

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Monday January 8, 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
 - a) Special Meeting of Council – December 11, 2017
 - b) Regular Meeting of Council – December 11, 2017
 - c) Special Meeting of Council – December 14, 2017
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT – Steven Potter - Interim CAO/Clerk
 - a) 2018 Municipal Election Policies and Procedures ® (Jacques)
7. COMMUNITY SERVICES DEPARTMENT –
Anne Leduc, Director of Recreation/Community Services
 - a) Request for Mill Square Street Closure for WOW Vernissage ® (Jeff)
 - b) Pre-approved Glengarry Sports Palace Budget Capital Expenditure for 2018 ® (Brian)
8. TREASURY DEPARTMENT – Sara Huskinson - Deputy Treasurer
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -
Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
 - a) 107 Main St. – Water billing ® (Michel)
 - b) Sewer Lining Tender ® (Carma)
 - c) Maxville Water- Work Approved ® (Jamie)
 - d) Transmission Main Detailed Design ® (Brian)
12. CORRESPONDENCE
 - a) Heart & Stroke Proclamation for February 2018 ® (Jeff)
 - b) Core Funding Grant 2017 the Glengarry Pioneer Museum
13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council
Monday January 22, 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

A meeting or part of a meeting may be closed to the public of the subject matter being considered is,

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

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

And adopt the minutes of the Municipal Council “In Camera” session meeting of December 11, 2017.

17. CONFIRMING BY-LAW

a) By-law 01-2018 ® (Michel)

18. ADJOURN ® (Jacques)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 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 January 8, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 1

Section 2

DECLARATIONS OF CONFLICTS OF INTEREST

Section 3

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

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

Special Meeting of Council – December 11, 2017
Regular Meeting of Council – December 11, 2017
Special Meeting of Council – December 14, 2017

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 3

3(a)

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SPECIAL MEETING OF COUNCIL

**Monday December 11, 2017 at 4:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Special meeting of the Municipal Council was held on December 11, 2017 at 4:00 p.m., with Mayor Chris McDonell presiding.

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

ALSO PRESENT: **CAO** – Daniel Gagnon
Deputy Treasurer – Sarah Huskinson
Director Community Services – Anne Leduc
Steve Potter

1. DECLARATIONS OF CONFLICTS OF INTEREST

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Jeff Manley

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Monday December 11, 2017 as amended

Carried

Deletions of the Agenda

16(a) Taxation Discrepancies Corrections, Offer to purchase – Vacant Land in North Glengarry, Glengarry Sports Palace, and adopt the minutes of the Municipal Council “In Camera” session.

3. ADOPTION OF PREVIOUS MINUTES

4. DELEGATION(S)

5. COMMITTEE RECOMMENDATIONS

6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk

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

8. TREASURY DEPARTMENT – Johanna Levac, Treasurer

9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -
Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager

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

11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
12. CORRESPONDENCE
13. NEW BUSINESS
14. NOTICE OF MOTION - Next Meeting of Council, January 8, 2018.
15. QUESTION PERIOD
16. CLOSED SESSION BUSINESS

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Michel Depratto

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at 4:01 p.m., in order to address,

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

Carried

Resolution No. 4

Moved by: Jeff Manley

Seconded by: Michel Depratto

That we return to the Special Meeting of Council at 6:09 p.m.

Carried

17. CONFIRMING BY-LAW

18. ADJOURNMENT

Resolution No. 4

Moved by: Michel Depratto

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 6:10 p.m.

Carried

Daniel Gagnon – CAO/Clerk

Mayor / Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday December 11, 2017 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on December 11, 2017 at 7:00 p.m., with Mayor Chris McDonnell presiding.

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

ALSO PRESENT: CAO – Daniel Gagnon
Deputy Treasurer – Sarah Huskinson
Interim CAO/Clerk – Steve Potter
Director of Community Services – Anne Leduc
Economic Development & Communications Officer – Tara Kirkpatrick
GIS/IT – Rick Elderbroom
Deputy Clerk – Lise Lavigne

REGRETS: Deputy Mayor - Jamie MacDonald

- 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 December 11, 2017 as amended.

Carried

Additions to the Agenda

16(a) Taxation Discrepancies Corrections, Offer to purchase – Vacant Land in North Glengarry, Glengarry Sports Palace, and adopt the minutes of the Municipal Council “In Camera” session.

Deletion to the Agenda

**7(c) Master Plans – Island Park, Mill Square & King George Park
9(a) Zoning Amendment – Z-04-2017**

- 3. **ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Jeff Manley **Seconded by:** Brian Caddell

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

Regular Meeting of Council – November 27, 2017

Carried

4. DELEGATION(S)

5. COMMITTEE RECOMMENDATIONS

6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk

a) 2018 Annual Meeting Calendar

Resolution No. 3

Moved by: Jacques Massie

Seconded by: Carma William

That Council of the Township of North Glengarry receive the report regarding the 2018 Meeting Calendar for Regular Meetings of Council; and

That the Council of the Township of North Glengarry accepts the 2018 Annual Calendar for Regular Public Meetings of Council.

Carried

Action – LL

b) Temporary Exemption Permit to Nuisance By-law 20-2016

Resolution No. 4

Moved by: Brian Caddell

Seconded by: Jeff Manley

That Council of the Township of North Glengarry receive the staff report re: Temporary Exemption Permit to Nuisance By-law 20-2016; and

That Council approve the exemption from May 1, 2018 to November 30, 2018 and May 1, 2019 to November 30, 2019 the Ministry of Transportation and such retained contractors from the prescribed prohibiting time guide of By-law 20-2016.

Carried

Action – LL

c) By-law 55-2017 appointing Sarah Huskinson as Deputy Treasurer

Resolution No. 5

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Council of the Township of North Glengarry receive By-law 55-2017; and

That Council adopt by-law 55-2017 being a by-law for the appointment of a Deputy Treasurer for the Corporation of the Township of North Glengarry and that By-law 55-2017 be read a first, second, third time and enacted in Open Council this 11th day of December, 2017.

Carried

d) By-law 56-2017 appointing Steven Potter as Interim CAO/Clerk

Resolution No. 6

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry receive By-law 56-2017; and

That Council adopt by-law 56-2017 being a by-law for the appointment of an Interim CAO/Clerk for the Corporation of the Township of North Glengarry and that By-law 56-2017 be read a first, second, third time and enacted in Open Council this 11th day of December, 2017.

Carried

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

a) Key Information Report - November 2017 Economic Development Activities

Tara Kirkpatrick reviewed the key information reports with Council on the Economic Development Activities.

b) Community Improvement Plan Application Request – 34 Main St N

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Brian Caddell

That Council accepts the staff report on the Community Improvement Plan application for 34 Main Street North, in Maxville.

