

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Committee of the Whole Meeting

Wednesday May 22, 2019 at 3:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0

### Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions (Carma))
4. DELEGATION(S)

a) MPAC – Joyce Gravelle

5. STAFF REPORTS

#### **CAO/Clerk's Department**

a) CAO/Clerk 2019 Workplan (Brenda)

#### **Community Services Department**

b) Community Services 2019 Workplan (Jeff)

#### **Treasury Department**

c) Supplemental Unemployment Benefit Plan (SUB) (Michel)

d) Treasury 2019 Workplan (Johanne)

#### **Planning/Building & By-law Enforcement Department**

e) By-law 18-2019 –Poundkeeper (Carma)

f) By-law 19-2019 – Clean Yard by-law (Jacques)

g) Planning/Building & By-law Enforcement 2019 Workplan (Brenda)

#### **Fire Department**

h) Fire 2019 Workplan (Jeff)

#### **Public Works Department**

i) Public Works 2019 Workplan (Michel)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

June 19, 2019 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT (Jacques)

# **Section 1**

**CALL TO ORDER**



## **Section 2**

**DECLARATIONS OF**

**PECUNIARY**

**INTEREST**



## **Section 3**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday May 22, 2019.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 3**



# **Section 4**

## **DELEGATIONS**

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# Understanding MPAC and our role in the Property Assessment and Taxation System

Joyce Gravelle, Account Manager

North Glengarry

May 22, 2019



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS





We are assessment experts who live and work in your communities.





# Property Assessment in Ontario



# Ontario's Assessment System

There are several main components in Ontario's property assessment and taxation system. Each plays an important role:



## THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION

determines Current Value Assessments and classifications for all properties in Ontario.



## THE PROVINCIAL GOVERNMENT

passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board.



## THE ONTARIO PROPERTY TAXPAYER

Municipalities use the assessed values we provide to inform their decisions about the property taxes we all pay for important services.



## MUNICIPALITIES

determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services using the assessed value.\*

**These services may include:**



Police and fire protection



Roads, sidewalks and public transit



Waste management

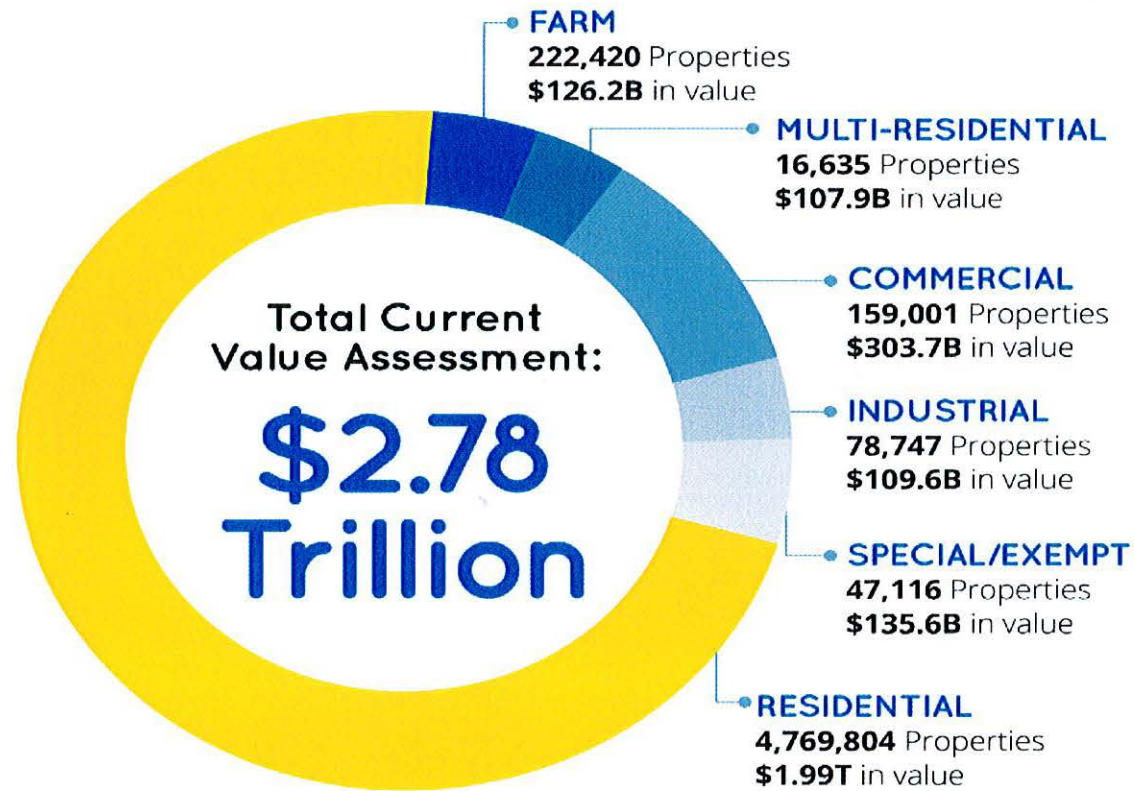


Municipal parks and recreational facilities



School boards  
Education taxes are also collected for school boards.

# 2018 Assessment Roll





# Ontario's 4-Year Cycle





## Phase-in Program for Increases Only

Your property's value on **January 1, 2016:** **\$345,000**

Your property's value on **January 1, 2019:** **\$375,000**

Over this four-year period,  
your property value changed by: **\$30,000**

**Assuming property characteristics stay the same,  
the property assessment will increase by \$7,500 each year**

**2021**  
**\$352,500** ▶ **2022**  
**\$360,000** ▶ **2023**  
**\$367,500** ▶ **2024**  
**\$375,000**





About **My** Property.ca



**MUNICIPAL**  
**CONNECT™**

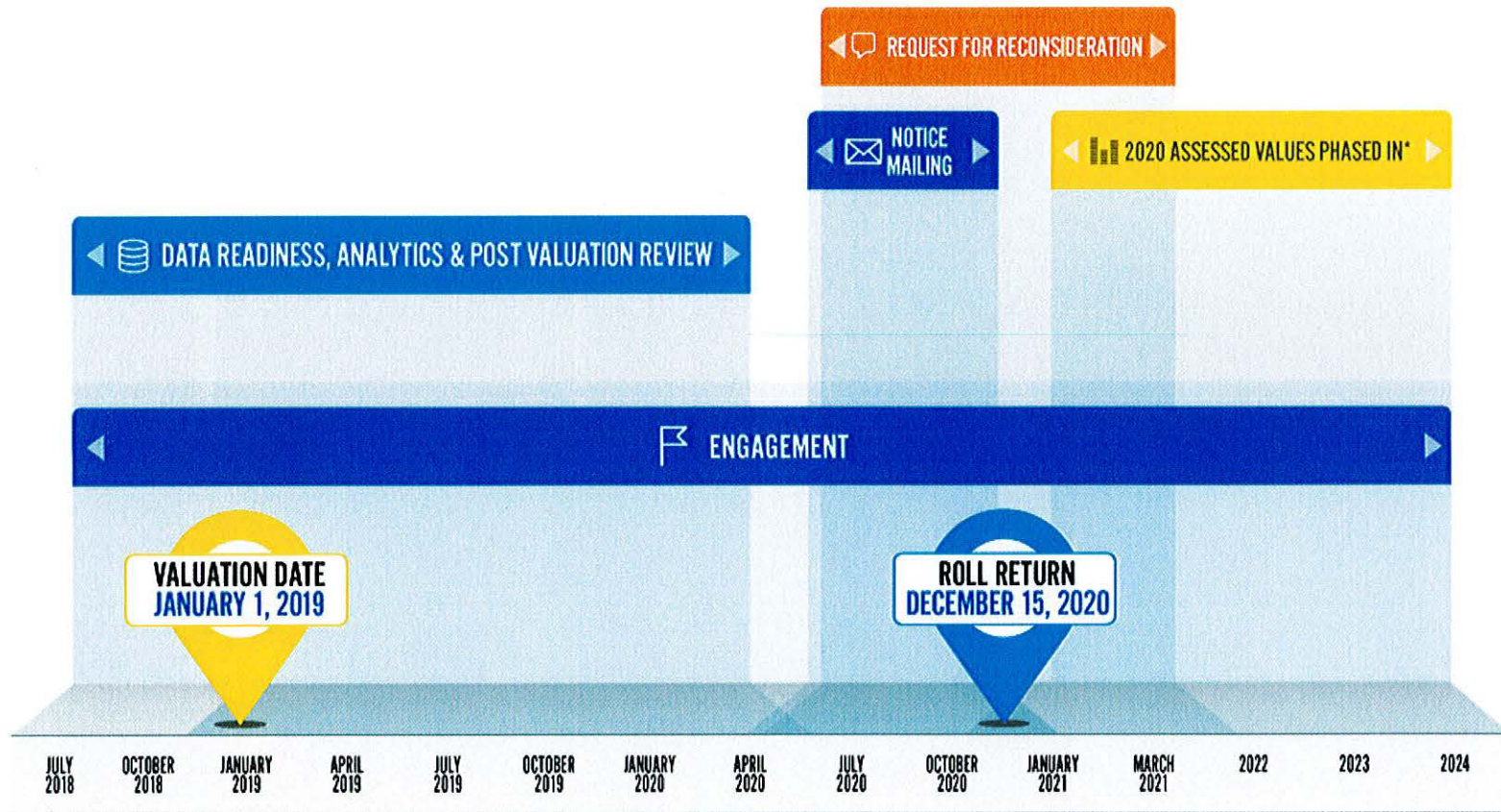




# The Road to Ontario's Next Assessment



# Assessment Roadmap



\*Assessment increases are **phased in equally over four years**. Decreases are **applied immediately**.





2018  
YEAR-END  
ASSESSMENT  
REPORT  
FOR THE 2019  
TAX YEAR

AS OF DECEMBER 2018



# **Section 5**

## **STAFF REPORTS**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. AD-2019-11 – CAO/Clerk 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Johanne Wensink

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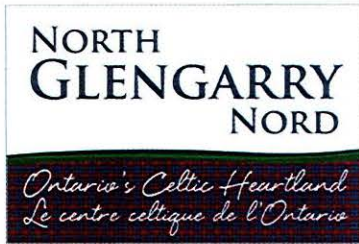
**Mayor:** Jamie MacDonald

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**Section 5 (a)**





## STAFF REPORT TO COUNCIL

Report No: AD-2019-11

May 22, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2019 Workplan – May Update

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### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-11.

### Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done. The community consultation portion of the Strategic Plan is complete. Staff met to discuss the community consultation results and Council priorities from the strategic planning session. A report will be coming to Council in June with the draft plan.

The training on the meeting management software has begun. Jena, Lise and I are setting up the templates, and training will be forthcoming for both Council and Staff.

A Wellness Committee made up of various staff will be formed in the coming weeks and will have the mandate to improve the health, both physically and mentally, of the staff at North Glengarry. The Wellness Plan will include education (in the form of workshops and newsletters), a wellness challenge, and also information provided to all staff on the current programs offered through Green Shield and our EAP.

In conjunction with the Archives moving, Staff will be working on the records management policy and a records management project, to ensure we are retaining the documents long enough and purging those we do not need to retain.

Details and timelines are attached for Council's review for the remainder of the work to be done in the CAO/Clerk's Department.

### Alternatives:

None.



**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

None.



