

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Regular Meeting of Council

**Monday July 23, 2018 at 7:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0**

### Draft Agenda

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

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Brian)
  - a) Regular Meeting of Council July 9, 2018
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT – Sarah Huskinson - CAO/Clerk
  - a) Agreement to use information with Intelivote Systems Inc. ® (Jeff)
7. COMMUNITY SERVICES DEPARTMENT – Anne Leduc, Director of Recreation/Community Services
  - a) KIR on the Maxville Capital Budget ® (Michel)
  - b) Action Report on the Maxville Playground Dedar Weave ® (Carma)
  - c) Action Report on the CIP for 17 Main St N., Alexandria ® (Brian)
  - d) Action Report on the CIP for 21902 Main St., Glen Robertson ® (Jeff)
  - e) Action Report on the Special Occasion Permit ® (Michel)
8. TREASURY DEPARTMENT – Kimberley Champigny – Treasurer & Director of Finance
  - a) Loss of One Third Tax Exemption for Council in 2019 (Carma)
  - b) By-law 34-2018 – Amending Fees and Charges by-law 27-2017 ® (Brian)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT - Jacob Rhéaume – Director of Building, By-law & Planning / CBO
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
  - a) By-law 43-2018 – Amending Open Air Fires. ® (Jeff)
  - b) By-law 42-2018 – Emergency Management Program ® (Michel)
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
  - a) Surface Treatment Tender Award ® (Carma)
  - b) Capital Budget Amendment – Maxville Water ® (Brian)
  - c) Landfill Capacity Evaluation ® (Jeff)
  - d) Additional Road Work – Maxville Water ® (Michel)
12. CORRESPONDENCE
  - a) Art, Culture and Heritage Minutes – May 23, 2018
  - b) CIPAC Minutes – June 4, 2018

13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday August 13, 2018 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

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

16. CLOSED SESSION BUSINESS

**Quarterly Reports** (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*);

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

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

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

17. CONFIRMING BY-LAW

a) By-law 44-2018 ® (Brian)

18. ADJOURN ® (Jeff)

# **Section 1**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday July 23, 2018.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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**Mayor:** Chris McDonell

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**Section 1**



## **Section 2**

# **DECLARATIONS OF CONFLICTS OF INTEREST**

## **Section 3**

# **ADOPTION OF PREVIOUS MINUTES**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

Regular Meeting of Council – July 9, 2018

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 3**



# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## REGULAR MEETING OF COUNCIL

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

A Regular meeting of the Municipal Council was held on July 9, 2018 at 7:00 p.m., with Mayor Chris McDonnell presiding.

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

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

**REGRETS:** Councillor at Large – Jacques Massie

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

### Resolution No. 1

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

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

**Carried**

### Addition to the Agenda

12) Extension of Water Service to 20490 McCormick Road

### Deletion to the Agenda

16 Closed Session

3. ADOPTION OF PREVIOUS MINUTES

### Resolution No. 2

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

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

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

**Carried**

4. DELEGATION(S)

5. COMMITTEE RECOMMENDATIONS

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

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

a) **By-law 39-2018 to amend the North Glengarry Community Improvement Plan**

**Resolution No. 3**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

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

THAT Council receives the By-law 39-2018 being a by-law to authorize the adoption of the amended Community Improvement Plan for the Community Improvement Project Areas of the Corporation of the Township of North Glengarry; and

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

**Carried**

**Action – AL**

b) **Award contract for the Maxville & District Sports Complex Evaporative Condenser**

**Resolution No. 4**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

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

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

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

**Carried**

**Action – KC/AL**

c) **Award contract for the lights and poles for the Maxville & District Sports Complex**

**Resolution No. 5**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

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



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

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

**Carried**

**Action – KC/AL**

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

**a) By-law 37-2018 – Rating By-law under the *Tile Drainage Act***

**Resolution No. 6**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

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

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

**Carried**

**Action – KC**

**b) OCIF Top Up Funding**

**Resolution No. 7**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

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

**Carried**

**Action – KC**

**c) By-law 40-2018 – Borrowing By-law**

**Resolution No. 8**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

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

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

**Carried**

**Action – KC**

**d) Water Bill Relief**

**Resolution No. 9**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

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

**Carried**

**Action – SM/KC**

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

Jacob Rhéaume – Director of the Building/By-law & Planning Services

**a) Zoning Amendment Z-04-2018**

**Resolution No. 10**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

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

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

**Carried**

**Action – GM**

**b) By-law 38-2018 – Site – Mad Peet Holding Corp (Mike Madden)**

**Resolution No. 10**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

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

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

**Carried**

**Action - GM**

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

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

**12. CORRESPONDENCE**

a) Planning Committee Minutes – April 9, 2018

b) Public Meeting Minutes – May 28, 2018

c) **Extension of Water Service to 20490 McCormick Road**

**Resolution No. 12**

**Moved by:** Jamie MacDonald

**Seconded by:** Carma Williams

That the Council of the Township of North Glengarry directs Staff to prepare a report on the extension of water service to 20490 McCormick Road, Alexandria to be presented to Council July 23, 2018.

**Carried**

**Action - RM**

13. **NEW BUSINESS**

14. **NOTICE OF MOTION** - Next Meeting of Council, July 23, 2018.

15. **QUESTION PERIOD**

16. **CLOSED SESSION BUSINESS**

**DELETED**

17. **CONFIRMING BY-LAW**

a) **By-law 41-2018**

**Resolution No. 13**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

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

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

**Carried**

18. **ADJOURNMENT**

**Resolution No. 14**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 7:27 p.m.

**Carried**

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CAO/Clerk/ Deputy Clerk

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Mayor / Deputy Mayor



## **Section 4**

# **DELEGATION**

# **Section 5**

## **COMMITTEE**

## **RECOMMENDATIONS**



# **Section 6**

**CAO/CLERK'S**

**DEPARTMENT**

**Sarah Huskinson**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 9, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Agreement between Intelivote Systems Inc. and the Township of North Glengarry for the use of information.

And that the Agreement from Intelivote for the 2018 North Glengarry Municipal Election be accepted and

That the CAO/Clerk be authorized to execute any documents needed to implement this direction.

**Carried**  
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**Defeated**  
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**Deferred**  
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**MAYOR / DEPUTY MAYOR**

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

<b>YEA</b>	<b>NEA</b>
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**Section 6 Item a**

6(a)

## AGREEMENT TO USE INFORMATION

**THIS AGREEMENT** made and effective this 23<sup>rd</sup> day of July, 2018

BETWEEN:

**TOWNSHIP OF NORTH GLENGARRY**

Of 90 Main Street, Alexandria, Ontario, K0C 1A0  
(herein called "the Municipality")

- and -

**INTELVOTE SYSTEMS INC.**

Of 202 Brownlow Avenue, Suite 900, Dartmouth, Nova Scotia, B3B 1T5  
(herein called "ISI")

Whereas the Township of North Glengarry and the Municipal Property Assessment Corporation ("MPAC") have entered into a "License to Use Information" agreement that requires any other supplier, contractor or consultant of the Township of North Glengarry, who may require use of the information, to enter into an agreement incorporating the provisions of the "License to Use Information" agreement;

And whereas **ISI** and the Township of North Glengarry have entered into an agreement for the use of the **ISI** system for the Township or North Glengarry's 2018 Municipal Elections which requires the use of the Municipal Property Assessment Corporation's Voter Notification Files ("**Product**") included in the Municipality's "License to Use Information" agreement;

And whereas the Township of North Glengarry requires and desires for **ISI** to use the Municipal Property Assessment Corporation's Voter Notification Files to conduct their 2018 Municipal Elections;

Therefore be it agreed that ISI will be provided the right to use the file in accordance with the following terms and conditions:

1. ISI will use Product only for its own internal purposes in respect of future electoral obligations under the *Municipal Elections Act*.
2. Except as set out in Paragraph 16 herein, ISI will not transfer, sell, lend, trade, pledge, sub-license, assign, lease, disseminate or otherwise dispose of Product or any copy or printout of Product, or any part thereof, in any form, to any other person or entity, including affiliates or subsidiaries.
3. Except as permitted under Paragraph 1, ISI will not, in any way, modify, disassemble, reverse engineer, adapt or otherwise tamper with Product, nor will ISI incorporate Product into anything to be used by another person or entity.
4. ISI shall not remove, alter or otherwise change markings on Product relating to use or distribution of Product or to intellectual property and proprietary rights of MPAC and its Suppliers.

5. ISI shall ensure that Product is secure from unauthorized access.
6. ISI acknowledges that (i) Product contains confidential technical and commercial information (ii) copyright, trade secret rights and other intellectual property and proprietary rights reside in Product, (iii) MPAC and its suppliers, (including the Province of Ontario) to MPAC of one or more components of Product ('Suppliers') hold copyright and other intellectual and proprietary rights in Product and all right, title and interest in and to the Product will at all times be vested in and remain the property of MPAC and its Suppliers, (iv) no change made to Product, however extensive, shall affect or negate the right, title and interest of MPAC and its Suppliers in and to the Product; (v) no ownership rights in and to the Product are transferred to ISI, and (vi) MPAC reserves all copyright, trade secret, intellectual property and proprietary rights not expressly granted hereunder.
7. ISI acknowledges that (i) MPAC provides Product on an "as is" and "where available" basis and makes no guarantee, warranty, representation or condition of accuracy, completeness, usefulness for ISI's purpose or intent to provide updates, fixes, maintenance or support, (ii) MPAC and its Suppliers expressly disclaim all warranties, representations or conditions, express or implied, including warranties of merchantability and fitness for use, non infringement of third party rights or those arising by law or by usage of trade or course of dealing and (iii) all risk as to the results and performance of Product is assumed by ISI.
8. ISI agrees that (i) the Municipality, MPAC and its Suppliers shall not be liable to ISI or any other person for any loss of revenue, profit or savings, lost or damaged data or other commercial or economic loss or for any indirect, incidental, special or consequential damages whatsoever, even if the Municipality, MPAC or its Suppliers have been advised of the possibility of such damages or for claims of any nature by a third party and, (ii) such limitation of liability shall apply whether or not liability results from a fundamental term or condition or a fundamental breach of this Agreement, arising from use of Product or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, this Agreement, and (iii) ISI agrees to indemnify and hold harmless the Municipality, MPAC and its Suppliers and their respective officers, directors, employees and representatives from and against any and all claims, actions, damages or losses which may be alleged against the Municipality, MPAC and its Suppliers in respect of any breach of this Agreement and use of Product by ISI and any third party and (iv) ISI will pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded. Subject to the above limitations, the Municipality and MPAC's maximum aggregate liability to ISI and any other person for any cause whatsoever related to this Agreement shall not exceed \$100.00 of any license fee paid by ISI for Product supplied.
9. ISI acknowledges that: (i) unauthorized disclosure of Product could reasonably be expected to significantly prejudice the competitive position of MPAC and its Suppliers and, absent any final decision or order of any competent court or tribunal, will not disclose Product to any other person without the written consent of MPAC and, (ii) ISI will give, where reasonably practical, at least three business days notice to MPAC of the possibility of any such decision, order or decision and will co-operate with MPAC and its Suppliers in respect thereto.
10. ISI agrees to comply with (i) privacy guidelines set forth, from time to time, by MPAC and its Suppliers pertaining to collection, use, storage and disclosure of personal

information in conjunction with or relating to Product and (ii) all applicable laws including those relating to privacy and access to information laws.

11. ISI agrees to maintain accurate records for at least two years subsequent to receipt of Product to substantiate compliance with this Agreement, and upon at least one business day's notice, permit access to its premises and equipment for the purpose of electronic or manual audits conducted by MPAC or its representatives.
12. MPAC reserves the right to further restrict use of supply of Product by ISI or to terminate this Agreement immediately where ISI is in breach of Agreement or if Product is used for deceptive, misleading, illegal or unethical purposes.
13. ISI agrees to destroy Product (including, if applicable, purging ISI computer systems) when Product is no longer required for the purposes set out in this Agreement, and upon request of MPAC or the Municipality, to provide written confirmation of same.
14. This Agreement is not assignable, either in whole or in part, by ISI, without the prior written consent of the Municipality.
15. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario and ISI agrees to attorn to the courts of Ontario for resolution of any dispute hereunder.
16. ISI may provide Product to an agent, supplier, contractor or consultant of ISI ("Consultant") to assist ISI under this Agreement provided prior to release of Product to Consultant (i) MPAC and the Municipality is notified of any Consultant to be engaged and (ii) ISI requires Consultant to enter into an agreement incorporating the provisions of this Agreement.

The Parties show agreement by their signatures:

**Intelivote Systems Inc**

**TOWNSHIP OF NORTH GLENGARRY**

Per:   
\_\_\_\_\_  
(Signature)

Per: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Dean Smith  
(Print Name)

\_\_\_\_\_  
(Print Name)

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President & Founder  
(Title)

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(Title)



**Section 7**

**COMMUNITY SERVICES**

**DEPARTMENT**

**Anne Leduc**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-29 – Maxville Capital Budget for information purposes only.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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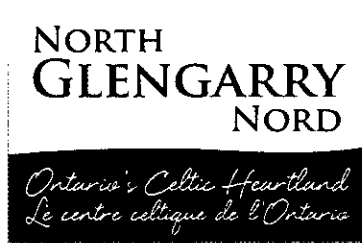
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**Mayor:** Chris McDonell

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**Section 7 Item a**



7(a)

## STAFF REPORT TO COUNCIL

Report No: CS-2018-29

July 23, 2018

From: Anne Leduc – Director of Community Services

RE: Maxville Capital Budget

### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-29 for information purposes only.

### Background / Analysis:

Adjustments have been made to the Maxville & District Sports Complex' Capital Budget as the projects have been progressing. Several requests have been approved by Council for the transfer of use of funds towards new projects. The tables below demonstrate the initially approved Capital Projects and the revised Capital Projects as they stand today.

**MSC Initially Capital Budget for 2018**

Item	Estimated Cost
Condenser	\$ 140,000.00
Windows & Cinder Block Repairs	\$ 18,000.00
Floor Community Hall	\$ 15,000.00
Floor Washer	\$ 11,000.00
Lighting Parking Lot	\$ 17,000.00
Water Heaters Refrigeration Room	\$ 19,000.00
<b>TOTAL</b>	<b>\$ 220,000.00</b>

**MSC Revised Capital Budget for 2018**

Item	Cost
Condenser	\$ 85,059.50
Windows & Cinder Block Repairs	\$ 6,528.00
Floor Community Hall	\$ 21,525.31
Floor Washer	\$ 9,993.80
Lighting Parking Lot	\$ 4,500.00
Water Heaters Refrigeration Room	\$ 19,000.00
Baseball Diamond Lights	\$ 30,021.00
<b>TOTAL</b>	<b>\$ 176,627.61</b>

Remaining funds      \$ 43,372.39

**Alternatives:**

N/A


**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

N/A

**Submitted by:**



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Anne Leduc – Director of Community Services

**Others consulted:**



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Kim Champigny – Director of Finance / Treasurer



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Sarah Huskinson – Chief Administrative Officer / Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-30; and

WHEREAS the Township of North Glengarry’s Procurement Policy includes provisions for awarding contracts for the acquisition of goods or services under the Purchasing Protocol Sections 15 and 21;

THAT the Council for the Township of North Glengarry authorizes the award of the contract for the excavation of sand, installation of filter cloth and supply of cedar weave for the new playground structures located in the front play area of the Maxville & District Sports Complex to RC Watson Installation at an upset cost of \$13,820.00 plus HST;

THAT Council approves the transfer of use of funds in an upset amount of \$13,820.00 plus HST from the Maxville & District Sports Complex Budget towards this capital purchase; and

THAT the Director of Community Services be authorized to execute any documents to implement this direction.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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**Mayor:** Chris McDonell

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**Section 7 Item b**

7(b)



## STAFF REPORT TO COUNCIL

Report No: CS-2018-30

July 23, 2018

From: Anne Leduc – Director of Community Services

RE: Playground installation in Maxville

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### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-30; and

WHEREAS the Township of North Glengarry's Procurement Policy includes provisions for awarding contracts for the acquisition of goods or services under the Purchasing Protocol Sections 15 and 21;

THAT the Council for the Township of North Glengarry authorizes the award of the contract for the excavation of sand, installation of filter cloth and supply of cedar weave for the new playground structures located in the front play area of the Maxville & District Sports Complex to RC Watson Installation at an upset cost of \$13,820.00 plus HST;

THAT Council approves the transfer of use of funds in an upset amount of \$13,820.00 plus HST from the Maxville & District Sports Complex Budget towards this capital purchase; and

THAT the Director of Community Services be authorized to execute any documents to implement this direction.

### Background / Analysis:

The playground rehabilitation projects in Apple Hill, Dalkeith, Dunvegan, Glen Robertson, Island Park and Maxville are proceeding on target. Playground equipment has been delivered to RC Watson who is performing the off-site assembly prior to the installation of the components at the various locations.

As part of the rehabilitation project in Maxville, the initial plan was to place sand under two new playground structures and one new swing set that are to be installed in the front area of the Maxville and District Sports Complex. After seeing two projects completed using the cedar weave (Apple Hill and Island Park), staff recommends using cedar weave as a substitute to sand in Maxville as this is proving to be a surface of choice for the users.

Staff suggests using remaining funds in the Maxville Capital Budget to offset this cost.



**Alternatives:**

Option 1 – Recommended – That Council authorizes the transfer of use of funds and the awarding of the contract for the excavation of sand, installation of filter cloth, and supply of cedar weave for the new playground structures located at the Maxville & District Sports Complex to RC Watson Installation.

Or

Option 2 – Not recommended – That Council not authorize the transfer of use of funds and the awarding of this contract.

**Financial Implications:**

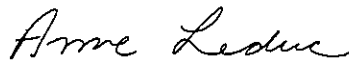
It is estimated that approximately \$43,000.00 in funds will remain in the Maxville Capital Budget once the approved projects will be completed. Staff recommends that a transfer of use of funds in the amount of \$13,820 plus HST be authorized for this project.

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

**Attachments & Relevant Legislation:**

- Attachments – N/A
- Relevant Legislations – The Township of North Glengarry's Procurement Policy

**Submitted by:**



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Anne Leduc – Director of Community Services

**Others consulted:**



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Kim Champigny – Director of Finance / Treasurer



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Sarah Huskinson – Chief Administrative Officer / Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-31;

THAT Council approves the application for the property located at 17 Main Street North, in Alexandria, representing a total of \$17,396.64 in the form of the following Community Grants and Loans:

- Program A (Planning and Design Grant) for a 50% matched grant up to a maximum of \$94.38;
- Program B (Building Improvement and Infill Grant) for a 50% matched grant up to a maximum of \$6,514.71 towards the cost of improvements to two façades;
- Program C (Civic Address Signage Grant) of \$37.56 representing a matching grant of 75% for a civic address sign at one locale;
- Program E (Building Permit & Planning Fee Grant Program) equal to 100% of eligible Building Permit fees up to a maximum of \$750.00;
- Program G: Municipal Loan Program in the amount of \$10,000.00; and

THAT the Director of Finance be authorized to execute any documents to implement this direction.

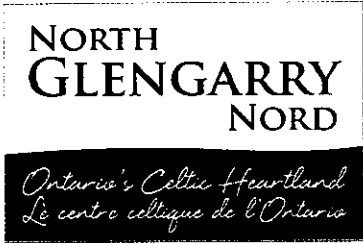
<b>Carried</b>	<b>Defeated</b>	<b>Deferred</b>
_____	_____	_____

**MAYOR / DEPUTY MAYOR**

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

**Section 7 Item c**

7(c)



## STAFF REPORT TO COUNCIL

Report No: CS-2018-31

July 23, 2018

From: Anne Leduc – Director of Community Development

RE: Community Improvement Plan Application Request – 17 Main Street North, Alexandria.

### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-31;

THAT Council approves the application for the property located at 17 Main Street North, in Alexandria, representing a total of \$17,396.64 in the form of the following Community Grants and Loans:

- Program A (Planning and Design Grant) for a 50% matched grant up to a maximum of \$94.38;
- Program B (Building Improvement and Infill Grant) for a 50% matched grant up to a maximum of \$6,514.71 towards the cost of improvements to two façades;
- Program C (Civic Address Signage Grant) of \$37.56 representing a matching grant of 75% for a civic address sign at one locale;
- Program E (Building Permit & Planning Fee Grant Program) equal to 100% of eligible Building Permit fees up to a maximum of \$750.00;
- Program G: Municipal Loan Program in the amount of \$10,000.00; and

THAT the Director of Finance be authorized to execute any documents to implement this direction.

### Background / Analysis:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2018 financial incentives program was adopted on February 5, 2018. The allotment for the interest-free municipal loan is derived from the reserves.

The present Community Improvement Plan application is for the former Meloche & Sabourin Meat Market building located at 17 Main Street North in Alexandria. According to an article in the Glengarry News, Mr. A. Meloche and Mr. Geo Sabourin formed their partnership as butchers in 1905. Two generations operated this butcher shop, which closed nearly 20 years ago. The building has since remained vacant. The property was recently acquired by owners who hope to revitalize and restore the heritage attributes of this building. Their intention is to reopen this building as a new commercial space.

The rehabilitation project will see construction investments estimated at \$29,484.00 to this property.

The Community Improvement Plan Advisory Committee, at its meeting on July 16, 2018, recommended that the Council for the Township of North Glengarry approve the Community Improvement Plan Grants in the amount of \$7,396.64 and Community Improvement Plan Loan in the amount of \$10,000.00.

**Alternatives:**

Option 1 Recommended – That Council approves the recommendations from the Community Improvement Plan Advisory Committee for the property located at 17 Main Street North, in Alexandria.

OR

Option 2 Not recommended – That Council not approve the Community Improvement Plan grant for the property located at 17 Main Street North, in Alexandria.

**Financial Implications:**

Council has approved the 2018 budget which allocates funds for the Community Improvement Plan Program.

A \$7,396.64 grant derived from GL 1-4-1950-3702 and a \$10,000 loan derived from the Township's reserves would be attributed to the Community Improvement Plan project for the property located at 17 Main Street North, in Alexandria.

**Attachments:**

Funding request review for the property located at 17 Main Street North, in Alexandria.

**Submitted by:**

*Anne Leduc*

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Anne Leduc – Director of Community Services



**Others Consulted:**



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Kim Champigny – Director of Finance / Treasurer



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Sarah Huskinson – CAO/Clerk

**Funding Request Review for the CIP Application for the property located at  
17 Main Street North, in Alexandria**

**Owners: Serge Bellefeuille and Michelle Daprato**  
**Projected cost of total improvements: \$29,484**

**ELEMENTS RECOMMENDED BY THE COMMITTEE**

Project Overview: Program B

Front facade

- Remove existing siding, replace with wooden siding and paint siding in “Restful retreat” by Beauti-Tone.
- Paint trim around windows, door and roof in “Here Comes the Bride” by Beauti-Tone.
- Replace existing door with antique wooden door painted in “Plastic Pink Flamingoes” by Beauti-Tone.
- Replace two upper and two lower windows and install new transom window above door.

North façade

- Scrape and paint the north façade in “Restful retreat” paint (all four sides of the building will be painted in the same palate).
- Install one new window.
- Paint roof in “Place of Dust” by Beauti-Tone

The property owner remains optimistic that the original wooden planks may still be underneath the existing vinyl siding. If the existing planks are in good condition, the owner may be able to restore and repaint them to match the existing siding on the remainder of the building. The property owner will take photos of the building after the demolition commences and will advise CIPAC of how the project will be impacted by the findings.

**FUNDING REQUEST RECOMMENDED BY THE COMMITTEE:**

- \$94.38 – Program A (Planning and Design Grant)
- \$6,514.71 – Program B (Building Improvement and Infill Grant)
- \$37.56 – Program C (Civic Signage Grant)
- \$750.00 – Program E (Building Permit)
- \$10,000.00 – Program G (Municipal Loan Program)

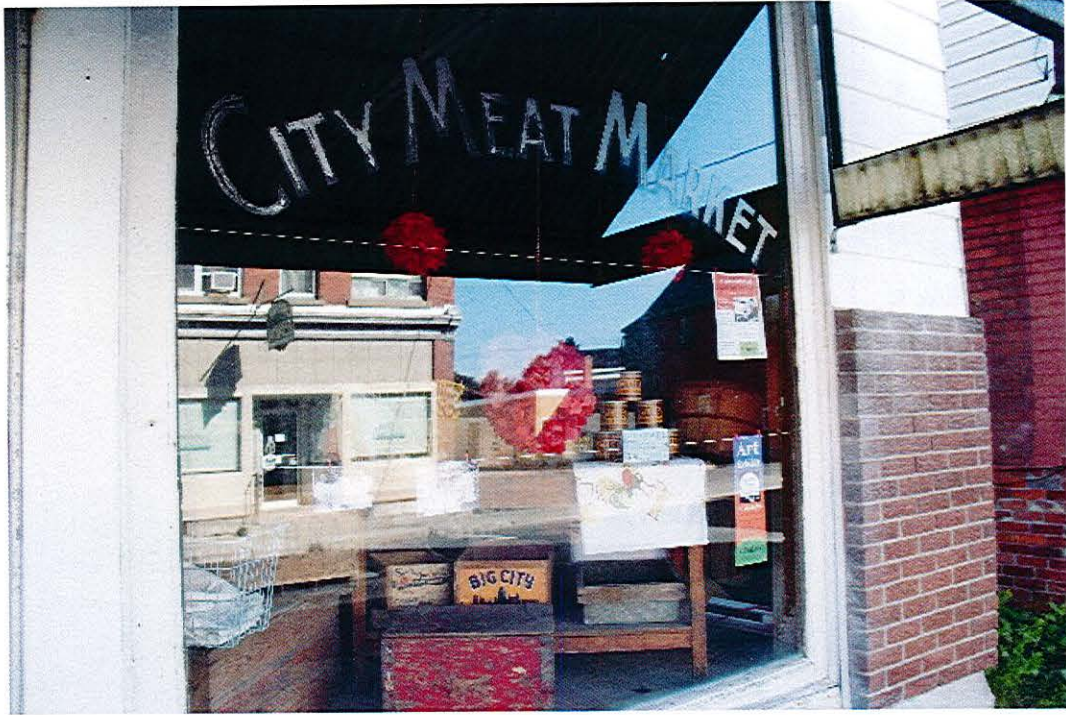
**Grant Request: \$ 7,396.64**

**Loan Request: \$10,000**

Photos of the building as it appears now:







Historic photo of 17 Main Street







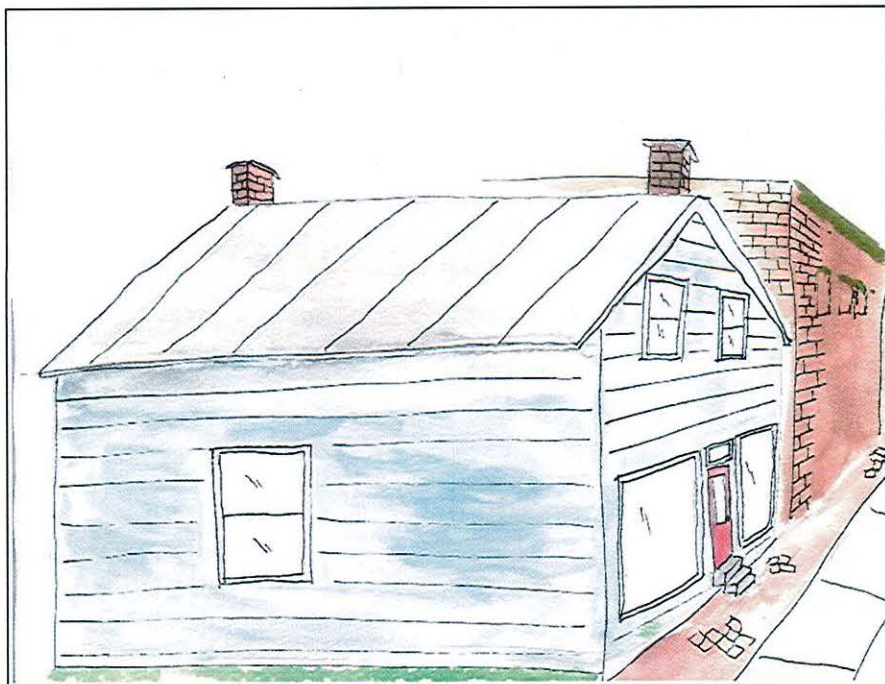
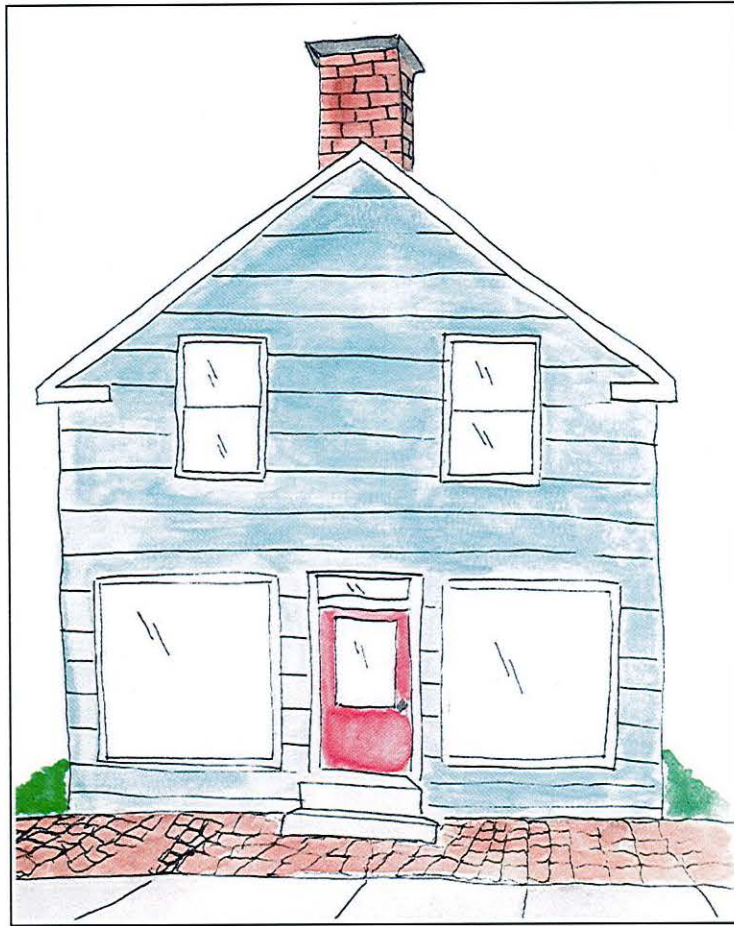
Colour for  
roof - Place  
of Dust

Colour for  
cladding –  
Restful  
Retreat

Colour for  
front door –  
Plastic  
Pink  
Flamingo

Colour for  
trim around  
windows &  
doors – Here  
Comes the  
Bride

Sketches of the proposed work to be done:



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION # \_\_\_\_\_**

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-32;

THAT Council approves the application for the property located at 21902 Main Street, in Glen Robertson, representing a total of \$17,738.88 in the form of the following Community Grants and Loans:

1. Program A (Planning and Design Grant) of 50% up to a maximum of \$500.00, payable in two equal installments of \$250.00 each;
2. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$5,201.38 towards the cost of improvements to two façades;
3. Program C (Civic Address Signage Grant). The Municipal Civic Sign will be provided for free;
4. Program D (Landscaping Grant) 50% matched grant up to a maximum of \$1,287.50;
5. Program E (Building Permit Fee Grant) equal to 100% of eligible Building Permit fees, up to a maximum of \$750.00;
6. Program G (Municipal Loan Program) equal to \$10,000.00; and

THAT the Director of Finance be authorized to execute any documents to implement this direction.

<b>Carried</b>	<b>Defeated</b>	<b>Deferred</b>
_____	_____	_____

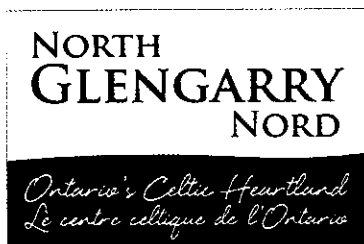
**MAYOR / DEPUTY MAYOR**

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

<b>YEA</b>	<b>NEA</b>
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

**Section 7 Item d**

7(d)



## STAFF REPORT TO COUNCIL

Report No: CS-2018-32

July 23, 2018

From: Anne Leduc – Director of Community Services

RE: Community Improvement Plan Application Request – 21902 Main Street, Glen Robertson

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### Recommended Motion:

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-32;

THAT Council approves the application for the property located at 21902 Main Street, in Glen Robertson, representing a total of \$17,738.88 in the form of the following Community Grants and Loans:

1. Program A (Planning and Design Grant) of 50% up to a maximum of \$500.00, payable in two equal installments of \$250.00 each;
2. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$5,201.38 towards the cost of improvements to two façades;
3. Program C (Civic Address Signage Grant). The Municipal Civic Sign will be provided for free;
4. Program D (Landscaping Grant) 50% matched grant up to a maximum of \$1,287.50;
5. Program E (Building Permit Fee Grant) equal to 100% of eligible Building Permit fees, up to a maximum of \$750.00;
6. Program G (Municipal Loan Program) equal to \$10,000.00; and

THAT the Director of Finance be authorized to execute any documents to implement this direction.

### Background / Analysis:

The North Glengarry Community Improvement Plan was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. The budget for the 2018



financial incentives program was adopted on February 5, 2018. The allotment for the interest-free municipal loan is derived from the reserves.

The present Community Improvement Plan application is for a residential home located at 21902 Main Street in Glen Robertson. This project represents one of the first CIP projects to be implemented in this community.

The project will see investments estimated at \$19,206.69 to this property.

The Community Improvement Plan Advisory Committee, at its meeting on July 16, 2018, recommended that the Council for the Township of North Glengarry approve the Community Improvement Plan Grants in the amount of \$7,738.88 and Community Improvement Plan Loan in the amount of \$10,000.00.

**Alternatives:**

Option 1 Recommended – That Council approves the recommendations from the Community Improvement Plan Advisory Committee for the property located at 21902 Main Street in Glen Robertson.

OR

Option 2 Not recommended – That Council not approve the Community Improvement Plan grant for the property located at 21902 Main Street in Glen Robertson.

**Financial Implications:**

Council has approved the 2018 budget which allocates funds for the Community Improvement Plan Program.

A \$7,738.88 grant derived from GL 1-4-1950-3702 and a \$10,000 loan derived from the Township's reserves would be attributed to the Community Improvement Plan project for the property located at 21902 Main Street in Glen Robertson.

**Attachments:**

Funding request review for the property located at 21902 Main Street in Glen Robertson.

**Submitted by:**



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Anne Leduc – Director of Community Services

**Others Consulted:**



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Kim Champigny – Director of Finance / Treasurer



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Sarah Huskinson – CAO/Clerk

**Funding Request Review for the CIP Application for the property located at  
21902 Main Street, Glen Robertson**

**Owner: Maxime Chouinard**

**Projected cost of total improvements: \$19,206.69**

**ELEMENTS RECOMMENDED BY THE COMMITTEE**

Project Overview: Program B

- Cover 1/3 of the front façade in grey stone.
- Re-clad the entire house in “River Rock” grey, vinyl siding, installed horizontally.
- Paint window frames and trim on the front façade in black paint.
- Build a roof over the front entrance with two black beams leading to a wooden deck.
- Cap existing deck in wood and add glass railings.
- Replace shingle roof with black steel roof.

Project Overview: Program C

- Add a stamped cement pathway to be done in Novistone DS anthracite.

After reviewing the file, the Community Improvement Plan Advisory Committee determined the replacement of the front door as a visible visual improvement not eligible under Program B as it represents the lifecycle replacement of this element.

**FUNDING REQUEST RECOMMENDED BY THE COMMITTEE:**

- \$500.00 – Program A (Planning and Design Grant)
- \$5,201.38 – Program B (Building Improvement and Infill Grant)
- \$0.00 – Program C (Civic Signage Grant). Signage will be provided by the municipality.
- \$1,287.50 – Program D (Landscaping Grant)
- \$750.00 – Program E (Building Permit)
- \$10,000.00 – Program G (Municipal Loan Program)

**Grant Request: \$ 7,738.88**

**Loan Request: \$10,000**


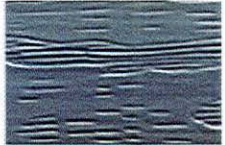
**Photos of the building as it appears now:**



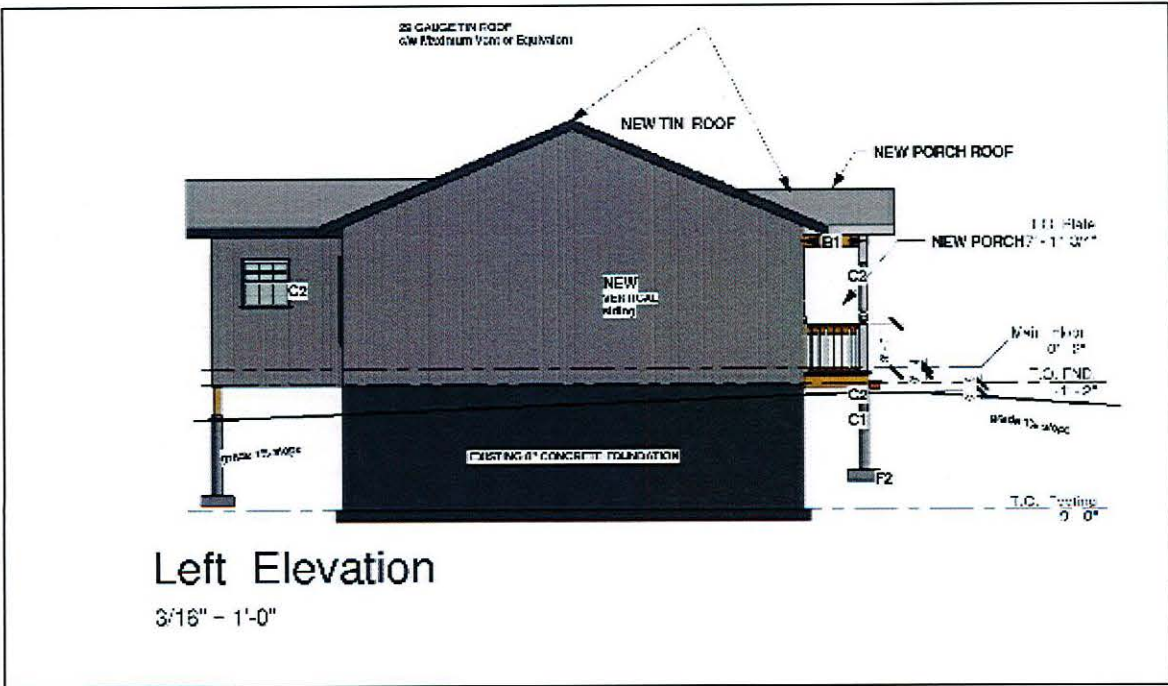
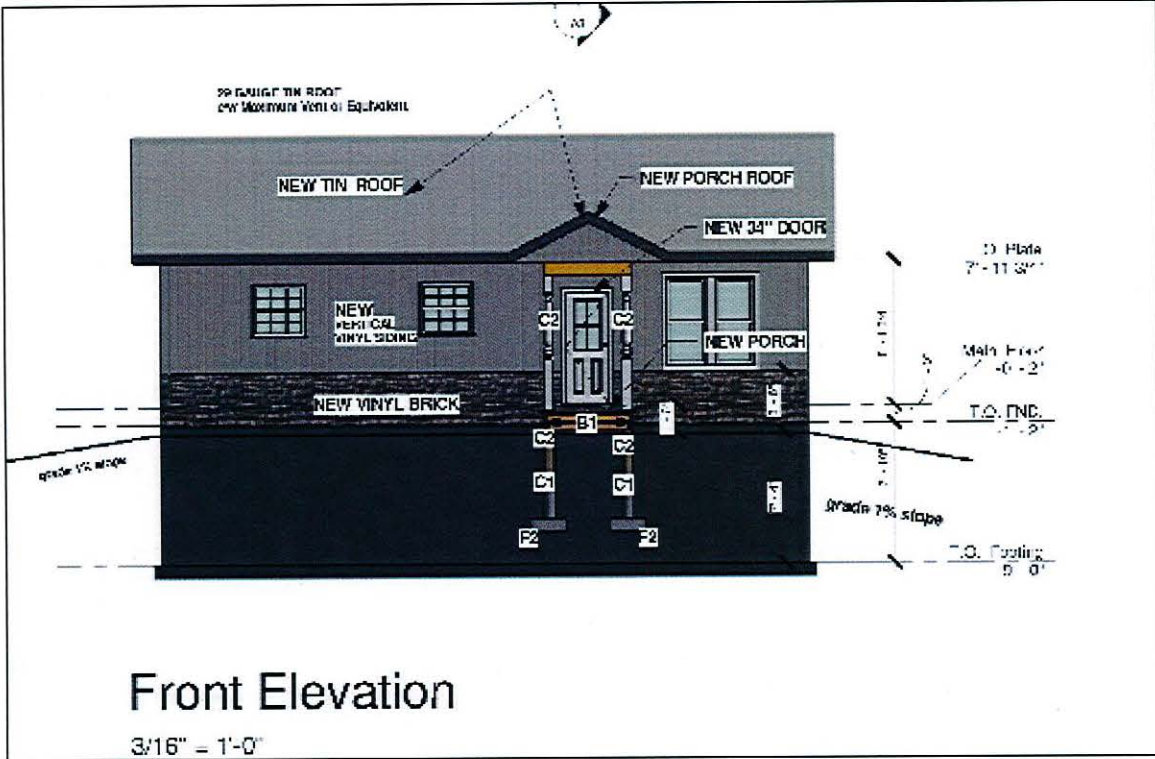
**Sketches of the proposed work to be done:**

**CIP Application: 21902 Main Street, Glen Robertson**

- Construct a new roof over front entrance (roof clad in black tin). Two black beams leading to a wood deck & glass railing.
- Existing shingle roof will be removed and new black, vertical tin roof will be installed.
- Add a cement pathway constructed of Anthracite Novistone from front entry to driveway.
- Install «River Rock» grey vinyl siding on all four facades.
- The bottom 1/3 of the front facade will feature matching grey stone
- New front door (black, steel). Frames surrounding windows will be painted black, with 3.5 inch trim to windows & doors painted white.







