

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

Tuesday, April 11, 2023, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. ADOPTION OF PREVIOUS MINUTES**
 - a. Regular Meeting of Council Minutes - March 27, 2023
- 5. DELEGATION(S)**
 - a. Joyce Gravelle , Account Manager from MPAC
- 6. STAFF REPORTS**
 - a. Administrative Department
 1. Emergency Management By-law 13-2023
 - b. Community Services Department
 1. Award of contract for Island Park Sandfield Centre Siding Replacement
 2. Second Intake results for 2023 Community Grants
 3. Outline for Parks & Recreation Action Plan
 - c. Treasury Department
 1. Reinstatement of Legislation to Retain Surplus Proceeds from a Tax Sale
 - d. Planning/Building & By-law Enforcement Department
 1. Zoning Amendment By-law No. Z-03-2023
 2. Zoning Amendment By-law No. Z-04-2023
 3. Zoning Amendment By-law No. Z-05-2023
 4. Zoning Amendment By-law No. Z-06-2023
 - e. Public Works Department
 1. Award of Multiyear Tender PW 2023-13 – Sampling and Monitoring

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

- a. Committee of Adjustment Hearing Minutes - Nov 28, 2022
- b. Public Meeting of Planning Minutes - Jan 30, 2023
- c. Public Meeting of Planning Minutes - Feb 27, 2023

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday April 24 2023 at 6:00 p.m. in the Council Chamber 3720 County Rd 34, Alexandria, Ontario.

Note: Meetings are subject to change or cancellation.

11. QUESTION PERIOD

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

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

- a. By-law 14, 2023

14. ADJOURN

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Monday, March 27, 2023, 6:00 p.m.
Council Chamber
3720 County Road 34
Alexandria, On. K0C 1A0

PRESENT: Mayor: Jamie MacDonald
Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Jeff Manley
Councillor: Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Deputy Clerk: Jena Doonan
Director of Community Services: Anne Leduc
Treasurer & Director of Finance: Kimberley Goyette
Director of the Building/By-law & Planning Services: Jacob Rhéaume
North Glengarry Fire Chief: Matthew Roy
Director of Public Works: Timothy Wright

Others Present Economic Development & Communication Officer: Natalie Charette

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

Resolution No. 1

Moved by: Carma Williams
Seconded by: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday March 27 2023

Carried

- 4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Brian Caddell
Seconded by: Gary Martin

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

Regular Meeting of Council - March 13, 2023
Committee of the Whole Meeting - March 22, 2023

Carried

5. DELEGATION(S)

- a. Hôpital Glengarry Memorial Hospital - Robert Alldred-Hughes

Robert Alldred-Hughes CEO of Glengarry Memorial Hospital gave a brief update on hospital services and staffing.

6. STAFF REPORTS

- a. Administrative Department

1. Draft Strategic Plan and Priorities 2023-2027

Resolution No. 3

Moved by: Jacques Massie

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff report AD 2023-03; and

THAT the Council of the Township of North Glengarry approves the draft Strategic Plan and Priorities for 2023-2027 as presented.

Carried

- b. Treasury Department

1. 2023 Tax Rate Bylaw

Resolution No. 4

Moved by: Jeff Manley

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry adopts Bylaw 11-2023, being a Bylaw to adopt the tax rates for the year 2023; and

THAT Bylaw 11-2023 be read a first, second and third time and enacted in open Council the 27th day of March, 2023.

Carried

- c. Planning/Building & By-law Enforcement Department

1. Administrative Monetary Penalties

Resolution No. 5

Moved by: Michael Madden

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2023-06 and;

THAT the Council of the Township of North Glengarry approves the implementation of the Administrative Monetary Penalties (AMPS) program

Carried

2. Zoning By-law Amendment No. Z-01-2023
- Resolution No. 6**
- Moved by:** Gary Martin
Seconded by: Brian Caddell
- THAT** the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-01-2023 and;
- THAT** By-law Z-01-2023 be read a first, second, third time and enacted in Open Council this 27th day of March, 2023.
- Carried**
3. Zoning By-law Amendment No. Z-02-2023
- Resolution No. 7**
- Moved by:** Carma Williams
Seconded by: Jeff Manley
- THAT** the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-02-2023 and;
- THAT** By-law Z-02-2023 be read a first, second, third time and enacted in Open Council this 27th day of March, 2023.
- Carried**
4. Zoning By-law Amendment No. Z-21-2022
- Resolution No. 8**
- Moved by:** Jacques Massie
Seconded by: Gary Martin
- THAT** the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-21-2022 and;
- THAT** By-law Z-21-2022 be read a first, second, third time and enacted in Open Council this 27th day of March, 2023.
- Carried**
5. Subdivision Application No. 01-NG-S-2022
- Resolution No. 9**
- Moved by:** Brian Caddell
Seconded by: Carma Williams
- THAT** the Council of the Township of North Glengarry supports Plan of Subdivision Application No. 01-NG-S-2022 by way of a resolution, based on the conditions of approval described in Schedule “A” of the Action Request dated February 27, 2023; and
- THAT** these conditions be forwarded to the United Counties of SDG and the applicant, representing the Township’s formal comments on the proposal.
- Carried**

d. Fire Department

1. Training Facility - Rental

Resolution No. 10

Moved by: Jeff Manley

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. FD 2023-03 and;

THAT the Council of the Township of North Glengarry approves the rental of our facility to external stakeholders and outside fire departments, through a cost recovery model.

Carried

e. Public Works Department

1. Award of Tender PW 2023-07 – Purchase of Aggregate

Resolution No. 11

Moved by: Michael Madden

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. PW 2023-16, Award of Tender 2023-07 – Purchase of Aggregate; and

THAT the Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with A.L. Blair Construction Ltd to purchase 30,000 M.T. of granular M aggregate for the sum \$416700 + HST, the overage for this work is to be covered by the approved 2023 Roads Capital Budget

Carried

2. Blue Box Transition and Regional Waste Management Group Update

Resolution No. 12

Moved by: Gary Martin

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives staff report PW 2023-07 Blue Box Transition and Regional Waste Management Group Update and;

THAT the Council of the Township of North Glengarry agrees to opt out of providing administrations services to Circular Materials Ontario during the transition period of January 1st 2025 to December 31st 2025 and report this to the Regional Waste Management Group.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Resolution No. 13

Moved by: Carma Williams

Seconded by: Gary Martin

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

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

a. Confirming By-law 12-2023

Resolution No. 14

Moved by: Jeff Manley

Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry receives By-law 12-2023; and

THAT the Council of the Township of North Glengarry adopts by-law 12-2023 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 12-2023 be read a first, second, third time and enacted in Open Council this 27th day of March 2023.

Carried

14. ADJOURN

Resolution No. 15

Moved by: Jacques Massie

Seconded by: Brian Caddell

THERE being no further business to discuss, the meeting was adjourned at 6:50 p.m

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

A light blue map of the province of Ontario is centered on a dark blue background. A white dashed rectangular border is superimposed over the map, framing the central text.

MPAC

Property Assessment
in Ontario

Ontario's Property Experts



5.5

MILLION

MPAC's database hosts information for over 5.5 million properties across Ontario.

37

BILLION

There was more than \$37 billion of new assessment captured in 2022.

3

TRILLION

Ontario's total property value exceeds \$3 trillion.



Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.

Maintaining Ontario's Property Database



Provincial, Municipal and
Property Owner Support
& Guidance



New Assessment
Forecasting & Market
Analysis/Trends



Municipal Financial
Planning & Insights



Vacancy and Tax
Applications for
Commercial, Business
& Residential



Requests for
Reconsideration &
Appeal Processing




Processing Severances
and Consolidations





MPAC conducts property valuation updates, referred to as **reassessments**.

Property values continue to be based on the market at **January 1, 2016**, which is our current valuation date.



What is Current Value Assessment? (CVA)

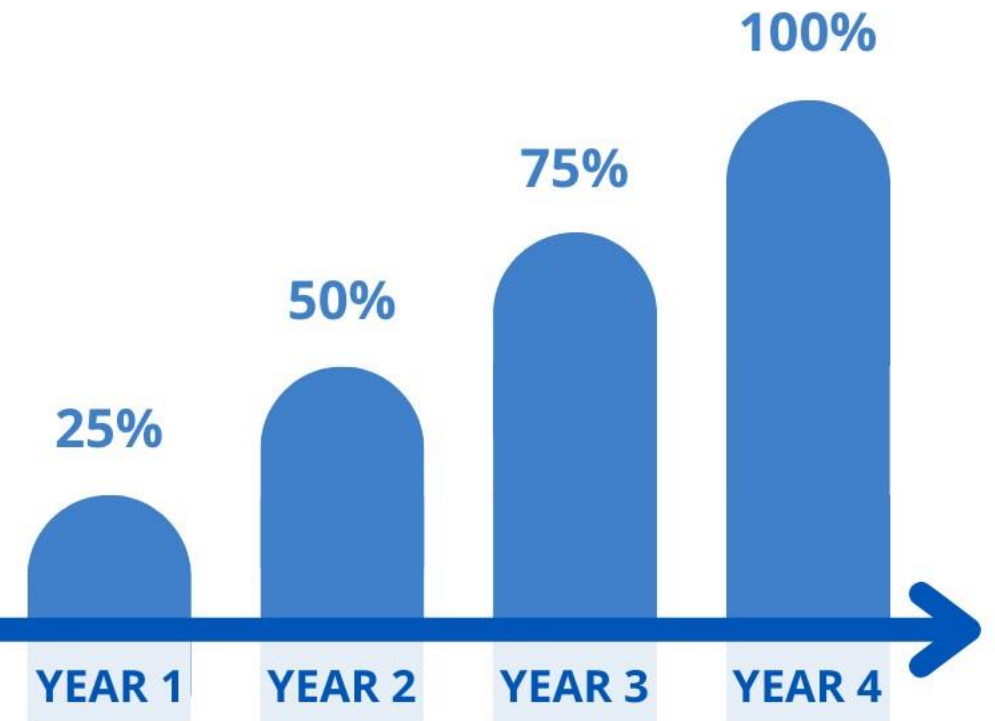
Current value is market value **at a point in time** (the legislated valuation date)

The Assessment Cycle

Valuation Date
January 1, 20XX



Notices mailed




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

MPAC's Role in The **Building** **Permit** Process

Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**

Municipalities tax property owners **based on those assessments.**

The sooner MPAC delivers assessments, the faster municipalities realize **new revenue.**



Resolving Assessment Concerns

1



Reflect on the
Current Value
Assessment

2



Visit MPAC's
AboutMyProperty.ca
to confirm details

3



View similar
properties and
their assessed
values

4



Submit a Request
for Reconsideration
if you disagree

Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates* for your property type.