Sarah Huskinson  
Chief Administrative Officer/ Clerk



| CAO/Clerks Department Tasks |  | Deliverable       | Involvement    | 2019        |             |           |           | 2020 | Progress                        |
|-----------------------------|--|-------------------|----------------|-------------|-------------|-----------|-----------|------|---------------------------------|
|                             |  |                   |                | Q1          | Q2          | Q3        | Q4        |      |                                 |
| Strat Plan                  |  |                   |                |             |             |           |           |      |                                 |
|                             |  |                   |                |             |             |           |           |      |                                 |
|                             |  |                   |                |             |             |           |           |      |                                 |
|                             |  |                   |                |             |             |           |           |      |                                 |
| Policies                    | Code of Conduct for Council              | Report to Council | SH, Council    | Preparation | Execution   |           |           |      |                                 |
|                             | Communications Plan                      | Internal Document | SMT            | Preparation |             |           |           |      |                                 |
|                             | Complaints Protocol Policy               | Internal Document | SH, Council    |             | Preparation | Execution |           |      |                                 |
|                             | Council Staff Relations Policy           | Report to Council | SMT, Council   |             | Preparation | Execution |           |      |                                 |
|                             | Delegation of Authority By-Law           | Report to Council | SH, LL         |             | Preparation | Execution |           |      |                                 |
|                             | HR Policy                                | Report to Council | SMT            | Preparation | Execution   |           |           |      |                                 |
|                             | Records Management Policy                | Report to Council | SH, LL         |             | Preparation | Execution |           |      |                                 |
|                             | Workplan Violence and Harrassment Policy | Report to Council | SMT, Council   | Preparation | Execution   |           |           |      | Complete May 2019               |
| Other                       | Accountabilty and Transparency Policy    | Ongoing           | SH             | Execution   |             |           |           |      | Complete in March 2019          |
|                             | Appointment of Integrity Commissioner    | Report to Council | SH             |             | Execution   |           |           |      |                                 |
|                             | Customer Service Training                | Training          | All Staff      |             |             |           | Execution |      |                                 |
|                             | Emergency Management Training            | Training          | EMC            |             | Execution   |           |           |      |                                 |
|                             | E-Scribe Meeting Management              | Program           | SH, LL, JD     | Preparation | Execution   |           |           |      | Training has started            |
|                             | HR filing system                         | Internal Document | SH, JD         | Preparation |             |           |           |      |                                 |
|                             | Information Technology Replacement Plan  | Internal Document | SH, RE         |             | Preparation | Execution |           |      |                                 |
|                             | Investigation                            | Ongoing           | SH             | Preparation | Execution   |           |           |      |                                 |
|                             | Legal Matters                            | Ongoing           | SH             |             |             |           |           |      |                                 |
|                             | Review of Municipally Owned Land         | Internal Document | SMT            |             | Preparation | Execution |           |      |                                 |
|                             | Strategic Plan                           | Report to Council | Staff, Council | Preparation | Execution   |           |           |      | Community Consultation Complete |
|                             | Wellness Program                         | Program           | SH, JD         | Preparation | Execution   |           |           |      |                                 |

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-07  
– Director of Community Services 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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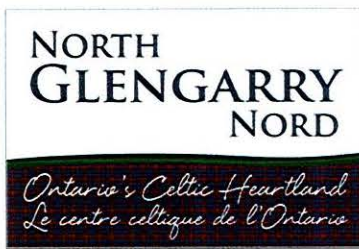
**Mayor:** Jamie MacDonald

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**Section 5 (b)**





## COMMITTEE OF THE WHOLE

### KEY INFORMATION REPORT

Report No: COTW CS-2019-07

May 22, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department

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

### ADMINISTRATION

**Canteens - 2018/2019 Season** – The tables below provide information on revenues and sales for the canteens at the Maxville & District Sports Complex and the Glengarry Sports Palace. Neither table contains year-end inventory as this is usually rolled over from year to year.

| Maxville & District Sports Centre |                  |                  |                  | Glengarry Sports Palace |                 |                  |                 |
|-----------------------------------|------------------|------------------|------------------|-------------------------|-----------------|------------------|-----------------|
|                                   | 2019             | 2018             | 2018             |                         | 2019            | 2018             | 2018            |
| REVENUES                          | to May           | to May           | Year             | REVENUES                | to May          | to May           | Year            |
| Sales                             | \$17,556         | \$14,708         | \$31,807         | Sales                   | \$19,068        | \$19,188         | \$42,508        |
| <b>EXPENSES</b>                   |                  |                  |                  | <b>EXPENSES</b>         |                 |                  |                 |
| Wages                             | \$14,448         | \$12,687         | \$22,658         | Wages                   | \$7,852         | \$11,200         | \$19,870        |
| Product                           | \$6,211          | \$5,511          | \$13,828         | Product                 | \$7,451         | \$9,315          | \$21,024        |
|                                   | <b>\$20,659</b>  | <b>\$18,198</b>  | <b>\$36,485</b>  |                         | <b>\$15,303</b> | <b>\$20,515</b>  | <b>\$40,894</b> |
| <b>NET</b>                        | <b>(\$3,103)</b> | <b>(\$3,490)</b> | <b>(\$4,679)</b> | <b>NET</b>              | <b>\$3,765</b>  | <b>(\$1,327)</b> | <b>\$1,614</b>  |

**CPJHL Glengarry Highlanders** – Arrears to this account date back to 2017/2018. Staff is pleased to report that of the \$7,448.81 owing (\$5,933.48 to the Glengarry Sports Palace and \$1,515.33 to the Maxville & District Sports Complex), \$6,502.00 was recovered for both facilities.

**Fireworks** – Contracts have been signed with BEM for the fireworks for Canada Day events in Apple Hill, Glen Robertson and Island Park and for December 1<sup>st</sup> following the Santa Claus Parade in Island Park.



**Geese Mitigation Program** – Staff has identified 4 nests to date. The geese have moved to areas that are less accessible but staff continues to monitor and oil the eggs nonetheless. Decoys will again be placed around the shore area and staff will again be letting a thin line of natural vegetation grow between the rocks near the parking lot and Derby Street with the hope to deter geese from coming ashore. Our permit expires as of December 2019.

Once this year's reporting is done, Staff will reapply for a 3-year permit with Environment Canada.

A press release regarding the Geese Mitigation Program and the removal of aquatic vegetation at Mill Pond was issued 2 weeks ago, posted to the Township's website and Facebook page, and forwarded to the press.

**Removal of Aquatic Vegetation at Mill Pond** – Activities are being coordinated with the Director of Public Works to ensure efficient removal of vegetation. The Township is required to notify the Department of Fisheries and Oceans 10 days prior to the start of the removal and to follow mitigation procedures to reduce harm to aquatic species.

## EVENTS AND ACTIVITIES

**Broomball** – Activities started in late April at the Glengarry Sports Palace and continue until the time that the ice is scheduled to be reinstated in mid-August.

**Canada Day** – The Alexandria Lions Club has once again taken the lead on the Alexandria Canada Day Parade and the celebration at Island Park. The organizing committee meets regularly.

**Community Living Zumba** – This program is now using the Glengarry Sports Palace as its base with classes on Friday mornings in the Community Hall. This is a flat fee rental.

**Flag Football** – 5 teams were registered for the Adult Flag Football on Sunday evenings at the Tim Hortons Dome. This program ran for 12 sessions for a total of 33 hours until the end of April. Revenues were at \$3539.82 (plus HST). Turf rentals for 33 hours total \$3183.18 (plus HST).

**Journée Unis** – The Conseil scolaire de district catholique de l'Est Ontarien hosted Journée Unis on May 10. Over 1,000 youth ranging from Grade 4 to 7 were invited to attend the event. Staff has been told that this 2<sup>nd</sup> edition was a resounding success and that the CSDCEO is looking at hosting this event again next year.

**Kilt Skate** – This event took place on February 23, 2019 at the Maxville & District Sports Complex, and was organized by the Royal Canadian Legion branches 423 (Alexandria) and 544 (Claude Nunney Lancaster), the Quigley Highlanders Pipes & Drums, Air Cadet Squadrons 379 Glengarry Mustangs (Alexandria) & 253 Claude Nunney (Lancaster), the SDG Highlanders Army Cadet Corps 57 (Vankleek Hill) and the Townships of North and South Glengarry. Over 150 persons attended and the event



was deemed a great success. We are in the planning stages with South Glengarry to host this event at CharLan in 2020.

**Lobsterfest** – This event is scheduled for May 25<sup>th</sup>.

**March Spring Break** – Skating and Shinny were available at the Glengarry Sports Palace and the Maxville & District Sports Complex during this week. Dedicated Parents & Youth Free Play Time was set aside at the Tim Hortons Dome during four mornings that week. Sports equipment was made available to youth and parents during this time.

**Running Program** – This new program, led by Jacob Cameron, started on January 14<sup>th</sup> and ran until March 21<sup>st</sup>. Classes were held on Mondays and Thursdays on the track at the Tim Hortons Dome. A total of 32 individuals registered for this program which was so successful that a second session was launched on April 1<sup>st</sup> and will run until May 30<sup>th</sup>. A total of 34 individuals registered for the second session.

| <b>REVENUES</b> |                |
|-----------------|----------------|
| Session 1       | \$2,400        |
| Session 2       | \$2,550        |
|                 | <b>\$4,950</b> |
| <b>EXPENSES</b> |                |
| Coach Session 1 | \$960          |
| Coach Session 2 | \$1,020        |
|                 | <b>\$1,980</b> |
| <b>NET</b>      | <b>\$2,970</b> |

**Summer Camp** – This program is run in partnership with the Glengarry Interagency Group. This year Camp will start on July 2<sup>nd</sup> and run until August 23<sup>rd</sup> and children ages 4 till 13 are welcome to participate. It will once again be based out of the Gary Shepherd Hall at Island Park. Fees will remain the same as last year - \$135 / 1<sup>st</sup> Child, \$95 / 2<sup>nd</sup> Child and \$85 / 3<sup>rd</sup> Child +. Day registrations are \$27 / 1<sup>st</sup> Child, \$19 / 2<sup>nd</sup> Child and \$17 / 3<sup>rd</sup> Child +. We have nearly have of the \$22,000.00 in budgeted revenues in registrations at this point.

Staff is working with the Centre de Santé de l'Estrie's nutritionist to offer cooking classes to the Summer Camp every second week during the summer. The classes would take place in the Centre de la Santé's EOHU-approved kitchen.

**Swimming Lessons at Island Park** – Staff has contacted the Life Saving Society to determine the steps required to certify the beach at Island Park for open water swim lessons. An open-water certified Lifeguard is required on site to run this type of program.



**Women's Volleyball** – The regular season finished on April 10<sup>th</sup> and Playoffs were scheduled for April 17<sup>th</sup> and 24<sup>th</sup>. The season was extended due to three evenings that were rescheduled due to inclement weather. In all, 8 teams (64 players) participated in 16 sessions for a total of 31.50 hours. Revenues were \$3,681.42 (plus HST). Turf rentals for 31.50 hours total \$3,038.49 (plus HST).

**Yoga** – There were two yoga sessions this Winter / Spring. The first started on January 17<sup>th</sup> and ran for a 10 week period. The second started April 1<sup>st</sup> for 8 weeks. Classes were given on Mondays, Thursdays and Saturdays and the cost for the 10 week session was \$100.00 and for the 8 week session was \$80.00 for unlimited participation during that period. The classes are mostly held at the Glengarry Sports Palace with the exception of a few which are held at Island Park.

**Youth Ball Hockey** – Two sessions of youth ball hockey are planned for youth ages 7-9 and 10-12. The first is taking place at the Maxville & District Sports Palace. Youth will play 8 games between May 2<sup>nd</sup> and May 27<sup>th</sup>. 36 participants have registered for this activity in Maxville. Revenues are \$1,800.00 (no HST as it is a youth program managed by the Township). Floor rentals for 16 hours total \$991.20.

The second session will take place at the Glengarry Sports Palace. Youth will play 8 games between June 3<sup>rd</sup> and 27<sup>th</sup>. Jordan Lunny, our Program Coordinator is coordinating this activity.

## FACILITIES

### Glengarry Sports Palace

Bleachers - The Glengarry Minor Hockey Association will be purchasing a set of bleachers at a cost of \$2,756.80 for the baseball diamonds on the west side of the GSP. The Alexandria Recreation Association is contributing \$1,500.00 in fundraised monies towards a second set of bleachers. The GSP will pay the difference.

Boardroom – The damaged carpet in the boardroom was replaced in January and the room was given a fresh coat of paint. Afterwards, new tables and chairs were purchased. These tables allow staff to configure the boardroom into various set-ups such as conference, classroom, or theatre style. A blue-tooth enabled large-screen tv was installed on the west wall.

Closure of Soccer fields – We have advised the user groups in the community that the soccer fields at the GSP are closed for the summer for maintenance.

Ice start-up – The start-up date is planned for August 15<sup>th</sup> with an expectation to open on August 24<sup>th</sup>.

Roof repairs – The ice build-up on the roof caused damage to the ice guards, electrical heating cables and chimney on the south side of the building. Repairs are underway.

Water leak in Refrigeration Plant – A contractor was called in to repair the roof area over the refrigeration room. Water was infiltrating between the roof flashing and the stand for the condenser.