**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-33; and

WHEREAS local fairs, festivals, and events in rural communities serve an important role in enhancing our quality of life, supporting volunteer organizations, and providing a positive benefit for charities and local causes;

AND WHEREAS effective April 1, 2018, the Alcohol and Gaming Commission of Ontario doubled the price of a "Sale" Special Occasion Permits (SOPs) from \$75 for a license valid for up to 3 days, to \$150 for a 1-day license;

AND WHEREAS on the same date, the paperwork and approval process has been streamlined to require all applications be completed and submitted online, which has relieved the administrative burden on the AGCO by not having to retype and upload all paper applications, attachments, and proof of payment;

AND WHEREAS the doubling of this fee combined with the requirement to purchase a licence daily for community events spanning more than one day is becoming cost prohibitive particularly for events in rural communities, where the population is lower and the proceeds from the sale of alcohol are a main source of revenue for charity and local causes at these events;

NOW THEREFORE BE IT RESOLVED that Council request the new Ontario government under Premier Doug Ford review the increase of Special Occasion Permit fees and reduce the fees to a reasonable level for small events and not-for-profit organizations given the new streamlined application process and the financial burdens placed on applicants.

AND FURTHERMORE that this copy be forwarded to local MPP Amanda Simard and MPP Jim McDonell, and other neighbouring municipalities in Eastern Ontario.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 7 Item e**

## STAFF REPORT TO COUNCIL

Report No: CS-2018-33

August 13, 2018

From: Anne Leduc – Director of Community Services

RE: Special Occasion Permit Fees

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### **Recommended Motion:**

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2018-33; and

WHEREAS local fairs, festivals, and events in rural communities serve an important role in enhancing our quality of life, supporting volunteer organizations, and providing a positive benefit for charities and local causes;

AND WHEREAS effective April 1, 2018, the Alcohol and Gaming Commission of Ontario doubled the price of a "Sale" Special Occasion Permits (SOPs) from \$75 for a license valid for up to 3 days, to \$150 for a 1-day license;

AND WHEREAS on the same date, the paperwork and approval process has been streamlined to require all applications be completed and submitted online, which has relieved the administrative burden on the AGCO by not having to retype and upload all paper applications, attachments, and proof of payment;

AND WHEREAS the doubling of this fee combined with the requirement to purchase a licence daily for community events spanning more than one day is becoming cost prohibitive particularly for events in rural communities, where the population is lower and the proceeds from the sale of alcohol are a main source of revenue for charity and local causes at these events;

NOW THEREFORE BE IT RESOLVED that Council request the new Ontario government under Premier Doug Ford review the increase of Special Occasion Permit fees and reduce the fees to a reasonable level for small events and not-for-profit organizations given the new streamlined application process and the financial burdens placed on applicants.

AND FURTHERMORE that this copy be forwarded to local MPP Amanda Simard and MPP Jim McDonnell, and other neighbouring municipalities in Eastern Ontario.



**Background / Analysis:**

On April 1, 2018, the Alcohol and Gaming Commission of Ontario changed the application process for Special Occasion Permits requiring all applications to be completed and submitted on-line to reduce the administrative burden associated with the processing of paper applications. Simultaneously, they changed the fee structure. "Sale" SOP's (those required for events where attendees of the event are expected to pay money, so that they SOP holder can recover the hosting costs for alcohol) are currently set at \$75.00 and valid for up to three consecutive days. As of April 1, 2018, the fee for "Sale" permits increased to \$150/day for each day of the event.

Organizers for certain community events where alcohol is served, must obtain a Special Occasion Permit and these activities will be directly impacted by this new fee schedule. For some events, the doubling of this fee will have a significant impact on profitability; particularly those with smaller populations.

Given the cost savings from streamlining the application process, it would seem reasonable that the fees could be re-examined by the new Provincial Government and returned to the previous levels for small community events. Our hope is that our neighbouring Municipalities in Eastern Ontario will join the Township of North Glengarry and request a review of this new fee structure.

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution

Or

Option 2 – Not recommended – That Council does not approve this resolution

**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

Excerpt from AGCO website - AGCO Information Bulletin #51

**Submitted by:**

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Anne Leduc – Director of Community Services

**Others consulted:**

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Sarah Huskinson – Chief Administrative Officer / Clerk

# Info Bulletin No. 51 - Changes to Special Occasion Permit Applications as of April 1, 2018: Applications exclusively available online and new fees

*February 16, 2018* - As per Ontario's Liquor Licence Act, anyone who wishes to serve alcohol outside of a residence, a private place or a licensed establishment must first obtain a Special Occasion Permit (SOP). A SOP is also required to sell alcohol anywhere outside of a licensed establishment. SOPs are for occasional, special events only, and not for personal profit or for running an ongoing business.

As of April 1, 2018, two changes will take effect with regards to applications for SOPs.

## 1. All applications for SOPs must be made online

For many years, applying for a SOP was done through a paper-based application process at designated LCBO stores. In May 2017, the AGCO introduced online services, which provided SOP applicants the additional option of applying for their permits online through the AGCO's web-based portal, called [iAGCO](#). During a transition period, both the paper-based and the online process were available to applicants.

As of April 1, 2018, all SOP applications will have to be made online through the iAGCO portal, available at [iAGCO](#). As of that date, the LCBO will no longer accept or process applications for SOPs.

SOP applications made through the online portal are processed more quickly and can often be received on the same day. Customers who have used iAGCO to obtain their SOP have been overwhelmingly satisfied with its ease of use and functionality.

## 2. New fees for SOPs

The fees for obtaining a SOP will be adjusted as of April 1, 2018. In the case of "No Sale" SOPs, the changes will be gradually introduced over a two-year period, as further detailed below. These will be the first changes to SOP fees in over 15 years and are necessary to recover a portion of AGCO regulatory costs associated with the administration of SOPs.

### New fees for a "No Sale" SOP

A "No Sale" permit is required when:

- alcohol is served without charge;
- no money and/or other forms of payment is collected directly or indirectly for alcohol from guests (e.g. through admission charge or ticket sales); and
- the permit holder absorbs all alcohol costs.

The fee for "No Sale" SOPs is currently set at \$25 per day. The fee will be adjusted as follows:

- \$35 per day, from April 1, 2018 to March 31, 2019;
- \$45 per day, from April 1, 2019 to March 31, 2020;
- \$50 per day, from April 1, 2020 onwards.

### New fees for a "Sale" SOP

A "Sale Permit" is required for events where attendees of the event are expected to pay money, so that the SOP holder can recover the hosting costs for alcohol through, for example:

- an admission charge to the event; and/or
- the sale of alcohol (cash bar) or alcohol tickets sold to attendees of the event; or
- the collection of money and/or other forms of payments for alcohol before the event.

"Sale" SOPs are currently set at \$75 and valid for up to three consecutive days. As of April 1, 2018, the fee for "Sale" permits will increase to \$150 per each day of the event.

If you have any questions, AGCO Customer Service is available to assist you.

Submit your questions online via the [iAGCO](#) portal.

General Telephone: 416-326-8700

Toll-Free in Ontario: 1-800-522-2876

For more information:

[AGCO Fee Schedule](#)

[Infographic: Which type of SOP do you need?](#)

[Special Occasion Permit: Private Event](#)

[Special Occasion Permit Application Guide](#)

[iAGCO Online Services](#)

LINE OF BUSINESS: [Alcohol](#)

TYPE: [Information Bulletin](#) NUMBER: 51



**Section 8**

**TREASURY DEPARTMENT**

**KIMBERLEY CHAMPIGNY**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council for the Township of North Glengarry receives the Staff Report re: Loss of One Third Tax Exemption for Council in 2019; and

THAT Council approves an increase in remuneration, totalling \$15,000, to be included in the 2019 municipal budget.

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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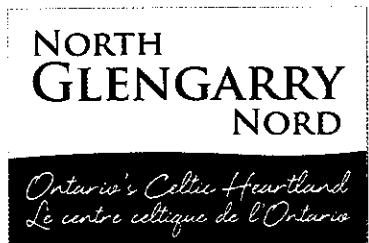
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**Section 8 Item a**

8(a)



## STAFF REPORT TO COUNCIL

Report No: TR-2018-13

July 16th, 2018

From: Kim Champigny - Director of Finance/Treasurer

RE: Loss of One Third Tax Exemption for Council in 2019

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### Recommended Motion:

THAT Council approves an increase in remuneration, totaling \$15,000, to be included in the 2019 municipal budget.

### Background / Analysis:

Municipalities in the past have been permitted to establish a By-law stating that "one-third of the remuneration paid to elected members be deemed as expenses incident to the discharge of their duties". The justification for this for politicians was to cover out-of-pocket expenses that municipal officials may pay as a part of their duties. This has long since been covered by reimbursement of expenses.

The 2017 federal budget eliminated this one-third tax free exemption for municipal officials effective 2019. The loss of the one-third tax free exemption will impact council members of the Township and the County as well. Council will be required to remit income tax and CPP on the formerly non-taxable amount.

The options available to Council members are:

- to increase their salaries to offset increased taxes **or**
- effectively have their after-tax income reduced due to the 2017 federal budget.

The detailed calculation is attached as Schedule "A". Suggested salary increase equates to a ten percent (10%) increase to offset the loss of the one third tax exemption.

### Alternatives:

Option 1: That Council approves a compensation increase of ten per cent (10%) to offset the loss of the one third tax exemption for 2019.

Option 2: That Council does not approve any increase to Council remuneration to offset the loss of the one third tax exemption, thus reducing their remuneration in line with the federal budget.

Option 3: That Council approves another percentage of salary increase for 2019 to offset the loss.

**Financial Implications:**

An increase to offset the amount of this loss of one third tax exemption equates to an increase of ten percent (10%) to Council salaries with an overall increase of \$15,000 to the tax levy. This will need to be included in the 2019 budget.

**Attachments & Relevant Legislation:**

Budget 2017, Tabled in the House of Commons by the Honourable William Francis Morneau, P.C., M.P. Minister of Finance March 22, 2017

**Others Consulted:**



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

Township of North Glengarry  
2018 Reduction of 1/3 Exemption for Council

Schedule "A" to TR2018-13

Member of Council	Total Remuneration	Deductions based on	*Ernest & Young Tax Calculator				Take Home
			CPP	EHT	Tax		
Mayor	28,543.56	19,029.04	-768.69	-371.07 -	1,418.00	25,985.81	
Deputy Mayor	18,267.84	12,178.56	-429.59	-237.48 -	55.00	17,545.77	
At large	15,984.60	10,656.40	-354.24	-207.80	-	15,422.56	
Ward	14,842.80	9,895.20	-316.56	-192.96	-	14,333.28	
Ward	14,842.80	9,895.20	-316.56	-192.96	-	14,333.28	
Ward	14,842.80	9,895.20	-316.56	-192.96	-	14,333.28	
Ward	14,842.80	9,895.20	-316.56	-192.96	-	14,333.28	
	\$ 122,167.20	\$ 81,444.80	-\$ 2,818.77	-\$ 1,588.17	\$ 1,473.00	\$ 116,287.26	

Member of Council	Remuneration	*Ernest & Young Tax Calculator				Take Home
		CPP	EHT	Tax		
Mayor	28,543.56	-1,239.66	-556.60 -	3,463.00	23,284.30	
Deputy Mayor	18,267.84	-731.01	-356.22 -	1,342.00	15,838.61	
At large	15,984.60	-617.99	-311.70 -	769.00	14,285.91	
Ward	14,842.80	-561.47	-289.43 -	482.00	13,509.90	
Ward	14,842.80	-561.47	-289.43 -	482.00	13,509.90	
Ward	14,842.80	-561.47	-289.43 -	482.00	13,509.90	
Ward	14,842.80	-561.47	-289.43 -	482.00	13,509.90	
	\$ 122,167.20	-\$ 4,834.53	-\$ 2,382.26	\$ 7,502.00	\$ 107,448.41	

CPP employer	\$ 2,015.76	
Difference in take home	\$ 8,838.85	
Total	\$ 10,854.60	9.33%

Member of Council	Remuneration	Rounded	*Ernest & Young Tax Calculator				Take Home
			CPP	EHT	Tax		
Mayor	31,397.92	31,400.00	-1,381.05	-612.30 -	4,002.00	25,404.65	
Deputy Mayor	20,094.62	20,100.00	-821.70	-391.95 -	1,736.00	17,150.35	
At large	17,583.06	17,590.00	-697.46	-343.01 -	1,120.00	15,429.54	
Ward	16,327.08	16,330.00	-635.09	-318.44 -	804.00	14,572.48	
Ward	16,327.08	16,330.00	-635.09	-318.44 -	804.00	14,572.48	
Ward	16,327.08	16,330.00	-635.09	-318.44 -	804.00	14,572.48	
Ward	16,327.08	16,330.00	-635.09	-318.44 -	804.00	14,572.48	
	134,383.92	134,410.00 -	5,440.55 -	2,621.00 -	10,074.00	116,274.46	
*** Very close to current tax home pay at 1/3 exempt							
<b>Total increased cost to the Township</b>							
Remuneration	12,242.80						
CPP Employer	2,621.78						
	<u>\$ 14,864.58</u>						
Total increase	\$15,000						



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT Council adopt by-law 34-2018 being a by-law to amend the Fees & Charges by-law 29-2017; and

THAT By-law 34-2018 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 8 Item b**



E (b1)

Report – TR-2018-14

## STAFF REPORT TO COUNCIL

July 23<sup>rd</sup> 2018

From: Kim Champigny

RE: Amending Fees and Charges By-law 29-2017

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**Recommended Motion:** That By-law No. 34-2018, being a by-law to amend the Fees and Charges By-law 29-2017, be approved and that By-law 34-2018 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018.

**Background / Analysis:** The Township of North Glengarry has provided the public with notification of an update to its fees and charges By-law 34-2018. The notice appeared on the municipal website and in the Glengarry News, July 4, 2018. The notice gave the public an opportunity to speak in favour or against the proposed amendment to the fees and charges. The proposed changes to the fees and charges are for Recreation related fees and were approved at the June 25<sup>th</sup>. 2018 meeting by Council. This report and By-law are to formalize the fees.

### Alternatives:

Option 1 That Council approve by-law 34-2018

Option 2 That Council not approve by-law 34-2018

### Financial Implications:

Positive impact on the Recreation budget.

### Others consulted:

Anne Leduc – Director of Community Services

### Attachments:

By-law 34-2018

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Reviewed and approved by:  
Sarah Huskinson - CAO/Clerk

**NORTH  
GLENGARRY  
NORD**

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

**TOWNSHIP OF  
NORTH GLENGARRY  
PUBLIC NOTICE**

Please note that at the Regular public meeting of the Municipal Council, Monday, June 25, 2018, Council of the Corporation of the Township of North Glengarry proposed to amend the Fees and Charges By-law No. 29-2017.

In advance of the public meeting an information package will be available to the public starting on Wednesday, July 4th, at the Municipal office from Monday to Friday between 8:00 a.m. to 4:00 p.m.

Anyone who wishes to address Council at the meeting on Monday, July 23, 2018 is required to submit a written submission not later than 1:00 p.m., Wednesday, July 18, 2018 by e-mail, fax or dropped off at the Municipal Office to the attention of the undersigned.

Lise Lavigne, Deputy Clerk  
P.O. Box 700, 90 Main Street South  
Alexandria, ON K0C 1A0  
613-525-1323  
613-525-1649 (fax)     •     •     •  
liselavigne@northglengarry.ca

**CANTON DE  
GLENGARRY NORD  
AVIS PUBLIC**

Veillez noter qu'à la réunion régulière du Conseil municipal du lundi 25 juin, 2018 le Conseil de la municipalité du canton de Glengarry nord a proposé un amendement au règlement municipal 29-2017 (frais aux consommateurs).

Une trousse d'informations à ce sujet sera disponible au public à partir de mercredi 4 juillet, 2018 à l'édifice municipal, ouvert du lundi au vendredi de 8 heures à 16 heures.

Une personne qui désire paraître à l'ordre du jour à la réunion du lundi 23 juillet, 2018 doit soumettre son intention par écrit soit par courriel, le télécopieur, ou déposer au bureau municipal avant 13 heures le mercredi 18 juillet, 2018, à l'attention du soussigné.

Lise Lavigne, Greffier-adjoint  
B.P. 700, 90 rue Main sud  
Alexandria, ON K0C 1A0  
613-525-1323  
613-525-1649 (télécopieur)  
liselavigne@northglengarry.ca

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW No. 34-2018

A by-law to amend By-law No. 29-2017 to establish user fees and charges administrated by the Corporation of the Township of North Glengarry.

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**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. 29-2017 on July 17, 2017;

**AND WHEREAS** the Municipality wishes to rescind By-law No. 29-2017, as it pertains to 2018 and 2019 fees and charges additions and rate changes.

