participated in the September Community Development Committee Meeting.
- MDB Insight presented the Draft Development and Marketing Strategy. Comments and modifications were shared by the Committee which will in turn be included in the report that will be presented to the Committee of the Whole in October.

## EVENTS AND ACTIVITIES

**Boys and Girls Club Activities** – The Tuesday and Thursday Fall / Winter programming started in early October at the Gary Shepherd Hall and the group will be using the Tim Hortons Dome on Wednesdays.

**Canada Day Activities** – Township staff had a preliminary meeting with the organizers of the Canada Day Parade and it seems less than probable that the event as planned for July would take place in February 2021. It is staff's recommendation that Celebrate Canada be contacted and that a request be made to transfer the funds for the 2021 Canada Day celebrations.

**Sportball** – This activity at the Tim Hortons Dome will start on October 24<sup>th</sup> for 8 weeks. Registration is presently open.

**Yoga Programming** – Make-up classes were offered in September and the new Fall Yoga Session started on October 6<sup>th</sup>. The class is full.

**Youth Floor Hockey** – Sessions will start on Wednesday, October 28<sup>th</sup> at the Maxville & District Sports Complex on the new multi-sports pad.

## FACILITIES

### Community Centres

- An email was shared with the Recreation Associations regarding the reduction in gathering limits and the explanations surrounding what consists a monitored versus an unmonitored event.

### Glengarry Sports Palace

- Ice making started as of September 23<sup>rd</sup> and the facility opened to the public on Monday October 5<sup>th</sup>.
- Signage was installed to direct users on a flow-through pattern that ensures that different groups aren't in contact with each other.

### Island Park

- The bathrooms were closed as of Thanksgiving.

### Maxville & District Sports Complex

- The Program Coordinator and the Lead Hand managed the process to convert the arena slab to the following:
  - Walking / running track
  - 3 pickleball courts (the summer league will be moving indoors)
  - 1 tennis court
  - 1 basketball court
- The following equipment was purchased for the multi-sports pad:
  - A ball stop netting system between the basketball court and the first pickleball court.
  - New tennis posts and a net.
- Pickleball equipment is on loan through the Maxille Summer Pickleball League.
- The Maxville Manor will be using the Community Hall for their Day Program.
- The Program Coordinator has been in contact with community groups, local schools, etc. to advise that this space is available for use.
- Other programming will be added gradually.

### Tim Hortons Dome

- As reported to Council in August, the Dome had a soft reopening as of August 24<sup>th</sup>. As of October 10<sup>th</sup>, the Dome has resumed normal operating hours with its full complement of staff.
- The following table summarizes the activities in the Dome since its reopening:



**TOTALS - August 24 to October 10, 2020**

<b>Activity</b>	<b>Quantity</b>
Court Rentals (hours)	130
Walkers	793
New Tennis Membership	1
New Senior Memberships	6
New Monthly Memberships	3
New Daily Passes	1

## OTHER

### **Community Improvement Plan / Regional Incentive Program**

- Staff is continuing to promote the CIP with qualifying North Glengarry property owners.
- 5 applications were submitted to the Fall 2020 SDG Regional Incentives Program and were considered during the October 13 review meeting.

### **Meetings (virtual or otherwise) – Staff has:**

- Participated in the Emergency Management Exercise.
- Attended the Teeny Tiny virtual workshops.
- Participated in the SDG EDOs Working Group Economic Development Re-assessment exercise.
- Participated in the SDG Communications Working Group Virtual Meeting.
- Attended various OMAFRA, Ontario Chamber of Commerce, Ministry of Economic Development, Job Creation and Trade, the Ministry of Tourism, Sports and Culture's Town Hall and others.

### **Other Economic Development Activities – Staff:**

- Provided the Maxville and Alexandria Chambers of Commerce with information related to various ministries at the provincial and federal levels, regarding ongoing funding and upcoming training programs.
- Supported property owners during the application process for the Community Improvement Plan and the Regional Incentives Program.

### **Press Releases / Videos / Ads**

- Prepared Press Release updating the opening of the Recreation Facilities.
- Prepared a poster for the temporary burn period for the Fire Department.
- Prepared Press Release and video on the integration of the new filters into Alexandria Water Treatment Plant.
- Prepare speech and videoed the Mayor's Back to School message.

### **Website, Social Media and traditional media.**

- Posted information to Facebook on:
  - The Voting during the By-election and results

- New programming in the Township
- Webinars available to the business community
- Lost animals
- Etc.
- Updated website as needed.