## **Island Park**

Band Shell – As expressed by staff during the budget exercise, the Band Shell was no longer safe for use. The structure was removed and debris carted off to the GFL landfill in Moose Creek. Associations that have used the band shell in the past (mostly for Canada Day events) have been notified that it is no longer available.

Outdoor Exercise Equipment – Staff has been contacted by Community Living regarding fundraising during the September Community Run for an additional piece of outdoor exercise equipment. They have indicated that their clients are frequent users of the park and enjoyed the new equipment that was installed in the fall.

Sidewalk Repairs – The interlocking brick sidewalk shifted this winter and could potentially cause trip hazards. Work is underway (depending on the weather) to level out sections of the walkway and to repair sections near the new asphalt parking area at the north side of the Sandfield Centre.

Soccer Benches - The Wood-working class at the Glengarry District High School has completed the soccer benches for Island Park. The Township has approved \$5,000 in the Island Park Capital Budget towards the cost of materials to build the four benches. The benches were installed the week of May 17<sup>th</sup>.

Soccer Fields – All soccer fields at Island Park will be available as of the start of the Glengarry Soccer League's official season.

Water Sampling – The Eastern Ontario Health Unit has contacted staff to advise that they will start monitoring at Mill Pond as of the May 18<sup>th</sup> weekend.

## **Maxville & District Sports Complex**

Heating – Over the winter, staff noticed issues with the level of heat in certain change rooms and in the Community Hall. A contractor was called in and it was identified that some of the duct work had become disconnected and that in certain areas, there were no air returns in other areas. Staff plans to work on duct work alongside a contractor once the ice has been removed from the facility.

Ice start-up – The start-up date is planned for September 3<sup>rd</sup> with an expectation to open on September 14<sup>th</sup>.

TSSA inspection – We received the visit from TSSA at the Maxville & District Sports Complex on April 25, 2019. Inspection Orders were issued for the refrigeration plant. The Township was required to develop and enforce "Equipment Operation, Isolation and Lockout Procedures" for the equipment in the refrigeration plant as well as ensure that the Procedure Manual for the refrigeration plant be in effect.

Staff developed the said procedure to comply with TSSA requirements and has advised TSSA that the Procedure Manual has been revised. Prior to start-up, employees will be trained to ensure staff and plant safety.



The same exercise has been performed for the Glengarry Sports Palace with the expectation that when the TSSA inspector visits the facility, they will be targeting the same compliance issues.

## **Tim Hortons Dome**

Reinstatement of Change Rooms and Lobby – The dry sprinkler conversion was successfully performed on May 6<sup>th</sup> and 7<sup>th</sup>.

The reinstatement of the change rooms started on May 13<sup>th</sup> and is progressing well. Work should be completed by May 24<sup>th</sup>. The installation of the ceramic tile in the change rooms will start on Tuesday, May 20<sup>th</sup> and should be completed by May 24<sup>th</sup>. Tapis Ranger is trying to get a worker to work on Friday May 24<sup>th</sup> and Saturday May 25<sup>th</sup> to install the strips of tiles from the front entrance door to the Dome entrance.

The goal is to close on the Friday evening and Saturday so that the facility is still available to users during week days when we have the most traffic.

Staff will be removing the lobby furniture, lobby registration desk and cabinets during the week of May 20<sup>th</sup> in preparation of the tile installation.

A sign will be posted to keep users up to date on the progress of the renovations and the information will be shared on Facebook.

## **COMMENTS**

This report is presented for information purposes only.





|       | Community Services Tasks                              | Deliverable       | Involvement     | 2019 |    |    |    | 2020 | Progress |
|-------|---|-------------------|-----------------|------|----|----|----|------|----------|
|       |   |                   |                 | Q1   | Q2 | Q3 | Q4 |      |          |
| Other | Admin - Business & Community Awards Gala              | Event             | AL, TK, MD      |      |    |    |    |      |          |
|       | Admin - Hiring Program Coordinator                    | Completed         | AL, SH          |      |    |    |    |      |          |
|       | Admin - Ice Contract Forms - 2019 Fall Pre-Ice Season | Completed         | AL, MD          |      |    |    |    |      |          |
|       | Admin - Ice Contract Forms 2019 / 2020 Season         | Ongoing           | AL, MD          |      |    |    |    |      |          |
|       | Admin - Lighting of Island Park                       | Event             | AL, JD & Others |      |    |    |    |      |          |
|       | Admin - Recreation Policies and Procedures            | Ongoing           | AL, JA, JD, RW  |      |    |    |    |      |          |
|       | Admin - Staff Regulatory Training                     | Ongoing           | AL, JA, JD, RW  |      |    |    |    |      |          |
|       | ComDevCttee - Terms of Reference                      | Report to Council | AL              |      |    |    |    |      |          |
|       | Dome - Programming - Competitive Soccer League        | Ongoing           | AL, JL, JD      |      |    |    |    |      |          |
|       | Dome - Programming - Flag Football                    | Completed         | AL, JD          |      |    |    |    |      |          |
|       | Dome - Programming - Running Program 2019 Session 1   | Completed         | AL, JD          |      |    |    |    |      |          |
|       | Dome - Programming - Running Program 2019 Session 2   | Ongoing           | AL, JD          |      |    |    |    |      |          |
|       | Dome - Programming - Track for Seniors                | Ongoing           | AL, JD          |      |    |    |    |      |          |
|       | Dome - Programming - Women's Volleyball               | Completed         | AL, MD, JD      |      |    |    |    |      |          |
|       | Dome - Programming - Youth Floor Hockey               | Ongoing           | AL, MD, JA, RW  |      |    |    |    |      |          |
|       | Dome - Reinstatement of flood damages                 | Ongoing           | AL, JD          |      |    |    |    |      |          |
|       | Dome, GSP, MSC, IP - Programming - 2019 Family Day    | Completed         | Rec Dept        |      |    |    |    |      |          |
|       | Dome, GSP, MSC, IP - Programming - 2019 March Break   | Completed         | Rec Dept        |      |    |    |    |      |          |
|       | GSP - Audit   | Ongoing           | AL, MD          |      |    |    |    |      |          |
|       | GSP - Boardroom renovations                           | Completed         | RW              |      |    |    |    |      |          |
|       | GSP - Debt recovery - Glengarry Highlanders           | Completed         | AL, Finance     |      |    |    |    |      |          |
|       | GSP - Programming - Yoga 2019 Session 1               | Completed         | AL, MD          |      |    |    |    |      |          |
|       | GSP - Programming - Yoga 2019 Session 2               | Ongoing           | AL, MD          |      |    |    |    |      |          |
|       | GSP, IP - Soccer Fields (Preparation & Closures)      | Ongoing           | AL, JD, RW      |      |    |    |    |      |          |

|   |           |                 |             |           |          |  |  |  |
|---|-----------|-----------------|-------------|-----------|----------|--|--|--|
| GSP, MSC - Plant Procedures                       | Completed | AL, RW, JA      |             |           |          |  |  |  |
| GSP, MSC - Programming - Floor Hockey             | Ongoing   | AL, MD, JA, RW  | Preparation | Execution | Complete |  |  |  |
| GSP, MSC - Refrigeration Plant Certification TSSA | Ongoing   | AL, RW, JA      | Preparation | Complete  |          |  |  |  |
| GSP, MSC - TSSA Lock-out procedure                | Completed | AL, JA, RW      |             | Complete  |          |  |  |  |
| IP - Aquatic Vegetation Removal Permit            | Ongoing   | AL              | Preparation | Complete  |          |  |  |  |
| IP - Geese Mitigation Program                     | Ongoing   | AL              |             | Execution |          |  |  |  |
| IP - Programming - 2019 Swimming Lessons          | Ongoing   | AL              | Preparation | Execution |          |  |  |  |
| IP - Programming - Summer Camp                    | Ongoing   | AL              | Execution   | Execution |          |  |  |  |
| IP - Sidewalk Repair                              | Ongoing   | JD              | Execution   | Complete  |          |  |  |  |
| MSC - Community Hall Accessible Door              | Ongoing   | AL, JA          |             | Execution | Complete |  |  |  |
| MSC - Heating renovations                         | Ongoing   | AL, JA          | Execution   | Complete  |          |  |  |  |
| MSC - Programming - Kilt Skate                    | Completed | AL, TK & Others | Complete    |           |          |  |  |  |
|   |           |                 |             |           |          |  |  |  |

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

That the Committee of the Whole receives Staff Report No. COWTR-2019-18; and

That the Committee of the Whole recommends that Council adopts the Supplemental Unemployment Benefit Plan for the period of June 28, 2019 to June 27, 2024.

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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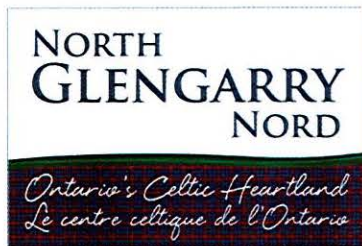
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**Mayor:** Jamie MacDonald

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**Section 5 (c)**



## **STAFF REPORT TO COUNCIL**

Report No: COWTR-2019-18

May 6, 2019

From: Kim Champigny, Director of Finance/Treasurer

RE: Supplemental Unemployment Benefit Plan (SUB)

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### **Recommended Motion:**

THAT Council of The Township of North Glengarry adopts the Supplemental Unemployment Benefit Plan for the period of June 28, 2019 to June 27, 2024.

### **Background / Analysis:**

In conjunction with Service Canada, every five years there is a review required of the Supplemental Unemployment Benefit Plan. The current plan expires as of June 27<sup>th</sup>, 2019.

This Plan needs to be adopted by Council and then registered with Service Canada by July 1, 2019.

Attached is the updated version of the plan has the following changes:

- Effective January 1, 2017, the Employment Insurance (EI) waiting period has been reduced from two weeks to one week as per Service Canada. Employers have been granted a four-year transitional period to change this on their registered plan by Jan 2<sup>nd</sup>, 2021. The new SUB Plan reflects this change.
- Term of the plan has been changed to June 28, 2019 to June 27, 2024.

### **Alternatives:**

Option 1: Adopt the revised SUB Plan.

Option 2: Do not adopt the revised SUB Plan.

### **Financial Implications:**

Any payments to employees made under this plan will be financed by general revenues of the Township of North Glengarry.



**Attachments & Relevant Legislation:**

**Others Consulted:**

Rachel Kitchen, Deputy Treasurer



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

SUPPLEMENTAL UNEMPLOYMENT BENEFIT PLAN  
(SUB Plan)

1. The following group of employees are covered by the Plan:
  - All full-time employees of the Township of North Glengarry as well as all full time and part time unionized employees of the Township of North Glengarry.
  - This will not form part of any Collective Agreement.
2. The plan supplements EI benefits received by workers for unemployment caused by sickness. This includes situations where an employee is sick, injured or in quarantine.
3. Employees must prove that they have applied for and are in receipt of EI benefits in order to receive payment under the plan.
4. SUB is payable at 75% of the employee's weekly earnings while the employee is serving the one-week EI waiting period.
5. The plan provides that the EI benefit rate (gross amount) and the SUB payment will equal (not exceed) 75% of the employee's weekly earnings.
6. The SUB benefit plan will be paid for a maximum of 15 weeks (while the employee is receiving EI Sickness Benefits only) and an additional one week, if required, when the employee is serving the one week waiting period.
7.
  - a. The Plan is financed by the general revenues of the Township of North Glengarry.
  - b. A separate record of the SUB payments will be kept by the Township of North Glengarry.
8.
  - a. The duration of the plan is from June 28<sup>th</sup>, 2019 to June 27<sup>th</sup>, 2024.
  - b. HRDC will be informed in writing of any change to the plan within thirty (30) days of the effective date of change.
9. Payments of guaranteed annual remuneration, deferred remuneration, or severance pay will not be reduced or increased by payments received under this plan.
10. This SUB Plan is authorized by the Council of the Township of North Glengarry by resolution #\*\*, dated May 27, 2019. Signatures of authorized Officers will be the Mayor and CAO/Clerk.

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Sarah Huskinson, CAO/Clerk

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Jamie MacDonald, Mayor



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. COW TR2019-12 – the Director of Finance/Treasurer 2019 Workplan.