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

1. That Schedule "A" (5) (Ice Rental Fees – Glengarry Sports Palace) rates structure be changed.
2. That Schedule "A" (5)(a) (Ice Rental Fee – Maxville & District Sports Complex) rates structure be changed.
3. That Schedule "A" (6) (Arena Floor Rental Fees – Glengarry Sports Palace) rates structure be changed.
4. That Schedule "A" (6) (Arena Floor Rental Fees – Maxville & District Sports Complex) rates structure be changed.
5. That Schedule "A" (6)(a) (Ice & Board Advertising – Glengarry Sports Palace) rates structure be changed.
6. That Schedule "A" (6)(b) (Ice & Board Advertising – Maxville & District Sports Complex) rates structure be changed.
7. That Schedule "A" (6)(c) (Olympia Advertising – Maxville & District Sports Complex) rates structure be changed.
8. That Schedule "A" (6)(d) (Wall Board Advertising – Glengarry Indoor Sports Complex) rates structure be changed.
9. That Schedule "A" (6)(e) (Cooler Advertising – Glengarry Indoor Sports Complex) rates structure be changed.
10. That Schedule "A" (7) (Field Rental Fees) rates structure be changed.
11. That Schedule "A" (8) (Boardroom Rental Fees – Glengarry Sports Palace) rates structure be changed.
12. That Schedule "A" (9) (Gondola Rental Fees – Maxville & District Sports Complex) rates structure be changed.
13. That Schedule "A" (10) (Banquet Hall Rental Fees – Glengarry Sports Palace) rates structure be changed.
14. That Schedule "A" (10)(a) (Banquet Hall Rental Fees – Maxville & District Sports Complex) rates structure be changed.
15. That Schedule "A" (11) (Island Park Community Building) rates structure be changed.
16. That Schedule "A" (13) (Glengarry Indoor Sports Complex) rates structure be changed.



17. That By-law No. 29-2017 is hereby rescinded.

READ a first, second, third time and enacted in Open Council, this 23<sup>rd</sup> day of July 2018.

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

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

I hereby certify this to be a true copy of By-law No. 34-2018, and that such by-law is in full force and effect.

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

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

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY  
FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "A"**

DESCRIPTION	2018	2019
<b>(1) ADMINISTRATIVE SERVICES</b>		
Tax Certificate	\$ 40.00	To be reviewed January 2019
Water/Sewer Certificate	\$20.00	To be reviewed January 2019
Tax and Water/Sewer confirmation previous year's taxes written documents on premises per property	\$10.00	To be reviewed January 2019
Documents not on premises	\$25.00	To be reviewed January 2019
Interest on tax arrears	1.25%/ month	To be reviewed January 2019
Late Payment Charge Water/Sewer Invoice	5% of the current o/s balance	To be reviewed January 2019
Administration fees for charge back	25% of invoice to a max of \$200.00. All materials charged out are to be at cost	To be reviewed January 2019
Public Work Administration fees	20% on work completed	To be reviewed January 2019
Dumping Station on Leroux St. Alexandria	\$2.00	To be reviewed January 2019
Marriage Licence	\$125.00	To be reviewed January 2019
NSF cheques	\$20.00	To be reviewed January 2019
Entrance Application	\$50.00	To be reviewed January 2019
Work Orders	\$40.00	To be reviewed January 2019
Registered Work Orders & Removal of same	Cost + \$300.00	To be reviewed January 2019
Zoning By-law	\$45.00	To be reviewed January 2019
Official Plan	\$30.00	To be reviewed January 2019
Agency letter of Approval	\$250.00	To be reviewed January 2019
Fax Transmission	\$1.00/page	To be reviewed January 2019
First 10 photocopies	\$.50/page	To be reviewed January 2019
additional photocopies	\$.15/page	To be reviewed January 2019
Signs: Permit application fee	\$30.00 per sq. meter	To be reviewed January 2019
Minor Variance application for signs	\$150.00	To be reviewed January 2019
Fire Fees Inspections	\$150.00 for original visit & inspection for compliance, any additional visits up to compliance \$150.00 per visit	To be reviewed January 2019
Fire Guard after fire	Full cost recovery	
False Alarms within (1) year - 1st False alarm	no charge Notice	
Second false alarm -	advising of possible charges	
Third false alarm	Full cost recovery	To be reviewed January 2019
Garbage - extra garbage tags	\$3.00 each	To be reviewed January 2019
Recycling blue box	\$3.00 each for 1 or 2 boxes, \$10.00 each for 3rd and more.	To be reviewed January 2019
Composters	\$40.00 each	To be reviewed January 2019
<b>(2) TIPPING FEES - Policies governing the use of the Municipal landfill Sites</b>		
Commercial and Industrial Waste	Cancelled	To be reviewed January 2019
Large items such as fridges, stoves, furniture	\$10.00 per item	To be reviewed January 2019
Residential loads (excluding construction, demolition & renovation materials) will be \$25.00/compacted cubic meter.		
<b>(3) ROAD CREW CHARGE OUT RATES</b>		
Operator	\$24.50/hr +22%	To be reviewed January 2019
Foreman	\$28.50/hr + 22%	To be reviewed January 2019
Utility Installation Approvals	\$75.00	To be reviewed January 2019
"Equipment rates will be charged out based on the most recent version of Ontario Provincial Standard Specification #127 as amended from time to time."		
<b>(4) DOGS LICENCE FEES</b>		
Dogs licence	\$25.00 per licence/tag	To be reviewed January 2019
Replacement licence	\$1.00 per licence/tag	To be reviewed January 2019
Guide or Lead dog	no charge	To be reviewed January 2019
Kennel licence	\$250.00 per licence	To be reviewed January 2019
Boarding Kennel Licence	\$250.00 per licence	To be reviewed January 2019
Release fee: first time	actual expenses	To be reviewed January 2019
Release fee: second time	\$25.00 plus expenses	To be reviewed January 2019
Release fee: third time	\$100.00 plus expenses	To be reviewed January 2019
Release fee: fourth time	\$200.00 plus expenses	To be reviewed January 2019

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

**FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "A"**

DESCRIPTION	2018	2019
<b>(5) ICE RENTAL FEES - GLENGARRY SPORTS PALACE</b>		
Minor Sports within the Twp (Prime Time)	\$156.00/hr HST incl.	\$159.00/hr HST incl.
(Non Prime Time)	\$132.00/hr HST incl.	\$134.00/hr HST incl.
Regular Rates (Prime Time)	\$189.00/hr HST incl.	\$192.00/hr HST incl.
(Non Prime Time)	\$161.00/hr HST incl.	\$164.00/hr HST incl.
Tournament	\$159.00/hr HST incl.	\$162.00/hr HST incl.
Spring (April - May)	\$193.00/hr HST incl.	\$196.00/hr HST incl.
Old Blades (50 years +)	\$9.00/player HST incl.	\$9.00/player HST incl.
Jr. B. Glens	\$184.00/hr HST incl.	\$187.00/hr HST incl.
Jr. B. Glens - Practice	\$150.00/hr HST incl.	\$153.00/hr HST incl.
Hockey School Flat Rate	\$103.00/hr HST incl.	\$105.00/hr HST incl.
School Special Rate	\$75.00/hr no HST	\$86.00/hr HST incl.
Yearly Shinny Pass (no HST)	\$101.00/player	\$103.00/player
Minor Shinny (no HST)	\$5.00/player	\$5.00/player
Broomball Rates	\$183.00/hr HST incl.	\$162.00 per player HST incl.
4 on 4 Hockey	cancelled	cancelled
<b>(5)(a) ICE RENTAL FEES - MAXVILLE AND DISTRICT SPORTS COMPLEX</b>		
Minor Sports within the Twp (Prime Time)	\$156.00/hr HST incl.	\$159.00/hr HST incl.
(Non Prime Time)	\$132.00/hr HST incl.	\$134.00/hr HST incl.
Regular Rates (Prime Time)	\$189.00/hr HST incl.	\$192.00/hr HST incl.
(Non Prime Time)	\$161.00/hr HST incl.	\$164.00/hr HST incl.
School Special Rate	\$75.00/hr no HST	\$86.00/hr HST incl.
Broomball Rates	\$183.00/hr HST incl.	\$176.00/hr HST incl.
<b>(6) ARENA FLOOR RENTAL FEES - GLENGARRY SPORTS PALACE</b>		
All Sports Programs:	\$69.00/hr HST incl.	\$70.00/hr HST incl.
Parties-Receptions-Trade Shows Auctions	Arena floor only - \$357.00 HST incl.	Arena floor only - \$363.00 HST incl.
	Arena floor & Hall - \$415.00 HST incl.	Arena floor & Hall - \$422.00 HST incl.
<b>(6) ARENA FLOOR RENTAL FEES - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
All Sports Programs:	\$69.00/hr HST incl.	\$70.00/hr HST incl.
Parties-Receptions-Trade Shows Auctions	Arena floor only - \$357.00 HST incl.	Arena floor only - \$363.00 HST incl.
	Arena floor & Hall - \$415.00 HST incl.	Arena floor & Hall - \$422.00 HST incl.
<b>(6)(a) ICE &amp; BOARD ADVERTISING - GLENGARRY SPORTS PALACE</b>		
South Boards - Yearly	\$173.00 HST incl.	cancelled
North boards - Yearly	\$345.00 HST incl.	\$351.00 HST incl.
In-ice Logo (Sides) (+ one time set-up fee which is the responsibility of the advertiser average of \$350 depending on size) Yearly		\$500.00 HST incl.
Change-room Door (Per Door) (+ one time set-up fee which is the responsibility of the advertiser) Yearly		\$200.00 HST incl.
In-ice Logo (Sides) + Change Room Door (5% Discount) Yearly		\$665.00 HST incl.
In-ice Logo (Sides) + Change Room Door + Rink Board (10% Discount) Yearly		\$946.00 HST incl.
Olympia Advertising (set-up is the responsibility of the advertiser. Yearly		\$2034.00 HST incl.
Advertising for both Arenas - In ice Logo, Change Room Door, Rink Board (15% Discount) Yearly		\$1712.00 HST incl.
<b>(6)(b) ICE &amp; BOARD ADVERTISING - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
Wall Boards. Yearly	\$259.00 HST incl.	\$263.00 HST incl.
In ice Logo (Sides) (+ one time set-up fee which is the responsibility of the advertiser average of \$350 depending on size) Yearly		\$500.00 HST incl.



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

**FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "A"**

DESCRIPTION	2018	2019
Change-room Door (Per Door) (+ one time set-up fee which is the responsibility of the advertiser) Yearly		\$200.00 HST incl.
In-ice Logo (Sides) + Change Room Door (5% Discount) Yearly		\$665.00 HST incl.
In-ice Logo (Sides) + Change Room Door + Wall Board 10% Discount) Yearly		\$867.00 HST incl.
Advertizing for both Arenas - In-ice Logo, Change Room Door, Rink Board (15% Discount) Yearly		\$1712.00 HST incl.
<b>(6)(c) OLYMPIA ADVERTISING - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
Olympia Advertising PER SIDE (set-up is the responsibility of the advertiser) Yearly	\$432.00 HST incl.	\$439.00 HST incl.
<b>(6)(d) WALL BOARD ADVERTISING - GLENGARRY INDOOR SPORTS COMPLEX</b>		
Yearly	\$176.00 HST incl.	\$179.00 HST incl.
<b>(6)(e) COOLER ADVERTISING - GLENGARRY INDOOR SPORTS COMPLEX</b>		
Yearly	\$234.00 HST incl.	\$238.00 HST incl.
<b>(7) FIELD RENTAL FEES - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
Baseball Adults	\$18.00/hr HST incl.	\$18.50/hr HST incl.
Baseball Minors (no HST)	\$11.00/hr	\$11.00/hr
Tournaments for one day	\$155.00 HST incl.	\$158.00 HST incl.
Tournaments for a weekend	\$246.00 HST incl.	\$250.00 HST incl.
Soccerfield Adults	\$184.00 HST incl.	\$187.00 HST incl.
Soccerfield Minors	N/C	N/C
Teams outside of GSL (Minor) (no HST)	\$16.00/hr	\$18.00/hr
<b>(8) BOARDROOM RENTAL FEES - GLENGARRY SPORTS PALACE</b>		
All Rentals	\$69.00/day HST incl.	\$70.00/day HST incl.
Non-Profit organizations	N/C	N/C
Minor Sports Program	N/C	N/C
<b>(9) GONDOLA RENTAL FEES - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
All Rentals per event	\$80.00 HST incl.	\$81.00 HST incl.
<b>(10) BANQUET HALL RENTAL FEES - GLENGARRY SPORTS PALACE</b>		
Hall rental with bar	\$236.00 HST incl.	\$240.00 HST incl.
Hall rental without bar	\$178.00 HST incl.	\$181.00 HST incl.
Meeting	\$148.00 HST incl.	\$151.00 HST incl.
Kitchen rental fee	\$117.00 HST incl.	\$119.00 HST incl.
Community Kitchen Program (No HST)		\$50.00
Minor Sports Programs (Max 5 rentals all facilities combined per year)	N/C	N/C
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Classes	\$29.00/hr HST incl.	\$30.00/hr HST incl.
<b>(10)(a) BANQUET HALL RENTAL FEES - MAXVILLE &amp; DISTRICT SPORTS COMPLEX</b>		
Hall rental with bar	\$236.00 HST incl.	\$240.00 HST incl.
Hall rental without bar	\$178.00 HST incl.	\$181.00 HST incl.
Meeting	\$148.00 HST incl.	\$151.00 HST incl.
Kitchen rental fees	\$117.00 HST incl.	\$119.00 HST incl.
Community Kitchen Program (No HST)		\$50.00
Minor Sports Programs Max 5 rentals all facilities combined per year)	N/C	N/C
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Classes	\$29.00/hr. HST incl.	\$30.00/hr. HST incl.



**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY  
FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "A"**

DESCRIPTION	2018	2019
<b>(11) ISLAND PARK COMMUNITY BUILDING</b>		
Non profit organization (Max 5 rentals all facilities combined per year)	N/C	N/C
Meetings	\$23.00/hr. HST incl.	\$23.00/hr. HST incl.
Hall rental with bar		<b>\$240.00/day HST incl.</b>
Hall rental without bar		<b>\$181.00/day HST incl.</b>
Hall Rental	\$35.00/hr. HST incl.	<b>\$36.00/hr. HST incl.</b>
Campers	\$23.00/night HST incl.	\$23.00/night HST incl.
<b>(12) INVESTIGATION SERVICES FEE</b>		
Investigation regarding closed meeting	Cancelled	Cancelled
<b>(13) GLENGARRY INDOOR SPORTS COMPLEX</b>		
Turf - Prime Time hourly	\$107.00 HST incl.	<b>\$109.00 HST incl.</b>
Turf - Non Prime Time hour	\$82.00 HST incl.	<b>\$83.00 HST incl.</b>
Turf - School Prime Time Hour	\$68.00 no HST	<b>\$78.00 HST incl.</b>
Turf-School-Non Prime Time Hour	\$50.00 no HST	<b>\$58.00 HST incl.</b>
Turf - Summer Hourly (May to October)	\$49.00 HST incl.	<b>\$50.00 HST incl.</b>
Turf-Junior After School Monthly pass (no HST)	\$44.00	<b>\$45.00</b>
Turf - Youth Drop In (per time) (No HST)	\$6.00	\$6.00
Turf - Adult Per Time	\$8.00 HST incl.	\$8.00 HST incl.
Track - Adult Season Pass	\$155.00 HST incl.	<b>\$158.00 HST incl.</b>
Track - Senior Season Pass (60 +)	\$93.00 HST incl.	<b>\$95.00 HST incl.</b>
Track - Junior Season Pass (No HST)	\$66.00	<b>\$67.00</b>
Track - Drop in - Daily Pass	\$7.00 HST incl.	\$7.00 HST incl.
Track - Monthly Pass or 8 visit card	\$28.00 HST incl.	<b>\$29.00 HST incl.</b>
Track - Family Season Pass	\$323.00 HST incl.	<b>\$329.00 HST incl.</b>
Tennis - 1 hr	\$25.00 HST incl.	<b>\$26.00 HST incl.</b>
Tennis - 1.5 hr	\$34.00 HST incl.	<b>\$35.00 HST incl.</b>
Tennis - 2 hr	\$39.00 HST incl.	<b>\$40.00 HST incl.</b>
Tennis Membership- Adult	\$385.00 HST incl.	<b>\$392.00 HST incl.</b>
Tennis Membership Minor (No HST)	\$215.00	<b>\$219.00</b>
Additional guest 1 hr	\$7.00 HST incl.	\$7.00 HST incl.
Lawn Bowling 3 hours	\$38.00 HST incl.	<b>\$39.00 HST incl.</b>
Birthday parties for 10 children (No HST)	\$204.00	<b>\$207.00</b>
Each Additional child (No HST)	\$12.50	<b>\$12.75</b>

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY  
FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "B"**

DESCRIPTION	2018	2019
Lottery Licences	3% of value of prize	To be reviewed January 2019

**SCHEDULE "C"**

DESCRIPTION	2018	2019
<b>SWIMMING POOL AND FENCES</b>		
Swimming pool & fence	included in schedule "F"	included in schedule "F"

**SCHEDULE "D"**

DESCRIPTION	2018	2019
<b>DRAINAGE INSPECTION FEES</b>		
Drainage Inspection : Min up to 25 acres	\$60.00	To be reviewed January 2019
Drainage Inspection : In excess of 25 acres	\$1.00 per acres	To be reviewed January 2019

**SCHEDULE "E"**

DESCRIPTION	2018	2019
<b>PLANNING FEES</b>		
Official Plan Amendment	\$2,500.00	To be reviewed January 2019
Zoning By-law Amendment	\$1,500.00	To be reviewed January 2019
Temporary Use By-Law	\$750.00	To be reviewed January 2019
Minor Variance or Authorization	\$500.00	To be reviewed January 2019
Land Severance/Consent (review)	\$150.00	To be reviewed January 2019
Cash & lieu of Parkland	\$1000.00 per severance	To be reviewed January 2019
Site Plan Agreement + 2% of project cost	Residential: \$100.00/unit;	To be reviewed January 2019
	Min. \$1,000.00/ max. \$2,200.00	To be reviewed January 2019
	Comm/Ind: \$2,000.00 (+)	To be reviewed January 2019
Plan of Condominium	\$100.00/unit (+)	To be reviewed January 2019
Draft Plan of Subdivision Application	\$75.00/residential lot	To be reviewed January 2019
	Minimum of \$1,000.00	To be reviewed January 2019
	Maximum of \$2,200.00	To be reviewed January 2019
Subdivision Agreement	\$5,000.00 Deposit +/-	To be reviewed January 2019
Work Surveillance	2% /estimated cost of works	To be reviewed January 2019
Financial securities	\$75.00	To be reviewed January 2019
Letter of Compliance	\$60.00	To be reviewed January 2019
Encroachment	\$200.00 + registration fees	To be reviewed January 2019
Lifting 0.30 metre reserve	\$150.00 + additional fees	To be reviewed January 2019
Dedication R.O.W.	\$150.00 + legal eng/survey fees	To be reviewed January 2019
Cash-in-lieu of Parking	\$100.00 + cash-in-lieu	To be reviewed January 2019
Cash-in-lieu of Parkland	as per Planning Act	To be reviewed January 2019
Part Lot Control Removal	\$250.00/by-law+legal, eng/survey	To be reviewed January 2019
Zoning Compliance	\$40.00	To be reviewed January 2019
Written replies to inquiries	\$35.00	To be reviewed January 2019
Consent under Planning Act (if required)	\$150.00	To be reviewed January 2019

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**FEES AND CHARGES BY-LAW NO. 34 - 2018**  
**SCHEDULE "F"**