## COMMENTS

This report is presented for information purposes only.

### Alternatives:

N/A

### Financial Implications:

N/A

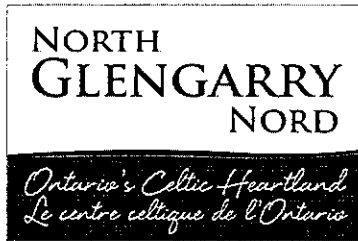
### Attachments & Relevant Legislation:

N/A

### Others Consulted:

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



**STAFF REPORT TO THE COMMITTEE OF THE WHOLE      Report No: TR2020-34**

**May 15, 2019**

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2020 Work Plan Updated for October 15, 2020

---

**Recommended Motion:**

THAT the Committee of the Whole accepts report TR2020-34 from the Director of Finance/Treasurer for information purposes.

**Background / Analysis:**

The Treasury Department is presenting to the Committee of the Whole their workplan updated as of October 15, 2020. There remains policy work to be done to ensure transparency and consistency. Policies that are in draft form include: water/wastewater billing and collections; accounts receivable; tax water relief. Due to the pandemic, these have been deferred for presentation to Council until Q4 or possibly early 2021.

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.

RealTax is now open and 26 properties are now starting the registration process. Two tax sale properties that were cancelled due to COVID in early April will be advertised for four consecutive weeks starting October 14, 2020. The tender information is also noted on the website. One property that was scheduled for tender in February of 2021 has been cancelled due to payment in full in the amount of almost \$17,000.

With the audit complete, and financial statements approved, year-end processing is now complete.

Budget documents have been distributed to all Directors and it is currently in process. The hope is to have it presented to Council by the second week in December.

**Alternatives:**

None

**Financial Implications:**

None

**Attachments & Relevant Legislation:**


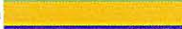

Work Plan 2020.

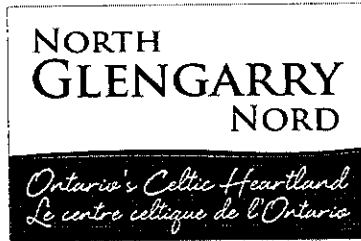
**Others Consulted:**

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Assist Department with financial information as needed							As required	
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KG				Yellow	Delayed due to COVID	
	Utility Billing Policy	Policy approved by Council	SM,KG				Yellow		
	Review Records Retention Policy	Policy approved by Council	KG, SH				Green		
	Cash Handling Policy	Policy approved by Council	KG				Yellow		
	Water Relief Policy	Policy approved by Council	KG				Yellow		
	Release of Tax Information Policy	Policy approved by Council	KG		Blue				
	Use of Federal Gas Tax Funds Policy	Policy approved by Council	KG		Blue				
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG				Green		
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC				Green		
	Merge of GSP to North Glengarry financials	Successful transfer	KG, RK, AL	Blue					
	2020 Budget	Approved budget	Council, KG	Blue					
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT			Green	Green		
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT			Green	Green		
	Register 2020 properties for tax sale		KG, VT			Green	Yellow		
	Vest Property to the Township		KG				Yellow		
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG		Blue				
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG	Blue					
	RBC Form 349	Form submitted to RBC	KG	Blue					
	Long Term Debt loan for fleet	Financing confirmed	KG	Blue					
	Final Tax Rates for 2020	Bylaw passed	KG	Blue					
	Municipal Audit	Audit Complete	KG, RK, SM, VT				Blue		
	Year End Financial Processing	Audited financial statements	SM, RK, KG			Green	Blue		
	CWWF Claim July 1, 2020 to September 30, 2020	Claim submitted	KG				Blue	Last Claim Lagoons	
	Annual Gas Tax reporting	Report sent	KG	Blue					
	OCIF Annual Reporting	Claim submitted	KG	Blue					
	Main Street Revitalization Grant reporting	Claim submitted	KG	Blue					
	Creation of cost centres for capital	Cost centres complete	KG, SMT	Blue					
	Creation of Tax Bill Inserts	inserts	KG, TK, SH					Cancelled - no inserts	
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG						
Accounts Payable Procedures	Documented Procedures	RK, KG	Yellow		Yellow	Green			
Get rid of Vacancy rebates for taxes	Rebates eliminated	County				Green			
Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG			Yellow				
Tile Drainage grant for Superintendent	Grant submitted	KG	Blue						
Emergency Management ICS250 training	Certificate obtained	KG					Unknown at this time		
GL Account Descriptions and what to charge where	Finalized list	KG		Green					
Ensure TD1's for all employees	TD1's complete	KG, RK		Green	Blue				
Create shared files for Vadim Procedures	Procedures complete	KG, SDG Treasurers		Green					
Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL		Green					
Water Financial Plan 2021-2027	Plan approved by Council	AC, KG			Blue				
2021 Budget	Budget approved by council	All directors				Green			
Reconcile School Board Remittances	Balanced reports	KG				Green			
Balance Building Deposits	Balanced GL and detail	CL, KG				Green			
Review of Municipal Owned Land	Council approved land sales	SH, KG, Council				Green			