**Carried**

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**Defeated**

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**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

**YEA**

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**NEA**

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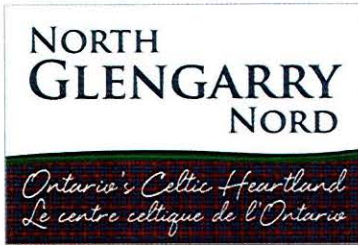
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**Section 5 (d)**



## STAFF REPORT TO COUNCIL

Report No: COW TR2019-19

May 16, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for May

---

### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2019-19 – the Director of Finance/Treasurer 2019 Workplan updated for May 2019.

### Background / Analysis:

The Treasury Department is presenting to Council their workplan for updated as of May 2019. There is a great deal of policy work to be done to ensure transparency and consistency. Policies planned include: water/wastewater billing and collection policy; accounts receivable policy; and current policies that need updating.

The Asset Management Software implementation will be a large project with tight deadlines due to the deadline for completion to be eligible for funding. There is a concern for meeting the deadline as the compilation of data is extensive and resources to do this are minimal. Currently there is only me and the Public Works Administration Assistant who are working on this, but other commitments of our regular duties are making it very tough to move fast on this.

A big focus for the Department will be continued tax collection to reduce arrears. The Acting Tax Collector is being shadowed by the newly hired Tax Collector to learn the position including collections, billing, etc. This will continue until December 31, 2019.

The first quarter CWWF federal portion of the Maxville water project claim has been submitted.

To reduce risk, the Accounts Receivable/Utility Billing, Accounts Payable, and Payroll functions will all have alternate backup staff trained to do these functions. Jena Doonan has been started training in the Accounts Receivable/Utility billing process as a backup to that position. It is anticipated that Jena will start training in Accounts Payable function in June. Currently I am training as the backup for payroll.



Currently there are numerous grant applications and reporting requirements that are currently underway.

**Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

| Treasury Department Tasks    |   | Deliverable  | Involvement        | 2019 |    |    |    | 2020 | Progress  |
|------------------------------|---|--|--------------------|------|----|----|----|------|---|
|                              |   |  |                    | Q1   | Q2 | Q3 | Q4 |      |   |
| Strat Plan                   | Update provided to CAO                                | Template Completed   | KC                 |      |    |    |    |      |   |
|                              |   |  |                    |      |    |    |    |      |   |
|                              |   |  |                    |      |    |    |    |      |   |
| Policies                     | Accounts Receivable Policy                            | Policy approved by Council   | SM,KC              |      |    |    |    |      |   |
|                              | Utility Billing Policy                                | Policy approved by Council   | SM,KC              |      |    |    |    |      |   |
|                              | Travel Policy   | Policy approved by Council   | KC, SH             |      |    |    |    |      | Approved by council   |
|                              | Review Records Retention Policy                       | Policy approved by Council   | KC, SH             |      |    |    |    |      |   |
|                              | Credit Card Policy                                    | Council  | KC, SH             |      |    |    |    |      |   |
|                              | New Check Pro procedures have been documented         | Procedure created  | SM,KC              |      |    |    |    |      |   |
|                              |   |  |                    |      |    |    |    |      |   |
| Other                        | Asset Management Software Implementatin               | Software installed and staff trained resulting in a usable product | Dept               |      |    |    |    |      | Resources to complete could be an issue                                   |
|                              | Council Remuneration Bylaw                            | Bylaw Approved   | KC, SH             |      |    |    |    |      |   |
|                              | Review Tax Arrears, more letters, and tax collection  | Increased Collections, reduced arrears and increased cash flow     | LL, KC             |      |    |    |    |      |   |
|                              | Sale of 2018 registered tax sale property             | Cash for sale of property  | KC, RM, SH         |      |    |    |    |      | Potential of over 20 properties for sale in the fall.                     |
|                              | Water rates Maxville                                  | Confirmed water rates approved for Maxville                        | KC, RM, SH         |      |    |    |    |      |   |
|                              | 10 year capital plan template to directors            | Plan sent and completed by Directors for 2020 budget               | KC, Directors      |      |    |    |    |      |   |
|                              | Rescind FGT bylaw for bridges only                    | Rescind Bylaw  | KC                 |      |    |    |    |      |   |
|                              | Variance reports - Monthly to Directors               | Variance reports delivered to Directors                            | KC                 |      |    |    |    |      |   |
|                              | 2020 Budget   | Budget complete  | KC, Directors      |      |    |    |    |      |   |
|                              | A/R and Utility training for backup                   | Trainee completes A/R  | KC, SM, JD         |      |    |    |    |      |   |
|                              | A/P training for backup                               | Trainee completes A/P  | KC, RK, JD         |      |    |    |    |      |   |
|                              | Payroll training for backup                           | Trainee completes payroll  | KC, RK, JD         |      |    |    |    |      |   |
|                              | RBC Form 349  | Form submitted to RBC  | KC                 |      |    |    |    |      |   |
|                              | Hire New Tax Collector                                | Tax Collector Hired  | KC, LL, RK         |      |    |    |    |      |   |
|                              | Municipal Audit                                       | Audit Complete   | KC, RK, SM, LL, LL |      |    |    |    |      |   |
|                              | Maxville Water Project Funding                        | Funding from grants or LTD complete                                | KC, RK             |      |    |    |    |      | Continue review for bridge financing. Awaiting confirmation from province |
|                              | Checkpro Automatic Deposit                            | Automatic Cheque Deposits  | KC, SM, LL         |      |    |    |    |      | Great, efficient tool with backup staff positions.                        |
|                              | Employee BBQ  | BBQ complete   | All employees      |      |    |    |    |      | Sarah set it for June   |
|                              | Year End Financial Processing                         | Audited financial statements                                       | SM, RK, KC         |      |    |    |    |      |   |
|                              | CWWF Claim Jan 1 - Mar 31/19                          | Claim submitted  | KC                 |      |    |    |    |      | Claim is \$1,241,080  |
|                              | CWWF Claim Apr 1/19 - Jun 30/19                       | Claim submitted  | KC                 |      |    |    |    |      |   |
|                              | CWWF Claim Jul 1/19 - Sep 30/19                       | Claim submitted  | KC                 |      |    |    |    |      |   |
|                              | ICIP Grant application Creek Road Bridge              | Claim submitted  | KC                 |      |    |    |    |      | Application Submitted   |
|                              | OCIF Annual Reporting                                 | Claim submitted  | KC                 |      |    |    |    |      | Due end of June   |
|                              | Main Street Revitalization Grant reporting            | Claim submitted  | KC                 |      |    |    |    |      | Submitted Ma/19   |
|                              | Creation of new building permit deposit tracking form | Balances to GL monthly   | KC, JR, CL         |      |    |    |    |      | Procedures clarified. Hopefully perfect for Q2                            |
|                              | Creation of cost centres for capital                  | Cost centres complete  | KC, SMT            |      |    |    |    |      |   |
| Creation of Tax Bill Inserts | inserts   | KC, TK, SH   |                    |      |    |    |    |      |   |

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

**THAT** the Committee of the Whole receives Staff Report No. BP-2019-09 to bring forward a By-law to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service.

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

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

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

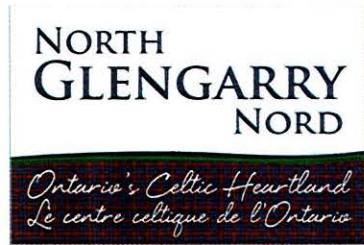
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**MAYOR / DEPUTY MAYOR**

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

| <b>YEA</b> | <b>NEA</b> |
|------------|------------|
| _____      | _____      |
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**Section 5 (e)**



## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-09

May 22, 2019

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

**RE:** A By-law to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service

---

### **Recommended Motion:**

**THAT** the Committee of the Whole receives Staff Report No. BP-2019-09 to bring forward a By-law to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service.

### **Background / Analysis:**

In 2008, Council approved a By-law for the licensing, regulating and keeping of dogs, that By-law was put in place to control and regulate all dogs in the Township of North Glengarry. The By-law will need to be reviewed and updated as changes are coming, provincially and at the County level, and it is important to note that that By-law deals **only with dogs**, and not with any other animal.

In recent years, the Township's By-law Department has received multiple complaints concerning other animals running at large, on public places, on neighboring properties, on road allowances, etc. These animals includes cows, horses, pigs, etc. mostly farm animals that are not being kept in proper enclosures.

This proposed By-law provides the By-law Enforcement Officer flexibility to issue verbal or written notices to the property owner to remedy the violation within a determined time limit. The purpose of this By-law is to deal, in timely fashion, with issues that require immediate action due to health and safety concerns for example, a horse on public highway, etc.

The By-law Enforcement Officer also has the option, along with the appointed Poundkeeper, to seize animals that are deemed to be running at large. It shall then be the duty of the Poundkeeper to impound any animal seized by him/her and to provide sufficient yards and



enclosures for the safekeeping of such animals. The proposed By-law will include set fines for immediate enforcement, and will also include compensation rates, payable by the owner at the Township, and the compensation would then be transferred to the Poundkeeper for the services, before the animal can be given back to the owner. There will be a time limit, after which the animal will be deemed to be the property of the Poundkeeper, which still needs to be discussed.

This By-law would be brought before Council for consideration on May 27, 2019.

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

Proposed Poundkeeper By-law

**Others consulted:**

Todd McDonell, *By-law Enforcement Officer*



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Reviewed by  
Sarah Huskinson – CAO/Clerk

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

**BY-LAW NO. 18-2019**  
**POUNDKEEPER BY-LAW**

*Being a By-law of the Township of North Glengarry to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service*

**A BY-LAW** to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service.

**WHEREAS** the Municipal Act, 2001, as amended, permits municipalities to pass By-laws to regulate or prohibit the being at large or trespassing of animals and may provide for the seizure and impounding of animals;

**WHEREAS** the Pounds Act, R.S.O. 1990, as amended, is in force in every local municipality;

**WHEREAS** Council deems it appropriate to appoint a Poundkeeper to carry out the provisions of the Pounds Act, R.S.O. 1990, as amended, and any applicable Municipal By-laws.

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

1. **THAT** the rules and regulations contained in the By-law are hereby adopted.
2. **THAT** the appointment as set out in Schedule "A" attached hereto and forming part of this By-law is hereby adopted.
3. **THAT** the Poundkeeper compensation rates included in Schedule "B" attached hereto and forming part of this By-law are hereby adopted.
4. **THAT** the set fines included in Schedule "C" attached hereto and forming part of this By-law are hereby adopted.
5. **THIS** By-law shall come into force and effect on the date of passing.

**1. SHORT TITLE**

- 1.1 This By-law shall be known as the "Poundkeeper By-law".

**2. DEFINITIONS:**

- 2.1 "**Animal**" means chickens, turkeys, cattle, hogs, horses, mink, rabbits, sheep, goats, or any other domestic farm animal, other than dogs or cats.
- 2.2 "**By-law**" means this Poundkeeper By-law
- 2.3 "**Costs**" means all monetary expenses incurred by the Township during and throughout the process of any remedial work, including interest at a rate of 15% per annum or such lower rate as determined by the Township commencing on the day the Township incurs the costs and ending on the day the costs, including interest, are paid in full, and may include an administrative surcharge amount as determined by the Township.
- 2.4 "**Council**" means the Council of the Township of North Glengarry.
- 2.5 "**Highway**" includes a common and public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.