DESCRIPTION		2018	2019
<b>CLASSES OF PERMITS &amp; PERMIT FEES</b>			
	<b>Class of Permit</b>		
<b>Construction</b>			
1	Residential Dwellings Units	\$500. base fee +.64¢/sqft	To be reviewed January 2019
2	Residential Additions	\$ 100.00 + .67¢/sq.ft.+min.	To be reviewed January 2019
3	Residential Renovations and Repairs	\$ 150.00 +\$ 6.85/ \$1000 of construction	To be reviewed January 2019
4	New siding and/or exterior foam board	\$100.00	To be reviewed January 2019
5	Replacement of Insulation only	\$100.00	To be reviewed January 2019
6	Replacement of roof sheathing	\$125.00	To be reviewed January 2019
7	Minor Foundation repair	\$125.00	To be reviewed January 2019
8	Residential Accessory Buildings and Carports	.48¢/sqft min.\$100	To be reviewed January 2019
9	Accessory Apartment and Suites	\$220.00	To be reviewed January 2019
10	Veranda, Balcony or Gazebo	\$50.00 +.36¢/sqft	To be reviewed January 2019
11	Attached or detached deck	\$50.00 +.36¢/sqft	To be reviewed January 2019
12	Mobile Home Installation	\$330.00	To be reviewed January 2019
13	Solid Fuel Burning Appliances	\$100.00	To be reviewed January 2019
<b>Pools</b>			
14	Private above ground swimming pool	\$110.00	To be reviewed January 2019
15	Private in-ground swimming pool	\$160.00	To be reviewed January 2019
16	Deck serving pool	Pool fee + .33¢/sqft	To be reviewed January 2019
<b>Commercial</b>			
17	Institutional, Commercial and Assembly Buildings & Additions	\$200.00 base fee + .62¢/sq.ft.	To be reviewed January 2019
18	Industrial Buildings & Additions	\$200.00 base fee + .59¢/sq.ft.	To be reviewed January 2019
19	Accessory Buildings to Commercial/Industrial/Institutional	\$150.00 base fee + .59¢/sq.ft.	To be reviewed January 2019
20	Commercial/Industrial/Institutional Renovations/Repairs	\$150.00 +\$13.80/\$1000 of construction value	To be reviewed January 2019
21	Restaurant or Takeout Installation	\$500.00	To be reviewed January 2019
<b>Farming</b>			
22	Farms Buildings	.33¢/sq.ft.	To be reviewed January 2019
23	Accessory Farm Buildings (other than those listed bellow) & Additions	.33/sqft min. \$150	To be reviewed January 2019
24	Fabric Covered Structures	.31¢/sq.ft.	To be reviewed January 2019
25	Greenhouses	.27¢/sq.ft.	To be reviewed January 2019
26	Agricultural Renovations/Repairs	\$ 100.00 +\$ 6.85/ \$1000 of construction	To be reviewed January 2019
27	Lagoons /Manure pit	\$ 245.00 per structure	To be reviewed January 2019
28	Silos	\$ 245.00 per structure	To be reviewed January 2019
<b>Plumbing</b>			
29	Residential		To be reviewed January 2019
	Up to 5 fixtures	\$60.00	To be reviewed January 2019
	Each additional fixtures	\$12.00	To be reviewed January 2019
	Building drains	\$25.00	To be reviewed January 2019
	Stacks	\$20.00	To be reviewed January 2019
30	Other Building		
	Up to 5 fixtures	\$80.00	To be reviewed January 2019
	Each additional fixtures	\$14.00	To be reviewed January 2019
	Building drains	\$30.00	To be reviewed January 2019
	Stacks	\$25.00	To be reviewed January 2019
<b>Other Types</b>			
31	Tents greater than 60 meter square	\$55.00	To be reviewed January 2019
32	Change of Use Permit	\$210.00	To be reviewed January 2019
33	Transfer of Permit	\$100.00	To be reviewed January 2019
34	Conditional Permit Agreement	\$265.00	To be reviewed January 2019
35	Communications Tower	\$500.00	To be reviewed January 2019
<b>Demolition</b>			
36	Demolition - Residential Accessory Building	\$65.00/structure	To be reviewed January 2019
37	Demolition - Residential	\$125.00	To be reviewed January 2019
38	Demolition - Farm	\$50.00/Structure	To be reviewed January 2019
39	Demolition - Commercial/Institutional Accessory	\$150.00/structure	To be reviewed January 2019
40	Demolition - Commercial/Institutional	\$300.00	To be reviewed January 2019



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

**FEES AND CHARGES BY-LAW NO. 34 - 2018**

**SCHEDULE "F"**

DESCRIPTION		2018	2019
<b>CLASSES OF PERMITS &amp; PERMIT FEES</b>			
<b>Permit Renewal</b>			
41	Renewal of Residential permit where permit is \$100 or less (no deposit)	\$65.00	To be reviewed January 2019
42	Renewal of Residential permit where permit is \$100 or more (no deposit)	40% of permit fee min. \$100	To be reviewed January 2019
43	Renewal of Agricultural permit where permit is \$100 or less (no deposit)	\$50.00	To be reviewed January 2019
44	Renewal of Agricultural permit where permit is \$100 or more (no deposit)	35% of permit fee min. \$100	To be reviewed January 2019
45	Renewal of other permit (no deposit)	30% of permit fee min. \$200	To be reviewed January 2019
46	Renewal of old septic permit	\$150.00	To be reviewed January 2019
<b>Septic</b>			
<b>New Construction / Replacement</b>			
47	Class 4 & 5 sewage system, less than 4,000 liters / day:	\$810.00	To be reviewed January 2019
	**System requiring annual maintenance		
	**Other	\$735.00	To be reviewed January 2019
48	Repeat Class 4 & 5 (less than 4,000 liters) Inspections	\$185.00	To be reviewed January 2019
	Class 4 & 5 sewage system, 4,000 liters or more/ day:	\$1,180.00	To be reviewed January 2019
**System requiring annual maintenance			
49	**Other	\$1,070.00	To be reviewed January 2019
	Repeat Class 4 & 5 (4,000 liters or more) Inspections	\$230.00	To be reviewed January 2019
51	Class 2 (Grey water) & Class 3 (Cesspool) Septic	\$370.00	To be reviewed January 2019
52	Repeat Class 2 & Class 3 Inspections	\$185.00	To be reviewed January 2019
<b>disposal field)</b>			
53	Replacement/Enlargement/Relocation	\$370.00	To be reviewed January 2019
54	Repeat Inspections	\$185.00	To be reviewed January 2019
55	Adding Tertiary Treatment	\$370.00	To be reviewed January 2019
56	Repeat Inspections	\$185.00	To be reviewed January 2019
57	Tertiary Treatment Unit Repair	\$185.00	To be reviewed January 2019
<b>Disposal System Alterations</b>			
58	Adding Pumping /Dosing System	\$370.00	To be reviewed January 2019
59	Repeat Inspections	\$185.00	To be reviewed January 2019
60	Repair Pumping/Dosing System	\$185.00	To be reviewed January 2019
61	Material Alteration	\$735.00	To be reviewed January 2019
62	Minor repair (ie. Level header	\$185.00	To be reviewed January 2019
63	Installation of Filters/Risers	\$185.00	To be reviewed January 2019
<b>Permit Revisions (Certificate of Change)</b>			
64	Change of tertiary treatment unit type	\$185.00	To be reviewed January 2019
65	Pipes and Stone to Chambers (equal area)	\$370.00	To be reviewed January 2019
66	Chambers to Pipes and Stone (increase)	\$370.00	To be reviewed January 2019
67	Pipes and Stone to Chambers (reduction)	\$370.00	To be reviewed January 2019
68	Additional of Fixtures or Living Area (no design flow increase)	\$185.00	To be reviewed January 2019
	Increased design flow and/or elevations changes	\$185.00	To be reviewed January 2019
70	Change in type of system (ie. Conventional to Tertiary)	\$370.00	To be reviewed January 2019
71	Different locations on property (site evaluation)	\$185.00	To be reviewed January 2019
72	Repeat Inspections	\$185.00	To be reviewed January 2019
<b>Permit Renewal &amp; Expiration</b>			
73	Owner Renews Permit (first 6 months)	\$185.00	To be reviewed January 2019
74	Owner Renews Permit (second 6 months)	\$185.00	To be reviewed January 2019
NOTE	Maximum of two six months renewals will be granted		

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**FEES AND CHARGES BY-LAW NO. 34 - 2018**  
**SCHEDULE "F"**

DESCRIPTION	2018	2019	
<b>CLASSES OF PERMITS &amp; PERMIT FEES</b>			
<b>Permit Cancellation and Transfers</b>			
75	Administrative Revision	\$94.00	To be reviewed January 2019
76	Owner cancels application (no inspection done)	80%	To be reviewed January 2019
77	Owner cancels application (no permit done)	50%	To be reviewed January 2019
	Owner cancels application (permit issued)	33%	To be reviewed January 2019
78	Owner changes designer or contractor	\$370.00	To be reviewed January 2019
<b>Renovations / Change of Use Permit</b>			
79	File Search / Review (no letter provided)	\$50.00	To be reviewed January 2019
80	File Search / Review ( letter provided)	\$160.00	To be reviewed January 2019
<b>File Searches</b>			
81	File Searches (images only)	\$50.00	To be reviewed January 2019
82	Images and Legal report	\$70.00	To be reviewed January 2019
<b>Additional fees</b>			
83	Building without a permit (single storey deck)	50% cost of permit + % of Order issued - min. \$50	To be reviewed January 2019
84	Building without a permit	70% cost of permit + % of Order issued - min. \$150	To be reviewed January 2019
85	Installing a sewage system without a permit	50% cost of permit + % of Order issued - min. \$200	To be reviewed January 2019
86	Order to comply issued	20%	To be reviewed January 2019
87	Unsafe Order issued	25%	To be reviewed January 2019
88	Stop Work Order issued	40%	To be reviewed January 2019
89	Emergency Order issued	100%	To be reviewed January 2019
90	Order not to cover issued	\$80.00	To be reviewed January 2019
91	Order to uncover issued	\$150.00	To be reviewed January 2019
92	Order Prohibiting Occupancy	\$100.00	To be reviewed January 2019
93	Property Standards Order Issued	35% additional fee to permit	To be reviewed January 2019
94	Property Standards Appeal	\$100.00	To be reviewed January 2019
95	Repeat Inspection	\$50.00	To be reviewed January 2019
<b>Labour</b>			
96	Where the Township undertakes to complete to work required to comply with any Order	Cost of the work + 30% administrative fee	
97	Where the Township undertakes to complete to work required to comply with a by-law		To be reviewed January 2019
<b>Certificates</b>			
98	Register Order on Title	Legal fees plus \$150.00	To be reviewed January 2019
98	File search for Certificate of approval and use permit	\$70.00	To be reviewed January 2019
99	Removal of non-compliance notice registered against property	\$500.00 (plus lawyer fees)	To be reviewed January 2019
100	Miscellaneous Inspections	\$125.00	To be reviewed January 2019



**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**FEES AND CHARGES BY-LAW NO. 34 - 2018**  
**SCHEDULE "G"**

DESCRIPTION	2018	2019
<b>1) WATERWORKS MONTHLY RATE STRUCTURE</b>		
<b>WATER RATE FOR ALEXANDRIA</b>		
Residential	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
Commercial	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
Large Users	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
<b>WATER RATES FOR GLEN ROBERTSON</b>		
Residential	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
Commercial	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
Large Users	First 15m <sup>3</sup> - \$60.13	To be reviewed January 2019
	Balance \$1.94/m <sup>3</sup>	To be reviewed January 2019
<b>SANITARY SEWER RATES FOR ALEXANDRIA</b>		
Residential	First 15m <sup>3</sup> - \$32.80	To be reviewed January 2019
	Balance 1.10/m <sup>3</sup>	To be reviewed January 2019
Commercial	First 15m <sup>3</sup> - \$32.80	To be reviewed January 2019
	Balance 1.10/m <sup>3</sup>	To be reviewed January 2019
Large Users	First 15m <sup>3</sup> - \$32.80	To be reviewed January 2019
	Balance 1.10/m <sup>3</sup>	To be reviewed January 2019
<b>SANITARY SEWER RATES FOR MAXVILLE</b>		
Residential	\$32.80 Flat Rate	To be reviewed January 2019
Commercial	\$32.80 Flat Rate	To be reviewed January 2019
Large Users	\$32.80 Flat Rate	To be reviewed January 2019
<b>2) WATERWORKS FEES ASSOCIATED WITH BILLING</b>		
Re-connection fee due to non payment	during regular hours \$60.00	To be reviewed January 2019
	after regular hours \$150.00	To be reviewed January 2019
Re-connection fee due to plumbing	no charge	To be reviewed January 2019
	after regular hours \$150.00	To be reviewed January 2019
deposit water/sewer for tenants Alex.	\$250.00	To be reviewed January 2019
deposit water for tenants Glen Robertson	\$150.00	To be reviewed January 2019
deposit sewer for tenants Maxville	\$100.00	To be reviewed January 2019
Commercial water 1 restroom deposit	\$200.00	To be reviewed January 2019
Commercial more water use	\$250.00	To be reviewed January 2019
Large Commercial/Institutional water use	\$500.00	To be reviewed January 2019
Water works staff charge out rate	\$29.00/hr + 22%	To be reviewed January 2019
Foreman charge out rate	\$30.00/hr + 22%	To be reviewed January 2019
Public Works Manager charge out rate	\$45.00/hr + 22%	To be reviewed January 2019
Water works Manager charge out rate	\$35.00/hr + 22%	To be reviewed January 2019
<b>3) SERVICE CONNECTION FEES / Residential - Commercial</b>		
¾" Water serv. connection + meter connection	\$2500.00*	To be reviewed January 2019
1" Water serv. connection + meter connection	\$3000.00*	To be reviewed January 2019
1½" Water serv. connection + meter connection	\$3250.00*	To be reviewed January 2019
2" Water serv. connection + meter connection	\$3500.00*	To be reviewed January 2019
3" Water serv. connection + meter connection	\$4000.00*	To be reviewed January 2019
4" Water serv. connection + meter connection	\$5000.00*	To be reviewed January 2019
6" Water serv. connection + meter connection	\$6000.00*	To be reviewed January 2019

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**FEEs AND CHARGES BY-LAW NO. 34 - 2018**  
**SCHEDULE "G"**

DESCRIPTION	2018	2019
each add residential household equivalent	\$1000.00*	To be reviewed January 2019
*meter connection = meter, back flow preventor, all connection material, black box and wire		
<b>3) SANITARY SERVICE CONNECTION FEES</b>		
100 mm connection (1 Household equivalent)	\$2,500.00	To be reviewed January 2019
200 mm connection (1 Household equivalent)	\$3,500.00	To be reviewed January 2019
each add residential Unit (household equivalent)	\$1,000.00	To be reviewed January 2019
<b>4) WATER RATES FOR TANKERS</b>		
service charge for fill ups 1-5m;	\$3.04/m <sup>3</sup> + \$10.00 filling time	To be reviewed January 2019
6m +	\$3.04/m <sup>3</sup> + \$40.00 filling time	To be reviewed January 2019
After regular hours	\$3.04/m <sup>3</sup> + \$120.00 filling time	To be reviewed January 2019

## **Section 9**

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

**Jacob Rhéaume**



**Section 10**

**FIRE DEPARTMENT**

**Patrick Gauthier**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That Council amend the Open Air Fires by-law 25-2018 to approve the added definition and the changes to Part 8.4; and

That Council approve By-law 43-2018 and be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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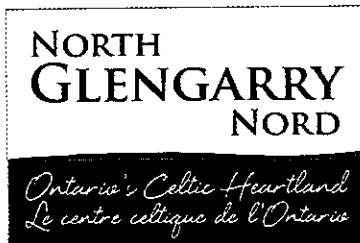
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**Section 10 Item a**



# STAFF REPORT TO COUNCIL

10(a)

FS-2018-02

July 19, 2018

From: Fire Chief Pat Gauthier

RE: Added definition to the Burn By-Law

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## Recommended Motion:

That Council amend the Open Air Fires by-law 25-2018 to approve the added definition and the changes to Part 8.4; and

That Council approve By-law 43-2018 and be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018.

## Background / Analysis:

The current burn by-law for the Township does not include a definition of remedial costs. Remedial costs are costs incurred by the fire department or the township for inspecting, extinguishing, or responding to fires deemed, by the fire chief or designate, to not be in accordance with the burn by-law. Adding the definition of remedial costs to the burn by-law will allow the Township to recover the costs from residents, if it is deemed to be necessary to do so.

## Alternatives:

Option 1 That Council approve the definition addition.

Option 2 That Council not approve the definition addition.

## Financial Implications:

Positive impact on the budget by ensuring the fire department's ability to recover costs incurred.

## Others consulted:

Sarah Huskinson, CAO

## Attachments:

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Reviewed by Sarah Huskinson-CAO

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

**BY-LAW No. 43-2018**

**BEING** a by-law regulating the setting of fires and to institute precautions to be taken with open air fires, including establishing the times during which open air fires may be set.

**AND WHEREAS** the Municipality did adopt By-law No. 25-2018 on May 14, 2018.

**AND WHEREAS** the Municipality wishes to amend By-law No. 25-2018, as it pertains to an addition to the Contravention of By-law – Offences and Penalty.

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

1. That Part 1 – Definitions

“**Remedial Costs**” means any cost incurred by the fire department or the township for inspecting, extinguishing, or responding to fires deemed, by fire chief or designate, to not be in accordance with this by-law.

2. That Part 8 - Enforcement

“**8.4 Remedial Costs and Recovery**”

(1) The Corporation of the Township of North Glengarry may recover the remedial action costs incurred by the Fire Department or Township for attending fires which are deemed to be not in accordance with this by-law. These costs will be invoiced or added to the tax roll and collected in the same manner as taxes in accordance with section 446 of the *Municipal Act, 2001*. The remedial costs may include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.

(2) (remove all this wording).

2. That By-law No. 25-2018, is hereby amended.

3. That this by-law shall come into effect on July 23, 2018.

**READ** a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July 2018.

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

\_\_\_\_\_  
**Mayor**

I hereby certify this is a true copy of By-law No. 43-2018, duly passed by the Council of the Corporation of the Township of North Glengarry, on this 23<sup>rd</sup> day of July 2018.

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

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

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

**BY-LAW No. 25-2018**

**BEING** a by-law regulating the setting of fires and to institute precautions to be taken with open air fires, including establishing the times during which open air fires may be set.

**WHEREAS** Section 129 of the *Municipal Act, 2001, S.O.2001 c25*, as amended provides that the Council of a local municipality may pass by-laws prohibiting and regulating public nuisances;

**AND WHEREAS** Section 7.1(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c4*, as amended, provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** Section 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, allows the municipality to regulate matters related to the health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS** the regulation of open air burning is important for the health, safety and wellbeing of persons and property;

**NOW THEREFORE**, the Council of the Corporation of the Township of North Glengarry ENACTS AS FOLLOWS:

**SHORT TITLE**

This By-law shall be known as the "*Open Air Burning By-law*"

**Part 1  
DEFINITIONS**

**1.1 Definitions**

In this By-Law:

"Adverse Effect" means impairment of the safety of any person and/or damage to property and includes:

- I. impairment of the quality of the natural environment
- II. injury or damage to property, plant or animal life
- III. harm or material discomfort to any person
- IV. an adverse effect on the health of any person
- V. impairment of the safety of any person; or
- VI. loss of enjoyment of normal use of property;

"Authorized Representative" means a person 18 years of age or older who is authorized to burn by the registered legal owner of the property and whose name appears on the burn permit.

"Brush" means natural woody debris collected from a property and includes branches, chopped-off tree limbs, trunks and leaves;

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

"Farm or Agricultural Operations" means an agricultural operation as defined under the Farming and Food Production Protection Act, 1998 Chapter 1, Section and operates with a Farm Business Number;

"Fire Chief" means the person appointed by Council of the Corporation of the Township of North Glengarry as defined in the Fire Protection and Prevention Act, 1997 and his or her designate;

"Firefighter" means the Fire Chief and any other person employed in, or appointed to the North Glengarry's Fire Service Division of the Corporation of the Township of North Glengarry, and assigned to undertake fire protection services;

"Grass Cuttings" means the lawn waste resulting from mowing;



"Municipal Law Enforcement Officer means the Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of North Glengarry.