And that Council approves the application for a Financial Incentive Program Grant a Program B (Building Improvement and Infill Grant) of up to \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades. *No repair or replacement of the roof is eligible for this program.* A Program C (Civic Address Signage Grant) of \$75, representing a matching grant of 75% for a civic address sign at one locale; a Program E (Building Permit & Planning Fee Grant) equal to 100% of the eligible Building Permit fees of a maximum of \$750; a Program F (Tax Increment Grant); and to a Program G (Municipal Loan Program) of \$10,000 as submitted by the property owner Jessica McLeod, for the property situated at 34 Main Street North, in Maxville.

Carried

Action – SH/TK

c) Master Plans – Island Park, Mill Square and King George Park

DELETED

8. TREASURY DEPARTMENT – Sarah Huskinson, Deputy Treasurer

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

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

a) Zoning Amendment – Z-04-2017

DELETED

b) Zoning Amendment – Z-08-2017

Resolution No. 8

Moved by: Jeff Manley

Seconded by: Brian Caddell

That the Council of the Township of North Glengarry approve by-law Z-08-2017 and that the By-law be read a first, second and third time in Open Council this 11th day of December, 2017.

Carried

Action - CL

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 – October 10, 2017
- b) CIPAC Minutes – November 6, 2017
- c) Art, Culture and Heritage Minutes – October 25, 2017

13. NEW BUSINESS

14. NOTICE OF MOTION - Next Meeting of Council, January 8, 2018.

15. QUESTION PERIOD

16. CLOSED SESSION BUSINESS

ADDITION TO THE AGENDA

Resolution No. 9

Moved by: Jeff Manley

Seconded by: Brian Caddell

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at 7:35 p.m., in order to address,

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

Offer to purchase – Vacant Land in North Glengarry (as this matter deal 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*);

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

And adopt the minutes of the Municipal Council "In Camera" session meeting of November 9, 2017, November 13, 2017, November 23, 2017 and November 27, 2017.

Carried

Resolution No. 10

Moved by: Jeff Manley

Seconded by: Brian Caddell

That we return to the Regular Meeting of Council at 8:18 p.m.

Carried

17. CONFIRMING BY-LAW

- a) By-law 57-2017

Resolution No. 11

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Council of the Township of North Glengarry receive By-law 57-2017; and

That Council adopt by-law 57-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 57-2017 be read a first, second, third time and enacted in Open Council this 11th day of December, 2017.

Carried

18. ADJOURNMENT

Resolution No. 12

Moved by: Michel Depratto

Seconded by: Carma Williams

There being no further business to discuss, the meeting was adjourned at 8:19 p.m.

Daniel Gagnon – CAO/Clerk

Mayor / Deputy Mayor

3(c)

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SPECIAL MEETING OF COUNCIL

**Thursday December 14, 2017 at 3:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Special meeting of the Municipal Council was held on December 14, 2017 at 3:00 p.m., with Mayor Chris McDonnell presiding.

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

ALSO PRESENT: **CAO** – Daniel Gagnon
Building Dept Assistant – Chantal Lapierre
Tyler Duval

REGRETS: **Councillor (Maxville Ward)** – Carma Williams

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

Resolution No. 1

Moved by: Michel Depratto

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Thursday December 11, 2017.

Carried

3. **ADOPTION OF PREVIOUS MINUTES**
4. **DELEGATION(S)**
5. **COMMITTEE RECOMMENDATIONS**
6. **CAO/CLERK'S DEPARTMENT** - Daniel Gagnon, CAO/Clerk
7. **COMMUNITY SERVICES DEPARTMENT** - Anne Leduc, Director Community Services
8. **TREASURY DEPARTMENT** – Sarah Huskinson, Deputy Treasurer

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

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

a) Zoning Amendment – Z-04-2017

Resolution No.

Moved by: Jeff Manley

Seconded by: Brian Caddell

That the Council of the Township of North Glengarry approve by-law Z-04-2017 and that the By-law be read a first, second and third time in Open Council this 14th day of December, 2017.

Carried

Action - CL

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

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

12. CORRESPONDENCE

13. NEW BUSINESS

14. NOTICE OF MOTION - Next Meeting of Council, January 8, 2018.

15. QUESTION PERIOD

16. CLOSED SESSION BUSINESS

17. CONFIRMING BY-LAW

18. ADJOURNMENT

Resolution No. 12

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 3:01 p.m.

CAO/Clerk

Mayor / Deputy Mayor

Section 4

DELEGATION

Section 5

COMMITTEE

RECOMMENDATIONS

Section 6

**CAO/CLERK'S
DEPARTMENT**

Steven Potter

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive 2018 Municipal Election Policies and Procedures; and

That the Council of the Township of North Glengarry accepts the 2018 Municipal Election Policies and Procedures.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 6 Item a

b(a)

NORTH
GLENGARRY
NORD



TELEPHONE/INTERNET or PAPER BALLOT

METHOD OF VOTING

ELECTION POLICIES and PROCEDURES

for the 2018 ONTARIO MUNICIPAL ELECTIONS

Approved by the
Clerk / Returning Officer of
The **Township of North Glengarry**
this **3rd** day of **January**, 201**[8]**

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These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended and the *Good Government Act, 2009*.

1. AUTHORITY

On **April 10th, 2017**, the Council of **the Township of North Glengarry** adopted By-law Number **14-2017** authorizing the use of an alternative voting method, that being the Telephone/Internet **or Paper Ballot** Voting method.

The Municipal Elections Act, more specifically Subsection 42(3), states as follows:

Procedures and forms

(3) The clerk shall,

(a) establish procedures and forms for the use of,

(i) any voting and vote-counting equipment authorized by by-law, and

(ii) any alternative voting method authorized by by-law; and

(b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the clerk shall provide the procedures and forms on or before December 31 in the year before the year of the election.

Subsection 42(4), states that the procedures and forms established by the clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

In addition, the Council of The **Township of North Glengarry** has **awarded the proposal** on November 13, 2017, being a **resolution** to enter into an agreement with an eVoting Service Provider for Telephone/Internet **or Paper Ballot** Voting service for the 2018 Municipal & School Board Elections.

Subsection 11(2) of the Municipal Elections Act states that the clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

a) preparing for the election;

b) preparing for and conducting a recount in the election;

c) maintaining peace and order in connection with the election; and

d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

With respect to the duties and authority of a municipal clerk, the Municipal Elections Act further states as follows:

- 12(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,
 - (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

- 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

- 13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

- 13(2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies.