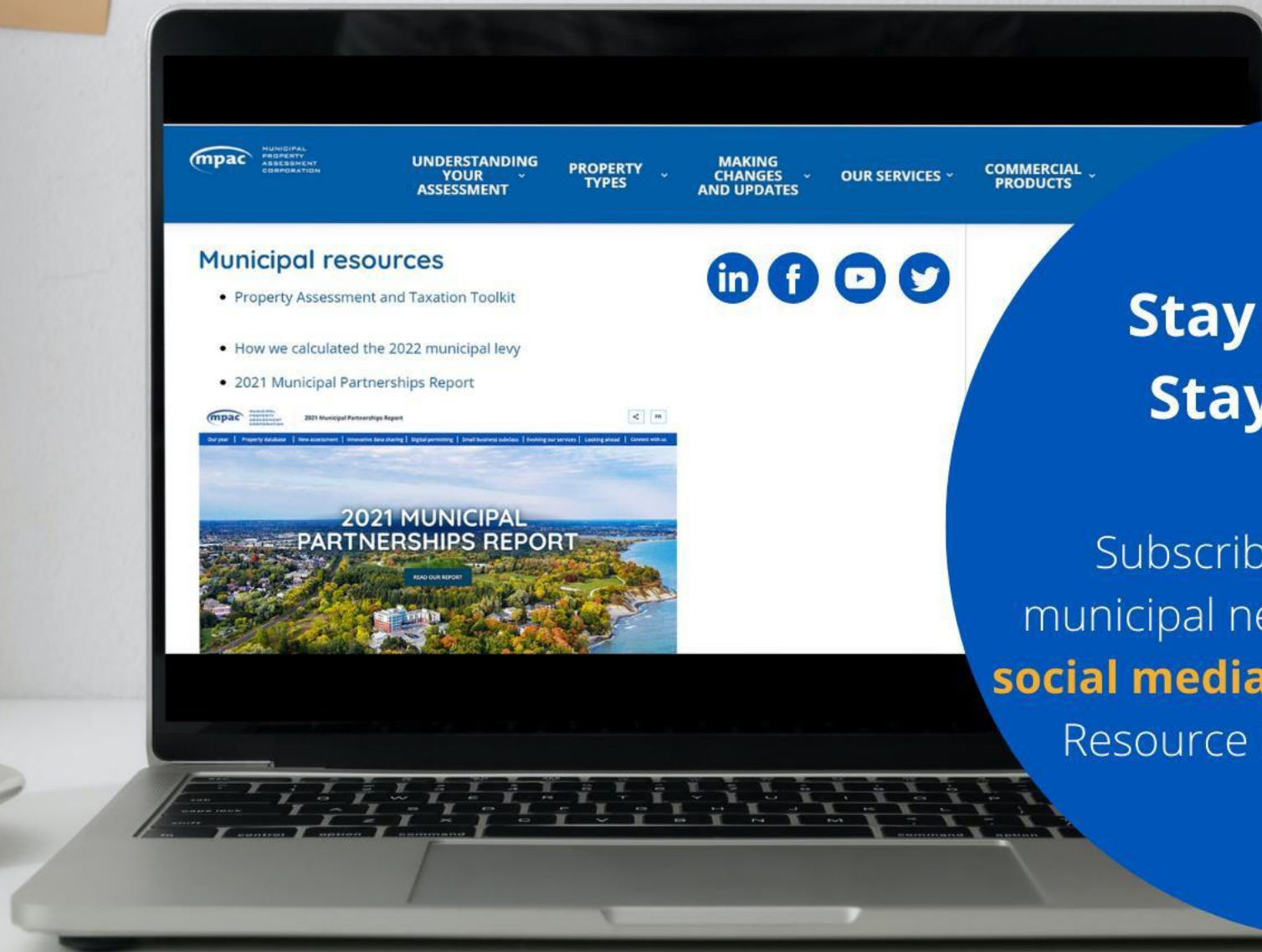
Property taxes you pay.

Ready with Resources for You



MYTH	FACT
<p>My property value has doubled.</p> <p>My property taxes will double.</p> <p></p>	<p>There is no 1:1 relationship between the change in your assessed value and change in taxation.</p> <p></p>





Stay **Connected,** Stay **Informed**

Subscribe to **InTouch**, our municipal newsletter, follow us on **social media**, and visit our Municipal Resource Library on **mpac.ca**.



Your Municipal Contacts

Joyce Gravelle

Account Manager

Joyce.gravelle@mpac.ca

613-363-1922

Tracy McIntyre

Regional Manager

Tracy.mcintyre@mpac.ca



STAFF REPORT TO COUNCIL

Report No: AD-2023-04

April 11, 2023

From: Sarah Huskinson, Chief Administrative Officer

RE: Emergency Management By-law 13-2023

Recommended Motion:

THAT Council of the Township of North Glengarry accepts report No. AD-2023-04; and

THAT Council adopts by-law No. 13-2023 being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry; and

THAT by-law No. 13-2023 be read a first, second and third time and adopted in open Council this 11th day of April, 2023.

Background / Analysis:

In 2018, a by-law was passed as part of Ontario Regulation 380/04, which required an Emergency Management by-law to cover all the requirements of the emergency plan. The by-law defines the Emergency Management Structure, the Emergency Management Structure and the provisions to which the Mayor may declare an emergency. As part of the annual review of the Township's Emergency Plan, small changes were necessary to job titles within the Municipal Emergency Control Group (MECG) and other small wording changes.

Alternatives:

None. This by-law is required under section 2.1 (a) of the Emergency Management and Civil Protection Act.

Financial Implications:

None.

Attachments & Relevant Legislation:

By-law No. 13-2023 Establishment and adoption of an Emergency Management Program

Others Consulted:

Emergency Management Program Committee
EMO
CEMC

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

By-law No. 13-2023

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

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

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

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

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

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

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

1. Definitions

1.1. In this by-law:

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

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

2. Emergency Management Structure

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

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

3. Emergency Management Program

- 3.1 The emergency management program shall be developed and implemented in accordance with the Act and Regulations published by the Ontario Fire Marshal and Emergency Management Offices. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs, and public education on risks and personal preparedness.
- 3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.
- 3.3 The Township shall submit a copy of the ERP and revisions, to the Chief, OFMEM.
- 3.4 The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.
- 3.5 These plans shall be updated as required and as determined by the CEMC.
- 3.6 The EMP shall be made available to the public.

4. Declaration of an Emergency

- 4.1 In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.
- 4.2 This by-law hereby authorizes employees of the Township to take action in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist.
- 4.3. This by-law hereby designates all Township employees as emergency workers in the event of an Emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan.
5. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW".

5. By-law 42-2018, is hereby repealed

READ a first, second, third time and enacted in Open Council, this 11th day of April, 2023.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No., 13-2023 and that such by-law is in full force and effect.

Date Certified

CAO/Clerk / Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: CS-2023-07

April 11, 2023

From: Anne Leduc – Director of Community Services

RE: Award of contract for Island Park Sandfield Centre Siding Replacement

Recommended Motion:

THAT Council of the Township of North Glengarry receives staff report CS-2023-07; and

THAT Council of the Township of North Glengarry approves the award of the contract for the Sandfield Centre Siding Replacement to David R Coleman General Contractor Ltd., in the amount of \$55,901.10 (plus HST); and

THAT Council of the Township of North Glengarry approves the disbursement of funds in the amount of \$50,000.00 from the approved Island Park Siding Capital Budget and that the remainder of funds, \$5,901.10 be sourced from the surplus identified in the Recreation Capital budgets – Island Park Bathroom Partitions and Glengarry Sports Palace Field Lighting; and

THAT the Mayor and Chief Administrative Officer are hereby authorized to execute the documentation relevant to this project.

Background / Analysis:

On January 30, 2023 Council approved the Township's Capital Budgets which included the replacement of the siding on the Sandfield Centre in the amount of \$50,000.00. The Request for Tender was issued on March 7, 2023, with submissions accepted until Friday, March 31, 2023.

Four submissions were received. One submission was withdrawn by the contractor and another did not meet the construction timelines for the project.

The two remaining qualifying bids are:

Company	Bid Amount excludes HST
David R. Coleman General Contractor Ltd.	\$55,901.10
John Gordon Construction Ltd.	\$65,921.94

The lowest qualifying bid was received by David R. Coleman General Contractor Ltd., in the amount of \$55,901.10. This amount is \$5,901.10 above the approved Capital budget amount of \$50,000.00.

Other than for the Alexandria Skate Park (conditional on Council’s approval) and the siding replacement projects, every other Recreation Capital project has been purchased or assigned with firm quotes.

Currently, staff has identified a surplus of \$9,587.89 in the Recreation Capital Budget between the Bathroom partitions (Island Park), the Field Lights (GSP) and Painting (GSP).

Staff proposes that the amounts remaining in two capital projects (see below) be reassigned to cover the shortfall of \$5,901.10.

CAPITAL ITEM	BUDGETED	ACTUAL	REMAINING	REASSIGNED to Siding Replacement
Sandfield Centre bathroom partitions	\$11,000.00	\$7,932.11	\$3,067.89	\$2,901.10
GSP Field Lights	\$10,000.00	\$7,000.00	\$3,000.00	\$3,000.00
	\$21,000.00	\$14,932.11	\$6,067.89	\$5,901.10

As per the tender documents, bidders were advised that no work was to be done between June 23, 2023 and July 4, 2023 to accommodate the Township’s Canada Day activities, and that the work be completed prior to September 30, 2023. In their submission, the lowest bidder has indicated that the work will be completed between April 18, 2023, and June 23, 2023. This timing is ideal as will have no impact on the Cornwall SDG Boys and Girls Club’s Summer Camp which starts right after Canada Day and ends the second to last week of August.

Staff will keep the user groups in the facility informed on the exact timing for the work.

As directed by Council during the budget deliberations three HardiePlank® colour selections were presented to the members of the Arts, Culture and Heritage Committee at their April 3, 2023 meeting. The proposed colours fell in the same colour palate at the existing siding on the Sandfield Centre. The committee selected “Woodstock Brown”. This information will be communicated to the selected bidder.

Alternatives:

Option 1 – Recommended - That Council approves the award of the siding replacement to David R. Coleman General Contractor Ltd.

Or

Option 2 – Not recommended – That Council declines this request.

Financial Implications:

Council has approved the Township's Capital Budget. There is no impact to the Community Services Capital Budget as the shortfall of \$5,901.10 will be covered by the surplus from existing approved projects.

Attachments & Relevant Legislation:

Relevant Documentation - 2023 Capital Budget

Others Consulted:

Kimberley Goyette – Director of Finance

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: CS-2023-08

April 11, 2023

From: Anne Leduc – Director of Community Services

RE: Second Intake results for 2023 Community Grants

Recommended Motion:

THAT Council of the Township of North Glengarry receives the Staff Report No. CS-2023-08; and

THAT Council approves the following grants under the second intake for the 2023 Community Grants Program:

Name of Organization	Amount Approved	In Kind Approved	TOTAL
Alexandria Lions Club		1,978.00	\$1,978.00
Glengarry Curling Club	1,445.00	-	\$1,445.00
Maxville & District Horticultural Society	2,400.00	582.00	\$2,982.00
Save the Grotto	1,445.00	-	\$1,445.00
TOTAL	\$5,290.00	\$2,560.00	\$7,850.00

Background / Analysis:

By February 13, 2023, Council approved \$19,710.00 to seven organizations under the Community Grant Program which resulted in \$5,290.00 in uncommitted funding. The community was advised that applications would be accepted during a second intake. Four applications were received.

The Arts, Culture and Heritage Committee (ACHC) met on April 3, 2023, and reviewed the four applications in detail. The ACHC considers that they met the initial criteria for the 2023 application round. The total funding approved through the second intake is \$5,290.00. This amount remains within the \$25,000.00 funding envelope that was approved by Council on January 30, 2023 for the 2023 Community Grant Program.

Alternatives:

Option 1 – Recommended – That Council approves this resolution.

Or

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

Financial Implications:

Prior to the disbursement of any funds, community groups are required to sign a “Letter of Agreement” that will specify the terms and conditions of the Community Grants.

Funds would be disbursed through the 2023 Operating Budget - Community Grants.