"Normal Farm Practices" means a practice that:

- I. is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by a similar agricultural operations under similar circumstances; or
- II. makes use of innovative technology in a manner consistent with proper advanced farm management practices;

"Noxious Materials" includes tires, plastics, rubber products, drywall, demolition waste, household garbage, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, painted wood and other similar materials;

"Nuisance" means excessive smoke, odour, airborne sparks or embers that is likely to cause an Adverse Effect, disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open Air Burning;

"Officer" means a Municipal Law Enforcement Officer or a Firefighter, including the Fire Chief and any member of the North Glengarry Fire Service Division;

"Open Air" means any area outside of a building or enclosed structure;

"Open Air Fire and Open Air Burning" means a fire set in the Open Air;

"Outdoor Fireplace" means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in any direction, and may include, but is not limited to, chimneys, metal tubs, fire pits, and outdoor brick fireplaces;

"Owner means the registered owner or any person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the persons in the building or property;

"Permit" means a permit issued by the Fire Chief to set a fire in the Open Air for a specified time period;

"Person" includes an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors, or legal representatives;

"Receptacle" means anything used to contain or hold something else which is made of noncombustible materials and is not greater than 1 meter square;

"Recreational Fire" means a small, controlled and contained fire for the purpose of cooking, warmth or personal enjoyment;

"Settlement areas" means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated and which have a mix of land uses;
- b) lands which have been designated in an official plan for development over the long-term planning; and
- c) land designated as settlement area in the municipal official plan

"Smog Alert" means an alert issued by the Ministry of Environment and Climate Change with respect to air quality;

"Supervisor" means:

(a) a Person eighteen (18) years of age or more who is a registered legal owner of the property upon which the Open Air Fire is to be burned;

(b) a Person eighteen (18) years of age or more who is the occupier of the property upon which the Open Air Fire is to be burned and who has been provided with permission by a registered legal owner of the property to burn an Open Air Fire;  
or

(c) a Person eighteen (18) years of age or more who is an authorized representative of the registered legal owner of the property upon which the Open Air Fire is to be burned.

"Township" means the geographic area of the Corporation of the Township of North Glengarry.

**Part 2**  
**GENERAL REQUIREMENTS FOR OPEN AIR BURNING PERMITS**

- 2.1 No person shall start, set, maintain or permit to be started, set, or maintained an open air fire within the Township, except as permitted under this By-Law. Only Open air fires permitted under this By-Law shall be started, set or maintained.
- 2.2 A burning permit must be obtained as provided in this by-law before starting or setting a fire.
- 2.3 The North Glengarry Fire Service Division and North Glengarry Township Employees shall be exempt from the provisions of this by-law with respect to Open Air Fires and Open Air Burnings for the purposes of educating, training or any other purpose approved by the Fire Chief.
- 2.4 It is not permitted to set an Open Air Fire when the wind velocity is greater than 15 kilometers an hour.
- 2.5 All Open Air Fires must be monitored at all times by a Supervisor
- 2.6 It is not permitted to burn during dry periods as designated by the Fire Chief or the Ministry of Natural Resources.
- 2.7 It is not permitted to burn noxious materials and/or household garbage.
- 2.8 It is not permitted to burn buildings or machinery.
- 2.9 Barbeques used according to the manufactures instructions for the purpose of cooking food shall be exempt from this By-Law.
- 2.10 It is not permitted to burn on any road allowance, unopened road allowance or in a location that would interfere with traffic.
- 2.11 All Open Air Fires must be completely extinguished before vacating the location of the Open Air Fire.
- 2.12 Fires that have an adverse affect or are a nuisance as determined by the Fire Chief or designate shall be extinguished immediately.
- 2.13 Commercial, industrial or wrecking yard zoned properties are not permitted to have an open air fire
- 2.14 The only person entitled to apply for an open air fire permit as set out in schedule "A" as amended from time to time is a Supervisor.
- 2.15 The Supervisor is responsible to ensure that the conditions outlined in this bylaw are adhered to at all times.
- 2.16 All permits expire Dec 31<sup>st</sup> at midnight on the year it was issued.
- 2.17 An application for a Permit shall be completed on the forms provided in Schedule "A".
- 2.18 Any permit in effect during a dry period as designated by the Fire Chief or the Ministry of Natural Resources will be voided for the remainder of the dry period. No reimbursement and no extension of the permit will be permitted.
- 2.19 Supervisor shall produce the permit upon request by the Fire Chief or designate.
- 2.20 The Fire Chief or designate may refuse, revoke or suspend a permit at any time at his or her sole discretion.

- 2.21 The Supervisor or the Authorized Representative must:
- a. have a copy of the permit with them at all times while burning
  - b. must identify himself/ herself upon request by the fire chief or designate.
  - c. Not give false or incorrect information to the fire chief or designate
- 2.22 Types of Burning permits available are, as set out in Schedule A:
- a. Recreational Fire Permit
  - b. Brush Fire Permit
  - c. Farm or Agricultural Operation Fire Permit

### **Part 3**

#### **RECREATIONAL FIRES**

- 3.1 Recreational Fires shall:
- a. be for the purpose of cooking, warmth or personal enjoyment;
  - b. have a flame of no more than 1 cubic meter;
  - c. be located at least 5 meters from any structure, building, property line, tree, hedge, fence, roadway, deck, overhead wire or any other combustible material;
  - d. be located on a non combustible surface if an appliance is used
  - e. have, as a fuel, clean wood or charcoal.
- 3.2 Spark guards with openings no larger than 12 mm in diameter are recommended for all recreational fires

### **Part 4**

#### **BRUSH FIRES**

- 4.1 Brush Fires shall:
- a. be at least 50 meters from the nearest dwelling.
  - b. be at least 5 meters from the property line
  - c. be at least 15 meters from forest, woodland, or buildings
  - d. consist of brush and yard waste (except grass)
  - e. not exceed 2 cubic meters
  - f. be burned one pile at a time.

### **Part 5**

#### **FARM AND AGRICULTURAL FIRES**

- 5.1 Farm and Agricultural Operation Fire shall:
- a. be at least 75 meters from any building, structure, standing timber or flammable or combustible material.
  - b. be at least 200 meters from any residence not owned by the Supervisor.
  - c. Consist of burn piles of no more than 6 cubic meters.
  - d. Consist of burn piles at least 15 meters apart.
  - e. Not consist of a windrow
  - f. Consist of burn piles of dry timber, stumps, grass and dry brush, agricultural waste from farming operations on that property and any other organic material resulting from the clearing of land.
- 5.2 Material to be burned shall have been adequately dried prior to burning to ensure low moisture content and avoid excessive smoke.

- 5.3 Supervisor shall ensure sufficient personnel and equipment are provided to adequately control the fire and to prevent it from becoming dangerous to life or property.
- 5.4 Supervisor shall ensure accessibility (at least 10 feet wide) for fire department vehicles to safely gain access to the burn site.

## **Part 6 ADMINISTRATION AND ENFORCEMENT**

- 6.1 The Municipal Law Enforcement Officer, Fire chief or designate are authorized to:
- a) issue permits as provided in this by-law;
  - b) sign all permits on behalf of the Corporation;
  - c) limit the time for which a permit is issued;
  - d) undertake any technical investigation or inspection for the purpose of administering this by-law.
- 6.2 The Municipal Law Enforcement Officer, Fire Chief or designate may:
- a) demand the fire permit for inspection from any permit holder;
  - b) inspect any premises for which a fire permit has been issued;
  - c) enter at any time onto land to determine whether the provisions of this by-law are obeyed and to enforce or carry into effect this by-law.

## **Part 7 ORDERS**

- 7.1 Despite any other provisions of this by-law, if upon inspection of a fire, the Municipal Law Enforcement Officer, the Fire chief or designate is satisfied the fire poses a danger to the health or safety of any person or property, the Municipal Law Enforcement Officer, Fire Chief or designate shall cancel or suspend the fire permit and order the fire extinguished.
- 7.2 The area of burning must be restricted in order to enable the permit holder to extinguish the fire immediately if necessary due to a change in weather or other conditions or if so ordered by the Municipal Law Enforcement Officer, Fire Chief or designate.

## **Part 8 ENFORCEMENT**

### **8.1 Authority to Enforce**

- (1) Any enforcement Officer is authorized to enforce this By-Law pursuant to the provisions hereof, the *Municipal Act, 2001*, the *Provincial Offences Act*, RSO 1990, c. P.33, and the *Fire Protection and Prevention Act, 1997*.
- (2) No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-Law.

### **8.2 Right of Entry**

- (1) An enforcement Officer shall be permitted to enter upon any land at any reasonable time for the purpose of enforcing this By-Law.
- (2) A person exercising a power of entry on behalf of the Corporation of the Township of North Glengarry under this By-Law shall, on request, display or produce proper identification.

### **8.3 Order to Extinguish / Comply**

- (1) An enforcement Officer may at his or her sole discretion, order a fire extinguished or brought into compliance with this By-Law and this order shall be final.
- (2) Every person who is ordered by an enforcement Officer to extinguish a fire or otherwise bring a fire into compliance with this By-Law shall comply immediately.
- (3) In the event that an order of an enforcement Officer under subsection (1) is not complied with, the enforcement Officer may take action to have the fire extinguished or otherwise brought into compliance with this By-Law.
- (4) Every person who fails to comply with an order of an enforcement Officer under this By-Law shall be liable for any costs incurred by the North Glengarry Fire Service Division to extinguish the fire or bring it into compliance. Where applicable, such costs



shall be calculated in accordance with the current Ministry of Transportation rate for Emergency Response Services.

#### **8.4 Remedial Costs and Recovery**

(1) The Corporation of the Township of North Glengarry may recover the remedial action costs incurred under this Part by action, or by adding such costs to the tax roll and collecting them in the same manner as taxes in accordance with section 446 of the *Municipal Act, 2001*. The remedial costs may include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.

(2) Prior to recovering remedial costs under subsection (1), the Corporation of the Township of North Glengarry may invoice the owner requesting payment of the remedial costs.

### **Part 9 CONTRAVENTION OF BY-LAW – OFFENCES AND PENALTY**

#### **9.1 Offences**

(1) Every person who contravenes any provision of this By-Law is guilty of an offence.

(2) Where a corporation is convicted of an offence under this By-Law, every director or officer of a corporation who was in whole or in part responsible for the conduct of that part of the business of the corporation that gave rise to the offence is guilty of an offence, unless he or she satisfies the court that he or she took all reasonable care to prevent the commission of the offence.

(3) Every person who contravenes an Order issued by a court pursuant to this By-Law is guilty of an offence.

#### **9.2 Penalty**

(1) Every person who is found guilty of an offence under this By-Law is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33 with a fine as set out in Schedule "B".

(2) Every day or part of a day on which the offence occurs or continues shall constitute a separate offence and is punishable as such.

(3) If any provision of this By-Law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-Law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

(4) Any fine imposed under this Part shall be payable in addition to any fees, charges and costs payable under this By-Law.

(5) Schedule "B" shall come into force and take effect when it is approved and filed by Regional Senior Justice, pursuant to the *Provincial Offences Act* Part 1

### **Part 10 VALIDITY**

**10.1** If a court of competent jurisdiction declares any provision or a part of a provision of this bylaw to be invalid or to be of no force and effect, it is the intention of Council that the remainder of the by-law shall continue to be in force.

**10.2** This by-law is not constructed at any time in such a fashion as to hold the Corporation or its Officers liable for failing to ensure that persons comply with the provisions of this by-law.

**Part 11**  
**REPEAL OF EXISTING BYLAWS**

11.1 Upon this bylaw coming into force, bylaw # 24-2017 shall be repealed.

11.2 This bylaw shall come into force and take effect upon approval of the set fine amounts by the Regional Senior Justice.

READ a first, second, third time and enacted in Open Council, this 14th day of May 2018.

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

I hereby certify this to be a true copy of by-law No. 25-2018, and that such by-law is in full force and effect.

Date Certified \_\_\_\_\_ Clerk / Deputy Clerk \_\_\_\_\_



**SCHEDULE "A"**

This is schedule "A" to by-Law No. 25-2018 respecting application form to obtain a fire permit.

OPEN AIR BURNING PERMIT APPLICATION # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

TELEPHONE RESIDENCE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED OPEN AIR FIRE:

CIVIC ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

WHAT TYPE OF FIRE?

- \_\_\_\_\_ RECREATIONAL FIRE – FREE
- \_\_\_\_\_ BRUSH FIRE - \$25.00
- \_\_\_\_\_ FARM OR AGRICULTURAL OPERATION FIRE - \$50.00

\_\_\_\_\_ OWNER  
\_\_\_\_\_ WRITTEN PERMISSION GIVEN: OWNER'S NAME \_\_\_\_\_

List the other properties you own or on which you have written permission from the owner to burn at (only for Farm and Agricultural Operation Fires)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Authorized Representative (s) **An Authorized Representative is a person 18 years of age or older who is authorized to burn by the registered legal owner of the property.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be advised that the current by-law is posted on the municipal website at: [www.northgarry.ca](http://www.northgarry.ca) or contact the municipal office at 613-525-1110.

I understand that I have 30 days to pay the amount owing as per Schedule "C" of this permit. Failing to do so will result in all future application being denied and an invoice shall follow.

Invoice mailing address: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

## SCHEDULE "B"

### Township of North Glengarry Part 1 Provincial Offences Act Bylaw 25-2018: Open Air Burning By-Law

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set Fines
1.	Burning or permit to burn with wind velocity greater than 15km/h	2.4	250.00
2.	Burning or permit to burn during a dry period	2.6	400.00
3.	Burning or permit to burn petroleum products, plastics, rubber or any other material that causes excessive smoke or noxious fumes	2.7	400.00
4.	Burning or permit to burn buildings or machinery	2.8	400.00
5.	Burning or permit to burn on any type of road allowance or where it interferes with traffic	2.10	400.00
6.	Leaving a fire without fully extinguishing it	2.11	250.00
7.	Permit a fire to have an adverse affect	2.12	350.00
8.	Burning or permit to burn household garbage	2.7	350.00
9.	Having an open air fire in a commercial, industrial or wrecking yard zoned properties	2.13	500.00
10.	Failing to comply with the conditions of the permit	8.3	300.00
11.	Fail or refuse to produce permit	2.19	150.00
12.	Fail to supervise fire continuously	2.5	150.00
13.	Burning or permit to burn other material than those for which a permit was issued	3.1 e 4.1 d 5.1 f	150.00
14.	Burning or permit to burn without a permit	2.2	450.00
15.	Burning or permit to burn within 75 meters of any building, structures, standing timber or any flammable or combustible material	5.1 a	350.00
16.	Burning or permit to burn a pile exceeding 6 cubic meters.	5.1c	400.00
17.	Failing to have 15 meters between burn piles	5.1d	400.00
18.	Burning or permit to burn windrows	5.1e	400.00
19.	Burning or permit to burn a fire within 200 meters adjacent to a residence	5.1b	400.00
20.	Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line	4.1 a &b	300.00
21.	Burning or permit to burn within 15 meters from a forest, woodland or building	4.1c	300.00



22.	Burning or permit to burn during a prohibited time.	2.18	300.00
23.	Burning or permit to burn a pile exceeding 2 cubic meters	4.1 e	300.00
24.	Failing to burn one pile at a time	4.1 f	300.00
25.	Failing to comply with the conditions for recreational open air burning	Part 3	250.00
26.	Obstruct an officer	8.1	\$500.00
27.	Fail to comply with an order to extinguish	8.3	\$500.00
28.	Fail to identify upon request	2.21 b	\$500.00
29.	Give false or incorrect information	2.21 c	\$250.00

Note: the general penalty provision for the offences listed above is section 9 of bylaw - 2018, a certified copy of which has been filed and section 61 of the Provincial Offences Act, R.S.O. 1990,c.P.33.

#### SCHEDULE "C" - FEES

PERMIT	FEES
Open Air Burn Permit – Recreation Fire	NIL
Open Air Burn Permit – Brush Fire	\$ 25
Open Air Burn Permit – Farm or Agricultural Operation	\$ 50

#### SCHEDULE "D" Costs for Emergency Response

The cost for emergency fire department vehicles responding to a fire that is not in accordance with this By-Law shall be current MTO rates.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT Council adopt By-Law 42-2018, being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry; and

THAT By-law 42-2018 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018; and

THAT By-law 51-2017, 50-2017 and 66-2016 are hereby repealed.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

\_\_\_\_\_

\_\_\_\_\_

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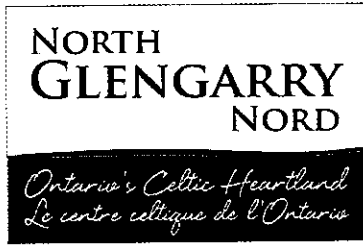
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**Section 10 Item b**

10(b)



# STAFF REPORT TO COUNCIL

FS-2018-03

July 23rd, 2018

From: Fire Chief Pat Gauthier/ CEMC Lindsay McIntosh-Mainville

RE: By-law Emergency Management

**Recommended Motion:**

THAT By-Law 42-2018, being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry, be read a first, second and third time and adopted in open Council.

**Background / Analysis:**

The new Emergency Management Program By-Law will to cover all requirements of an emergency plan in one by-law and is a requirement for Ontario Regulation 380/04. The by-law includes: the adoption of the municipal emergency plan; the appointment of the Emergency Management Program Committee Membership including Chair of the EMPC; the appointment of the Municipal Emergency Control Group membership; the appointment of the Emergency Program Coordinator (CEMC); the Emergency Response Plan, and the authority to declare an emergency.

**Alternatives:**

- Option 1 That Council approve the By-Law.
- Option 2 That Council not approve the By-Law

**Financial Implications:**

There are no financial implications.

**Others consulted:**

Sarah Huskinson, CAO

**Attachments:** None

Reviewed by Sarah Huskinson-CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

By-law No. 42-2018

**BEING** a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry

**WHEREAS**, under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act"), the Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program shall consist of an emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery efforts, and public education on risks to public safety and on public preparedness;

**AND WHEREAS**, the Act requires the emergency management program to conform to standards promulgated by the Ontario Fire Marshal and Emergency Management (OFMEM), including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also requires every municipality to identify and assess the various hazards and risks to public safety and identify elements of the infrastructure that are at risk of being affected by emergencies;

**AND WHEREAS**, the Act authorizes the Mayor to declare that an emergency exists in the municipality or in any part thereof, and allows the Mayor to take such action or make such orders as he or she considers necessary and that are not contrary to law, to implement the emergency plan to protect the property and the health, safety and welfare of the residents of the Township of North Glengarry.

**AND WHEREAS**, the Act authorizes one or more members of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

**AND WHEREAS**, the Act authorizes employees of the Township to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist;

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

**1. Definitions**

1.1. In this by-law:

"Emergency Plan" means a plan formulated pursuant to the Emergency Management and Civil Protection Act

The "Emergency Response Plan" (ERP) describes the Township's overall authority, principles, policies, emergency levels, operational concepts and organizational arrangements of the North Glengarry Emergency Management Structure.



## **2. Emergency Management Structure**

- 2.1. There shall be established within the Township, a formal emergency management structure, consisting of:
  - a) the Community Emergency Management Co-ordinator (CEMC)/Emergency Management Program Coordinator,
  - b) the Emergency Management Program Committee (EMPC)
  - c) the Municipal Emergency Control Group (MECG)
- 2.2. The designated CEMC for the Township shall be the Fire Administrative Assistant. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.
- 2.3. The responsibilities of the CEMC include:
  - a) develop and conduct municipal emergency management training programs;
  - b) develop and conduct Municipal training exercises;
  - c) develop and implement public education programs; and
  - d) during an emergency, provide advice to the MECG
- 2.4. The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery
- 2.5. The EMPC shall be chaired by the CAO of the Township and its members shall include the following:
  - a) CEMC
  - b) EIO
  - c) Fire Chief
- 2.6. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
- 2.7. The MECG shall control Township operations during an emergency. Members of the MECG are the following, or their designated alternates:
  - a) 2 members of council (Mayor and Alternate)
  - b) CAO / Clerk
  - c) CEMC
  - d) Treasurer
  - e) Director of Public Works
  - f) Director of Recreation
  - g) North Glengarry Fire Chief
  - h) Information Technologist
  - i) EIO
- 2.8. The Mayor is hereby authorized to appoint a member of Council as his or her alternate to act in his or her absence. In addition, each member of the MECG shall designate at least one alternate who has the authority to act on his or her behalf should they be unavailable or unable to fulfill their duties.