The Municipal Elections Act, more specifically Section 53, also provides that the clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the principles of the Municipal Elections Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

Therefore, as clerk of The **Township of North Glengarry** and Returning Officer for the 2018 Municipal & School Board Elections, I do hereby certify and approve the following procedures for conducting the 2018 Municipal & School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

January 3rd, 2018
Date Approved

Steven Potter
Clerk / Returning Officer

2. DEFINITIONS

- a) Advance Voting - means voting conducted between the hours of **8 a.m. to 4 p.m.** on October 17, 18, 19, 20, and 21, 2018, and October 22, 2018 **starts at 8 a.m. to 8 p.m.**
- b) Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- d) Certified Candidate - means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Municipal Elections Act, 1996.
- e) Clerk - means the clerk of The **Township of North Glengarry** who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. *(This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act)*
- f) Election official - means the clerk or other person(s) appointed in writing by the clerk to carry out election duties under the Municipal Elections Act, 1996. An election official can only carry out the tasks and duties as assigned in writing by the clerk, and must take the prescribed oath.

- g) Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996.
- h) Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- i) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- j) Preliminary List of Electors - means a list of electors for The **Township of North Glengarry** compiled by the Municipal Property Assessment Corporation (MPAC) and provided to The **Township of North Glengarry** between July 31 and September 1 of an election year as agreed upon by MPAC and the clerk.
- k) Satisfactory Identification - means the identification required under the Municipal Elections Act, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- l) Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- m) Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- n) Support person - means a person who has been requested by an elector to assist him or her in the voting process.

- o) Voter Help Centre - means a location provided by The **Township of North Glengarry** to assist electors with the Telephone/Internet Voting **and Ballot** process or other general election inquiries, including revisions. The Voter Help Centre(s) is located at **90 Main St South, Alexandria, On K0C 1A0**.
- p) Voters' List - means the Preliminary List of Electors, as corrected by the clerk, under the provisions of Section 22 of the Municipal Elections Act 1996, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).
- q) Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 22, 2018.
- r) Voter Information Letter - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the voters' list or who has completed an application, duly approved by an election official, for inclusion on the voters' list, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the voters' list.

3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Municipal Elections Act, and applies to the Telephone/Internet or Paper Ballot Voting being conducted by The Township of North Glengarry between October 17, 2018 and October 22, 2018
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Municipal Elections Act.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act with the same being determined and established by the clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the clerk of The Township of North Glengarry. Any amendment to these procedures shall be signed by the clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for The Township of North Glengarry and/or school boards.

4. SECRECY

1. The clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996.

5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the clerk of The **Township of North Glengarry** and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, and the list shall be approved for use as the Voters' List.
 - a. The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the voters' list shall not be used for any commercial purposes.

The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
 - b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
 - c. Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.
 - d. The clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the Municipal Elections Act, shall be available on **September 15** at **90 Main St South, Alexandria, On.**
 - e. The voters' list, as corrected by the clerk pursuant to Section 22 of the Municipal Elections Act, 1996 shall be provided to the eVoting

Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

Voter Information Letters shall be distributed by first class mail or hand-delivered as required, to all eligible electors to enable them to use the Telephone/Internet Voting service.

2. The Voter Help Centre(s) shall be responsible for the following:

- a. Eligible electors who attend the Voter Help Centre(s) and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - ii. they will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
- b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. where a person on the voters' list has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
- c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:

- i. where a person on the voters' list has lost his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

6. NOTICES

1. The clerk of The **Township of North Glengarry** shall notify voters of the following election information through the use of advertisements:
 - a. that municipal & school board elections are being held for The **Township of North Glengarry** and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Telephone/Internet Voting or paper ballot;
 - b. the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
 - c. the office(s) of the council and/or school boards;
 - d. the manner in which electors may or may not use voting proxies;
 - e. who is eligible to vote in the municipal & school board elections; and
 - f. the location(s) and dates, and hours of operation of the Voter Help Centre(s), how persons can check to see if their name is on the voters' list and the procedures by which their name can be added or information corrected on the voters' list.
2. At the clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English and French.

The following essential notices shall be issued:

- a. Notice of Election Information. See paragraph 6.1;
- b. Notice of Revision of Voters' List. See paragraph 6.1(f);
- c. Notice of Nomination; and
- d. Certified Election Results.

The clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
4. Each person on the voters' list shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
 - a. his or her Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - b. instructions on how to vote;
 - c. dates and hours of voting; and
 - d. the location(s) and telephone number(s) of the Voter Help Centre(s).
5. All Voter Information Letters shall be made available in English and French.

7. VOTING

1. A Telephone/Internet Voting method shall be used for the 2018 Municipal & School Board Elections.

a. Telephone/Internet Voting:

- i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
- ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
- iii. The eVoting Service Provider, will allow the eligible voter to vote using a telephone or the internet.
- iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
- v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
- vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.

b. Voting will commence on **October 17, 2018 at 8:00 a.m. to 4:00 p.m.** and on **October 22, 2018 at 8:00 a.m. till 8:00 p.m.**

2. Prior to the eVote activation, being on **October 17, 2018 at 8:00 a.m.**, the auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real

time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins. The eVote will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
4. The eVoting Service Provider will make available online a list to the clerk and any other appropriate individuals of The **Township of North Glengarry**, of all voters' list individuals by order of polling subdivisions **and wards**, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the clerk's office or by electronic means by the eVoting Service Provider at the clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.
5. If so allowed by the clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. This capability does not provide the candidate or their designate information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election.
7. Where a voter is associated with multiple properties within The **Township of North Glengarry**, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of

the voter. All duplication of names on the Preliminary List of Electors shall be verified by the clerk and/or election official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

8. Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
10. The clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
 - a. that were sent to voters on the voters' list;
 - b. that were undeliverable and returned from the Post Office;
 - c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
 - d. that were re-issued to an eligible elector;
 - e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

11.

- a. Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the clerk, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator.
- b. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
- c. If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the election official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- d. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

12.

- a. Where an eligible voter has received an incorrect Voter PIN in terms of **ward and/or** school support association, the voter can contact a Voter Help Centre(s) and have the proper information applied to the

existing PIN. The voter may re-access the system and vote all races not yet completed.