Preparation   
Execution   
Complete 



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: BP-2020-27**

**October 21, 2020**

**From: Jacob Rhéaume – Chief Building Official**

**RE: 2020 Work Plan**

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-27 – 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**

About 150 properties now have water but not all have 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 only for the usage. We started conducting inspections back again. We will try to get up to date with all inspection in case another lockdown is mandated by the province.

### **Building Permit Application & Tracking Software**

The Department is working with CGIS for some training as the new system is up and running.

### **Building Permits**

The Building Department received about 180 building permit applications in 2020, to compare this number with 2019, we had issued our 180<sup>th</sup> permit in 2019 on September 9. The numbers are very similar to last year numbers.

### **Office Desks**

We blocked the access to the office with a temporary door. We have signs with instructions at the front, hand sanitizer and stickers on the floor for social distancing, very similar to what you would see in any other commercial space available to public. We will now be starting to get prices for the installation of 2 “security” doors installed so people have only access to the lobby, having to get “buzzed” in by the receptionist.

## **BY-LAW ENFORCEMENT**

### **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.

## **PLANNING**

### **LPAT Appeal (MV-02-2020)**

The Planning Department has been working closely on the LPAT Appeal application for Minor Variance MV-02-2020 (Franz Suter). A Joint Book of Documents was assembled with all the required documentation (a total of 550 pages). The book was shared with LPAT authorities, and legal counsels of the appellant, applicant and Township. The hearing date is set for September 24, 2020.

### **IHA Projects**

The Planning Department is working with the SDG Counties Planning and Engineering departments on the IHA projects for assisted living south of County Road 43 on the hospital lands, and the senior village project north of County Road 43 across from the hospital lands. The proponent will be submitting a Zoning By-law application for the lands north of County Road 43 to permit the residential development.

### **DRAFT Clear Cutting By-law**

The Planning Department held meetings with the Glengarry Federation of Agriculture and the Conservation Authorities. Next steps include receiving reviewed comments from all members of Council, and an in-camera Council meeting to agree on subsequent changes to the DRAFT by-

law. A second round of public consultation will take place when larger public gatherings are permitted.

### **Draft Zoning By-law Review (2020)**

The zoning information has been updated until 2019 with the latest zoning by-law amendments and minor variances. The information is available online to the public through the SDG Counties Mapping tool. The Planning department also created a dedicated planning page on the Township of North Glengarry website, it can be accessed by clicking “Planning, Development and Zoning.” On the bottom left hand corner of the Township website main page. The GIS technician has completed the draft 2020 zoning schedules in PDF form, this will be an attachment to the new zoning by-law for public reference. The next steps in the zoning by-law review include conducting site verifications to ensure compliance with zoning compared to actual on the ground uses.

### **LPAT Official Plan Appeal**

The appeal is ongoing. The process has been further delayed by COVID 19. The SDG Counties received the review of an independent agricultural consultant regarding the proposed revisions to the Agricultural and Rural designations in the Official Plan. Council will receive a more detailed update on the process in October.

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

The Planning Department is working on several files with applicants that will be forwarded to Council in due time. Pre-consultation meetings are still conducted via phone for safety reasons. The volume of files and requests has increased significantly in the last month.

### **Inventory of vacant lands in Alexandria and Maxville**

The GIS Technician completed a list of vacant lands that may have potential for development in Alexandria and Maxville. This will include a list of lands with a map highlighting the properties.

### **Alternatives:**

None.