Attachments & Relevant Legislation:

- Attached - 2023 Community Grants Chart
- Relevant Documentation – Community Grants Program

Others Consulted:

Kimberley Goyette – Director of Finance

Natalie Charette – Economic Development and Communications Officer
Arts, Culture and Heritage Committee

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

Name of Organization	Project	Amount Requested	In Kind Requested	Amount Approved	In Kind Approved	TOTAL	Description of In-Kind
Second Intake 2023							
Alexandria Lions Club	Return to Ice - Bumper Cars, Shinny and Skating - celebration of 70 years of Lions service in Alexandria (and District)	2,000.00	1,978.00	-	1,978.00	1,978.00	Ice rental hours and community hall at the Glengarry Sports Palace
Glengarry Curling Club	Purchase of black lights and luminous paint for 70th Anniversary Event - Rock and Glow Spiel on October 28, 2023	2,147.00	-	1,445.00	-	1,445.00	
Maxville & District Horticultural Society	Carve new Highland Piper to replace old one prior to 2023 Glengarry Highland Games	2,400.00	582.00	2,400.00	582.00	2,982.00	Staff & Sproule to help install and backfill
Save the Grotto	Cover the cost of the sound person for 9 concerts	2,700.00	-	1,445.00	-	1,445.00	
	TOTAL FOR SECOND INTAKE	\$9,247.00	\$2,560.00	\$5,290.00	\$2,560.00	\$7,850.00	
	TOTAL FOR FIRST INTAKE	\$29,806.38	\$3,062.00	\$19,710.00	\$1,940.00	\$21,650.00	
	GRAND TOTAL	\$39,053.38	\$5,622.00	\$25,000.00	\$4,500.00	\$29,500.00	



STAFF REPORT TO COUNCIL

Report No: CS-2023-09

April 11, 2023

From: Anne Leduc – Director of Community Services

RE: Outline for Parks & Recreation Action Plan

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No. CS-2023-09; and

THAT Council of the Township of North Glengarry approves the proposed outline for the Parks and Recreation Action Plan; and

THAT Council of the Township of North Glengarry approves moderator fees to a maximum of \$5,000 to be funded through the administration consulting/professional fees budget.

Background / Analysis:

On March 27, 2023, Council approved the 2023-2027 Strategic Plan for the Township of North Glengarry. The creation of a Parks and Recreation Action Plan was identified as a priority under the Foster pillar.

The principal objectives for the Parks and Recreation Action Plan are to:

- Consult and determine Council and the community's priorities; and
- Develop a series of achievable recommendations and action steps to support the current and future recreational needs of the community, while respecting the municipality's financial envelope.

The Plan will guide the future investments in the Township's facilities, the program and services offerings, and its collaborations / partnerships with the community, organizations, and agencies.

The proposed outline highlights the steps to create an integrated plan that evaluates the activities and facilities managed by the Township in context with the activities and facilities managed by other entities in the municipality.

Item	Engagement	
	Internal	External
Step 1 - Project Start -Up and Data Collection (Spring – June 30, 2023)		
Inventory and Program Review	Review of Municipal Assets and Programs	Review of programs, services and facilities provided by agencies, community groups and organizations
Community and Stakeholder Consultation - Survey	Beta test survey with Recreation Staff	<ul style="list-style-type: none"> Survey distributed to user groups in facilities Survey distributed to the community Survey hosted on website
Community and Stakeholder Consultation – Workshop	Host two (2) workshops – Alexandria and Maxville	<ul style="list-style-type: none"> Invite community to workshops (emails to groups + ad in social media and the newspaper)
Municipal Consultation	Consultation with Council and municipal staff	
Research & Analysis	<ul style="list-style-type: none"> Stats Canada Demographics/Income, etc. Service Area (survey) Review of Asset Management Plan Rental Policies & Contracts Municipal Recreation Investment Priorities - Historic Spending and Cost Recovery Review of Potential Funding Sources Review memberships, registrations, in municipal programming / facility offerings Accessibility of physical assets 	<ul style="list-style-type: none"> Survey information on participation in existing and growing activities Survey information on accessibility of programs and facilities
Step 2 – Creation of Recreation and Parks Action Plan (July – October 31, 2023)		
Identify Emerging Themes and Local Trends Based on Community & Stakeholder Consultation	<ul style="list-style-type: none"> Determine Priority Areas and Goals 	
Create Implementation Framework	<ul style="list-style-type: none"> Based on Priority (High, Medium and Low) Based on Timing (10 year window) <ul style="list-style-type: none"> Short-term: 2023 to 2025 Medium-term: 2026 to 2028 Longer-term: 2029 and beyond Ongoing 	
Presentation of Draft Report to Council		
Draft Report for Public Review and Comments	<ul style="list-style-type: none"> Post to Township's website 	<ul style="list-style-type: none"> Emails to groups + ad in social media and the newspaper

Step 3 – Final Approval (November/December 2023)		
Finalize Recommendations	<ul style="list-style-type: none"> Incorporate comments from Council and the Community 	
<ul style="list-style-type: none"> Presentation to Council 	<ul style="list-style-type: none"> Plan approved posted to Township website 	<ul style="list-style-type: none"> Plan shared with the community
	<ul style="list-style-type: none"> Plan used to guide budget process 2024 - onwards 	

Alternatives:

Option 1 – Recommended – That Council approves this resolution.

Or

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

Financial Implications:

The Parks and Recreation Action Plan would be managed internally except for the services of a moderator for the in-person workshops. The fee for the moderator is expected to be \$5,000.00 and would be paid through the Administration Consultants/Professional Fees budget

The Parks and Recreation Action Plan would be used for planning purposes as part of the budget exercises presented to Council from 2024 and onwards. Expenditure recommendations from the Plan are conditional on the approval of the budgets by Council.

Attachments & Relevant Legislation:

- Relevant Documentation - 2023-2027 North Glengarry Strategic Plan

Others Consulted:

Kimberley Goyette – Director of Finance
Recreation Staff

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: TR2023-12

March 28, 2023

From: Kimberley Goyette – Director of Finance/Treasurer

RE: Reinstatement of Legislation to Retain Surplus Proceeds from a Tax Sale

Recommended Motion:

THAT Council of the Township of North Glengarry directs Administration to send a letter to all taxation bodies including the Ministry of Municipal Affairs, the Ministry of Finance, the United Counties of Stormont, Dundas and Glengarry Council, MPP Stephane Sarrazin and all other municipalities in Ontario requesting them to re-instate previous legislation that permitted a Municipality to apply for and retain surplus funds from a tax sale in their jurisdiction.

Background / Analysis:

The *Municipal Act, 2015*, section 380 provided provisions on how the proceeds from a tax sale would be distributed. After the amount was applied to the cancellation price (the tax arrears owing on the property) excess funds were paid to the Superior Court of Justice.

Within 60 days after making payment to the court, the treasurer was to send notice to the Public Guardian and Trustee and to the persons previously sent notice through the tax sale process. Any person claiming entitlement applied to the Superior Court of Justice within one year of payment into the court.

If no application was made to the court for payment within the year period, the amount paid into the court was deemed to be forfeited and the funds paid into the court would be given to the municipality.

In 2017 under the *Modernizing Ontario's Municipal Legislation Act* (MOMLA – Bill 68) changes were made to section 380. Any surplus funds are no longer be forfeited to the municipality if not claimed within one year. Any person with an interest in the property can apply for the surplus funds 90 days after payment has been made into court. They must serve notice of their application to all other interested parties. If unclaimed after 10 years, the surplus funds are forfeited to the Provincial Crown.

The public tax sale process is burdensome to a municipality who spends a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

The Corporation of the Township of Essex recently passed motion R23-03-081 urging municipalities in Ontario to support a similar resolution. This report is requesting support by Council regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales.

Alternatives:

1. Support the resolution presented - RECOMMENDED.
2. Do not support the resolution presented – NOT RECOMMENDED

Financial Implications:

Loss of potential surplus tax sale funds to the Crown.

Attachments & Relevant Legislation:

Municipal Act, 2001, section 380

Modernizing Ontario's Municipal Legislation Act, 2017

Others Consulted:

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: BP-2023-11

April 11, 2023

From: Jacob Rheaume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-03-2023**

Owner: Michael WRAY and Nina O'FLAHERTY

Location: 21520 Laggan-Glenelg Road, Dalkeith, ON

Recommended Motion:

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-03-2023.

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on March 27, 2023.

The purpose of application is to re-zone both the severed and retained portion subject to Consent Application B-85-22 condition No. 4 & 5 as followed;

The retained portion of the property (102.79 acres) to be rezoned from General Agricultural (AG) to General Agricultural Special Exception (AG-222) to prohibit residential development and the severed portion of the property (3.53 acres) rezoned from General Agricultural (AG) to General Agricultural Special Exception (AG-223) to prohibit agricultural uses and, acknowledge the minimum lot frontage deficiency from the required 200m to the proposed 39m (Driveway width at roadway).

The application was circulated as per the *Planning Act*, being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

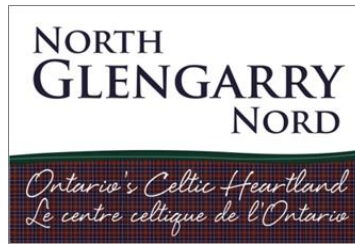
Attachments & Relevant Legislation:

- By-Law Z-03-2023
- Public Meeting of Planning Staff report from March 27, 2023

Others Consulted:

N/A

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT PUBLIC MEETING OF PLANNING