- 2.6 "**Officer**" means a municipal by-law enforcement officer or designate, property standards officer or peace officer.
- 2.7 "**Owner**" means the registered owner of land or the occupant, tenant, lessee or the person for the time being managing or receiving the rent of the property, whether on its own account or on account of an agent or trustee of any other person or anyone of the aforesaid.
- 2.8 "**Person**" means an individual human being, a corporation, firm, partnership, unincorporated association or organization, their heirs, executors, assigns, administrators, agents, trustees or other legal representatives of a person with or without share capital, any association, firm, partnership or private club of a person to whom context can apply accordingly.
- 2.9 "**Pound**" means the premises used by the Poundkeeper for the impounding of animals by authority of this By-law or any other premises to which an animal is transferred by him/her by authority of this By-law.
- 2.10 "**Poundkeeper**" means a person or persons appointed by the Municipality to retrieve, impound and operate an animal pound or his/her designate
- 2.11 "**Pound Service Fee**" means the fees and disbursements fixed by law for the impounding of animals, and if none are so fixed, reasonable fees and disbursements for the purposes
- 2.12 "**Property**" means any and all land within the Township including buildings and structures, yards and vacant lots.
- 2.13 "**Running at Large**" in relation to an animal being found on a highway or any place other than the premise of the animal owners and not in the control of the animal owner
- 2.14 "**Structure**" means any building or accessory building or any property, or any part thereof, or any part of whole or any structure of building not actually used as a dwelling house.
- 2.15 "**Township**" means The Corporation of the Township of North Glengarry.
- 2.16 "**Yard**" means land, other than publicly owned land, around and appurtenant to the whole or part of a building (and used, or capable of being used in connection with the building)

### **3. APPOINTMENT OF A POUNDKEEPER:**

- 3.1 The Council of the Township of North Glengarry shall appoint a Poundkeeper to carry out the provisions of the Pounds Act, as per Schedule "A".
- 3.2 That the Poundkeeper shall have the duty of carrying out and enforcing the Pounds Act, and any applicable municipal By-laws or any other Act governing impounding of animals.
- 3.3 That the remuneration/compensation to be paid to the Poundkeeper shall be as set out in Schedule "B" attached hereto and forming part of this By-law

### **4. PROHIBITED MATTERS RELATED TO ANIMALS**

- 4.1 No person shall permit any animal(s) of which he or she is the owner or custodian of, to run at large or trespass on any property in the Municipality.
- 4.2 Every person who is the owner or custodian of any animal(s) deemed to be running at large, shall take immediate measures to prohibit the said animal(s) from running at large.
- 4.3 Every owner or custodian shall ensure their animals are kept in proper enclosures.
- 4.4 All enclosures shall be kept in good repair.

## **5. ANIMALS AT LARGE**

- 5.1 For the purpose of this By-law, an animal shall be deemed at large when found on any highway or other public place or on any property without the consent of the owner of the property and not in the charge of any person.

## **6. SEIZURE**

- 6.1 The Poundkeeper, the Municipal By-Law Enforcement Officer, the Ontario Provincial Police or a property owner may seize any animal found at large contrary to any provisions contained in this By-law.
- 6.2 It shall be the duty of the Poundkeeper to impound any animal seized by him/her or any person mentioned in 6.1 or delivered to him/her in accordance with the Pounds Act.

## **7. GENERAL PROVISIONS**

- 7.1 An officer may issue an order upon the owner of a property that is not maintained pursuant to the requirements of this By-law which directs that the owner remedy or rectify the contravention within a specified period of time from the time of the delivery of the order.
- 7.2 Any order given under this By-law may be given by personal delivery or mail and delivery by mail shall be deemed to have been affected five (5) calendar days from the date of mailing.
- 7.3 Every order sent by an officer shall identify the land or structure which is the subject of the order.
- 7.4 Every order to an owner shall be sent to the address shown on the last revised assessment roll or to the last known address of the owner.
- 7.5 The Township and any officer and agent shall be entitled to remove any items in order to remedy or rectify any contravention of this By-law and any such items that are removed in accordance with Section 11.3 may be disposed of immediately in the sole and absolute discretion of the Township, its agents and officers, which decision shall be final.
- 7.6 In the event that the violation set out in the order is not remedied within the specified period of time as set out in the order, the officer may cause the violation to be remedied at the expense of the owner.
- 7.7 The Township shall not be liable for any damage to property or personal injury resulting from any remedial work undertaken as a result of a default of the owner or any person in complying with the terms of this By-law.
- 7.8 With the exception of matters which pose an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer issuing the order and whose decision is final, an order shall provide for not less than fourteen (14) calendar days from the date of service of the order for the remediation or rectification of the contravention as set out in the order.
- 7.9 Notwithstanding Section 11.8 of this By-law, when there is an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer issuing the order and whose decision is final, the order may require immediate action or other remediation or rectification.

## **8. ENTRY ON LAND & INSPECTIONS**

- 8.1 An officer, peace officer or any other person appointed for the purpose of enforcing this By-law,
- (a) has the power to enter upon and examine any lands, yards, vacant lots, grounds at any reasonable time or times, and



(b) may be accompanied by such other person or persons as they deem necessary to properly carry out their duties under this By-law.

**8.2** Notwithstanding Section 12.1, no person, including an officer, shall exercise a power of entry under this By-law to enter a place or part of a place that is actually being used as a dwelling unless:

(a) the occupier of the dwelling, having been informed that the right of entry may be refused, consents to the entry; or

(b) if the occupier refuses to consent, an order is issued pursuant to section 438 of the Municipal Act, 2001 or a warrant is issued pursuant to section 439 of the Municipal Act, 2001, or a warrant is issued under the Provincial Offences Act, R.S.O. 1990, c. P.33.

**8.3** A person exercising a power of entry on behalf of the Township, under this By-law must on request, display or produce proper identification.

**8.4** No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, any officer, peace officer or any person appointed for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.

## **9. ENFORCEMENT**

**9.1** This By-law shall be enforced by an officer or peace officer or any other person or officer appointed by the Township for the purposes of enforcing this By-law.

**9.2** If compliance herewith would be impractical, the provisions of this By-law shall not apply to ambulance, police and fire department vehicles and any vehicles while actually engaged in works undertaken for on behalf of the Township, the United Counties, federal or provincial government or any utility.

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

## **10. OFFENCES & PENALTIES**

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

**10.2** Every person who contravenes any provision of this By-law, including an order issued under this by-law, is guilty of an offence.

**10.3** Every person who is convicted of an offence under this By-law shall be subject to a fine not exceeding \$10,000.00 for each offence and such fine shall be recoverable under the Provincial Offences Act.

**10.4** A director or officer of a corporation who knowingly concurs in a contravention of this By-law by the corporation is guilty of an offence and is liable upon conviction to a fine not exceeding \$100,000.00 for each offence and such fines shall be recoverable under the Provincial Offences Act.

**10.5** An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the fine shall not exceed \$10,000.00.

**10.6** The conviction of a person under this By-law shall not operate as a bar to a prosecution against the same person upon any continued or subsequent breach of any provision or order under this

By-law and the court may convict such person repeatedly for continued or subsequent breaches of this By-law and the provisions of section 431 of the Municipal Act, 2001 shall further apply to any continued or repeated breach of this By-law.

**10.7** Upon a conviction being entered, the court in which the conviction was entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed in this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**10.8** Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fines as set out in Schedule 'C' to this By-law.

**11. VALIDITY & SEVERABILITY**

**11.1** Notwithstanding any section, subsections, clause, paragraph or provision of this By-law, this By-law or parts thereof may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

**11.2** Any reference to a statute, regulation, by-law or other legislation in this By-law shall include such statute, regulation, By-law or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

**11.3** Where there is any conflict between the provisions of this By-law and any other By-law or legislation, the provisions of this By-law shall prevail to the extent of the conflict.

**12. FORCE AND EFFECT**

**12.1** READ a first, second, third time and enacted in Open Council, this            day of            2019.

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

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

I hereby certify this to be a true copy of By-law No. 18-2019, and that such by-law is in full force and effect.

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

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



**SCHEDULE "A"**

**APPOINTMENT OF A POUNDKEEPER**

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

1. **THAT** Ian Fraser is hereby appointed as Poundkeeper for the Township of North Glengarry.
2. **THAT** Millan MacPherson is hereby appointed as the alternate Poundkeeper for the Township of North Glengarry.
3. **THAT** the Poundkeeper shall provide sufficient yards and enclosures for the safekeeping of such animals as it may be his duty as Poundkeeper to impound on property which he owns or rents.
4. **THAT** said Poundkeeper shall conduct enforcement in accordance with the Pounds Act, R.5.0. 1990, this By-law, and any other applicable legislations

**SCHEDULE "B"**

**COMPENSATION RATE**

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

|             | Column 1   |
|-------------|--|
| <b>ITEM</b> | <b>COMPENSATION RATE</b>   |
| 1.          | \$60.00 per hour with minimum three hour payable per call  |
| 2.          | \$20.00 per hour for second hand with minimum three hour payable per call if required to manage animals at large (determined by Poundkeeper) |
| 3.          | \$1.25 per kilometer per hour for truck and trailer combination  |
| 4.          | \$10.00 per day feeding/handling per large animal (example: cow/horse)   |
| 5.          | \$5.00 per day feeding/handling per medium or small animal (example: sheep/goat/pig)   |
| 6.          | \$10.00 per notice to owner, posted notice, sale notice  |
| 7.          | Any expenses incurred as a result of making notification as per this By-law and Pound Act  |



**SCHEDULE "C"**

**SET FINES SCHEDULE**

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

*Part I Provincial Offences Act*

**BY-LAW NO. 18-2019**  
**POUNDKEEPER BY-LAW**

*Being a By-law of the Township of North Glengarry to appoint a Poundkeeper, establish the duties of the Poundkeeper and recovery of costs for service*

|             | Column 1  | Column 2  | Column 3        |
|-------------|---|---|-----------------|
| <b>ITEM</b> | <b>SHORT FORM WORDING</b>   | <b>PROVISION<br/>CREATING<br/>OR DEFINING<br/>OFFENCE</b> | <b>SET FINE</b> |
| 1.          | Permit an animal to run at large  | 4.1   | \$250.00        |
| 2.          | Fail to take immediate measures to prohibit animal(s) from running at large               | 4.2   | \$200.00        |
| 3.          | Fail to provide proper measures to contain an animal                                      | 4.3   | \$250.00        |
| 4.          | Fail to keep enclosures in good repair  | 4.4   | \$250.00        |
| 5.          | Obstruct/hinder/interfere with an officer or agent in lawful exercise of powers or duties | 8.4   | \$350.00        |

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

**Note:** The general penalty provision for the offences listed above is Section 10 of By-law No. 18-2019, a certified copy of which has been filed.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

**THAT** the Committee of the Whole receives Staff Report No. BP-2019-08 to bring forward a By-law to provide for the maintenance of land in a clean and clear condition.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

**YEA**

**NEA**

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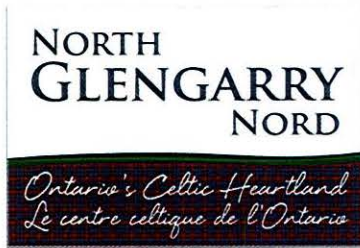
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**Section 5 (f)**





## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-08

May 22, 2019

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

**RE:** A By-law to provide for the maintenance of land in a clean and clear condition.  
(Clean Yards By-law)

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. BP-2019-08 to bring forward a By-law to provide for the maintenance of land in a clean and clear condition.

### **Background / Analysis:**

On May 12, 2014, Council adopted By-law No. 22-2014 under the Municipal Act dealing with the clearing of refuse and debris from land, and regulating with respects to public nuisances. In many instances where complaints have been brought up to the Department's attention, that By-law did not provide any specific coverage for the infraction and left many statements for personal interpretation. What is proposed is that a more detailed Clean Yards By-law be enacted for better coverage for the maintenance of land; this By-law would therefore replace By-law No. 22-2014.

The By-law deals with the condition of exterior yards and would not replace, but work in conjunction with By-law No. 42-2008, being a By-law that prescribes Standards for the Maintenance and Occupancy of Properties (Property Standards By-law).

The proposed Clean Yards By-law sets out minimum standards for properties in the Township of North Glengarry including some rules on litter, waste and property maintenance to help ensure that properties are safe, clean and attractive in relation to adjacent properties.

The proposed Clean Yards By-law has rules regarding:

- Property maintenance
- Pits and excavations
- Landscaping and drainage including sanitary sewage, ground water, etc.
- Vegetation, weeds, and trees, including grass maintenance
- Standing water, snow and ice
- Garbage, waste, litter and debris
- Composting
- Derelict motor vehicles
- Refrigerators and freezers
- Firewood
- Graffiti

The purpose of this By-law is to deal, in timely fashion, with maintenance issues that require immediate action due to health and safety concerns (standing water, debris, composters, derelict motor vehicles, etc.), and also general yard maintenance not dealt with by By-law No. 22-2014.

The By-law provides for the immediate remedy of violations if a hazard to the public is observed. If such a condition exists and compliance cannot be achieved, the By-law provides that the Township of North Glengarry can undertake the work to bring the property into compliance and recover its expenses through the tax roll in the same manner as municipal taxes. The By-law also grants flexibility to the investigating Officer to issue verbal or written notices to the property owner to remedy the violation within a determined time limit. This By-law would be brought before Council for consideration on May 27, 2019.