### **Financial Implications:**

No financial implications to the Township

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



- Work Plan 2020 Excel Spreadsheet


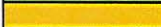

**Others Consulted:**

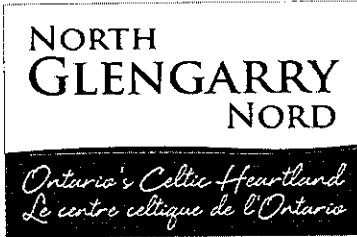
Todd McDonell, *By-law Enforcement Officer*  
Kasia Olszewska, *Planner*

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

Preparation   
Execution   
Complete 



**STAFF REPORT TO THE COMMITTEE OF THE WHOLE  
No: PW 2020-25**

**Report**

**October 21, 2020**

From: Dean McDonald, Acting Director of Public Works

RE: Work Plan Update – October 2020

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**Recommended Motion:**

THAT the Committee of the Whole receives report PW 2020-25, Public Works Work Plan Update – October 2020 for information purposes only.

**Background / Analysis:**

**COVID-19**

The Public Works Department has continued with their efforts to minimize the risk of COVID-19 by following the guidelines set in place. The department has purchased several sprayers to help with the disinfection of trucks and work areas.

**Roads Department**

Front Street and River Road Reconstruction

The reconstruction of Front Street and River Road is now complete including all asphalt. All the tie-ins to existing driveways are also complete. The department was unable to borrow a shouldering unit from the United Counties of SD&G due to a mechanical breakdown. Instead, staff used a grader with a spreader attachment built by staff.

Kenyon Concession Road 6

All shouldering and driveway tie-ins were completed in-house with Township equipment and staff. Staff is currently awaiting pricing for the line painting.

### Winter Maintenance

Snowplow routes were reviewed and revised by the foreman and Manager of Transportation. The goal was to improve efficiency wherever possible. This information was submitted to the United Counties.

### MacDonald Boulevard

Staff are in the process of installing a new 270-meter storm drain. The new storm main runs from the Glengarry Sports Palace to MacDougall Boulevard. Staff is looking into the possibility of installing a new storm catch basin to capture runoff along the roadway to prevent washouts further down.

### Sandfield Avenue South Sidewalks

Staff has prepared a contract and has been in contact with the Contractor. The start date has not been finalized at this time. The estimated date of completion is mid-November.

## **Water and Sewer**

### Winter Preparation

Staff will be starting to work on winter preparations which includes winterizing all hydrants including hydrants in Maxville and along the transmission main. Staff will also be measuring the sludge levels in the lagoons to be able to track the depth of sludge.

### Alexandria Water Plant

The third filter was put online on October 7 and the fourth and final filter was taken out the following day. Two new coagulant pumps were put into service on October 13th. All the new chemical pumps switch over automatically as well as alternate on a pre-set schedule.

EVB completed a walkthrough on October 15 to note any deficiencies. Most deficiencies were minor including tagging equipment, weather stripping, insulating pipes and painting.

### Lochiel Street East

Paving crews were on site on October 14 to complete a portion of the paving on the main road. There is still some sidewalks, curbing and bump outs that need to be redone. This will be done by Township staff as well as external contractors.

## **Maxville Water Project Update**

### Maxville Distribution

Staff have drafted a letter (Attachment 1) that will be hand delivered to all Maxville residents. The purpose of this letter is to improve communication with the residents as well as to identify the next steps they must take in the service connection process. An employee will catalogue which step the resident is at and provide any other documentation the resident may need. This will also help the Township gather and update information on the status of the service connections.

All contract work has now been completed and all project deficiencies have been addressed. The warranty period has expired.

Maxville Water Tower

The warranty period will expire on February 2, 2021. The issues that have yet to be addressed include the completion of the O&M manuals, ongoing problems with heat tracing that will be covered under warranty and some minor cleanup of stainless pipe that requires further pacification. The site has been seeded but the grass has not been established yet.

Maxville Booster Station

The warranty period will expire on December 2, 2020 at which time the maintenance security will be paid (\$41,685.70). The booster station is functioning well. The Hach analyzer was recently sent out for repairs. It was noted that at intermittent times that one of the booster pumps was noisy on start-up. This has been noted in case it occurs again in the future. The variable frequency drive's (VFD) will be replaced with new drives, although the drives are working well, they are not meeting the performance specification set out in contract. The site was seeded in the spring, but the grass did not germinate. The site will be reseeded in the spring.

Transmission Main

All contract work has now been completed and all project deficiencies have been addressed. The warranty period has expired.