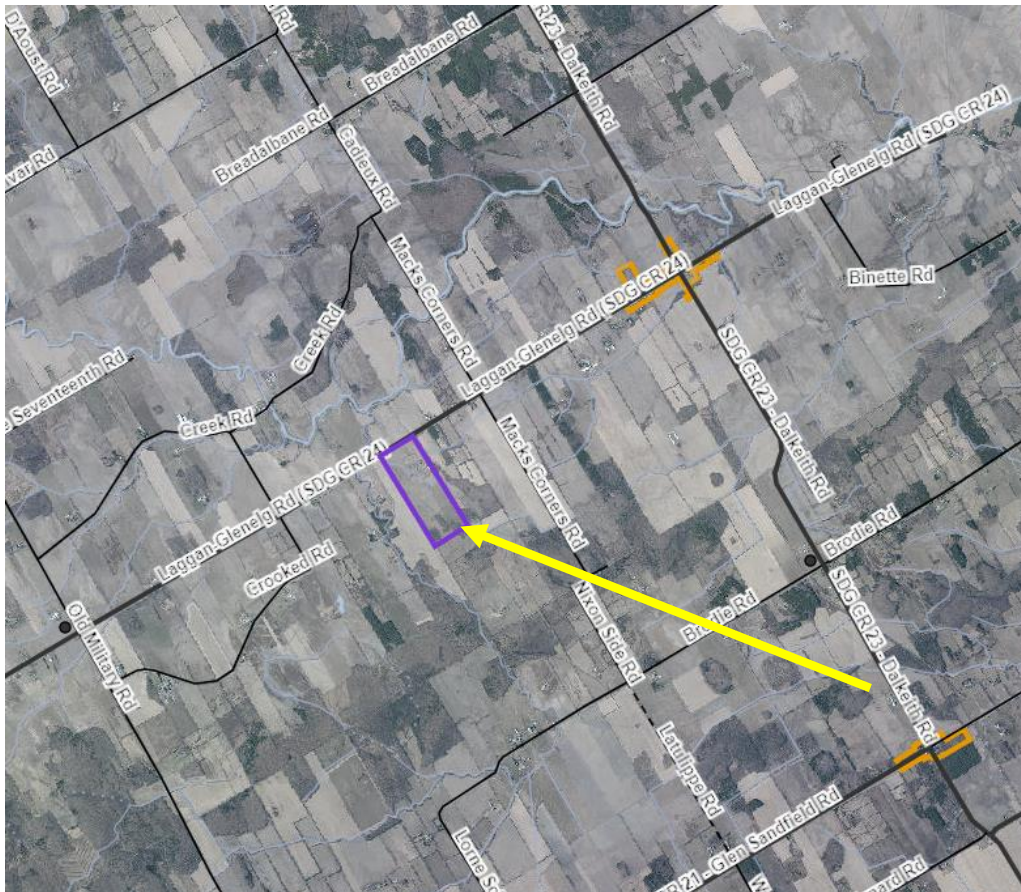
DATE: March 27, 2023

TO: Mayor and Council Members

FROM: Jacob Rheaume, Director of Building, By-law & Planning

RE: Zoning By-law Amendment No. Z-03-2023

Owner: Michael WRAY & Nina O'FLAHERTY
21520 Laggan-Glenelg Road, Dalkeith, ON

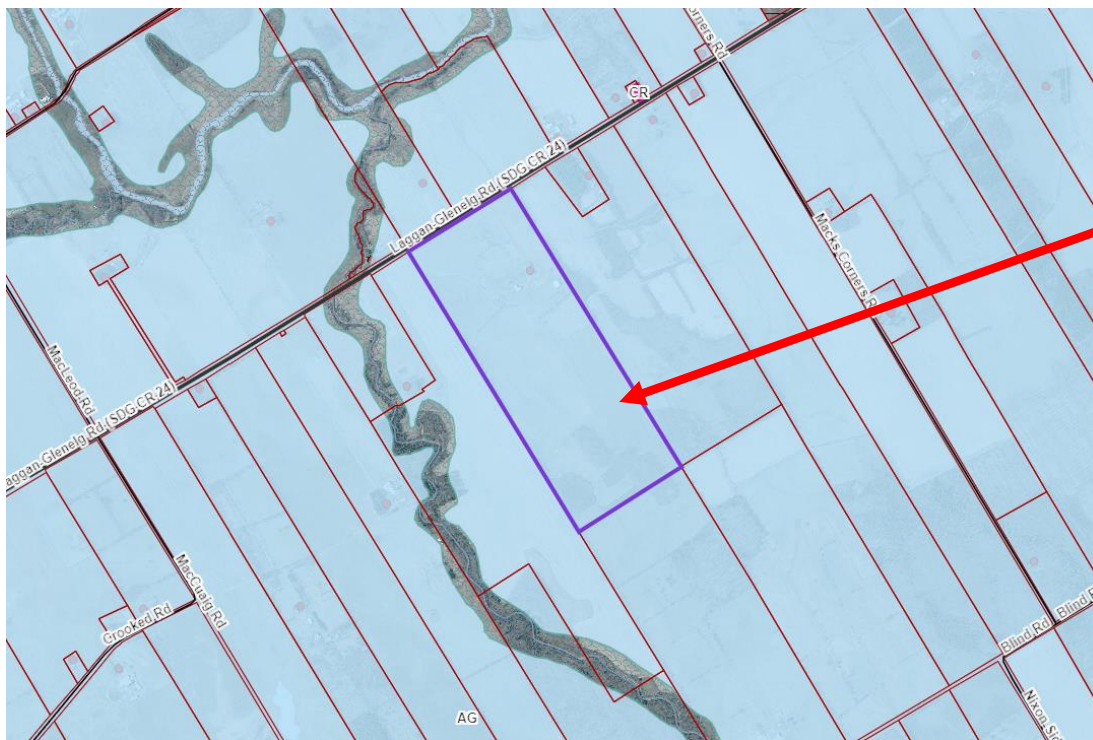




Official Plan designation: Agricultural Resource Lands



Zoning designation: General Agricultural (AG)



The owner is planning to keep both agricultural storage buildings on the agricultural lands. Both buildings are far enough from the newly proposed property lines and comply with the Township's Zoning By-law. The newly created property lines are created in accordance with the Zoning By-law requirements for both the retained and the severed portions.

Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structures are creating a health and safety hazard for public and future owners, such as sheds, other old buildings, etc.

There currently is only 1 existing entrance on the property, serving the severed portion with the dwelling, which will remain. The Council has notified the owner (as a condition) they will not issue an entrance permit for the retained portion, being the agricultural lands. The fields will have to be accessed either via neighbouring fields or by using the residential entrance.

A civic number could be issued for the agricultural portion of the severance, civic number 21520 will remain for the existing dwelling.

The surrounding official plan designation is Agricultural Resource Lands for all adjacent and neighboring properties.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties.

The surrounding uses include mostly agricultural cash crop/fields and livestock facilities, with some rural residential properties.

We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.

Provincial Policy Statement (2020)

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

The new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the planning authority ensures that

new residential dwellings are prohibited on any remnant parcel or farmland created by the severance.

SDG Counties Official Plan (2018)

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

In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. Z-03-2023
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000

WHEREAS By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 6 N, Part Lot 16 (21520 Laggan-Glenelg Rd., Dalkeith, ON) of North Glengarry zoned General Agricultural Special Exception 222 (AG-222) and General Agricultural Special Exception 223 (AG-223) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) AG-222 Special Exception on the retained portion to:
 - Prohibit residential development
 - AG-223 Special Exception on the severed portion to:
 - prohibit agricultural uses and,
 - acknowledge the minimum lot frontage deficiency from the required 200m to the proposed 39m (Driveway width at roadway).
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-222” and “AG-223” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 11th day of April 2023.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-03-2023, duly adopted by the Council of the Township of North Glengarry, on the 11th day of April, 2023.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-03-2023**

**Legend
Subject Lands
Zone Change from “AG” to “AG-222” and “AG-223”**



**CON 6 N PART LOT 16 (21520 Laggan-Glenelg Rd., Dalkeith, ON)
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-03-2023.
Passed this 11th day of April 2023.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: BP-2023-12

April 11, 2023

From: Jacob Rheaume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-04-2023**

Owner: Shaphan and Julianne BRODIE

Location: 21955 Brodie Road, Dalkeith, ON

Recommended Motion:

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-04-2023.

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on March 27, 2023.

The purpose of application is to re-zone both the severed and retained portion subject to Consent Application B-84-22 condition No. 4 & 5 as follows;

The retained portion of the property (97.69 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-224) to prohibit residential development and the severed portion of the property (2.56 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-225) to prohibit agricultural uses.

The application was circulated as per the *Planning Act*, being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

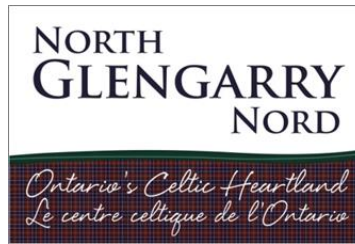
Attachments & Relevant Legislation:

- By-Law Z-04-2023
- Public Meeting of Planning Staff report from March 27, 2023

Others Consulted:

N/A

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT PUBLIC MEETING OF PLANNING

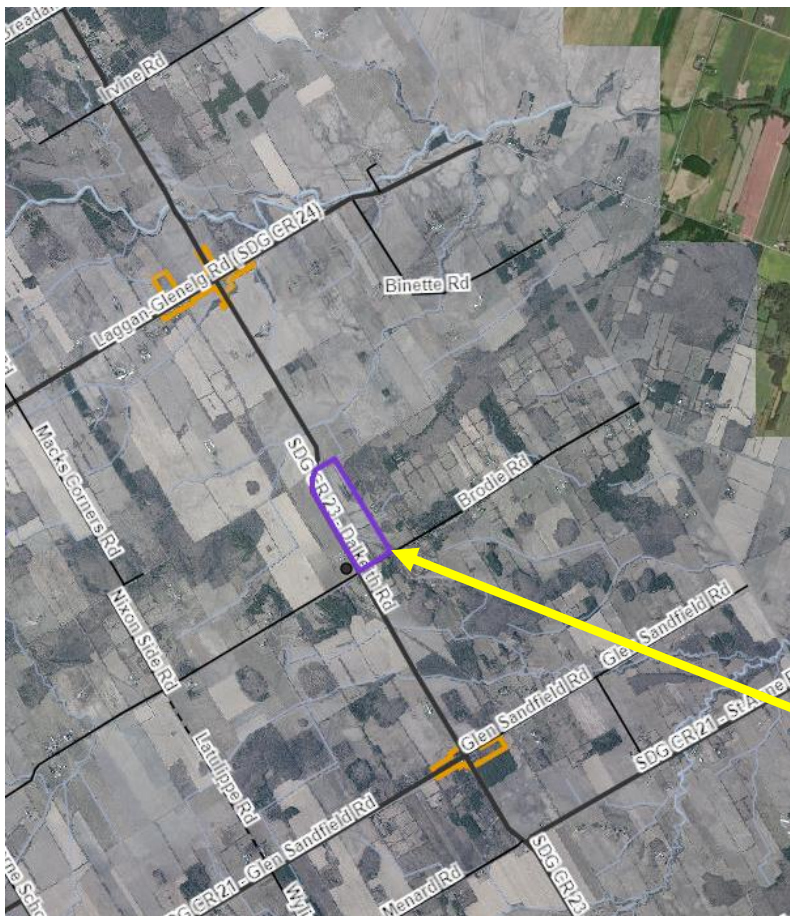
DATE: March 27, 2023

TO: Mayor and Council Members

FROM: Jacob Rheaume, Director of Building, By-law & Planning

RE: Zoning By-law Amendment No. Z-04-2023

Owner: Shaphan & Julianne BRODIE
21955 Brodie Road, Dalkeith, ON





A map of the area around Brodie Rd and Highway 23. A red arrow points to a location on Highway 23, just south of Brodie Rd. The map shows a grid of roads, a railway line, and a creek. A hexagonal road sign with the letter 'C' is visible.

Purpose of application: to re-zone both the severed and retained portion subject to Consent Application B-84-22 condition No. 4 & 5 as followed;

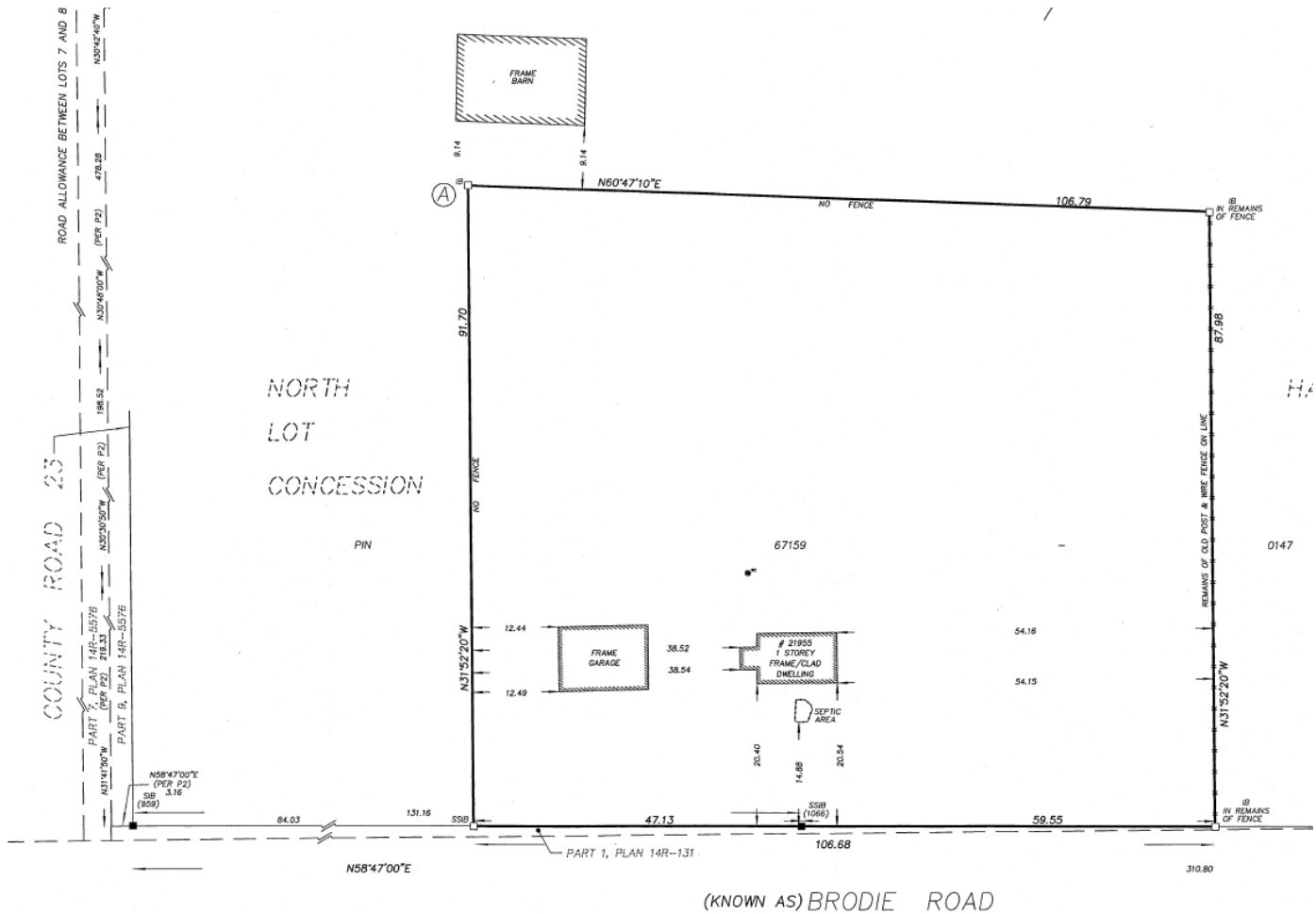
The **retained** portion of the property (97.69 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-224) to:

- prohibit residential development and;

The **severed** portion of the property (2.56 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-225) to:

- prohibit agricultural uses.