2.9 Depending on the nature of the emergency, the CAO may authorize additional members from other departments or organizations to become members of the MECG.

2.10 When one of the officials from the MECG group identifies the need for the MECG to assemble he/she will activate a call out through the WHO's responding App.

### **3. Emergency Management Program**

3.1 The emergency management program shall be developed and implemented in accordance with the Act and Regulations published by the Ontario Fire Marshal and Emergency Management Offices. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs, and public education on risks and personal preparedness.

3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.

3.3 The Township shall submit a copy of the ERP and revisions, to the Chief, OFMEM.

3.4 The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.

3.5 These plans shall be updated as required and as determined by the CEMC.

3.6 The EMP shall be made available to the public.

### **4. Declaration of an Emergency**

4.1 In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.

4.2 This by-law hereby authorizes employees of the Township to take action in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist.

4.3. This by-law hereby designates all Township employees as emergency workers in the event of an Emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan.

5. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW".

6. By-law 51-2017, 50-2017, 66-2016, is hereby repealed

**READ** a first, second, third time and enacted in Open Council, this 23<sup>rd</sup> day of July 2018.

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

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

I hereby certify this to be a true copy of By-law No. 42-2018, and that such by-law is in full force and effect.

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

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

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW No. 66-2016

**BEING** A by-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property and to promote a disaster-resilient community.

**WHEREAS** the Province of Ontario has passed the *Emergency Management Act 2002*, which requires the development and implementation of an emergency management program by the Council of a municipality; and

**WHEREAS** this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with International best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote a disaster-resilient community; and also shall consist of:

- a) an emergency plan as required by section 3;
- b) training programs and exercises for employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- c) public awareness and education on risks to public safety and on public preparedness for emergencies; and
- d) any other elements required by the standards for emergency management programs set under section 14; and

**WHEREAS** this Act makes provisions for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency plan and respond to an emergency; and

**WHEREAS** the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her ability to act; and

**WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist;

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

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices.
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency plan.
3. That the Head of Council and certain appointed township officials or their designated alternates, as provided in the approved emergency plan are empowered to cause an emergency notification to be issued to members of the Emergency Operations Control Group, and to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist.
4. That the Emergency Management Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.

5. That the emergency plan approved in the Township of North Glengarry by-law No. 66-2016 continues to be viable.
6. That by-law 45-2011 is hereby rescinded.

That the Mayor, Deputy Mayor and Chief Administrator Officer shall be and they are hereby authorized to sign, on behalf of the Corporation of the Township of North Glengarry all documents necessary to effectively complete this transaction

**READ** a first, second, third time and enacted in Open Council, this 11<sup>th</sup> day of October, 2016.

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

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

I hereby certify this to be a true copy of by-law No. 66-2016, and that such by-law is in full force and effect.

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

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



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

**BY-LAW NO. 51-2017**

**BEING** a by-law authorizing the Corporation of the Township of North Glengarry to appoint a Community Emergency Management Coordinator and alternate;

**WHEREAS** the Emergency Management & Civil Protection Act requires municipalities to appoint a Community Emergency Management Coordinator and alternate;

**AND WHEREAS** the Corporation of the Township of North Glengarry wishes to appoint Lindsay McIntosh-Mainville as the Community Emergency Management Coordinator and Daniel Gagnon as alternate;

**NOW THEREFORE** be it enacted by the Corporation of the Township of North Glengarry that:

1. Lindsay McIntosh-Mainville be appointed as the Community Emergency Management Coordinator and Daniel Gagnon as alternate.
2. Community Emergency Management Coordinator duties are outlined in the Emergency Management & Civil Protection Act and associated Regulations; Emergency Response Plan By-law and Associated Confidential Annex; and Pandemic Response Plan.

This by-law shall come effective as of the date of its passing hereof.

4. By-law No. 31-2017 be and is hereby repealed.

**READ** a first, second, third time and enacted in Open Council, this 13<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
**Clerk Adm. / Deputy Clerk**

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

I hereby certify that this is a true copy of By-law No. 51-2017, and such by-law is in full force and effect.

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

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

**CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW No. 50-2017**

**BEING** a by-law to amend By-law 23-2017 a by-law to provide rules governing the proceeding of the Township of North Glengarry and the conduct of its members.

**WHEREAS** the Municipality did adopt By-law No. 23-2017 on the 23<sup>rd</sup> of May, 2017;

**AND WHEREAS** the Municipality wishes to amend Part 14: Committees: Emergency Management Program Committee; Membership.

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

**1. Part 14: Committees: Emergency Management Program Committee;**

**Membership:**

The membership shall be comprised of:

- 2 members of Council (Mayor and alternate)
- CAO / Clerk
- Community Emergency Management Coordinator
- Treasurer (or his/her designate)
- Director of Public Works (or his/her designate)
- Director of Community Services (or his/her designate)
- North Glengarry Fire Chief
- IT Manager

**READ** a first, second, third time and enacted in Open Council this 13<sup>th</sup> day November 2017.

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

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

I hereby certify this to be a true copy of By-Law No. 50-2017, and that such By-law is in full force and effect.

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

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

# **Section 11**

**PUBLIC WORKS**

**DEPARTMENT**

**Ryan Morton**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry pass a resolution authorizing the CAO/Clerk and the Mayor to enter in to an agreement with Miller Paving Limited in the amount of \$505,484.40 excluding HST for the surface treatment of various roads throughout the Township of North Glengarry;

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders, alter the scope of the project and spend additional funds as required from time to time in order to prevent delays and claims against the Township.

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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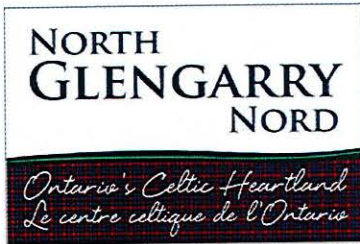
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**Section 11 Item a**





11(a)

RDS-2018-11

## STAFF REPORT TO COUNCIL

July 23<sup>rd</sup>, 2018

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

RE: Surface Treatment Tender Award

### Recommended Motion:

That the Council of the Township of North Glengarry pass a resolution authorizing the CAO/Clerk and the Mayor to enter in to an agreement with Miller Paving Limited in the amount of \$505,484.40 excluding HST for the surface treatment of various roads throughout the Township of North Glengarry;

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders, alter the scope of the project and spend additional funds as required from time to time in order to prevent delays and claims against the Township.

### Background / Analysis:

This report is being provided to Council in order to award a contract to a supplier to complete various surface treatment works within the Township.

The tender included the following roads and the breakdown of costs is to follow;

Hardtop Maintenance Budget					
STREET NAME	FROM	TO	KM	TYPE OF CONSTRUCTION	2018
Concession 1	Highway 34	3.6 km West of Highway 34	3.6	Single Surface Treatment	\$75,600.00
Concession 1	3.6 km West of Highway 34	5.3 km West of Highway 34	1.7	Pulverize, Double Surface Treatment	\$60,384.00
Concession 1	5.3 km West of Highway 34	9.4 km West of Highway 34	4.1	Single Surface Treatment	\$86,100.00
Concession 1	9.4 km West of Highway 34	Loch Garry Road	1.2	Pulverize, Double Surface Treatment	\$42,624.00
Concession 4	County Road 20	1.7 km East	1.7	Pulverize, Double Surface Treatment	\$61,390.40
Concession 4	County Rd 30	Dornie Road	4.9	Pulverize, Double Surface Treatment	\$178,224.76
Total (less tax rebate)			17.2		\$513,200.00

As per the Road Needs Study 2016, these roads were scheduled for single surface treatment in 2018. The budgeted cost to complete these roads was \$423,200.00. Due to the condition of the roads, a double surface treatment is required for some sections of the proposed work. For this reason, council has previously authorized an additional



\$90,000.00 of funds to be put towards completing the double surface treatment. This gives a combined budget of \$513,200.00.

The surface treatment tender had multiple bidders and was issued by the Township. The surface treatment tender came in about \$1K over budget.

There is a small risk of over running the budget, but the impact of getting these specific roads dealt with will be very impactful to the level of service provided to the North Glengarry residents. Staff recommend to absorb the additional funds within the project. Staff also have conservatively estimated quantities, so it is very possible that the actual billing for the project is under budget.

**Alternatives:**

- N/A

**Financial Implications:**

2018 Budget: \$423,200  
2018 Capital Funds Added: \$90,000\*  
Total Budget: \$513,200

\*2018 costs amended due to unexpected road degradation

**Surface Treatment- Bid Results**

Bidder	Price (excl. HST)
Miller Paving Ltd.	\$505,484.40
Greenwood Paving Ltd.	\$557,601.00

**Overall Budget Comparison**

Total	\$505,484.40
Add HST	\$ 65,712.97
<b>Subtotal</b>	<b>\$571,197.37</b>
Less Rebate	\$ 56,816.09
<b>Total Payable</b>	<b>\$514,381.28</b>
<b>Budget</b>	<b>\$513,200.00</b>
<b>Variance (+/-)</b>	<b>-\$ 1181.28</b>

**Others consulted:**

- Roch Lajoie, Roads Manager
- Kimberley Champigny, Treasurer
- Sarah Huskinson, CAO/Clerk

**Attachments:**

**N/A**



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Reviewed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council of the Township of North Glengarry passes a resolution to amend the 2018 capital budget to add \$29,255,182 for the Maxville Water Project at a cost of \$29,255,182, and

THAT the addition to the 2018 capital budget for the Maxville Water Project be funded 50% from the federal government grant, 40% from the provincial government grant, and 10% from debt.

**Carried**  
\_\_\_\_\_

**Defeated**  
\_\_\_\_\_

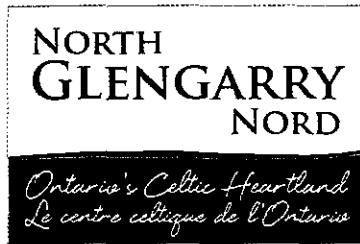
**Deferred**  
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\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

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

<b>YEA</b>	<b>NEA</b>
_____	_____
_____	_____
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**Section 11 Item b**



WT-2018-06

11(b)

## STAFF REPORT TO COUNCIL

July 23<sup>rd</sup>, 2018

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

RE: Capital Budget Amendment – Maxville Water

---

### **Recommended Motion:**

THAT the Council of the Township of North Glengarry passes a resolution to amend the 2018 capital budget to add \$29,255,182 for the Maxville Water Project at a cost of \$29,255,182, and

THAT the addition to the 2018 capital budget for the Maxville Water Project be funded 50% from the federal government grant, 40% from the provincial government grant, and 10% from debt.

### **Background / Analysis:**

To date, the Maxville Water Project is well under way, but the project has never been officially adopted as part of the Township's capital budget. The estimated costs for the project are attached and are very close to the original estimates prepared by WSP Engineering Consultants. While these are estimates, actual costs are expected to be lower in many cases. The reasons for this are many, such as excess contingency, provisional costs built in to contracts, quantity estimates etc.

These costs also reflect known costs to date, but do not include reinstatement plan related costs.

Any parts of the project that carry over beyond 2019 will be approved and carried in to the following year as unspent approved capital.

### **Alternatives:**

- N/A

### **Financial Implications:**

See attached.

**Others consulted:**

- EVB Engineering
- Kimberley Champigny, Treasurer
- Sarah Huskinson, CAO/Clerk

**Attachments:**

- Budget Figures Prepared by EVB



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Reviewed by Sarah Huskinson – CAO/Clerk



# North Glengarry Regional Water Project Forecasted Project Budget

17-Jul-18



Expenditure Description		Total Amount (Excl. HST)
<b>CONTRACT 1 MAXVILLE DISTRIBUTION SYSTEM</b>	Construction Tendered Amount	\$ 10,072,268.50
	Approved Change Orders to Date (C.O.s 1 to 5)	\$ 197,765.95
	Contingency Allowance Remaining	\$ 809,460.90
	SDG Counties Contribution for Construction	-\$ 400,000.00
	Design Engineering Fees (Jacobs)	\$ 207,196.50
	Design Review and CA Engineering Fees (EVB)	\$ 453,252.08
	Geotechnical & Material Testing Allowance (Lascelle)	\$ 25,180.67
	<b>Total Contract 1 Costs</b>	<b>\$ 11,365,125</b>
<b>CONTRACT 2 MAXVILLE ELEVATED STORAGE TANK</b>	Construction Tendered Amount	\$ 1,987,000
	Approved Change Orders to Date (C.O.s 1 to 6)	\$ 274,672
	Contingency Allowance Remaining	\$ 50,000
	Design Engineering Fees (Jacobs)	\$ 50,000
	Design Review and CA Engineering Fees (EVB)	\$ 89,415
	Material Testing During Construction (Lascelles)	\$ 29,805
	<b>Total Contract 2 Costs</b>	<b>\$ 2,480,892</b>
<b>CONTRACT 3 TRANSMISSION MAIN</b>	Construction Tendered Amount	\$ 8,166,525
	Contingency Allowance	\$ 500,000
	Design Engineering Fees (EVB)	\$ 222,874
	CA Engineering Fees (EVB)	\$ 326,661
	Material Testing During Construction (Lascelles)	\$ 40,833
	<b>Total Contract 3 Costs</b>	<b>\$ 9,256,893</b>
<b>CONTRACT 4 BOOSTER STATION</b>	Estimated Construction Cost	\$ 1,309,000
	Contingency Allowance	\$ 261,800
	Design Engineering Fees (EVB)	\$ 65,037
	CA Engineering Fees (EVB)	\$ 58,905
	Material Testing During Construction	\$ 6,545
	<b>Total Contract 4 Costs</b>	<b>\$ 1,701,287</b>
<b>CONTRACT 5 WATER TREATMENT PLANT UPGRADES</b>	Estimated Construction Cost	\$ 3,000,000
	Contingency Allowance	\$ 600,000
	Design Engineering Fees (6%)	\$ 180,000
	CA Engineering Fees (5%)	\$ 150,000
	Material Testing During Construction	\$ 15,000
	<b>Total Contract 5 Costs</b>	<b>\$ 3,945,000</b>
<b>Total Cost (Excl. HST)</b>		<b>\$ 28,749,196</b>
HST (net rebate)		\$ 505,985.85
<b>Total Cost (incl. non-rebated HST)</b>		<b>\$ 29,255,182</b>

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council of the Township of North Glengarry passes a resolution directing staff to reduce the annual reserve contribution rate to the landfill from \$70,500 to \$20,000;

AND FURTHER, that the \$50,000 in annual operating costs be redirected to the Township's hardtop maintenance program.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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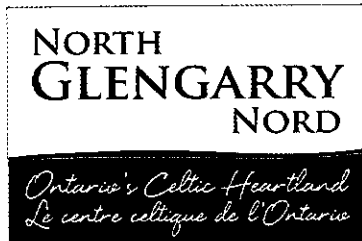
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**Section 11 Item c**



11(c)

WST-2018-03

## STAFF REPORT TO COUNCIL

July 23<sup>rd</sup>, 2018

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

RE: Landfill Capacity Evaluation

---

### Recommended Motion:

THAT the Council of the Township of North Glengarry passes a resolution directing staff to reduce the annual reserve contribution rate to the landfill from \$70,500 to \$20,000;

AND FURTHER, that the \$50,000 in annual operating costs be redirected to the Township's hardtop maintenance program.

### Background / Analysis:

This report is being provided as part of the landfilling overall financial strategy and status moving forward. Subsequently, also attempting to tie in the strategy of increasing capital expenditures on township roads where spending deficits exist.

The Glen Robertson Landfill currently has 68,562 cubic meters of space available for waste disposal. Based on historical data (pre-2015), an average of 3000 cubic meters of waste per year was being accepted in the landfill. This yearly rate predicted the landfill to be closed in 23 years.

Due to the elimination of construction, demolition and industrial materials from the landfill, there is a reduction in the amount of waste being received. On average, the landfill now accepts 1225 cubic meters per year. At this rate, the closure of the Glen Robertson Landfill is predicted to be in 55.9 years.

The estimated closing costs for the Alexandria and Glen Robertson Landfills is estimated to be \$2,610,450.00 (Jp2g Consultants Inc.). When including the cost for leachate solution, a compactor and land purchase allowances the total closing cost is \$3,560,450.00. The Township's financial model is based on accruing this net amount in reserves for the closure of the landfill. This will ensure that the residents who are using the landfill are the ones paying for it and future residents are not paying for a landfill they cannot use.



The Glen Robertson Landfill budget currently includes a transfer to reserves of \$70,500 per year. Users are charged a fee of \$25.00 per compacted cubic meter of waste. These values were originally derived based on a life expectancy of 23 years. However, considering the last four years of data, the life expectancy has increased to 55.9 years. With this information, the Department of Public Works has reevaluated the Landfill's financial situation. By reducing the amount of the reserve transfer to \$20,000.00 yearly over the next 55.9 years, the Township of North Glengarry will have the required amount of funds for the closure of the landfills. This will grant the Township of North Glengarry with annual savings of \$50,000.00. These values, estimates, assumptions and figures have to be reviewed and updated annually and monitored for change. This should be reported to Council at least once every Council term should no changes be required.

According to the Roads Needs Study completed in 2016 by McIntosh Perry Consulting Engineers Ltd., there is a \$691,130 deficit in our roads budget in relation to the 10 year capital plan. For this reason, the Department of Public Works recommends redirecting the \$50,000.00 from landfill reserves to road maintenance. This yearly contribution to the road network will assist in bridging the deficit in road spending and help maintain current levels of service.

The Department of Public Works will continue monitoring the amount of waste entering the landfill in subsequent years. This will ensure that the data remains up to date and the Township of North Glengarry is properly planning for the closure of our landfills.

**Alternatives:**

- N/A

**Financial Implications:**

Table 1: Summary of Closing Costs

Item	Cost
Glen Robertson Closure	\$741,000
Alexandria Closure	\$1,869,450
Leachate Solution	\$200,000
Used Compactor	\$150,000
Land Purchase Requirements	\$600,000
<b>TOTAL CLOSURE COSTS</b>	<b>\$3,560,450</b>
Accumulated Reserves (2018)	\$800,280
<b>Total Funds Required</b>	<b>\$2,760,170</b>

**Table 2: Summary of Financial Plans**

	Previous Data	Current Data	
	Previous Financials <sup>1</sup>	Current Financials <sup>2</sup>	Proposed Financials <sup>3</sup>
Life Expectancy	22.7 yrs	55.9 yrs	55.9 yrs
Yearly Reserve Contribution	\$70,500.00	\$70,500.00	\$20,000.00
Amortized Reserve Contribution	\$1,605,192.97	\$3,915,193.14	\$1,714,048.53
Funds Accumulated through User Fees (\$25/cubic meter)	\$1,707,977.00	\$1,714,048.53	\$1,714,048.53
<b>TOTAL FUNDS ACCUMULATED</b>	<b>\$3,312,845.07</b>	<b>\$5,629,231.67</b>	<b>\$2,832,672.29</b>
Funds Needed for Closure	\$2,760,170.00		
Annual Savings	\$0	\$0	\$50,000

1. This financial plan is based on previous data (pre-2015) that estimated the life expectancy of the landfill to be 22.7 years.
2. If the Township continues with the current financial plan for the next 56 years, it would result in \$5.6 million of accumulated reserves. The closure of the landfills would be overfunded by approximately \$2.8 million. Thus, the Department of Public Works recognizes the need to change the financial plan and redirect these funds towards underfunded budgetary items.
3. The proposed financial plan will continue to accumulate funds through user fees (\$25/cubic meter). This fee encourages residents to use the landfill efficiently and promotes other options such as reducing, reusing and recycling. A yearly reserve contribution of \$20,000.00 will accumulate the required funds for the closure of the landfills. This financial plan will allow for \$2.8 million to be redirected towards the hard top maintenance program over the next 56 years.