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

Proposed Clean Yards By-law



**Others consulted:**

Todd McDonell, *By-law Enforcement Officer*



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Reviewed by

Sarah Huskinson – CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## **BY-LAW NO. 19-2019** **CLEAN YARDS BY-LAW**

*Being a By-law of the Township of North Glengarry to provide for the maintenance of land in a clean and clear condition*

**WHEREAS** Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower tier municipality may pass by-laws in the interest of the health, safety and well-being of its residents;

**AND WHEREAS** section 127 of the *Municipal Act, 2001* provides that a local municipality may require the owner or occupant of land to clean and clear land, not including buildings, or to clear refuse or debris from the land, not including buildings; regulate when and how cleaning and clearing is to be done; and prohibit the depositing of refuse or debris without the consent of the owner or occupant of land;

**AND WHEREAS** section 128 of the *Municipal Act, 2001* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** section 131 of the *Municipal Act, 2001* provides that a local municipality may prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

**AND WHEREAS** the Municipal Act, 2001 further authorizes the Township of North Glengarry, amongst other things, to delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work;

**AND WHEREAS** Section 15 of the Police Services Act, R.S.O.1990, c.P.15 as amended, the Council of the municipality may appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing by-laws of the municipality;

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

### **1. SHORT TITLE**

1.1 This By-law shall be known as the "Clean Yards By-law".

### **2. DEFINITIONS:**

2.1 "**By-law**" means this Clean Yards By-law

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

2.3 "**Council**" means the Council of the Township of North Glengarry.

2.4 "**Derelict motor vehicle**" means a vehicle having missing bodywork components or parts, including tires or damaged components, parts, bodywork, glass or deteriorated or removed adjuncts, which prevent its mechanical function, and includes a motor vehicle that is not licensed for the current year.



- 2.5 "**Domestic waste**" means any debris, rubbish, refuse, sewage, effluent, broken or discarded material, disconnected appliances and parts of such appliances, firewood not stacked neatly, material resulting from construction, demolition, repair or renovation projects, piping, ducting, tubing, conduits, cable, wire and fittings or related accessories not packaged for immediate shipment, waste lumber, discard or garbage of any type arising from a residence, belonging to or associated with a dwelling unit or use of a dwelling unit or residential property, including, but not limited to, garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements deteriorating or decaying on a property due to exposure to the weather.
- 2.7 "**Dwelling unit**" means a room or rooms in which a kitchen, living quarters and sanitary conveniences are provided for exclusive use of the residents and with a private entrance from the outside of the building or from a common hallway or stairway inside.
- 2.8 "**Graffiti**" means writing or drawings scribbled, scratched, or sprayed illicitly on a wall or other surface in a public or private place, or one or more letters, symbols, etchings, figures, inscriptions, stains howsoever made or otherwise affixed to a property or other markings that disfigure or deface a property
- 2.9 "**Highway**" includes a common and public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 2.10 "**Industrial waste**" means any debris, refuse, sewage, effluent, discard or garbage of a type arising from industrial or commercial operation, or belonging to or associated with industry or commerce or industrial or commercial property including, but not limited to, garbage, discarded material or things, broken or dismantled things, materials or things exposed to the elements, and deteriorating or decaying on a property due to exposure to the weather.
- 2.11 "**Infestation**" means the overrunning of a property by vermin, rodents and insects.
- 2.12 "**Motor vehicle**" means an automobile, truck, motorcycle, snowmobile, trailer, recreational vehicle and any other vehicle propelled or driven by other than muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running solely upon rails, or a traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the *Highway Traffic Act*, R.S.O. 1990, c. H.B.
- 2.13 "**Officer**" means a municipal by-law enforcement officer or designate, property standards officer or peace officer.
- 2.14 "**Order**" means any notice of non-compliance issued under this by-law.
- 2.15 "**Owner**" means the registered owner of land or the occupant, tenant, lessee or the person for the time being managing or receiving the rent of the property, whether on its own account or on account of an agent or trustee of any other person or anyone of the aforesaid.
- 2.16 "**Person**" means an individual human being, a corporation, firm, partnership, unincorporated association or organization, their heirs, executors, assigns, administrators, agents, trustees or other legal representatives of a person with or without share capital, any association, firm, partnership or private club of a person to whom context can apply accordingly.
- 2.17 "**Property**" means any and all land within the Township including buildings and structures, yards and vacant lots.
- 2.18 "**Refuse**" or "**Debris**" means any waste material of any kind whatsoever and without limiting the generality of the foregoing includes rubbish, inoperative or unlicensed vehicles or boats and mechanical equipment, automobile and mechanical parts, tires, furnaces, water and fuel tanks, furniture, glassware, plastic, cans, garden refuse, grass clippings, trees, tree branches, weeds, earth or rock fill, animal feces, materials from construction or demolition projects, old clothing and bedding, refrigerators, freezers, or similar appliances, whether operable or inoperable, containers of any kind, un-maintained garden fixtures, any objects or conditions that might create a health, fire or accident hazard, and also includes dilapidated, collapsed or partially constructed structures which are not currently under construction or repair.

**2.19 "Remedial work"** means all work necessary for the correction or elimination of a contravention of this By-law as cited in any order issued under this By-law, including any such condition or health hazard, actual or potential, that the contravention may pose.

**2.20 "Structure"** means any building or accessory building or any property, or any part thereof, or any part of whole or any structure of building not actually used as a dwelling house.

**2.21 "Township"** means The Corporation of the Township of North Glengarry.

**2.22 "Turf grass"** means ground cover comprised of one or more species of growing grass, with or without trees, shrubbery or maintained planting beds or other vegetation.

**2.23 "Weed"** means a noxious weed designated by or under the Weed Control Act, R.S.O. 1990, including any weed designated as a local or noxious weed under a by-law of the Township or County for that purpose.

**2.24 "Yard"** means land, other than publicly owned land, around and appurtenant to the whole or part of a building (and used, or capable of being used in connection with the building)

### **3. PROPERTY MAINTENANCE**

**3.1** Every owner shall maintain a clear and clean yard and shall also:

(a) keep his or her land free and clear of all garbage, refuse, debris, domestic waste or industrial waste of any kind, and from any objects or conditions that may create a health, fire or accident hazard;

(b) ensure that his or her land is free and clear of infestation of injurious insects, termites, rodents, vermin or other pests;

(c) trim or cut weeds or turf grass on his or her land, whether dead or alive, that are more than 20 cm (7.8 inches) in height.

**3.2** No person shall cause or permit unsafe or hazardous conditions that might create a health, fire or accident hazard and also shall not:

(a) cause or permit an unfenced or unprotected pit, excavation or other declivity which causes a safety hazard on their property;

(b) permit any well which is unprotected or the presence of which creates risk, accident or injury to the general public;

(c) keep a swimming pool, hot tub, wading pool or artificial pond unless it is maintained in good repair and working;

(d) keep his or her land free of holes or excavations which may create health or accident hazards.

**3.3** Every owner or occupant of property shall keep the surfaces of steps, walks, driveways, parking spaces and similar areas of their property maintained so as to afford safe passage under their normal use.

**3.4** No person shall deposit or cause to be deposited snow or ice upon any Highway or sidewalks within the Township.

### **4. LANDSCAPING AND DRAINAGE**

**4.1** The owner or occupant of any property shall maintain hedges, planting trees or other landscaping, in a living condition, or shall replace these if no longer alive with equivalent landscaping, so as to carry out their intended action and maintain an attractive appearance.



- 4.2 Ensure that vegetation on his or her lands shall be kept trimmed and kept from becoming unreasonably overgrown in a fashion that may affect safety, visibility, or the passage of the general public.
- 4.3 The owner or occupant of any property shall provide suitable groundcover to prevent erosion of the soil. Where grass forms a part of the ground cover, and such grass is no longer in a living condition, such dead areas shall be reseeded as often as required so as to restore the grass to a living condition.
- 4.4 Every owner shall grade their land to prevent ponding of water on their property or on any other abutting and adjoining properties.
- 4.5 The owner or occupant of any property shall maintain areas within the yard not covered by buildings or structures, sidewalks, driveways and parking compatible with the abutting and adjoining properties.
- 4.6 The owner or occupant of any property shall maintain in good repair, areas used for vehicular traffic, parking and facilities for loading and unloading. Such areas shall be free of potholes and adequately drained.
- 4.7 Every owner shall ensure that roof drainage, storm water, discharges from swimming pools and discharges from sump pumps are:
- (a) drained from the property to prevent recurrent ponding;
  - (b) drained in a manner to prevent water from entering into a building;
  - (c) not discharged on any walkway, stairway, or on a neighbouring properties.

## **5. WASTE**

- 5.1 Every owner or occupant of property shall keep the yard of their property free and clear of all refuse, debris, domestic and industrial waste.
- 5.2 No person shall use the yard of any property within the Township for depositing of any refuse, debris, domestic and industrial waste
- 5.3 Subject to subsection 5.4, subsections 5.1 and 5.2 do not apply to:
- (a) property used by the Township for the purpose of depositing waste; or
  - (b) property used for the purpose of depositing waste under federal, provincial or municipal authority.
- 5.4 No person other than the Township or a person with prior federal, provincial or municipal authority shall deposit waste on property described in subsection 5.3.
- 5.5 Every owner or occupant of property shall ensure that all waste which accumulates on their property is:
- (a) when not placed out for collection in accordance with applicable Township's by-laws, be in containers:
    - (i) made of rigid, watertight construction;
    - (ii) provided with a tight-fitting cover, which may be removed only when the container is empty or is being actively loaded;
    - (iii) maintained in good condition without holes or spillage; and
    - (iv) closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or waste; and

(v) kept in a rear yard located against a building, structure, fence or retaining wall and arranged in an orderly manner; and

(b) not allowed to accumulate for longer than 10 days.

**5.6** For the purposes of section 5, "yard" includes, but is not limited to, an exterior porch or similar erection.

## **6. COMPOSTING**

**6.1** No person shall permit composting of any kind other than in accordance with Section 6.2 of this by-law.

**6.2** Composting shall only be permitted as follows:

(a) only in the rear of a dwelling unit;

(b) only in a container, pile or digester and only on land on which a dwelling unit is located;

(c) any compost containers or digesters used for composting shall be kept covered tightly at all times, except when being emptied or filled;

(d) in a such a manner so as to preclude infestation;

(e) in a pile no larger than one square metre and 1.2 metres in height which shall be enclosed on all sides by concrete block, or lumber, or in a forty-five gallon container, a metal frame building with concrete floor, or a commercial plastic enclosed container designed for composting;

(f) in no more than three (3) compost containers, piles or digesters used for composting on each parcel of land on which a dwelling unit is located, for a total composting capacity on the land of not more than three (3) cubic metres;

(g) no feces shall be placed in a compost container, pile or digester used for composting;

(h) no offensive odour shall be permitted to emanate from the compost container, pile or digester used for composting;

(i) organic materials placed in a compost container shall be kept covered with yard waste, soil or humus;

(j) any compost container, pile or digester used for composting shall be set back at least 0.6 metres (1.97 feet) from any lot line.

**6.3** Section 6.1 of this By-law does not apply to any agricultural uses or farming activities as designated within the Township's Zoning By-law.

## **7. DERELICT MOTOR VEHICLES**

**7.1** No person shall use any property for the parking, storage or placement of the following:

(a) derelict motor vehicles or motor vehicles that are unfit to be operated on a highway due to damage or poor repair;

(b) motor vehicles that are not currently licensed for operation pursuant to the provisions of the Highway Traffic Act;

(c) motor vehicles parts or components unless otherwise expressly permitted;

(d) wrecked, dismantled, discarded, inoperative, or abandoned motor vehicles, machinery, trailers or boats.

**7.2** Section 7.1 of this By-law does not apply to lands that comply with all applicable land use criteria which permits the retail, wholesale, repair or wrecking of motor vehicles or a competition; or hobby vehicle located in a fully enclosed building; or recreation vehicle parking in compliance with the Township's Zoning By-law.

## **8. REFRIGERATORS. FREEZERS, ETC.**

**8.1** The owner, tenant, occupier or licensee of any property shall remove self-locking or self-latching devices on refrigerators, freezers or similar appliances which are stored or left on porches, decks or in any rear yard, side yard or similar areas.