- b. The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

8. VOTER QUALIFICATIONS

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 22, 2018, he or she:
 - i. is a Canadian citizen,
 - ii. is at least 18 years old,
 - iii. resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
 - iv. is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

9. VOTING PROCESS

1. Eligible voters may vote by:

- a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. "Digi-pulse" telephones will be able to access the system if the telephone over-ride button is set to a "touch-tone" mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,
- b. or by accessing the internet address provided by using a dial modem access or a high-speed connection.

c. Eligible voters may vote by:

- i. Attending a Voter Help Centre during the following hours:
90 Main St South, Alexandria, October 17, 2018 to October 21, 2018 from 8:00 a.m. to 4:00 p.m. and October 22, 2018 from 8:00 a.m. to 8:00 p.m.

and using a touch-tone telephone or the internet access provided. Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.

- d. Attending a Voter Help Centre during hours identified in paragraph (c) with a support person, taking the appropriate oath(s), and having a support person vote using a touch tone telephone or the internet access provided. In the absence of a support person, the voter may request the assistance of an election official, who may provide assistance only after the appropriate oath, if required, has been taken.
- e. Attending a Voter Help Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.

- f. With the assistance of an election official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

| RETIREMENT HOME OR INSTITUTION | DATE | HOURS FOR ASSISTANCE |
|---------------------------------------|------------------|-----------------------------|
| Maxville Manor | October 22- 2018 | Not set up yet |
| Chateau Glengarry | October 22- 2018 | Not set up yet |
| The Palace Retirement Home | October 22- 2018 | Not set up yet |
| The Palace long term Care Home | October 22- 2018 | Not set up yet |

10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:
 - a. upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.
 - b. upon request and after producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the clerk or election official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre(s).
 - c. to be present at the time and place where results are received by the clerk including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall **NOT BE PERMITTED** within a Voter Help Centre by any candidate or scrutineer.

11. SYSTEM

1. The integrity of the voting process shall be the responsibility of the clerk of The **Township of North Glengarry** and shall be preserved by:
 - a. ensuring that every eligible elector on the voters' list is mailed, using first class mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b. ensuring that no one except the eVoting Service Provider, the clerk of The **Township of North Glengarry**, or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
 - c. providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 22, 2018, at 8:00 p.m..
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - a. checking the wording of the script;
 - b. checking the Voter Help Centre telephones and internet access;
 - c. checking Script and input timing;
 - d. attempting to use a PIN more than once;
 - e. balancing a predetermined number of votes with those cast;
 - f. matching PINs to names and addresses;
 - g. checking the system which is used for activating PINs; and
 - h. deliberately entering the wrong information.

3. All certified candidates are to provide to the clerk the proper pronunciation of their name, in English and, in French if applicable, no later than August 2, 2018.

12. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although The **Township of North Glengarry** will be using an alternative voting method, being Telephone/Internet **or Paper Ballot** Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the Municipal Elections Act continues by stating:

“A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she

- a. votes without being entitled to do so;
- b. votes more times than this Act allows;
- c. votes in a voting place in which he or she is not entitled to vote;
- d. induces or procures a person to vote when that person is not entitled to do so;
- e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- g. before or during an election, publishes a false statement of a candidates withdrawal;
- h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- i. without authority, supplies a ballot to anyone;
- j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- k. takes a ballot away from the voting place;

- l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
- 4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
- 5. In addition, under the provisions of Section 90 of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.
- 6. Although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- 7. As such, the Municipal Clerk of The **Township of North Glengarry** in this alternative form of voting, has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the clerk, will be submitted to the local detachment of the Ontario Provincial Police;

- c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
- d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e. THE clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since The **Township of North Glengarry** will be using an alternative voting method, that being Telephone/Internet **or Paper Ballot** Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal Clerk of The **Township of North Glengarry** in this alternative form of voting has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
 - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - e. THE clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

14. RESULTS

1. The **Township of North Glengarry** shall keep its public **internet/telephone and Paper Ballot** voting open until **8:00 p.m. on October 22, 2018** and its Voter Help Centre(s) (not polling locations) access opened until the clerk confirms that all eligible voters in the Voter Help Centre(s) at **8:00 p.m. on October 22, 2018** have completed voting.
2. The clerk of The **Township of North Glengarry**, at **8:01 p.m. on October 22, 2018**, providing that all eligible electors within the Voter Help Centre(s) have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate by **ward and school support**, and polling subdivisions shall be available at **11 a.m. on October 23, 2018** at the Municipal Administration Office located at **90 Main St S., Alexandria, On**
3. The Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. at Election Headquarters located at the Municipal Administration Office located at **90 Main St South, Alexandria, On**.
4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act, 1996 concerning “Recount”, the Clerk shall on **or before 3:00 p.m. on November 6, 2018** at the Municipal Administration Office located **90 Main St South, Alexandria, On**;
 - i. declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
 - ii. declare the result of any vote on a by-law or question.
5. The “Official Results” of each candidate by **ward**, shall be available at the **90 Main St South, Alexandria, On**, as soon as possible after Voting Day. Also, the clerk shall post the “Official” results on the Municipality’s website.

15. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the clerk of The **Township of North Glengarry** shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the clerk's declaration of the results of the election, and therefore the recount shall occur on or before **3:00 p.m. November 6, 2018** at the Municipal Administration Office located at **90 Main St South, Alexandria, On K0C 1A0**.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
 - i. the clerk and any other election official appointed by the clerk for the recount procedure including the Municipal lawyer;
 - ii. every certified candidate for the office;
 - iii. the lawyer for each of the candidate(s); and
 - iv. only one (1) scrutineer for each of the candidate(s).
4. Within 15 days after the declaration of the election results, the clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by **ward, and** polling subdivisions. The eVoting Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
5. The clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being as follows:

"If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot".

6. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - a. The clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
 - b. The clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by the all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the clerk shall determine the box to be used for this process.
7. Upon completion of this process, the clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
8. The Municipal lawyer shall hand directly to the clerk the selected and required number of papers and the clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.

9. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

16. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the Municipal Election Act, 1996.

17. EMERGENCIES

Pursuant to the Municipal Elections Act, 1996, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the clerk/returning officer or assistant returning officer which prevents her/him from conducting the election pursuant to the Municipal Elections Act.

In the event of an emergency, the clerk/returning officer shall advertise on radio and television stations if possible, and post notices to the extent possible, that the election has been delayed.

In the event of an emergency, the eVoting Service Provider under direction from the clerk/returning officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

In the event the clerk/returning officer or assistant returning officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

18. ACCESSIBILITY

The clerk shall have regard for the needs of candidates and electors with disabilities.

The clerk shall ensure the Voter Help Centre(s) is accessible to candidates and electors with disabilities.

The clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

Election officials will be available for assistance during the Voting Period and on Voting Day.

The **Township of North Glengarry** has an Accessibility Policy. The Municipal Election for **Township of North Glengarry** will be conducted with having regard to the policies as established.