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

Attachment 1 – Letter to Maxville Residents, FAQ and Checklist

**Others Consulted:**

Michel Cuerrier, Manager of Transportation  
Zoe Bougie, Public Works Specialist  
Internal Department Staff

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

Corporation of the Township of North  
Glengarry  
90 Main Street South  
P.O. Box 700  
Alexandria, ON  
K0C 1A0  
Tel: (613) 525-3087  
Fax: (613) 525-1649

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October 16, 2020

**RE: Maxville Water Project**

Dear resident,

As the Maxville Water Project draws to a close, the Township of North Glengarry would like to ensure that all Maxville residents are aware of the upcoming deadline for service connection. **The deadline to connect is January 31<sup>st</sup>, 2021.** As of February 1, 2021, billing will begin unless you have contacted the Township and arranged otherwise. Please continue reading to see what your next steps are.

**If you have:**

Not began the service connection process, please see the attached checklist. This checklist will provide you with the steps to connect and complete the process.

Submitted a permit, please contact a plumber to arrange for the work. It is suggested that you contact the plumbers before the ground freezes as additional costs may be incurred.

Ran the water line inside your home but the meter has not been connected, please contact your plumber before the deadline to complete the installation.

Connected to municipal water but there has not been an inspection, please contact the Township at 613-525-1110 extension 223 to arrange for the final inspection. Whenever possible, please wear the proper PPE and follow COVID-19 guidelines while the inspector is in your home.

Connected to municipal water and the final inspection has been completed, the installation process is complete. Thank you.

If you will be unable to meet the connection deadline, please contact the Township in writing to request an extension. In your request, please include your contact information, the address of the property, a brief explanation of why you will be unable to connect and your anticipated connection date. The Township will review all requests and contact you to discuss.

We thank everyone for your patience and understanding during this time. If you have any questions or concerns, please do not hesitate to contact the Township at 613-525-3087.

Sincerely,

Corporation of the Township of North Glengarry  
90 Main Street South  
P.O. Box 700  
Alexandria, ON  
K0C 1A0  
Tel: (613) 525-3087  
Fax: (613) 525-1649

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Télécopieur: (613) 525-1649

## MAXVILLE WATER PROJECT - REVISED CHECKLIST FOR SERVICE CONNECTIONS

### STEP 1 – Connecting from the water main to the building

- Choose a Licensed Plumbing Contractor to do the work on your property.

Rolland & Sons Plumbing and Heating Inc. (Maxville)	613-527-2029
Dave Sauve Plumbing (Maxville)	613-362-5381
Glengarry Plumbing and Heating (Alexandria)	613-525-3843

*\*There are no additional fees associated with these plumbers*

- Apply for a permit with the Township Building Department. The permit can be found on our website at [www.northglengarry.ca/en/town-hall/maxville-water-project.aspx](http://www.northglengarry.ca/en/town-hall/maxville-water-project.aspx) or by email at [maxvillewater@northglengarry.ca](mailto:maxvillewater@northglengarry.ca).
- Once your permit has been submitted, you will need to contact the plumber to complete the work.

### STEP 2 – Decommissioning of the well (optional)

**NOTE: You do not need to decommission your well but it can no longer supply potable water to any buildings.**

- As per provincial "Well Regulations" the owner of a property has the obligation to retain a Licensed Plumbing Contractor to abandon a well. The Licensed Plumbing Contractor will abandon the well as per provincial "Well Regulations" regulated by the Ministry of the Environment, Conservation and Parks.

### STEP 3 – Connecting municipal water to the potable water system

- The Licensed Plumbing Contractor will install all required equipment prior to the curb stop valve to be turned on.
- Once the municipal curb stop water valve has been turned on, and all the required equipment is installed as per Municipal By-law, the owner will have to schedule an inspection of the property with the Township Building Department. The final inspection can be scheduled by calling 613-525-1110 extension 223.

**To Schedule an Inspection: 613-525-1110 extension 223**  
**For General Inquiries/Questions: 613-525-3087**



# Frequently Asked Questions

## Maxville Water Project

### **When is the connection deadline?**

The deadline to connect is January 31, 2021.

### **Can I request an extension?**

Yes, please contact the Township in writing at [maxvillewater@northglengarry.ca](mailto:maxvillewater@northglengarry.ca) or 90 Main Street South, Box 700, Alexandria Ontario, K0C 1A0 to request an extension.

### **What happens if I am not connected by January 31, 2021?**

Unless you have made arrangements with the Township prior to the deadline, all properties will be billed the minimum usage as of February 1, 2021.