Discussion: The subject land area is approximately 100.25 acres. The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on October 19, 2022, to sever approximately 2.56 acres of land deemed surplus to the needs of the farming operation.



The owner is planning to keep the agricultural storage building on the agricultural land and ensured that the newly proposed property line is at least 9m from the building, as per the survey. The newly created property lines are created in accordance with the Zoning By-law requirements for both the retained and the severed portions.

Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structure are creating a health and safety hazard for public and future owners, such as sheds, other old buildings, etc.

There currently are 2 existing entrances on the property, one serving the dwelling and accessory storage building for residential use, which will remain for the severed portion, and one at the East end of the new residential property, to access the fields for the retained portion, which will also remain. The Townships' Public Works Department will permit both entrances to remain and be used. The Counties have mentioned no entrances will be permitted off County Road 23.

A civic number could be issued for the agricultural portion of the severance, civic number 21955 will remain for the existing dwelling.

The surrounding official plan designation is Agricultural Resource Lands for all adjacent and neighboring properties.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties.

The surrounding uses includes mostly agricultural cash crop/fields and livestock facilities, with some rural residential properties.

We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.

Provincial Policy Statement (2020)

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

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

SDG Counties Official Plan (2018)

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

In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-04-2023

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

WHEREAS By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 5, Part Lot 7 (21955 Brodie Rd., Dalkeith, ON) of North Glengarry zoned General Agricultural Special Exception 224 (AG-224) and General Agricultural Special Exception 225 (AG-225) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) AG-224 Special Exception on the retained portion to:
 - Prohibit residential development
 - AG-225 Special Exception on the severed portion to:
 - prohibit agricultural uses
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-224” and “AG-225” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 11th day of April 2023.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-04-2023, duly adopted by the Council of the Township of North Glengarry, on the 11th day of April, 2023.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-04-2023**

**Legend
Subject Lands
Zone Change from “AG” to “AG-224” and “AG-225”**



**CON 5 PART LOT 7 (21955 Brodie Rd., Dalkeith, ON)
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-04-2023.
Passed this 11th day of April 2023.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: BP-2023-13

April 11, 2023

From: Jacob Rheaume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-05-2023**

Owner: Sylvain LUPIEN & Lyanne RAINVILLE

Location: 20915 Lochinvar Road, Dalkeith Road, Dalkeith, ON, K0B 1E0
Con 9, South Part Lot 27; RP14R4508 Part 2, former Lochiel Township

Recommended Motion:

THAT the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-05-2023.

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on March 27, 2023.

The purpose of application is to re-zone the property from General Agricultural (AG) to General Agricultural-Special Exception (AG-226) to permit a secondary dwelling (single detached home) on the subject lands.

The application was circulated as per the planning act, being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

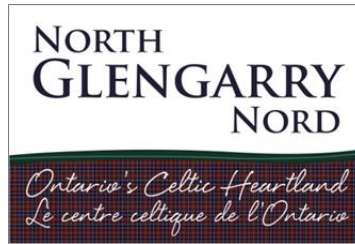
- By-Law Z-05-2023
- Public Meeting of Planning Staff report from March 27, 2023

Others Consulted:

n/a

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT PUBLIC MEETING OF PLANNING

March 27, 2022

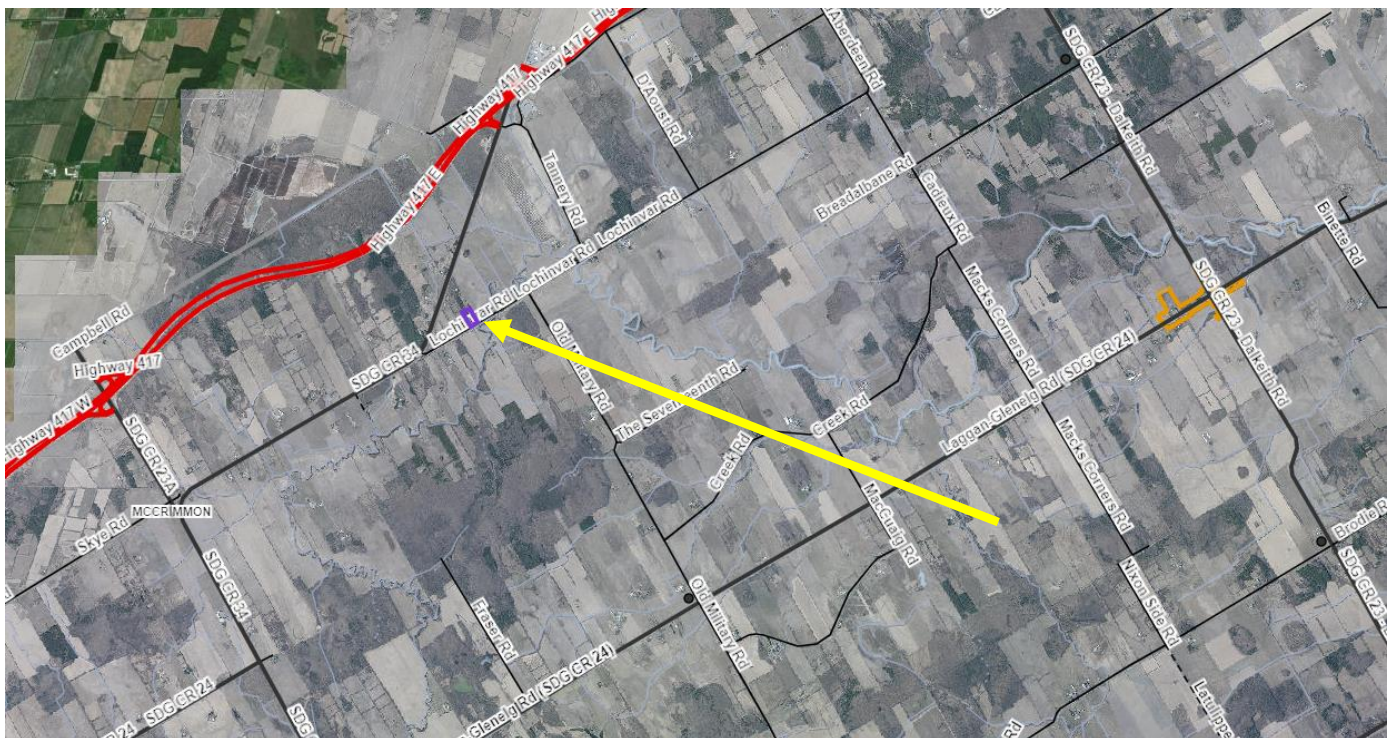
TO: Mayor and Council Members

FROM: Jacob Rheaume, Director of Building, By-law & Planning

RE: Z-05-2023 Public Meeting of Planning Staff Report - Sylvain Lupien.docx

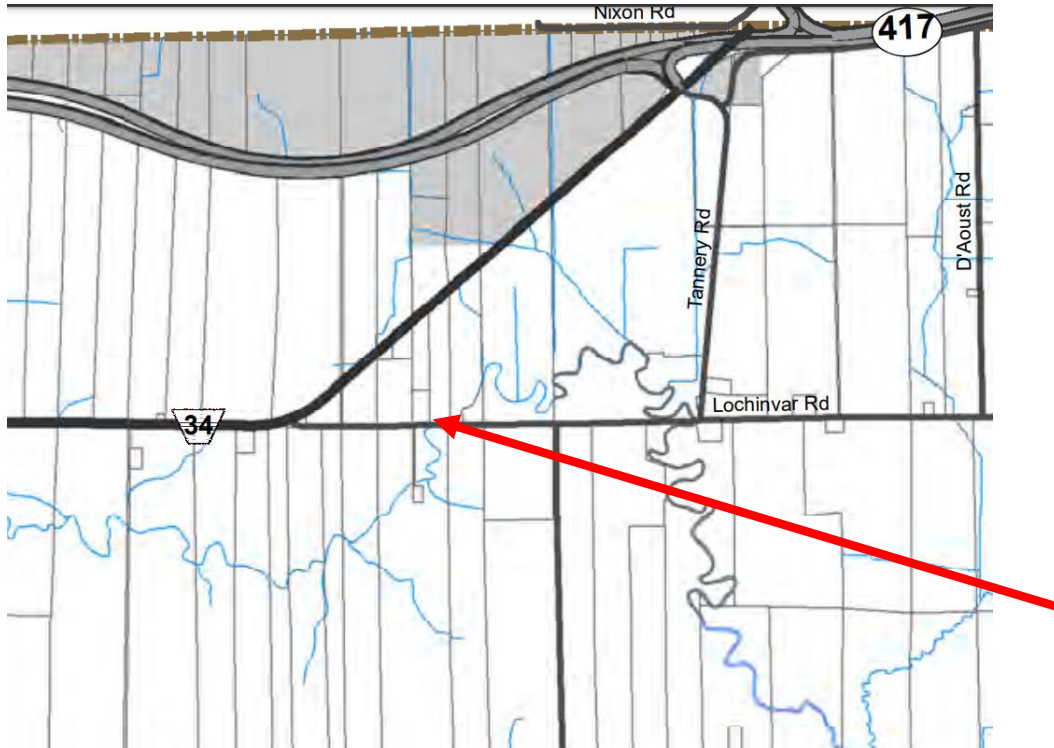
Owner: Sylvain LUPIEN & Lyanne RAINVILLE

Location: 20915 Lochinvar Road, Dalkeith Road, Dalkeith, ON, K0B 1E0
Con 9, South Part Lot 27; RP14R4508 Part 2, former Lochiel Township