19. AMENDMENTS TO PROCEDURES

The clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

20. ATTACHMENTS – FORMS

The following forms have been approved for use by **Township of North Glengarry** for the election process:

| Form # | Name of Form | Section |
|---------|---|---------------|
| EL07 | List of Certified Candidates | (S.11(4) 2) |
| EL08 | Certificate of Election Results | (S.11(4) 3) |
| EL09 | Final Summary of Election Results | (S.11(4) 4) |
| EL10 | Appointment and Oath of DRO | (S.15(1)) |
| EL11 | Appointment and oath of an Election Official | (S.15(2)) |
| EL12(A) | Appointment of Scrutineer by Candidate | (S.16(1)) |
| EL12(B) | Oral Oath of Secrecy | |
| EL14 | Candidate's Declaration-Proper Use of Voters' List | (S.23(5)) |
| EL15 | Application to Amend Voters' List | (S.24) |
| EL16 | Application for Removal of Another's Name from the Voters' List | (S.25) |
| EL17 | Notice of Nomination for Office | (S.32) |
| EL18(A) | Declaration of a Qualified Candidate – Municipal | (S.35(2)) |
| EL18(B) | Declaration of a Qualified Candidate - School Trustee | |
| EL19 | Withdrawal of Nomination | (S.36) |
| EL20 | Declaration of Acclamation to Office | (S.37(1)) |
| EL21 | Notice of Death of Candidate | (S.39(A)) |
| EL22 | Certificate on Voters' List | (S.28(1)) |
| EL10 | FOI Freedom of Information Release | |
| EL24 | Sample Notice of Election Information (For Newspaper Ad) | (S.40) |
| EL25(A) | Certificate and Receipt for Ballots | (S.41(1)) |
| EL26 | Oath of Qualification | (S. 52(1) 3) |
| EL27 | Oral Oath of Friend or Interpreter | |
| EL 27A | Oath of Elector Requesting Assistance of a Friend | |
| EL29(A) | Voting Instructions | (S.52(3),(4)) |
| EL29(B) | Voter Instructions and Sample Ballot | |
| EL30 | List of Objections to Vote Count | (S.54(4)) |
| EL31(A) | Statement of Election Results (Deputy Returning Officer) | (S.55(1) A) |
| EL32 | Declaration of Election Candidate | (S.55(4) A) |
| EL34 | Statutory Provisions Regulating Voting Procedures | (S.48, 49) |
| EL35 | Notice of Offence, Notice of Corrupt Practice | (S.89) |
| EL36 | Disclaimer to Right to Office | (S.84(1)-(3)) |
| EL37 | Certificate of Maximum Campaign Expenses | (S.76(7)) |
| EL38 | Witness Statements as to Destruction of Ballots | (S. 88(2)) |
| EL39 | Notice of Recount | (S.56 - 58) |
| EL40 | Recount Results | (S.62(1)) |

| | | |
|------|--|-----------|
| EL41 | Declaration of Recount Results | (S.62(4)) |
| EL42 | Notice to Candidate of Filing Requirements | (S.78(6)) |
| EL43 | Notice of Default | (S.80(3)) |
| EL46 | Ballots Account | |
| EL47 | Election Official Application | |
| EL48 | Refund of Nomination Fee | |

Additional forms have been prepared for the 2018 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the Municipal Elections Act, 1996, S. O. 1996.

Section 7

COMMUNITY SERVICES

DEPARTMENT

Anne Leduc

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive the staff report requesting the closure of Mill Square Street for the WOW Vernissage; and

That the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 11 am to 6 pm on September 15th, 2018 for this event.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 7 Item a

7(a)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: January 8, 2018
To: Council
From: Anne Leduc, Director of Community Services



Approved: Steven Potter, Interim CAO

Re: Request for Mill Square Street Closure for WOW Vernissage

BACKGROUND:

The Glengarry Artists Collective will be hosting a one day Windows On Our World 2018 (WOW2018) Vernissage in Mill Square in Alexandria on September 15th, 2018, during which local art will be displayed, music played, and food made available.

The Glengarry Artists Collective is requesting that Mill Square Street access from Main Street be closed from 11 am to 6 pm. The exit north onto County Road 43 will remain open.

This family-friendly Vernissage will take place from 12 (noon) to 5 pm but extending the street closure hours will allow for safe set-up and break-down of the event.

The Glengarry Artists Collective were successful in obtaining a \$3,000 through the Township of North Glengarry's Community Grant Program for an expansion of its 2017 project.

FINANCIAL IMPACT

None

RECOMMENDATION:

THAT the Council of the Township of North Glengarry receives the Staff Report requesting the closure of Mill Square Street for the WOW Vernissage; and

THAT the Council of the Township of North Glengarry authorizes the closure of Mill Square Street in Alexandria from 11 am to 6 pm on September 15th, 2018 for this event.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive the staff report on the Pre-approved Glengarry Sports Palace Budget Capital Expenditure for 2018; and

THAT Council approves the sole sourcing of this expenditure and that it be included in the Glengarry Sports Palace 2018 Capital Budget.

| | | |
|----------------|-----------------|-----------------|
| Carried | Defeated | Deferred |
| _____ | _____ | _____ |

MAYOR / DEPUTY MAYOR

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

Section 7 Item b

7(b)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: January 8, 2018
To: Council
From: Anne Leduc, Director of Community Services



Approved: Steven Potter, CAO/Clerk

Re: Pre-approved Glengarry Sports Palace Budget Capital Expenditure for 2018

BACKGROUND

On December 28, 2017, during a routine inspection of the Glengarry Sports Palace's refrigeration plan, Mr. Richard Wylie, the facility's Lead Hand, noticed an ammonia leak as well as an issue with the older of our two compressors nearing 30 years in age. Our maintenance contractor CIMCO was called in and the inspection revealed that the crank seal had failed on the compressor. This is the same compressor that was scheduled for replacement in 2018. In order to replace the seal, we were looking at a minimum of 8 hours of labour, truck charges plus \$1,500 in parts which would total near \$4,000 (plus HST).

We requested a quote from CIMCO for the replacement of the compressor instead of investing in a unit that is well past its lifecycle. Our CIMCO Account Manager, Rich Welner, advised that a compressor could be on site on January 3rd or 4th and that the purchase of the compressor, delivery and labour charges for the installation would near \$20,000. We were able to function with one compressor given the light ice rental schedule over the holidays. The work on the compressor did not impact our ice rentals on January 3rd or 4th and the extremely cold weather was also working in our favour. The compressor is hooked up to our existing controls for the time being and the electronic control panel would be purchased and replaced after our ice season is done since this requires a full shut-down of our operations.