### **I am connected to the municipal water, but I have not had my connection inspected.**

Please contact the Township at 613-525-1110 extension 223 to arrange for your final inspection.

### **Do I have to abandon my well?**

Your well can no longer supply potable water to any building but you can continue to use your well for outdoor uses. This includes activities such as watering plants and lawns, filling pools, washing vehicles, etc.

### **Can I use a plumber that is not on the list the Township provided?**

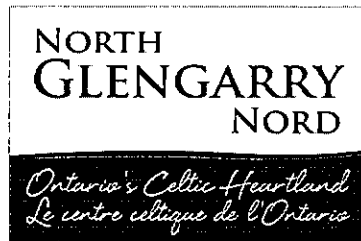
Yes, you may choose any licensed plumber. Please note there is a \$60 residential or \$80 commercial fee if a pre-approved plumber is not selected. This is because an additional inspection will be required before backfilling the connection and piping.

### **Can I install the meter myself?**

No, only a licensed plumber can complete the work.

### **I have completed the work, but I did not apply for the permit, what should I do?**

Please call the Township at 613-525-1110 extension 223 to inform the Township and provide the relevant information.



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: FD 2020-11**

**October 21, 2020**

From: Matthew Roy – Fire Chief

RE: 2020 Workplan

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. FD 2020-08 the Fire Chief's 2020 Work Plan update.

### **Background / Analysis:**

Last Work Plan update: September 2020

### **COMMUNICATION**

Phase 3 of the project paging system is been undertaken programming and testing will be completed over the next couple weeks. Each firefighter will be receiving new pager. BearCom are currently conducting a propagation study to determine the wireless link sites to Cornwall Dispatch. Once, study is completed installation will begin to establish the wireless link to Cornwall dispatch, where we can remove the internet link currently causing a vast amount connection issues.

### **TRAINING FACILITY**

The training facility project is being completed and on schedule.

### **AERIAL TRUCK**

We have received the 1999 Pierce Lance 100' Skyarm, currently scheduling safety and ladder testing. Training has started on small cohort of members. Anticipate the apparatus to be in service December.

### **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.
- Open Air Fire – By-Law 48-2019 (November-December)

### **COVID-19 – UPDATE**

Safety Bulletins continue to be issued to update protocols for incident response, fire prevention, training.

### **Alternatives:**

### **Financial Implications:**

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

2020 Workplan

### **Others Consulted:**

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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	Preparation	Complete		
	Firewalls	Project approved by Council	MR	Preparation	Execution	Execution	Complete	Deferred 2021	
	Station Renovations	Project approved by Council	MR	Preparation	Execution	Complete		Completed	
	Fleet - Pumper/Tanker	Project approved by Council	MR	Preparation	Complete			Completed	
	Fleet - SUV/Pick up	Project approved by Council	MR	Preparation	Complete			Completed	
	Aerial Truck	Project approved by Council	MR	Preparation	Execution	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	
	Fire Permits	Updating	MR						
	COVID-19 - Update	Updating	MR	Execution	Execution	Execution			

Preparation   
 Execution   
 Complete 

# **Section 9**

## **NEW BUSINESS**

# **Section 10**

## **NOTICE OF MOTION**



# **Section 11**

**QUESTION PERIOD**

# **Section 12**

**CLOSED SESSION**

**BUSINESS**



**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Brenda Noble

**Seconded by:** Jeff Manley

**Proceed "In Closed Session",**

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

And adopt the minutes of the Municipal Council Closed Session meeting of October 13, 2020.

**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

---

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

That we return to the Regular Meeting of Council at \_\_\_\_\_.

**Carried**

**Deferred**

**Defeated**

---

Mayor / Deputy Mayor

## **Section 13**

**CONFIRMING BY-LAW**

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Michael Madden

**Seconded by:** Johanne Wensink

That the Council of the Township of North Glengarry receive By-law 42-2020; and

That Council adopt by-law 42-2020 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 425-2020 be read a first, second, third time and enacted in Open Council this 26th day of October, 2020.

**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor

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

**BY-LAW 42 - 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 October 26, 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 26 day of October 2020

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. 42-2020, duly adopted by the Council of the Township of North Glengarry on the 26 day of October 2020.

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

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

# **Section 14**

# **ADJOURN**

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:** Monday, October 26, 2020

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**Moved by:** Johanne Wensink

**Seconded by:** Carma Williams

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

**Carried**

**Deferred**

**Defeated**

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Mayor / Deputy Mayor