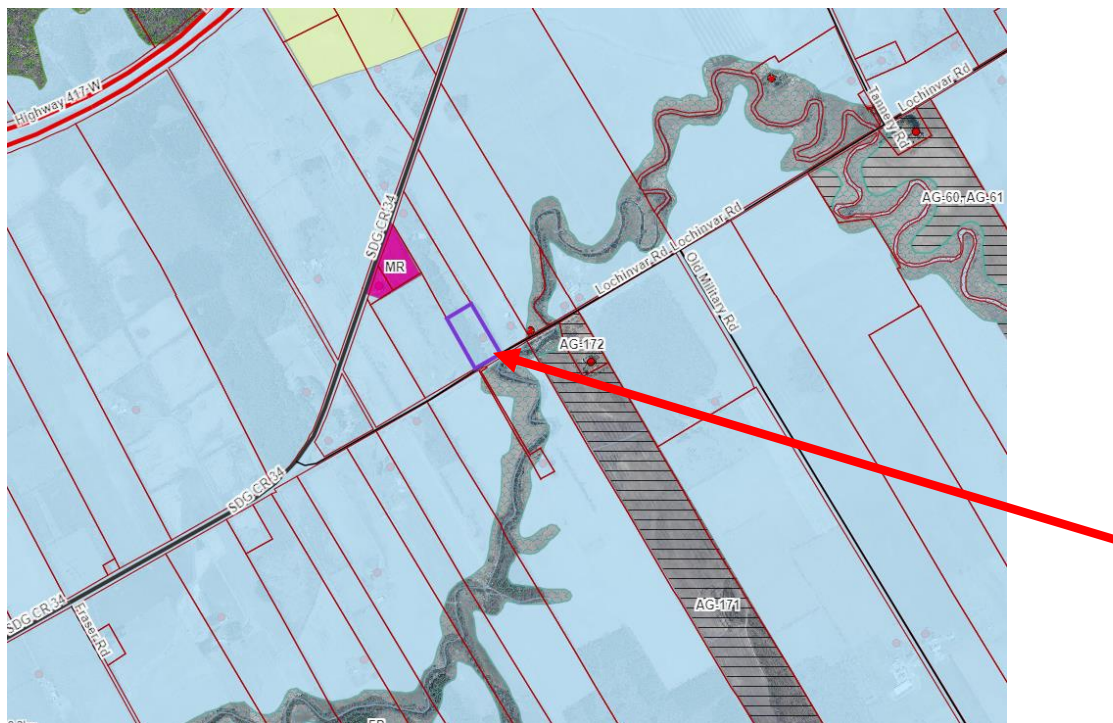




Official Plan designation: Agricultural Resource Lands



Zoning designation: General Agricultural-Special Exception (AG-58)



Purpose of application:

- Is to re-zone the property from General Agricultural (AG) to General Agricultural-Special Exception (AG-226) to permit a secondary dwelling (single detached home) on the subject lands.

Discussion: the subject lands have frontage of approximately 337 feet on Lochinvar Road by approximately 649' in depth, with an area of 4.87 acres. The Planning Department received a request from the applicant to rezone the property from General Agricultural (AG) to General Agricultural-Special Exception (AG-226) to permit a secondary dwelling (single detached home) on the subject lands.

The current General Agricultural zoning permits only one (1) single detached dwelling and an accessory apartment. Secondary dwellings are currently not permitted, they are however encouraged in the Provincial Policy Statement, and allowed in the SDG Counties Official Plan. On January 1, 2012, the Planning Act was amended to encourage/allow municipalities to authorize secondary dwellings within their Official Plans and Zoning By-laws, it also provides that Official Plan Policies and implementing Zoning By-laws should permit secondary dwelling units in single detached, semi-detached and row houses, or in a detached structure.

On January 1, 2012, the Planning Act was amended to require municipalities to authorize secondary dwelling units within their Official Plans and Zoning By-laws.

Secondary dwelling units increase the supply and range of affordable rental accommodation. In addition, they benefit the community in many ways as they:

- a) Allow homeowners to earn additional income to help with the ownership costs; and,***
- b) Support changing demographics by providing more housing options for extended families or elderly parents, or for live-in caregivers.***

The proposed secondary dwelling, for now, is intended to be located in the wooded area on the west side of the existing single family dwelling and will have an approximate ground floor area of 1200 square feet, which will be fully compliant with our Zoning By-law minimum requirement floor area. The proposed dwelling will comply with the required setbacks in the zoning by-law for the General Agricultural (AG) zone: front yard depth (South): 15m, interior side yard depth (East & West): 6m, and rear yard depth (North): 15m. The location of the secondary dwelling will have to comply with the required setbacks; however, it is not definitive on the setbacks since the entire property is being rezoned therefore the owners may decide to construct elsewhere on the property.

Exact location for the new dwelling and septic system will be determined later. It would most likely have its own private septic system if the existing one can't accommodate the flow, and private water supply. Both are of no concern from a planning, geological, environmental, nuisance, or building code standpoint. They will also use the same existing driveway off Lochinvar Road 23; a new civic number could be issued for the new proposed dwelling.

Designs for the new dwelling have not been finalized at this time as the owners want to confirm the construction is allowed before investing in architectural/structural drawings, and septic designs. The new dwelling will comply with our current Zoning By-law, and will have to comply with Ontario Building Code, requiring a building permit.

We have received a comment from RRCA, Provincially Significant Wetlands/Floodplain are mapped within 120m of the subject lot. Development or site alterations within and setback 120m from the wetlands/floodplain may require environmental reports and permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06. There are however, no wetlands or floodplain on the property itself so the owner can easily avoid any studies or reports.

We have received no other comments or concerns from any agencies or members of the public.

The surrounding official plan designation includes mostly Agricultural Resources Lands on all sides. Same for our Zoning, it's mostly general agricultural lands in the surroundings.

The surrounding uses include mostly rural residential properties some wetlands around Rigaud River across the road, and some woodlands.





Planning Act

The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conforms with the Stormont, Dundas and Glengarry Official Plan which apply to the lands.

Provincial Policy Statement (2020)

The Provincial Policy Statement, also known as the "PPS", provides policy directions on matters of provincial interest related to land use planning and development. It aims to provide for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 1.1.1 supports Healthy, livable and safe communities by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term, accommodate an appropriate affordable and market-based range and mix of residential types, (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for elderly) and avoiding development and land use patterns which may cause environmental or public health and safety concerns.

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

Secondary dwelling units in agricultural areas are consistent with the Provincial Policy Statement 2020.

SDG Counties Official Plan (2018)

The SDG Counties Official Plan permits dwellings and secondary dwellings in Agricultural Resource Lands. SDG Counties planning Staff have confirmed the application conforms to the SDG Counties Official Plan. They were notified of the proposed Zoning Amendment and offered no comments or concerns regarding the proposed application.

In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000. It also promotes the efficient use of land, and it is deemed appropriate for the subject lands.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. Z-05-2023
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000

WHEREAS By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 9 S, Part Lot 27 RP14R4508; Part 2 (20915 Lochinvar Rd., Dalkeith, ON) of North Glengarry zoned General Agricultural Special Exception 226 (AG-226) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) AG-226 Special Exception: To permit the construction of a secondary dwelling (single detached home) on the subject lands.
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-226” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 11th day of April 2023.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-05-2023, duly adopted by the Council of the Township of North Glengarry, on the 11th day of April, 2023.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-05-2023**

**Legend
Subject Lands
Zone Change from “AG” to “AG-226”**



**CON 9 S PART LOT 27 RP14R4508; PART 2 (20915 Lochinvar Rd., Dalkeith, ON)
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-05-2023.
Passed this 11th day of April 2023.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: BP-2023-14

April 22, 2023

From: Jacob Rheaume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-06-2023**

Owner: TOWNSHIP OF NORTH GLENGARRY (Habitat for Humanity)

Location: 60 Marlborough Street, Maxville, ON
Plan 32, Lot 21 East Main St - (Roll No. 0111 014 001 57200)

Recommended Motion:

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-06-2023.

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on April 11, 2023.

The purpose of the application is to rezone the subject lands from Residential First Density (R1) to Residential Second Density (R2) to permit the construction of a semi-detached dwelling on the subject lands, and to permit the reduction for the interior side yard minimum width setback requirement in R2 zones from the required 2.4m to the proposed 1.5m.

The application was circulated as per the *Planning Act*, being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law Z-06-2023
- Public Meeting of Planning Staff report from April 11, 2023

Others Consulted:

N/A

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT PUBLIC MEETING OF PLANNING

DATE: April 11, 2023

TO: Mayor and Council Members

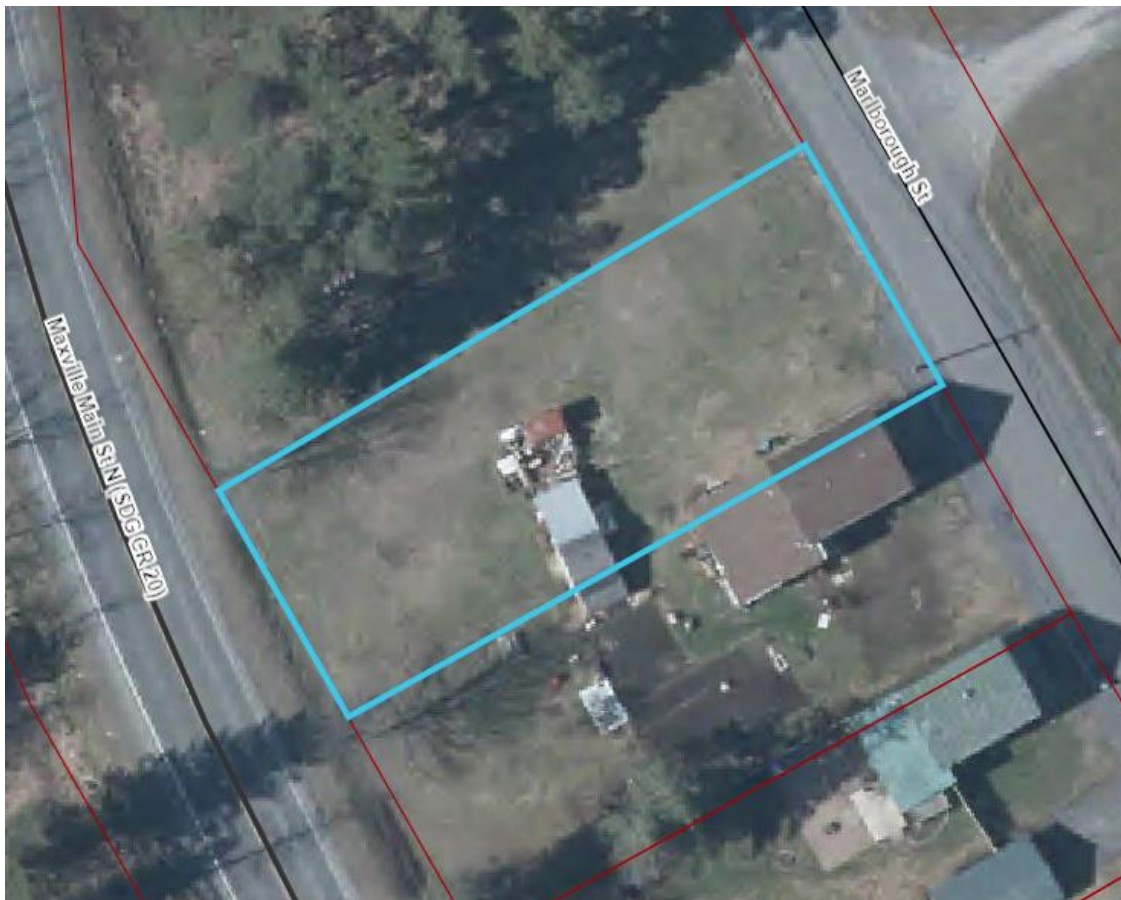
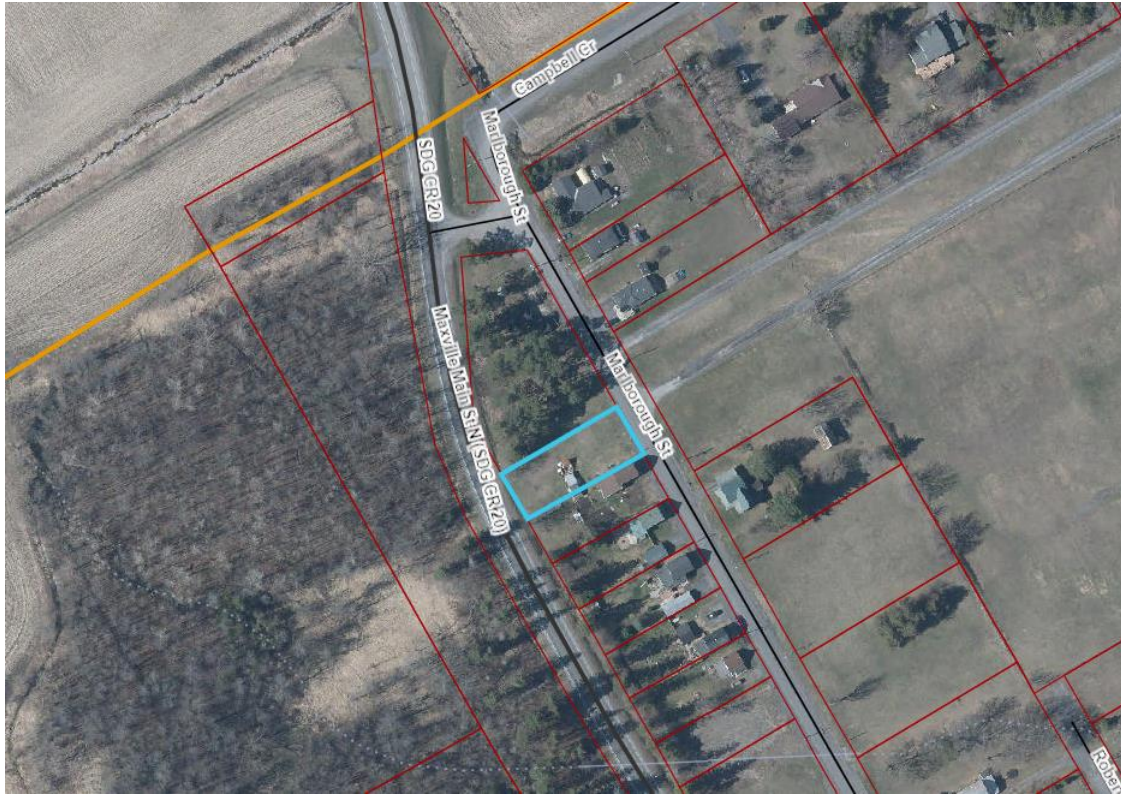
FROM: Jacob Rheaume, Director of Building, By-law & Planning