This compressor was part of our 2018 Capital Budget ask which was reviewed by the Glengarry Sports Palace Board at its November 2017 meeting.

As per Section 3 of the Township's Procurement By-law No. 06-2014 (see below), Council may elect to sole source this work.

3. Notwithstanding section 1(c) and 1(d) of the Purchasing Protocol, the requirement for competitive bid submissions via a public sealed tender or RFP process for goods and services may be waived by Council in circumstances it deems to be in the best interests of the Township, or, without limitation, to those items listed below:
 - a. Purchases for services that have been awarded to a firm on an on-going basis when clearly identified in the budget.
 - b. Purchase of replacement parts where the original equipment manufacturer is the sole provider of the equipment.
 - c. Sole source supply.

FINANCIAL IMPACT

This item would be a pre-approved capital expenditure included in the Glengarry Sports Palace's 2018 Capital Budget.

SUPPORTING DOCUMENTATION

N/A

RECOMMENDATION:

THAT Council receives the Staff Report on the Pre-approved Glengarry Sports Palace Budget Capital Expenditure for 2018; and

THAT Council approves the sole sourcing of this expenditure and that it be included in the Glengarry Sports Palace 2018 Capital Budget.

Section 8

TREASURY DEPARTMENT

Sarah Huskinson

Section 9

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

Gerry Murphy

Section 10

FIRE DEPARTMENT

Patrick Gauthier

Section 11

PUBLIC WORKS

DEPARTMENT

Ryan Morton

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

Moved BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry deny the request for a new rate class for this particular multi-residential property;

AND FURTHER, that staff are directed to respond to the property owners informing them that their request is respectfully denied.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

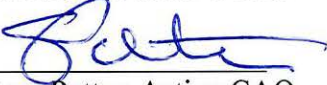
NEA

Section 11 Item a

TOWNSHIP OF NORTH GLENGARRY**STAFF REPORT**

Date: January 03, 2018

To: Council

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


Steve Potter, Acting CAO

Re: 107 Main St. - Water Billing

BACKGROUND:

This report is being provided to Council in order to receive direction from Council with respect to a water billing matter forwarded by the Public Works Committee.

The owners of 107 Main St. have requested a consolidation of water billing for their 4 unit apartment building. The request is due to their residence being designated "low-income" by CMHC and how much they can charge to their tenants.

The owner's long term concern is that the water billing is not sustainable.

DISCUSSION:

The owners presented their request for a consolidated water bill to staff in writing on August 15th, 2017. Staff indicated at that time that regardless of their situation, the Township was not responsible for ensuring a private venture's success. In addition, the Township did not have a say in the agreement that was signed between the owners and CMHC, therefore the Township cannot be responsible for making any accommodations.

Subsequently, the Mayor held a meeting with the owners and the Director of Public Works on October 20th to discuss the matter. It was decided at that meeting that the property owner should present their request to the Public Works Committee.

On November 20th, the Public Works Committee heard the owner's request for a billing adjustment. It was decided at that time that staff should review the existing billing structure to determine if there was already a special rate structure for multi-res properties. Further, staff were to report that review to Council.

As a result of consultation with the Finance Department, it was confirmed that no special rate structure exists and furthermore that these requests have always been handled the same way. Each multi-res unit pays a base charge for each unit and their consumption is charged thereafter based on usage.

The finance department was unable to indicate how many multi-residential units the Township has since there has never been a multi-residential charge in the system.

If a special rate class was assigned to this multi-residential building, Council would have to direct staff to manually review all of the other accounts to determine the effects of the reduction in rates. The other concern with this approach is that any revenue losses would have to be passed on to our existing regular rate users and commercial charges.

Financial:

The actual revenue affects are unknown at this time, however they can be obtained by manually going through the system addresses.

If Council wishes to entertain an entirely new rate class, staff can begin this process.

Recommendation:

THAT, the Council of the Township of North Glengarry deny the request for a new rate class for this particular multi-residential property;

AND FURTHER, that staff are directed to respond to the property owners informing them that their request is respectfully denied.

Consultations:

Dan Gagnon, CAO (former)
Dean McDonald, Environmental Services Manager
Public Works Committee
Finance Dept.

Attachments:

- 1) Property owner's letter

Ryan Morton

From: [REDACTED]
Sent: August-15-17 12:59 PM
To: Ryan Morton
Subject: 107 Main St. Water Bill

Hello Ryan, I've been provided your name by Sylvie at the Township of North Glengarry office.

I'm writing today requesting removal of 3 of 4 water meters at 107 Main St. Alexandria, at my expense, with the end result of creating one water invoice for the property. Please confirm what is required on my part to accomplish this.

This is a home containing 4 apartments. The apartments are formally designated as 'low-income housing' and recognized as such by CMHC. The apartments are subject to Core Need Income Thresholds (CNITs) as established by CMHC. As property owner I am responsible for the utility invoices and CMHC places limits on how much rent can be charged.

In examining our water bills, it appears as though the number of meters is creating 4 separate invoices each having separate 'basic fees' accounting for the majority of our costs. On average we spend \$4,400 per year on water bills at this address. This home is approximately 2,000 square feet. By comparison, my primary residence in the Ottawa area is larger and costs approximately \$690 per year in total water invoicing.

The office in Glengarry is unable to grant our request and suggested I speak with you.

As the home is designated 'low-income', these water costs are no longer sustainable. I'm certain the town appreciates having available low-income housing available to accommodate those who require it. Given the circumstances we'll escalate to the MP and further if required, however it seems this is best addressed at the local level. The costs for water at this property are simply not reasonable.

Please confirm that something can be done that assists us with this request. I'd appreciate your insight and thank you for your assistance with this.

[REDACTED]

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

THAT, the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter into an agreement with Sewertech in the amount of \$83,952 inclusive of the municipal HST.

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders of change of scope of the project in order to prevent delays or claims against the Township.

| | | |
|----------------|-----------------|-----------------|
| Carried | Defeated | Deferred |
| _____ | _____ | _____ |

MAYOR / DEPUTY MAYOR

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

Section 11 Item b

11(b)


TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: January 08, 2018

To: Council

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



Steve Potter, CAO

Re: Sewer Lining Tender

Discussion:

This report is being provided to Council in order to award a sewer lining and maintenance contract to Sewertech.

Staff issued a tender for sewer lining and maintenance services as budgeted in the 2017 capital budget. This item is part of the Township's ongoing sanitary sewer maintenance program which continues to address structural issues within the system along with inflow and infiltration.