**Others consulted:**

- Roch Lajoie, Roads Manager

**Attachments:**

N/A



Reviewed by Sarah Huskinson – CAO/Clerk



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Council of the Township of North Glengarry receives the additional roadwork report;

AND FURTHER, that Council directs staff to proceed with the required roadworks as highlighted in the attached plan;

AND FURTHER, that the \$239,173 identified in the attached table be funded through the project to the maximum amount possible upon completion of the project;

AND FURTHER, any balance remaining is reviewed for financing options upon completion of the project.

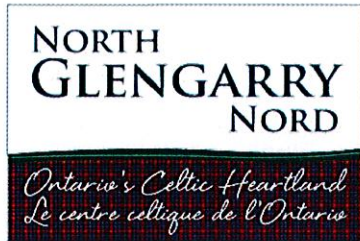
<b>Carried</b>	<b>Defeated</b>	<b>Deferred</b>
_____	_____	_____

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**MAYOR / DEPUTY MAYOR**

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

**Section 11 Item d**



RDS-2018-13

## STAFF REPORT TO COUNCIL

July 23<sup>rd</sup>, 2018

From: Ryan Morton

RE: Additional Road Work – Maxville Water

---

### **Recommended Motion:**

THAT the Council of the Township of North Glengarry receives the additional roadwork report;

AND FURTHER, that Council directs staff to proceed with the required roadworks as highlighted in the attached plan;

AND FURTHER, that the \$239,173 identified in the attached table be funded through the project to the maximum amount possible upon completion of the project;

AND FURTHER, any balance remaining is reviewed for financing options upon completion of the project.

### **Background / Analysis:**

The original design of the project was completed with the intent to bring water from Alexandria to Maxville and service the community. The original design did not include full road reconstruction, storm sewer reconstruction or any other works not required as a direct result of the water system installation. However, to maximize the available funding for the project, cost estimates and plans for additional works have been prepared for Council to consider.

At this point in time, Council must decide to proceed with the additional road reconstruction and rehabilitation. The contractor is at the point where they require direction from the Township to proceed with the project as designed or whether additional works will be required. The engineering firm also requires direction to begin designing sidewalks, roads, grades, drainage and other items related to the reconstruction and rehabilitation of the road network.

The roads highlighted on the attached spreadsheet are required to be complete due to issues encountered in the field, drainage problems that need to be rectified, or efficiencies realized as a result of the construction. It would be extremely detrimental to the project for Council not to approve these specifically highlighted roads. The cost of these highlighted roads is \$168,731.

The Transfer Payment Agreement for the funding of the Maxville Water Project includes a provision for construction. Staff interprets the required and additional roadworks to be construction and part of overall project. Staff will endeavor to seek the maximum amount of funding for the construction costs due to the additional road work. Staff are recommending that any difference be financed.

**Alternatives:**

- 1) Proceed with the additional roadwork
- 2) Not proceed with the additional roadwork

**Financial Implications:**

See attached.

**Others consulted:**

- EVB Engineering
- North Glengarry Public Works Committee
- Roch Lajoie, Roads Manager
- Robbie Smeall, Kenyon Foreman
- Sarah Huskinson, CAO/Clerk

**Attachments:**

- Additional Works Spreadsheet



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Reviewed by Sarah Huskinson – CAO/Clerk

## North Glengarry Regional Water Project

### Village of Maxville Budgetary Forecasting for Roadway Reconstruction and Rehabilitation

Road	From	To	Rating	Priority	Km	Cost Deduction	Type of Construction	Total Cost (Before)	True Cost (After Deductions)
Alexander St W	Dead End	County Road 20 (Main St)	4		0.33	\$33,990	Reconstruction	\$104,432	\$70,442
Spring St	Catherine St W	George St	3	C	0.24	\$24,720	Rehabilitation	\$61,254	\$36,534
Catherine St E	County Road 20 (Main St)	J. H. Munro	3	C	0.07	\$8,750	Rehabilitation	\$39,670	\$30,920
Catherine St E	J. H. Munro	Dead End	3	C	0.28		Reconstruction	\$59,056	\$59,056
John Street	County Road 22 (Mechanic St)	Alexander St W	3	C	0.1	\$10,300	Reconstruction	\$31,646	\$21,346
King St N	Alexander St	County Road 22 (Mechanic St)	3	C	0.1	\$10,300	Reconstruction	\$31,175	\$20,875
								\$327,233	\$239,173

Comments

rebuild as part of current contract

#### Assumptions:

Type of reconstruction based on observations of roadway conditions (from street view imaging dated 2013)

Sidewalks are 1.5 m in width

Cost deductions have been based on cost already included in contract. They have been calculated based on the reinstatement type

Rehabilitation of roadways assumes sufficient granular material

Reconstruction of roadways assumes new profile matches (or very close) to existing profile

Roadways narrower than 6m will be widened to 6m

Road widths taken from 2011 Road Needs Study

Inputs based on contractual unit rates

#### Reconstruction

Type 1 Roadway Reconstruction (50mm HL3, 150mm granular A, 300mm granular B)

Type 2-4 Roadway Reconstruction (40mm HL3, 40mm HL3, 150mm granular A, 450mm granular B)

#### Rehabilitation

Type 1 Roadway Rehabilitation (50mm HL3, 150mm granular A)

Type 2-4 Roadway Rehabilitation (40mm HL3, 40mm HL3, 150mm granular A)

#### Inputs

Road: HL-3 Asphalt	T	\$100.00
Road: Granular 'A'	T	\$12.00
Road: Granular 'B'	T	\$12.00
Excavation	m <sup>3</sup>	\$13.00
Sidewalk	m <sup>2</sup>	\$62.00
Asphalt Removal	m <sup>2</sup>	\$10.00
Sidewalk Removal	m <sup>2</sup>	\$10.00
Assume new gravel thickness (rehab)	m	0.15
Type 1 Deduction	m	\$103.00
Type 2 Deduction	m	\$125.00
Type 3 Deduction	m	\$140.00
Type 4 Deduction	m	\$140.00
Design / CA / Inspection Cost for Rehabilitation	%	10%
Contingency	%	40%

#### Contingency

The contingency item is to include driveway reinstatement, sod reinstatement, maintenance and catch basin hole readjustment, line painting, and spot curb repairs

#### Exclusions

Exclusions to the scope of work: curb and gutter throughout, catch basins, manholes, rock excavation, sub-excavation of unsuitable soil, storm, sanitary lines, utility relocations, HST



## **Section 12**

# **CORRESPONDENCE**





**MINUTES OF THE MAY 23, 2018 MEETING OF  
THE ARTS, CULTURE AND HERITAGE (ACH) ADVISORY COMMITTEE**

A meeting of the Arts, Culture, and Heritage Advisory Committee was held on Wednesday, May 23, 2018, at 5:45 p.m. at the Gary Shepherd Hall (102 Derby Street West, Alexandria).

**PRESENT:** Carma Williams, Chairperson  
Jeff Manley, Councillor  
Nicole Nadeau, Member at Large  
Karen Davison Wood, Member at Large  
Dane Lanken, Member at Large  
Anne Leduc, Director of Recreation & Community Services  
Tara Kirkpatrick, Economic Development & Communications Officer/ Recording Secretary

**REGRETS:** Natalie-Anne Bussière, Member at Large

**1. CALL TO ORDER**

The meeting was called to order at 5:54 p.m. by Carma Williams.

**2. ACCEPT AGENDA**

**Moved by: Karen Davison Wood**

**Seconded by: Jeff Manley**

That the Agenda of the Arts, Culture and Heritage Advisory Committee meeting of May 23, 2018 be accepted.

**Carried.**

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest posed by those present.

**4. ADOPTION OF THE PREVIOUS MINUTES**

**Moved by: Jeff Manley**

**Seconded by: Dane Lanken**

That the minutes of the March 28, 2018, Arts, Culture, and Heritage Advisory Committee meeting be accepted as presented.

**Carried.**

**5. AGENDA ITEMS**

**a. Review of tasks for the Heritage Coordinators**

- Two of the three students, Kyra Cooper and Alexis Kirkwood start on May 28. The third student, Jerry Chow begins on June 11. Jerry will stay one week longer than Kyra and Alexis.

- The students are all enrolled in the Architecture program at Carleton University.
- The three Heritage Coordinators will work under the guidance of the lead ACHC member, attending weekly scheduled meetings. Dane and Karen have offered to assist with this.
- The biggest priority of their work is to prepare for Phase III of the North Glengarry CIP. The Municipal Register is a public document and will include the properties identified on the Municipal Heritage Registry.
- If the property owners believe that they are in a building of heritage importance, they should contact us. In order to be considered for the CIP, the buildings in question need to improve the visibility from the street.
- The Heritage Coordinators will:
  - Tour the municipality to confirm the properties listed on the Draft Registry.
  - Complete designation forms for the four designated properties in North Glengarry.
  - Research properties identified in the Hamlet CIP Designated Areas to complete information criteria on the Inventory Listing.
  - Begin the process of identifying potential properties in Maxville and Alexandria - if there is time at the end of the project.
  - Expand on existing photo bank.
  - Collect information for King George Park Interpretive Panel.
  - Assist with finalizing the Maxville Walking Tour.
  - Create a scrapbook of before and after photos celebrating the changes initiated by the CIP project.

## 6. 2018 Projects

- a. Glengarry Routes Heritage Tour Brochure.
  - The French translations have been completed and the document has been printed. It is now available.
- b. The Glengarry Routes Heritage Tour tourism project.
  - Ongoing.
- c. Maxville and Alexandria Walking Tours.

- Dane has presented an update on the Maxville Walking Tour, expanding on the research done by Carma and Nathalie.
  - Carma, Dane and Nathalie will take the tour and review the tour.
  - Timeline: Next year is the 200<sup>th</sup> Anniversary of Alexandria and it would be nice to have the walking tours printed for January 2019.
- d. King George Park Interpretive Panel.
- Nathalie and the Heritage Coordinators will commence the research phase this summer.
- e. Mill Square Senate Mural
- The owner of the building where the mural was to be erected has objected to having a new mural installed.
  - Staff will investigate other potential locations for the mural.
- f. Proposed awards program for excellence in built heritage restoration & renewal.
- Deferred to the next meeting.
- g. Other: The Grotto. Nine concerts, starting the first week of July. Money will support the continued renovations.
7. NEW BUSINESS
8. CORRESPONDENCE
- a. Community Heritage Ontario Spring Newsletter.

#### NEXT MEETING

The next meeting of the Arts, Culture and Heritage Advisory Committee is scheduled to take place on Wednesday, June 27, 2018, at 5:30 pm., at the King George Park. After touring the Maxville Walking Tour, the group will reconvene at the Maxville & District Sports Complex at 7 pm.

#### ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

Carried.

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Recording Secretary – Tara Kirkpatrick

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Chair – Carma Williams





**a) Closing CIP: 44 Main Street North, Alexandria (Wine Makers)**

**Resolution No. 3      Moved by: Carma Williams      Seconded by: Deirdre Hill**

That the Community Improvement Plan Advisory Committee (CIPAC) resolves that the Community Improvement Plan (CIP) Project at 44 Main Street North, in Alexandria (North Glengarry Township), has been completed as per the plans approved by Council on December 12, 2016 and amended by Council on February 21, 2017; And as per the Letter of Agreement for the Municipal Financial Incentive (Grant) Program signed by the applicants, Sotirios (Terry) Ladas and Paraskevi Moularogeorges on June 28, 2017.

The Building Improvement and Infill Grant (Program B) element of this Community Improvement Plan project has already been cashed out. A cheque for \$7,500 was issued by the Township on August 24, 2017, representing the totality of Program B. On July 31, 2017 CIPAC reviewed this file and found that the completed Program B works met all of the requisite requirements. This CIP project is now considered complete.

**A total of \$5,145.53 shall be paid to Sotirios (Terry) Ladas and Paraskevi Moularogeorges. This payment represents:**

- (1) The sum of **\$325.58** (Three-Hundred and Twenty-Five Dollars and Fifty-Eight Cents) in the form of a Planning and Design Grant (**Program A**).
  - (2) The sum of **\$977.45** (Nine-Hundred and Seventy-Seven Dollars and Forty-Five Cents) in the form of a Commercial Signage Grant (**Program C**).
  - (3) The sum of **787.50** (Seven-Hundred and Eighty-Seven Dollars and Fifty Cents) in the form of a Commercial Awning Grant (**Program C**).
  - (4) The sum of **\$2,000** (Two-Thousand Dollars) in the form of a Landscaping Grant (**Program D**).
  - (5) The sum of **\$555** (Five-Hundred and Fifty-Five Dollars) in the form of a Building Permit Fee Grant (**Program E**).
  - (6) The sum of **\$500** (Five-Hundred Dollars) in the form of a Planning Fee Grant (**Program E**).
- At the December 7, 2017 CIPAC meeting the committee reviewed the Public Art Component of Program D. The CIPAC committee determined that the design for this artwork was not approved prior to the creation of this piece, making it ineligible for CIP funding. During the June 4, 2018 CIPAC meeting the committee reviewed this component. They stand by their earlier decision.

**TOTAL: \$5,145.53**

**Carried.**

- During the discussion for this project, the CIPAC committee recommended that the Public Art Component of the CIP process needs to be revisited.
- CIPAC recommends that the Commercial Signage aspect of the CIP process also needs to be reworded to emphasize that commercial signage needs to directly link to your business.
- Both items were deferred for further discussion, as part of the discussion on the SDG Regional Incentives Program.

**b) Opening CIP: Glengarry Pioneer Museum, Greenfield Property**



Project Overview: Program B

- Repointing of the stone work on the entire west street facing wall.
- Repointing and repair of the west wall chimney.
- Repairs and repainting (white) of the sills and lintels of the TWO large windows on the west façade.
- Repainting of the wood framed attic windows on the west façade (white).
- Repainting of the front door and railing using black metallic paint.

Project Overview: Program D – Public Art

- 2 window decals to be added to the two windows on the south side. Featuring black & white photos of Glengarry pioneers.
- Window decal in the window above the main door, featuring a photo of the Greenfield Church and the Glengarry Pioneer Museum logo.
- The small window beside the door will include a decal of the museum contact information and hours of operation
- A cast aluminum plaque to be mounted on the west façade, detailing the historical significance of the building.
  - The historical plaque and the four window decals would all be considered within the Public Art Grant component.
  - The Pioneer Museum is already partially funded by the Municipality. This does not make it ineligible for funding, but it is important to verify that the CIP funding is not being matched by other Township grants.
  - The former Kenyon Township building is a public building and it has a public history. It will serve as an important anchor CIP project to help stimulate the community of Greenfield.
  - As part of the CIP, Council approved the use of funds for buildings that are considered of Heritage importance to the community. This is the only North Glengarry building featured in A History of Canadian Architecture The CIP aims to rejuvenate Main Streets, which would be accomplished by this.

**Resolution No. 4**

**Moved by: Jeff Manley**

**Seconded by: Nathalie-Anne Bussière**

That the Community Improvement Plan Advisory Committee (CIPAC) recommends to Council the Community Improvement Plan (CIP) Project at 1645 County Road 30, in Greenfield (North Glengarry Township), as submitted by the Glengarry Pioneer Museum Board of Directors, as follows:

1. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$5,000 towards the cost of improvements to one façade.
2. Program C (Civic Address Signage Grant) of \$75 representing a matching grant of 75% up to \$75 for a civic address sign at one locale.
3. Program D (Public Art Grant) 50% matched grant up to a maximum of \$555.18.
4. Program E (Building Permit Fee Grant) equal to 100 % of eligible Building Permit fees, up to a maximum of \$750.

Recommendations:

Community Improvement Plan Advisory Committee

1. That the Glengarry Pioneer Museum logo be incorporated in the contact information panel, to the right side of the front door, rather than in the large window above the door.
2. That the history of the supposed Presbyterian Church of Greenfield be verified. Suggest historical photo of the actual building itself, or another building significant to Greenfield. possibly of the Greenfield Railway Station, or Station Master's House.
3. That all Public Art Components must be submitted to the committee for approval, prior to finalizing the printing process, including the two art pieces not being funded by this committee.
4. The language and design for the historical plaque must be reviewed by the committee, prior to being finalized. Suggestion that perhaps the text on the plaque could be shorter and more concise.

**TOTAL: \$6,380.18**

**Carried.**

**c) Update on the United Counties of Stormont, Dundas & Glengarry (SDG) Regional Incentives Program.**

- The Ministry of Municipal Affairs requires that the North Glengarry CIP, with the added SDG Regional Incentives Program, be sent back to them for review.
- Under the timeline proposed by the Counties, the Township would be required to pass a By-Law on July 9, 2018. We would then compile the comments and go back to the Counties with any commentary. Afterwards there is a 15-day period where the CIP can't be consolidated with the MMA – bringing us to July 25. Then there is a 20-day appeal period to the Ontario Municipal Board. The earliest we could do the intake is August 14.
- Proposal to hold a Public Consultation one hour prior to Council on June 25, 2018. The ad will be placed in the Glengarry News this week.
- We need to also advertise the CIP and have citizens begin their applications.
- We need to continue to expose our CIP. New advertising campaign will highlight this.
- We should start sending out press releases about the successful projects.
- We should cultivate new news articles.
- We should post Social media before and after photos of our successful CIP projects.
- July 9 – August 14 is the OMB Appeal Period.
- If we have a public information session and there is a desire to modify our local CIP, now is the time to do it. This could include the Public Art Component of the CIP.
- Proposal to tighten up the language of the public art component and to commercial signage and circulate the draft to the CIPAC committee.
  
- Overview of the SDG Regional Incentives:
  - The designated area is all of North Glengarry
  - Proposal to add Section 2, point 3 to our CIP "All proposed projects must result in some level of visible improvement of rehabilitation over the existing conditions and not simply represent a life cycle replacement.
  - Proposal to add "Incorporated non-profit groups (i.e. local fair boards, agricultural societies and community groups) are eligible for regional improvement grants.
  - Consult with treasury to determine how the value of building improvement is calculated in MPAC assessments, where there is both County and Municipal CIP funding.

**d) Update on the Heritage Coordinators.**

Two of the three Heritage Coordinators started working for the Township on May 28. The third student, Jerry Chow, will begin work on June 11. They will be working on the various projects that were identified to push forward the CIP and ACH projects.

**6) NEW BUSINESS**

- The Sandfield Centre at 102 Derby Street does not have a civic address sign. Suggestion of ordering a CIP civic address sign to better identify this building. Anne will address this.

**7) CORRESPONDENCE**

- There was no correspondence.

**8) NEXT CIPAC MEETING**

- Tuesday, July 3, 2018, 5:45 pm, at the Sandfield Centre (102 Derby Street West, Alexandria).

**9) ADJOURNMENT**

The meeting was adjourned at 7:46 pm.

**Moved by: Jeff Manley**

**Carried.**

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Recording Secretary – Tara Kirkpatrick

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Chair – Karen Davison-Wood

# **Section 13**

## **NEW BUSINESS**



## **Section 14**

# **NOTICE OF MOTION**



# **Section 15**

**QUESTION PERIOD**

**Section 16**

**CLOSED SESSION**

**BUSINESS**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**Proceed "In Closed Session",**

**Quarterly Reports** (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*);

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

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

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting June 25, 2018 be adopted as printed.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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**Mayor:** Chris McDonell

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**Section 16 Item b**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 16 Item c**



## **Section 17**

# **CONFIRMING BY-LAW**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Council of the Township of North Glengarry receive By-law 44-2018; and

That Council adopt by-law 44-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 44-2018 be read a first, second, third time and enacted in Open Council this 23<sup>rd</sup> day of July, 2018.

**Carried**  
\_\_\_\_\_

**Defeated**  
\_\_\_\_\_

**Deferred**  
\_\_\_\_\_

\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

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

**Section 17 Item a**

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

**BY-LAW 44-2018  
FOR THE YEAR 2018**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of July 23, 2018 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-Law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

**READ** a first, second and third time, passed, signed and sealed in Open Council this 23<sup>rd</sup> day of July, 2018.

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. 44-2018, duly adopted by the Council of the Township of North Glengarry on the 23<sup>rd</sup> day of July, 2018.

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

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

# **Section 18**

# **ADJOURN**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 23, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 18**