**8.2** All refrigerators stored or left on porches, decks, or any rear yard, side yard or similar areas shall be;

(a) in good working order;

(b) secured with external locking device;

(c) locked at all times except when actually in use and supervised.

**8.3** The owner, tenant, occupier or licensee of any property who places refrigerators, freezers or similar appliances out on the roadways for disposal, shall remove all doors without limiting the generality of the foregoing including all sliding, swinging, springing, spring loaded, and pull-to-open doors.

## **9. FIREWOOD**

**9.1** Firewood for domestic use may not be stored in the front yard.

**9.2** Firewood for domestic use only maybe stored in a rear yard if the area used for this storage is not more than 15% of the area of the rear yard.

**9.3** The stored firewood for domestic use shall be permitted as follows:

(a) neatly piled not less than 30cm from any lot line;

(b) stored at a height of not less than 15cm above grade;

(c) stored with a total height of not more than 1.5 metres; and

(d) not piled along a fence that borders a property containing a swimming pool.

## **10. GRAFFITI**

**10.1** No person shall place or cause or permit graffiti to be placed on property.

**10.2** The owner of a property shall keep the property free of graffiti.

## **11. GENERAL PROVISIONS**

**11.1** An officer may issue an order upon the owner of a property that is not maintained pursuant to the requirements of this By-law which directs that the owner remedy or rectify the contravention within a specified period of time from the time of the delivery of the order.

**11.2** Any order given under this By-law may be given by personal delivery or mail and delivery by mail shall be deemed to have been affected five (5) calendar days from the date of mailing.

**11.3** Every order sent by an officer shall identify the land or structure which is the subject of the order.



**11.4** Every order to an owner shall be sent to the address shown on the last revised assessment roll or to the last known address of the owner.

**11.5** The Township and any officer and agent shall be entitled to remove any items in order to remedy or rectify any contravention of this By-law and any such items that are removed in accordance with Section 11.3 may be disposed of immediately in the sole and absolute discretion of the Township, its agents and officers, which decision shall be final.

**11.6** In the event that the violation set out in the order is not remedied within the specified period of time as set out in the order, the officer may cause the violation to be remedied at the expense of the owner.

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

**11.8** With the exception of matters which pose an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer issuing the order and whose decision is final, an order shall provide for not less than fourteen (14) calendar days from the date of service of the order for the remediation or rectification of the contravention as set out in the order.

**11.9** Notwithstanding Section 11.8 of this By-law, when there is an immediate risk to public health and safety, which determination shall be made in the sole and absolute discretion of the officer issuing the order and whose decision is final, the order may require immediate action or other remediation or rectification.

## **12. ENTRY ON LAND & INSPECTIONS**

**12.1** An officer, peace officer or any other person appointed for the purpose of enforcing this By-law,

(a) has the power to enter upon and examine any lands, yards, vacant lots, grounds at any reasonable time or times, and

(b) may be accompanied by such other person or persons as they deem necessary to properly carry out their duties under this By-law.

**12.2** Notwithstanding Section 12.1, no person, including an officer, shall exercise a power of entry under this By-law to enter a place or part of a place that is actually being used as a dwelling unless:

(a) the occupier of the dwelling, having been informed that the right of entry may be refused, consents to the entry; or

(b) if the occupier refuses to consent, an order is issued pursuant to section 438 of the Municipal Act, 2001 or a warrant is issued pursuant to section 439 of the Municipal Act, 2001, or a warrant is issued under the Provincial Offences Act, R.S.O. 1990, c. P.33.

**12.3** A person exercising a power of entry on behalf of the Township, under this By-law must on request, display or produce proper identification.

**12.4** No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, any officer, peace officer or any person appointed for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.

## **13. ENFORCEMENT**

**13.1** This By-law shall be enforced by an officer or peace officer or any other person or officer appointed by the Township for the purposes of enforcing this By-law.

**13.2** If compliance herewith would be impractical, the provisions of this By-law shall not apply to ambulance, police and fire department vehicles and any vehicles while actually engaged in works undertaken for on behalf of the Township, the United Counties, federal or provincial government or any utility.

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

#### **14. OFFENCES & PENALTIES**

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

**14.2** Every person who contravenes any provision of this By-law, including an order issued under this by-law, is guilty of an offence.

**14.3** Every person who is convicted of an offence under this By-law shall be subject to a fine not exceeding \$10,000.00 for each offence and such fine shall be recoverable under the Provincial Offences Act.

**14.4** A director or officer of a corporation who knowingly concurs in a contravention of this By-law by the corporation is guilty of an offence and is liable upon conviction to a fine not exceeding \$100,000.00 for each offence and such fines shall be recoverable under the Provincial Offences Act.

**14.5** An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the fine shall not exceed \$10,000.00.

**14.6** The conviction of a person under this By-law shall not operate as a bar to a prosecution against the same person upon any continued or subsequent breach of any provision or order under this By-law and the court may convict such person repeatedly for continued or subsequent breaches of this By-law and the provisions of section 431 of the Municipal Act, 2001 shall further apply to any continued or repeated breach of this By-law.

**14.7** Upon a conviction being entered, the court in which the conviction was entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed in this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**14.8** Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fines as set out in Schedule 'A' to this By-law.

#### **15. VALIDITY & SEVERABILITY**

**15.1** Notwithstanding any section, subsections, clause, paragraph or provision of this By-law, this By-law or parts thereof may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

**15.2** Any reference to a statute, regulation, by-law or other legislation in this By-law shall include such statute, regulation, By-law or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

**15.3** Where there is any conflict between the provisions of this By-law and any other By-law or legislation, the provisions of this By-law shall prevail to the extent of the conflict.

**16. REPEAL**

**16.1** This By-law repeals By-law No 22-2014 in its entirety, as of the date of the enactment of this By-law.

**17. FORCE AND EFFECT**

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

READ a first, second, third time and enacted in Open Council, this            day of            2019.

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

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

I hereby certify this to be a true copy of By-law No. 19-2019, and that such by-law is in full force and effect.

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

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



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. BP-2019-07 – Chief Building Official 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

**YEA**

**NEA**

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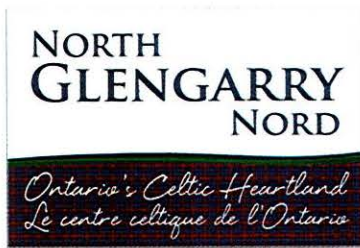
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**Section 5 (g)**



## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-07

May 22, 2019

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

RE: 2019 Work Plan

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### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-07 – the Director of Building, By-law & Planning 2019 Work Plan.

### Background / Analysis:

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan update for 2019.

The Planning department is required to update the Comprehensive Zoning By-law, although part of the work has started prior to 2019, it still needs to be reviewed and implemented to include new cannabis regulations, which we are working on. Our Planner has already started to work with JL Richards to update the Comprehensive Zoning By-law. We are still in the process of reviewing what was done and what will need to be done, while trying to save consultation costs. A new Site Plan Control By-law will also be put in place for an easier process for the land owners and developers. We will also discuss a Sub-Division application process for the future, our Planner also has started to do some research on what would be required from developers in order to get the Ministry's approval for new subdivisions within the Urban Settlement Area of Alexandria. Also note that there is still the LPAT appeal for the Official Plan in progress.

The Planning department will be bringing forward a draft Zoning Amendment for cannabis use, a zoning amendment is to be done for our current Zoning By-law, which does not include any definitions or general provisions pertaining to cannabis production, processing, cultivation or use. A quick survey of some neighboring Townships demonstrates that the Township is not the only one that is not currently up to date as most Townships are still wondering some of the uses, definitions, etc. The province is clear on some issues, like the consideration for cannabis

cultivation is considered “agricultural”, but the processing and selling of the cannabis is not as precise and some studies are required.

The Planning Department is also working on a strategy for the Tree Canopy/Forest Conservation By-law. A By-law has to be in place and respect multiple other documents like the Official Plan, the Zoning By-law, the Planning Act, the Modernizing Ontario Municipal Legislation Act, the Forestry Act, the Farming and Food Production Protection Act, the Ontario Farmer’s Association, among many others. We are working on finding a fair middle for farmers who wants to grow and develop and for forest and neighboring areas. This should be brought up in June for review and discussions.

The By-law Enforcement Officer will be taking on more dog enforcement and animal control; most of the By-law creation/review relates to animal control, including dogs and livestock, poundkeeping, etc. There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of 2019 but we are looking into some other options for after, along with the other Townships. We recently decided that it was of best interest for North Glengarry to pull out of a joint kennel for animal control throughout the United Counties. The By-law Enforcement Officer and the Department are currently working on a new Animal Control By-law, a Poundkeeper By-law and an Exotic/Prohibited Animal By-law. The By-law Enforcement Officer will be going ahead with the same complaint tracking system software as the Public Works Department.

The Clean Yards is also being implemented for better enforcement coverage and a first draft will be presented to the Committee of Whole for discussion later. The proposed Clean Yards By-law sets out minimum standards for properties in the Township of North Glengarry including some rules on litter, waste and property maintenance to help ensure that properties are safe, clean and attractive in relation to adjacent properties. There is one already in place but this new proposed By-law is much more explicit and provides for better coverage.

The Poundkeeper By-law is also being presented to the Committee of Whole for discussion later. In recent years, the Township’s By-law Department has received multiple complaints concerning animals running at large, on public places, on neighboring properties, on road allowances, etc. The purpose of this By-law is to deal, in timely fashion, with issues that require immediate action due to health and safety concerns for example, a horse on public highway, etc.

The Building Department is in the middle of the process for two new developments; Site Plan Control will be in effect for both so Council will be made aware with them when they go through; SPDA will be presented to Council in the next month. The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning. Some updates like civic numbers, severances and ZBA need to be done prior. The sign By-law will also be reviewed.

Approximately 20 Building Permit Applications came in during the last 2 weeks, projects like accessory storage buildings, decks, pools, renovations along with 2 semi-detached and other



bigger additions are being applied for. Important to note that many inquiries about new development within the Alexandria Urban Settlement Area have been brought up. I also got some phone calls for development within the Maxville Urban Settlement Area.

Another important topic for the Building Department is how it will deal with all the Maxville water project connections, more specifically inside the buildings, as the Ontario Building Code does not deal with the municipal services, but only from the building/foundation in. Along with the CAO, it was determined that the issuance of a Building Permit would be preferable, fees still needs to be discussed. A Building Permit Application that is signed by an owner gives the Chief Building Official the right of entry inside a building to inspect, as per Building Code Act. We specifically want to inspect things like cross connections (some owners will want to keep their wells, some will be disconnected), air gaps and hose bibs backflows, meter installation with required valves, sump pumps discharge into storm sewers vs. sanitary sewers, etc.

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

None.