The Environmental Services Manager issued the tender such that the highest priority items are dealt with first and foremost. The methodology used to determine these priorities is based on a visual review of the CCTV inspection work that has been done over the past several years. The information was compiled by staff and incorporated in to the Township's GIS system. Each segment of pipe was graded and those with a grading of 4 and 5 were to be addressed as priority.

While the budget for the work does not match the tender results, staff ensured that the list could be trimmed down to meet the budget criteria. In addition, the rest of the work could be done at the same time using the 2018 funds if approved in the budget and under the same contract.

Financial:

Budget:

2017 - \$83,952

2018 - \$75,000

Total - \$158,952

Results:

Eyeview Services - \$169,900 (excl. HST)

Sewertech - \$147,790 (excl. HST)

Staff would spend an upset limit of \$83,952 and either retender the 2018 budget work or receive authorization from council to proceed with the 2018 work under this contract.

Since the tender was issued and pricing was obtained in its entirety, a secondary tender for the remaining work would not necessarily. Nor would it be fair and equitable to those providing pricing.

Recommendation:

THAT, the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter in to an agreement with Sewertech in the amount of \$83,952 inclusive of the municipal HST;

AND FURTHER, that staff are authorized to award the remainder of the contract upon approval of the item in the 2018 budget;

AND FURTHER, that the Director of Public Works is authorized to issue any and all change orders or change the scope of the project in order to prevent delays or claims against the Township.

Consultations:

Steve Potter, Acting CAO

Dean McDonald, Environmental Services Manager

Sarah Huskinson, Deputy Treasurer

Attachments:

N/A

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive the staff report on the Maxville Water – Work Approved; and

That the Council of the Township of North Glengarry receive and file this report.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 11 Item c

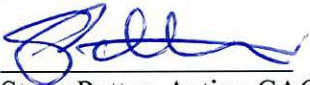
11(c)

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: January 08, 2018

To: Council

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


Steve Potter, Acting CAO

Re: Maxville Water - Work Approved

BACKGROUND:

This report is being provided to Council in order to provide an update on time sensitive work that required immediate approval.

Due to the nature of the process in how the Maxville Water Project has unfolded, much of the work required to be done has been approved on the fly by staff. In order to provide accountability and transparency, staff is providing this summary to Council.

This work is overseen by EVB and their engineering contract. All work was reviewed and approved by the former CAO, Dan Gagnon.

Reinstatement Plan

Staff was asked to prepare a reinstatement plan in order to maximize the funding available and also to ensure that the work is done efficiently and effectively. The County also wanted to take advantage of the project and incorporate some reconstruction. In order to do this, the storm sewers within Maxville had to be CCTV'd in their entirety which includes some flushing. The purpose of this activity is to assess the condition of the infrastructure and determine what will need replaced or addressed during construction.

Staff hired Hydrocam to perform the inspection work as they were the most readily available to complete everything required. The conditional costs are related to flushing if a particular main is

full of debris such that the camera cannot navigate the pipe. Staff do not expect to see a lot of conditional costs. These costs are funding eligible as they are engineering related. This project is ongoing.

Cost: \$22,603
Conditional Costs: \$15,324

Geotechnical

In order to assess the engineering requirements of the route approved by Council, geotechnical work had to be awarded to proceed with the preliminary design of the transmission main to issue for RFP. Multiple prices were obtained and the work was awarded to the lowest bidder.

- | | |
|--------------------------|-------------|
| 1. Paterson Group | \$57,400.00 |
| 2. Lascelles Engineering | \$66,310.00 |
| 3. WSP (if rock coring) | \$86,550.00 |
| (without rock coring) | \$73,350.00 |
| 4. GEMTEC | \$99,000.00 |

Staff approved that the work be awarded to the Paterson Group in the amount of \$57,400 excluding HST. The work is funding eligible and is complete.

Basemapping

In order to prepare the preliminary design for the transmission main to go out for proposals, staff had to award basemapping work prior to snowfall. The route had to be flown by plane and using aerial data obtained from the flight, the basemapping and survey can be digitized and produced later.

Cost: \$20,387

This work is funding eligible and is partially complete. The aerial work is 100% finished and the digitized information will be received by staff in April.

Financial:

Indicated above

Recommendation:

THAT, the Council of the Township of North Glengarry receive and file this report.

Consultations:

Dan Gagnon, CAO (former)
Dean McDonald, Environmental Services Manager
Roch Lajoie, Roads Manager

Attachments:

N/A

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

2 Options:

_____ THAT the Council of the Township of North Glengarry directs staff to proceed with the Preliminary design option and proceed to RFP for the detailed design of the transmission main.

OR

_____ THAT the Council of the Township of North Glengarry authorizes staff to include the detailed design of the transmission main in EVB Engineering's contract by way of change order or scope change;

AND FURTHER, that the Director of Public Works is authorized to execute the change order or change of scope document to an upset limit of \$230,000 excluding HST.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 11 Item d

11 (cl)

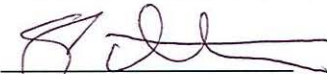
TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

Date: January 08, 2018

To: Council

From:

Ryan C. Morton MPM, CIPM
Director of Public Works


Steve Potter, Acting CAO

Re: Transmission Main Detailed Design

BACKGROUND:

This report is being provided to Council in order to receive direction on the detailed design of the transmission main connecting Alexandria to Maxville.

EVB has submitted a proposal to staff to eliminate the preliminary transmission main design work and proceed with the detailed design instead. While the preliminary design work is minor in nature and cost, it delays the detailed design work by approximately 8 weeks.

Council has a couple of options at hand:

- 1) Proceed with the preliminary design work with the intention of issuing an RFP for detailed design services.
 - This option would delay the award of the detailed design work by about 8 weeks from now (March 2018).
 - Staff estimate that the detailed design would take 3-4 months (July 2018).
 - Given that late in the year, the transmission main completion deadline of December 2019 is quite aggressive.
 - This option conforms with the Township's procurement policy.

2) Source the detailed design direction to EVB.

- This option would see the detailed design completed by approximately (May 2019).
 - Potentially be in time to tender and be less aggressive regarding the deadline.
- This option would cost less than \$230,000. However, council would not have any other proposals to compare this cost to.
- This option conforms with the procurement policy as well under section 3 (g);
 - “the requirement for competitive bid submissions via a public sealed tender or RFP process for goods and services may be waived by Council in circumstances it deems to be in the best interests of the Township and the procurement may be done by Negotiation Method.....”
- This particular item would be considered an extension of an existing contract that would be more cost effective or beneficial to the Township and is covered within the policy under section 3, item (g).