RE: Zoning By-law Amendment No. Z-06-2023

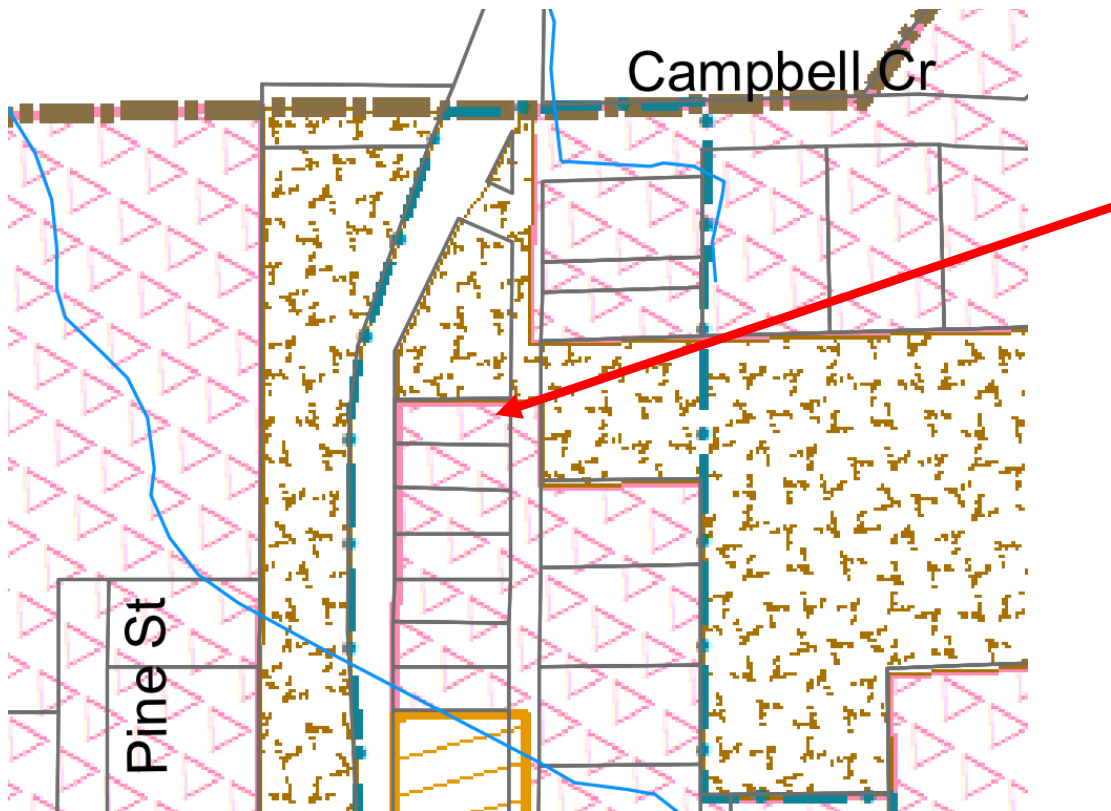
Owner: TOWNSHIP OF NORTH GLENGARRY

Location: 60 Marlborough Street, Maxville, ON
Plan 32, Lot 21 East Main St - (Roll No. 0111 014 001 57200)





Official Plan designation: Urban Settlement Area (Maxville) – Residential District














Zoning designation: Residential First Density (R1)



Purpose of application:

- to rezone the subject lands from Residential First Density (R1) to Residential Second Density (R2) to permit the construction of a semi-detached dwelling on the subject lands, and
- to permit the reduction for the interior side yard minimum width setback requirement in R2 zones from the required 2.4m to the proposed 1.5m.

Discussion: The subject land is approximately 62.3' of frontage x approximately 153.6' for an approximate area of .21 acre (all compliant with our Zoning By-law requirements for R2). The Planning Department has received a request from the applicant to rezone the subject lands from Residential First Density (R1) to Residential Second Density (R2) to permit the construction of a semi-detached dwelling on the subject lands. The current R1 zoning designation only allows for single family dwellings to be developed. The lot was offered by the Township to Habitat for Humanity for the proposed development of the semi-detached dwelling. At this time, the Township is still the legal owner of the property and wishes to change the zoning prior to "donating" the property.

Permitted Uses	R1 Single Family Group Home Access. Apartment		R2 Duplex Dwellings Semi-Detached Dwellings Any R1 permitted use
Lot Area min (fully serviced lot)	450m ²		550m ²
Lot Frontage	15m		18m
Front Yard & Exterior Side Yard Depth min.	6m		7.5m
Interior Side Yard Depth min.	1.2 + 0.6m for each storey above first		2.4m – 1.5m requested part of Zoning By-law Amendment
Rear Yard Depth min.	7.5m		7.5m
Dwelling Area (living) min.	75m ²		75m ² per unit
Building Height max.	10.5m		10.5m
Lot Coverage max.	35%		35%
Landscaped Open Space min.	n/a		n/a
Dwellings per Lot	1		2

There are no detailed site plan or architectural plans done for the development at this time. The proposed building would have to be constructed as per all requirements of the Zoning By-law R2 designation such as setbacks (with proposed reductions for interior side yard), building height, parking, etc. The interior side yard setback is the only requirement that is being requested for the construction of the semi-detached. Habitat for Humanity's plan is to construct a 1-storey semi-detached dwelling, with at least 2 parking spaces for each unit, with an attached garage. The proposed Zoning Amendment does not include a requirement for Site Plan Control, and none will be required for the development, there are no additional restrictions imposed on the property, other than the R2 zone requirements listed in the table above.

The height of adjacent buildings varies from 1, 1½, and 2 storey buildings; however, the maximum height within current zoning, and within the proposed, and most of surrounding properties is 10.5m. The proposed semi-detached building would have to comply with the requirement. The proposed will be approximately the same height as a single detached house in the neighborhood.

A Site Plan Control Development Agreement will not be required for the development. Only a building permit will have to be obtained, and it shall include elevations and façades. The building permit will also deal with parking, pedestrian safety, minor neighborhood character details, drainage, grading, actual building size and location, setbacks, servicing, lighting, garbage collection, etc.

The Township's Public Works Department did confirm that entrance permits could be granted for a semi-detached building, and that municipal services such as water and sanitary sewer connections could be connected to the new development. Civic numbers could also be issued (58 & 60) as per the SDG/Township civic number grid. The pumping station owned by the Township just North of the proposed development will have to change its civic number as no numbers were given to the vacant land when issuing the number for the pumping station. Staff also reviewed the potential for increased cars to ensure no negative impacts are created with the development and no issues were brought up by either the Township or the Councillors.

There currently is an existing accessory storage building encroaching on the land, used by 56 Marlborough. The shed is definitely encroaching, and that situation will have to be remedied before the semi-detached is built. An offer by the Township to help with the demolition was discussed with the tenant and owner, but nothing was finalized at this point in time. The owner for 56 Marlborough is waiting to see the survey to know by exactly how many feet the shed is encroaching. The single family dwelling is also close to the property line, but appears to be entirely on the correct lot. The surveyors are waiting for snow to melt before going to complete the survey and building location certificate. It's important to know that the shed location has no effect on the zoning designation and is more of a "legal" matter.

The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.

Site pictures:



View of property



View from property, looking North on Marlborough Street.



View from property, looking South on Marlborough Street.



View looking East, across from property.



View looking at neighboring property.

Provincial Policy Statement (2020)

The Provincial Policy Statement, also known as the “PPS”, provides policy directions on matters of provincial interest related to land use planning and development. It aims to provide for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

It should be noted that within the PPS framework, the subject property is considered to be within a settlement area (Maxville). Within the PPS, Settlement Areas are those built-up areas where development is concentrated and have a mix of land uses and designated in an official plan for development over the long-term planning horizon. Settlement areas can be in urban or rural settings. Settlement areas shall be the focus of growth and development in the province.

Section 1.1.1 supports Healthy, livable and safe communities by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term, accommodate an appropriate affordable and market-based range and mix of residential types, (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons) and avoiding development and land use patterns which may cause environmental or public health and safety concerns.

Policy 1.1.3.2. - Land use patterns within “Settlement Areas” shall be based on densities and a mix of land uses which:

- 1. efficiently use land and resources, and*
- 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available.*

The proposed zoning amendment promotes the efficient use of land and is appropriate for the surroundings. It would also make efficient use of infrastructure such as the municipal water and wastewater services.

Within Section 1.1.3 Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently uses land and resources, appropriate infrastructure and public services, and supports active transportation. Appropriate municipal development standards should promote intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety. New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

Policy 1.1.3.2 - A range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

The conversion of the property from Residential First Density (R1) to Residential Second Density (R2) will potentially intensify the use on the subject lands.

SDG Counties Official Plan (2018)

The SDG Counties Official Plan Policy (Table 3.1) permits, promotes and encourages residential uses, including a full range of low, medium and high density housing types within the Urban Settlement (Maxville) – Residential District. Within this designation single, semi-detached dwellings, townhouse, row-house and low-rise multiple units are permitted residential dwelling types.

The Official Plan contains a number of goals and strategic objectives; growth is the goal to direct most forms of development to areas where full municipal wastewater and water services are available and to support the efficient use of land in these areas. The strategic objective is to encourage infilling, intensification, and development in appropriate locations and with appropriate built form and design.

The Official Plan also seeks to protect and enhance the character of existing urban areas and the stability of existing and well-established residential neighborhoods by ensuring that development and redevelopment is compatible with the scale and density of existing development.