**Others consulted:**

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



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Reviewed by  
Sarah Huskinson – CAO/Clerk

| Building, Planning, By-Law Department Tasks |   | Deliverable   | Involvement | 2019 |    |    |    | 2020 |
|---|---|---|-------------|------|----|----|----|------|
|   |   |   |             | Q1   | Q2 | Q3 | Q4 |      |
| Strat Plan                                  |   |   |             |      |    |    |    |      |
|   |   |   |             |      |    |    |    |      |
|   |   |   |             |      |    |    |    |      |
|   |   |   |             |      |    |    |    |      |
| Policies                                    | Draft Zoning By-law Review (2017)               | Approved by Council   | KO, JR      |      |    |    |    |      |
|   | Cannabis use - Zoning By-law Amendment          | Approved by Council   | KO          |      |    |    |    |      |
|   | Creation of Site Plan Control By-law            | Approved by Council   | KO          |      |    |    |    |      |
|   | Creation of Animal Control By-law (SDG)         | Approved by Council   | TM, JR      |      |    |    |    |      |
|   | Creation of Livestock/Poundkeeper By-law        | Approved by Council   | TM, JR      |      |    |    |    |      |
|   | Review of Clean Yards By-law                    | Approved by Council   | TM, JR      |      |    |    |    |      |
|   | Review of Garage Sale By-law                    | Approved by Council   | TK, JR      |      |    |    |    |      |
|   | Review of Sign By-law                           | Approved by Council   | JR          |      |    |    |    |      |
| Other                                       | Main Street Renewal Project                     | Ongoing Planning/<br>Public Works/ SDG<br>project   | KO, RM, TK  |      |    |    |    |      |
|   | Town Core & Rural Cycling Project               | Ongoing Planning/ Ec.<br>Dev./ SDG project  | KO, TK      |      |    |    |    |      |
|   | Update of current GIS                           | IT building a new<br>software for building<br>permits and zoning<br>references and tracking | KO, JR      |      |    |    |    |      |
|   | Ongoing ZBA, MV                                 | Ongoing Planning  | KO          |      |    |    |    |      |
|   | Ongoing Consent Applications                    | Ongoing Planning  | KO          |      |    |    |    |      |
|   | Ongoing OP Appeal (SDG)                         | Ongoing Planning/<br>Township and SDG<br>Appeal   | KO          |      |    |    |    |      |
|   | 2 large scale project Building/Site Plan        | New development in<br>the Township  | KO, JR      |      |    |    |    |      |
|   | Building Permit Application & Tracking Software | IT building a new<br>software for building<br>permits and zoning<br>references and tracking | RE, JR      |      |    |    |    |      |
|   | Dog tags tracking                               | By-law Officer to<br>overlook the entered<br>date   | TM, CL      |      |    |    |    |      |
|   | By-law/Complaint Software                       | Easier and simpler<br>tracking software for<br>complaints                                   | TM, CL      |      |    |    |    |      |
|   | Nutrient Management Plan training/update        | New training required<br>to ensure OMAFRA<br>compliance                                     | JR          |      |    |    |    |      |
|   | Review Dog Catcher Duties                       | Current contract to<br>expire   | TM, JR      |      |    |    |    |      |
|   | Ongoing By-law Complaints                       | Ongoing By-law  | TM          |      |    |    |    |      |
|   | Ongoing Building Permit Applications            | Ongoing Building  | JR          |      |    |    |    |      |
|   | Outstanding Building Permits (Hospital/Schools) | Hospital and Schools<br>have some outstanding<br>building permits and<br>needs to be closed | CL, JR      |      |    |    |    |      |
|   | Office Painting                                 | All Township offices to<br>be repainted   | JR          |      |    |    |    |      |
| Maxville Water Connections                  | Ongoing   | JR  |             |      |    |    |    |      |

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. FS-COW-2019-03 – Fire Department 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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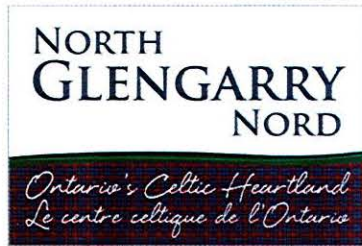
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**Section 5 (h)**





## **STAFF REPORT TO COUNCIL**

**Report No: COW FS-2019-03**

**May 22, 2019**

From: Pat Gauthier - Fire Chief

RE: 2019 Work Plan

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### **Recommended Motion:**

That the Committee of the Whole receives Staff Report No. COW FS-2019-03 the Fire Chief's 2019 Work Plan update.

### **Background / Analysis:**

Last Work Plan update: April 2019

### **COMMUNICATIONS**

Report prepared for Council regarding Maxville antenna site and new paging system. For closed session.

### **TRAINING FACILITY**

We are coordinating carefully with Public Works in order to ensure the project is completed on time and on budget.

Fire Management met with Raisin Region Conservation Authority staff to address their concerns. The meeting went well and the RRCA had no concerns with our proposed facility. We are preparing a full report for the RRCA so everyone is on the same page.

### **FIREWELLS**

The RRCA had no issues with our proposed water source to be located at the training facility.

### **STATION RENOVATIONS**

We are moving ahead with construction of office space at station 1. Work will be starting soon and we expect to finish in the fall.

Station 1 will require a drain in the north-east corner of the tarmac. We are working with Public Works to get this project done.

#### **POLICIES AND PROCEDURES**

Work has begun on operating procedures. Expect to complete by the fall.

#### **RECORDS MANAGEMENT SYSTEM (BeeOn)**

Training has begun for admin staff. Training for District Chiefs will begin this month.

#### **TRAINING**

All NGFD firefighters are currently being trained in Rapid Intervention and Firefighter Survival. This is a 5 phase program taught by an outside instructor. The program is going well.

#### **PPE MAINTENANCE, AIR MANAGEMENT**

All SCBA bottles are going for hydrostatic testing. This work will be completed by end of June.

#### **AID AGREEMENTS, F.D. REVIEW/RISK ASSESSMENT, BY-LAW REVIEW**

Drafts are expected to be completed in August and available for full review by OFM Field Advisors in September.

A report regarding automatic aid has been prepared for Council

#### **Alternatives:**

None.

#### **Financial Implications:**

See report

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

Communications project report

#### **Others Consulted:**

Deputy Fire Chief



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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

| Fire Department Tasks |                                  | Deliverable                 | Involvement    | 2019        |             |           |          | 2020                           | Progress |
|-----------------------|----------------------------------|-----------------------------|----------------|-------------|-------------|-----------|----------|--------------------------------|----------|
|                       |                                  |                             |                | Q1          | Q2          | Q3        | Q4       |                                |          |
| Strat Plan            |                                  |                             |                |             |             |           |          |                                |          |
|                       |                                  |                             |                |             |             |           |          |                                |          |
|                       |                                  |                             |                |             |             |           |          |                                |          |
| Capital Projects      | Communications                   | Project approved by Council | MR,PG          | Preparation | Execution   | Complete  |          | Report for Council             |          |
|                       | Training Facility                | Project approved by Council | PG,MR          | Preparation | Execution   | Complete  |          | Working with PW                |          |
|                       | Firewells                        | Project approved by Council | PG,MR          | Preparation | Execution   | Complete  |          | Working with PW                |          |
|                       | Station Renovations              | Project approved by Council | PG             |             | Preparation | Execution | Complete | Int. and Ext. renos soon       |          |
| Other                 | Policies and Procedures          | Requires updating           | PG,Committee   |             | Preparation | Execution | Complete | Preparation, assigning tasks   |          |
|                       | Record Management System         | 2018 Capital project        | MR,PG,ICO Tech | Preparation | Execution   | Complete  |          | Training started               |          |
|                       | Training program (All Members)   | NFPA 1001                   | MR,PG          | Execution   | Complete    |           |          | Phase 3 RIT completed          |          |
|                       | PPE Maintenance                  | NFPA 1851                   | MR,PG          | Execution   | Complete    |           |          | Full program in place          |          |
|                       | Air Management Program           | NFPA 1989                   | PG,MR          | Execution   | Complete    |           |          | Final prog. review in progress |          |
|                       | Aid Agreements                   | FPPA                        | PG             | Preparation | Execution   | Complete  |          | Report for Council             |          |
|                       | F. D. Review and Risk Assessment | FPPA                        | PG             | Preparation | Execution   | Complete  |          | Ongoing                        |          |
|                       | Review By-laws                   | OFM template                | PG             |             | Preparation | Execution | Complete | Ongoing                        |          |

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

THAT the Committee of the Whole receives Staff Report No. PW-COW-2019-05 – Public Works Department 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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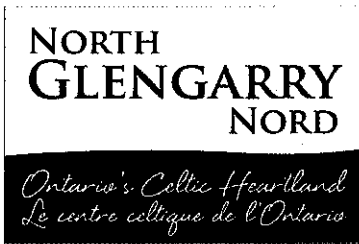
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**Mayor:** Jamie MacDonald

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**Section 5 (i)**



## COMMITTEE OF THE WHOLE

### KEY INFORMATION REPORT

Report No: COTW PW-2019-05

May 20, 2019

From: Dave Malcolm – Director of Public Works

RE: Overview of Activities of the Public Works Department

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### Maxville Water Project

The Maxville Water Project is on schedule and within budget:

| <u>Contract</u>                    | <u>% Complete</u>   | <u>Projected Cost<br/>(excl. HST)</u> |
|------------------------------------|---------------------|---------------------------------------|
| 1. Maxville Distribution System    | 90%                 | \$ 11,646,000                         |
| 2. Maxville Elevated Storage Tank  | 95%                 | \$ 2,531,000                          |
| 3. Transmission Main               | 90%                 | \$ 8,797,000                          |
| 4. Booster Station                 | 10%                 | \$ 1,844,000                          |
| 5. <u>Treatment Plant Upgrades</u> | <u>Final Design</u> | <u>\$ 3,919,000</u>                   |
|                                    | (in Progress)       |                                       |

**Total Cost (excl. HST)    \$ 28,737,000**

**Note:** EVB is now in the Final Design phase of the Water Treatment Plant Upgrades. We expect to receive the 90% design documents from EVB for Township review, by approximately mid-July. A number of provisional items will be included in the final design for this contract. Decisions on implementation of provisional items may be partially influenced by the availability of funds remaining within the project budget, as it approaches its conclusion.

#### Transmission Line:

Cleanup along the transmission line has begun, with Malyon currently attending to Auld McMillan Road and the crossings along County Road 22. Once that work is complete, they will begin the cleanup of ditches along the route, beginning at Maxville & working eastward, followed by repairs to lawns and driveway entrances.

### Complaints update:

Complaints relating to the construction work both in the village and along the transmission line are being addressed and tracked by Public Works, in collaboration with EVB. A number of complaints have also been registered by property owners in the town, claiming that water infiltration in their basements, caused by the Project. Inspections carried out before & after by an independent building inspector indicate that in most cases, these claims are without merit.

## Roads

### Asphalt

The asphalt (hot mix) tender done jointly with SDG came in approximately \$63,000 higher than the budget (\$467,000 vs \$404,000). Some of the planned asphalt work may be postponed until 2020, if required to remain within budget. A proposed list of the sections of roads in question will be presented to Council for approval.

### Double Surface Treatment

Roch Lajoie will be reviewing double surface treatment roads done in 2018 with the contractor this week to address apparent quality issues that may be covered under warranty. (e.g. Concessions 1, Concession 4)

### Gravel

The 2019 annual tender for aggregate was awarded to Coco Paving. (\$ 317,550)

## Bridges

Two (2) of the four (4) bridges for which capital work had been planned for 2019 are complete, while design work has yet to be completed for the remaining bridges.

## Water Works

On Thursday, May 2, the raw water intake pipe for Alexandria Water Treatment Plant was damaged when a contractor unknowingly severed the 14" pipe. While the water flow was lost to the plant, citizens continued to receive their water from the Alexandria Water Tower and at no point was water quality compromised. By May 6, the Water Plant was back to normal operations, thanks to the training, planning and hard work of the team, led by Environmental Services Manager Dean McDonald.

## Sewage Treatment

AECOM claims to be on target on the design of the Alexandria Sewage Works Upgrade project, as follows:

- 90% Design for Township Review: mid-July 2019
- 100% Design & Tender Docs: end August 2019



## **Drainage**

This spring has been relatively uneventful for the drainage superintendent.

## **R.A.R.E.**

In early April, the person replacing the administrative assistant at the R.A.R.E. plant resigned, leaving the plant manager in need of a replacement for 5-6 months, when the permanent administrative assistant is expected to return from maternity leave. After a search, a suitable replacement has been identified and is expected to begin work shortly, once the necessary due diligence has been completed.

On Friday, May 17th, 2019 the R.A.R.E. Plant Manager attended the Eastern Ontario Waste Sector Meeting in Smith's Falls, Ontario. This meeting provides an Overview of Waste Sector issues Impacting the Municipal & Private Sectors and is a valuable networking opportunity for professionals and managers in the field.

## **Asset Management**

The following were purchased in support of the Asset Management Plan:

- Tender RDS 2019-01, the tender for the purchase of two model year 2019 Chevrolet Silverado work trucks was awarded to Laplante GMC. (\$ 72,035.82)
- Tender RDS 2019-03, the tender for the purchase of a tandem truck was awarded to ELP. (\$ 273,565)

## **Interdepartmental Collaboration**

### Fire Department

- Backhoe & operator now on loan to Fire Department to assist in clearing land for their planned training centre.
- Catch basin to be installed on tarmac of Station 1 to address longstanding drainage problems.

## **Comments**

This report is presented for information purposes only.

# **Section 6**

**UNFINISHED**

**BUSINESS**



## **Section 7**

# **OTHER BUSINESS**



**SECTION 8**

**MATTERS ARISING**

**FROM STANDING**

**COMMITTEES**



# **SECTION 9**

# **NOTICE OF MOTION**



# **SECTION 10**

# **ADJOURNMENT**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** May 22, 2019

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

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

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

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 10**