Financial:

Expected Cost: Less than \$230,000

In either circumstance, council needs to identify and weigh the benefit to the Township in order to make this decision.

Recommendation:

2 Options;

1)
THAT the Council of the Township of North Glengarry directs staff to proceed with the preliminary design option and proceed to RFP for the detailed design of the transmission main.

2)
THAT the Council of the Township of North Glengarry authorizes staff to include the detailed design of the transmission main in EVB Engineering’s contract by way of change order or scope change;

AND FURTHER, that the Director of Public Works is authorized to execute the change order or change of scope document to an upset limit of \$230,000 excluding HST.

.Consultations:

Steve Potter, Acting CAO
Sarah Huskinson, Deputy Treasurer

Attachments:

N/A

Section 12

CORRESPONDENCE

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

Proclamation February 2018

WHEREAS Heart disease or stroke takes a Canadian life every 7 minutes.

AND WHEREAS Heart & Stroke’s mission is to prevent disease, save lives and promote recovery. As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day.

AND WHEREAS February is Heart Month in Canada, during which Heart & Stroke Canvassing Campaign takes place, to support on-going heart disease and stroke life-saving research, health promotion and advocacy;

AND WHEREAS we applaud and commend the thousands of volunteers, staff and researchers of Heart & Stroke for their dedication and commitment and wish them continued success;

I, THEREFORE proclaim that the month of February be observed as “Heart Month” in the Township of North Glengarry. I further urge all citizens to open their heart to Heart & Stroke Canvassing Campaign, and all civic, social organizations and business establishments to give this campaign the greatest possible support.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 12 Item a



12(a)

December 13 2017

Re: Proclamation of Heart Month



Dear Mr. or Mrs. Mayor,

Every February Heart & Stroke celebrates Heart Month by holding its Canvassing Campaign. During this month, we rely on more than 90,000 passionate Canadians to selflessly brave the cold and give their time by canvassing local neighbourhoods to collect donations to help us further our mission - prevent disease, save lives and promote recovery.

Since our founding in 1952, Heart & Stroke funded research has been the engine driving relentless progress in heart disease and stroke prevention and care across Canada. Over the past six decades, the generosity of our donors has enabled us to invest almost \$1.4 billion into life-saving research – research that has revolutionized the prevention and treatment of heart disease and stroke. The impact of these advances has been extraordinary and largely led to a 75 per cent reduction in the rate of death from heart disease and stroke. Despite that remarkable progress, the Foundation's work is more urgent than ever, because heart disease and stroke still takes one life every seven minutes in Canada.

As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day.

February is recognized as Heart Month in Canada and the Heart & Stroke Foundation Cornwall Area office **respectfully requests your proclamation of February 2018 as Heart Month in your City and/or Community**.

I would be grateful to receive notification of approval of this proclamation. To this end, I have enclosed a draft 'Proclamation' for your reference.

If I may provide any additional information, please contact me at your convenience. I can be reached at **613-938-8933** or by email at **ashley.manwell@heartandstroke.ca**

Sincerely Grateful,

Ashley Manwell, Area Program Administrator
Heart Month Canvassing Campaign



12(b)



Preserving our past.
Enriching our future.

December 13, 2017

Mr. Dan Gagnon, CAO
Township of North Glengarry,
90 Main Street South,
Alexandria, ON K0C1A0

Subject: Core Funding Grant 2017 the Glengarry Pioneer Museum

Dear Dan:

Now that the 55th season of the Glengarry Pioneer Museum has completed, we are writing to thank Council for its financial support again this year.

As usual, 2017 was filled with events at the Museum. We started the year off with a very successful '1867 Confederation Gala' in April celebrating Canada's 150th. Throughout the summer season, we had our usual events including the Historical Driving Tour, the Harvest Festival, and the 1812 Re-enactment. We held our 2nd annual Smith-in, a weekend dedicated to iron works and our local blacksmiths, and 'What's It Worth day' returned showcasing private collections and providing the public with an opportunity to receive evaluations on family heirlooms.

New in 2017 was a unique evening of classical music titled 'Music Under the Stars'. We held a special Canada 150 lecture on Opening weekend on Confederation followed by an impressive Victorian Tea under the Pavilion. In September, we hosted our fifth 1812 Education Day with about 200 students from area schools in both Glengarry and Prescott Russell participating.

Of course, our permanent collection was on display in our heritage buildings. Our temporary exhibitions included a special Canada 150 exhibit featuring Confederation in the Orange Hall and a special wood tools and trade exhibit in the Roxborough Hall.

As heritage buildings of 150+ years, there is always ongoing maintenance work to ensure that they are maintained. Two work parties of volunteers were able to accomplish a large number of repairs and improvements to the facilities in both the spring cleanup and the fall closing weekends.

THE GLENGARRY PIONEER MUSEUM (2013)**2017 Profit and Loss Statement**

January to November 2017

| | |
|--------------------------------|------------------|
| Revenue | |
| North Glengarry Council | 15,000 |
| Community Museums of Ontario | 14,537 |
| Student Employment Grants | 16,514 |
| Events | 50,428 |
| Admissions | 1,732 |
| Donations | 29,426 |
| Memberships | 2,105 |
| Gift Shop | 3,204 |
| 2014 deferred donations | - |
| Miscellaneous | 2,679 |
| Total Revenue | \$135,625 |
| | |
| Expenses | |
| Administration | 1,653 |
| Events | 21,900 |
| Salaries & Benefits | 60,565 |
| Utilities | 4,828 |
| Maintenance | 4,226 |
| Advertising | 2,281 |
| Education/Collections/Exhibits | 1,353 |
| Professional Fees | 2,957 |
| Gift Shop | 2,268 |
| Miscellaneous | 460 |
| Total Expenses | \$102,491 |
| | |
| Net Profit | \$ 33,134 |
| | |

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: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

Proceed "In Camera" Session,

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

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

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

And adopt the minutes of the Municipal Council "In Camera" session meeting of December 11, 2017.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 16 Item a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting December 11, 2017 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 16 Item b

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That we return to the Regular Meeting of Council at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 16 Item c

Section 17

CONFIRMING BY-LAW

CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 01-2018; and

That Council adopt by-law 01-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 01-2018 be read a first, second, third time and enacted in Open Council this 8th day of January, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

YEA

NEA

Section 17 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 01-2018
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 January 8, 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 8th day of January 2018.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 01-2018, duly adopted by the Council of the Township of North Glengarry on the 8th day of January, 2018.

Date Certified

CAO/Clerk / Deputy Clerk

Section 18

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 8, 2018

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Jamie MacDonald

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Carma Williams

Mayor: Chris McDonell

Section 18