In conclusion, based on the criteria above, the proposed zoning amendment is compliant with the Township's Zoning By-law and with the intent and purpose of the United Counties of Stormont Dundas and Glengarry's Official Plan. It is also consistent with Provincial Policy Statement, it promotes the efficient use of land, and it is deemed appropriate for urban settlement areas, such as Maxville.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. Z-06-2023
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000

WHEREAS By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

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

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

1. Notwithstanding the provisions of Section 5.2 to the contrary, on the lands described as being Plan 32, Lot 21 E Main St (Marlborough St., Maxville, ON) of North Glengarry zoned Residential Second Density - Special Exception 5 (R2-5) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) R2-5 Special Exception: To permit the construction of a semi-detached dwelling on the subject lands and to permit the reduction for the interior side yard minimum width setback requirement from the required 2.4m to the proposed 1.5m.
2. That Schedule “D” of By-Law 39-2000 is hereby amended by changing the “R1” Zone Symbol on the subject lands to “R2-5” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 11th day of April 2023.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

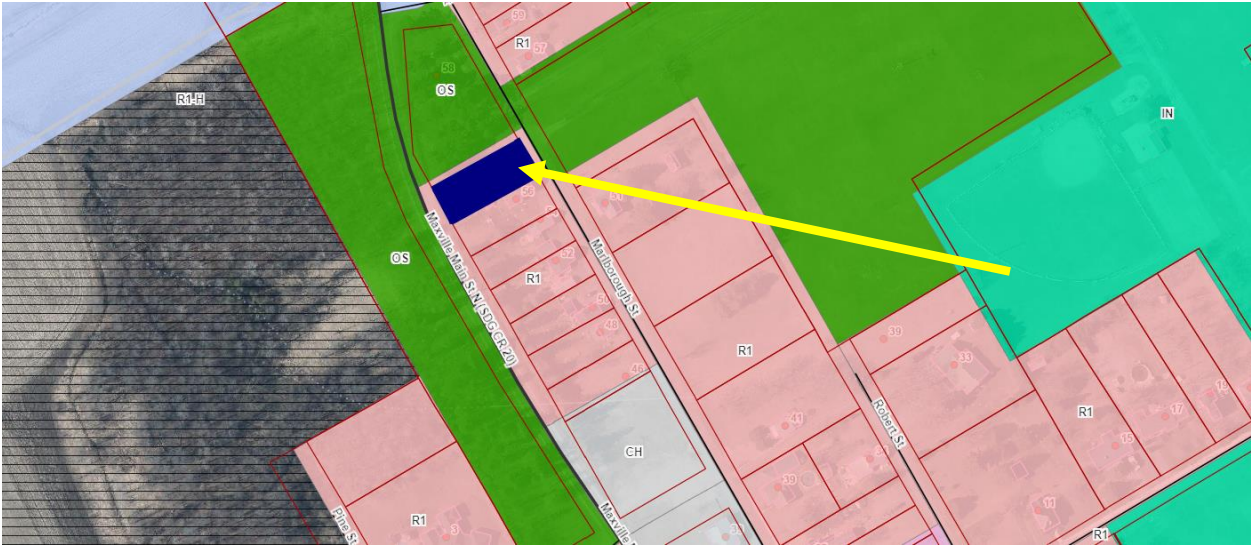
I, hereby certify that the forgoing is a true copy of By-Law No. Z-06-2023, duly adopted by the Council of the Township of North Glengarry, on the 11th day of April, 2023.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-06-2023**

**Legend
Subject Lands
Zone Change from “R1” to “R2-5”**



**PLAN 32 LOT 21 E MAIN ST (Marlborough St., Maxville, ON)
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-06-2023.
Passed this 11th day of April 2023.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: PW2023-17

April 11, 2023

From: Timothy Wright, Director of Public Works

RE: Award of Multiyear Tender PW 2023-13 – Sampling and Monitoring

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No. PW 2023-17, Award of Multiyear Tender PW 2023-13 – Sampling and Monitoring; and

THAT Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with J2PG Consultants to provide Engineering Services for the Township's five landfill sites including sampling and monitoring for a period of five years for \$324,100.00 + HST

Background / Analysis:

The municipality currently oversees four waste disposal sites (WDS) and one landfill lagoon, they are:

- **Glen Robertson WDS ECA No. A481501** most recently revised September 23, 2022. The site is currently open and operational.
- **Alexandria WDS ECA No. A481503** most recently revised by Notice 5 on July 14, 2015. The site is closed for landfilling. A site closure report and application to recognize site closure has been submitted and waiting for final approval. In addition to annual monitoring, additional monitoring wells are recommended.
- **Dunvegan WDS ECA No. 481301** most recently revised by Notice 1 on December 1, 2005. This site is currently closed for operation.
- **Apple Hill WDS ECA No. 481303** last issued on December 1, 2005. This site is closed.
- **Alexandria WDS Management ponds ECA No. 3849-7PMKB6** most recently revised by Notice 1 on August 29, 2014. The lagoon currently receives site runoff. A plan has been suggested to decommission the lagoon or provide a mechanism to let the lagoon flush in the springtime.

The consultant in this contract will provide engineering services as well as sampling, monitoring and reporting on these landfills.

Alternatives:

N/A

Bid Comparisons:

Mx Score	<u>J2PG</u>	<u>WSP</u>	<u>EVB</u>
Score/100	100.0	84.7	86.8
Price	\$ 324,100.00	\$ 489,707.62	\$ 423,383.00

Financial Implications:

The lowest bid's breakdown is as follows:

Monitoring/Sampling and Reporting Fees						
<u>SITE</u>	<u>Year 1 2023</u>	<u>Year 2 2024</u>	<u>Year 3 2025</u>	<u>Year 4 2026</u>	<u>Year 5 2027</u>	<u>Total</u>
Project Management	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,500	\$ 2,500	\$ 10,250
Glen Robertson	\$ 25,750	\$ 26,000	\$ 27,000	\$ 27,500	\$ 28,000	\$ 134,250
Dunvegan	\$ 11,300	\$ 4,900	\$ 12,050	\$ 5,150	\$ 12,800	\$ 46,200
Apple Hill	\$ 4,700	\$ 10,800	\$ 5,250	\$ 11,550	\$ 5,500	\$ 37,800
Alexandria WDS	\$ 14,200	\$ 24,600	\$ 15,100	\$ 25,700	\$16,000	\$ 95,600
SUTOTAL	\$ 57,450	\$ 68,050	\$ 61,4000	\$ 72,400	\$ 64,800	\$ 324,100

The proposal is within the sampling and monitoring budget 1-4-4020-2540 of \$75,675.00. There is expected to be more expenditures out of this account for laboratory analysis.

Attachments & Relevant Legislation:

O. Reg. 232/98: LANDFILLING SITES

Others Consulted:

Dean McDonald

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: PW2023-18

April 11, 2023

From: Timothy Wright, Director of Public Works

RE: Award of Tender PW 2023-09 – Engineering Services Bridges and Culverts

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No. PW 2023-18, Award of Tender PW 2023-09 – Engineering Services Bridges and Culverts; and

THAT Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with HP Engineering to provide Engineering and Construction Management Services for the Townships various bridges and culverts marked for studies or physical work for \$48,908.00 + HST being funded through the approved 2023 capital budget.

Background / Analysis:

The Township maintains approximately 60 structures composed of bridges and large culverts. Some of these structures are located on green roads that serve the farming community. The Township strives to maintain these structures to an appropriate standard while doing so in the most cost-effective way based on the purpose they serve.

The scope of work of this request for proposal is for engineering services and construction management for several pieces of work recommended in the 2020 and 2021 OSIM reports. The structures include Bishop Street Bridge, Athol Road Bridge, Concession 21 Bridge, Macks Corners Road Bridge, Binette Road Culvert, Blind Road Bridge, McIntee Road Bridge, Kenyon Concession 19 Bridge, Centre Street Bridge, and Kenyon Concession Road 7 Culvert. The work varies but is generally smaller in scope consisting of engineering services and construction management for both concrete repairs and new installations of traffic barriers, rehabilitation and replacement studies, monitoring of deformations and monitoring of retaining walls.

There is concern that adding traffic barriers to Binette and Blind Road bridge will impede farm equipment. This scope of work doesn't add those traffic barriers but further inspects the need for such traffic barriers and if in consultation with farmers they can be installed in such a way that does not impede farm equipment. The Township is under an obligation to investigate the needs as it was identified along with many others in the 2020 and 2021 OSIM inspections and presents unacceptable risk to the Township if left as is. If the need is confirmed to be present a

report will come back to council to confirm the installation.

Bridge No	Name	Last Inspection	Repair and rehabilitation need
	Physical Work		
1	Bishop Street Bridge	2021	Partial Depth Concrete Repairs & Epoxy Crack Injection
29	Binette Road Culvert	2020	Install Code Compliant Approach Barrier
32	Blind Road Bridge	2020	Install Code Compliant Approach Barrier
	Studies		
3	Athol Road Bridge	2020	Rehabilitation / Replacement Study (Traffic Barrier Only)
4	Concession 21 Bridge	2021	Monitoring of Retaining walls
27	Macks Corners Road Bridge	2020	Rehabilitation / Replacement Study + DCS + SE (Full)
41	Mcintee Road Bridge	2021	Monitor of Deformations
47	Kenyon Concession 19 bridge	2021	Rehabilitation / Replacement Study (Full)
57	Centre Street Bridge	2020	Rehabilitation / Replacement Study + DCS + SE (Full)
65	Kenyon Concession Road 7 Culvert	2021	Monitor of Deformations

Alternatives:

N/A

Bid Comparisons:

Max Score	Jacobs	HP	SRE	IN
BID	\$ 96,725.00	\$ 49,283.00	\$ 196,570.00	\$ 66,800.00
Final Score	61	96	3	77

Financial Implications:

The lowest bidders price falls within the budget of \$82,500 however the remaining budget is intended for the contract administration services for the physical work

Hourly Rates for Contract Administration Services

<u>Staff Member</u>	<u>Hourly Rate</u>	<u>No. Hours</u>	<u>Total</u> (Hourly Rate x No. Hours)
Project Manager	\$ 120.00	1	\$ 120.00
Engineer	\$ 95.00	1	\$ 95.00
Contract Inspector	\$ 80.00	1	\$ 80.00
CAD Technician (as-builts)	\$ 80.00	1	\$ 80.00
PART B: TOTAL			\$ 375.00

The physical work to be done to the bridges by the contractors once HP Engineering has completed the tender ready construction drawings will be drawn from each bridges respective budget.

Attachments & Relevant Legislation:

O. Reg. 472/10: Standards for Bridges

Others Consulted:

Michel Cuerrier – Manager of Transportation

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of Adjustment Hearing

Monday, November 28th 2022
Council Chambers
Township of North Glengarry
3720 County Road 34, Alexandria, ON

A Committee of Adjustment Hearing was held in the Council Chamber on Monday, November 28th 2022 at 6:00pm.

COUNCIL MEMBERS PRESENT: Mayor – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brian Caddell
Councillor (Maxville Ward) – Gary Martin
Councillor (At Large) – Jacques Massie
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michael Madden

MUNICIPAL STAFF PRESENT: CAO/Clerk – Sarah Huskinson
Director of Building, By-law & Planning – Jacob Rhéaume
Planning Department – Chantal Lapierre

COMMITTEE OF ADJUSTMENT HEARING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:00pm.

1. DISCLOSURE OF CONFLICT INTEREST

- There were no declarations of interest.

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1
Moved By: Jeff Manley
Seconded By: Gary Martin

That the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of Monday, November 28th/2022.

Carried

3. RATIFY MINUTES

Resolution No. 2
Moved By: Jacques Massie
Seconded By: Jeff Manley

That the Council of the Township of North Glengarry accepts the minutes of the Committee of Adjustment Hearing of **Monday, September 26th, 2022**.

Carried

The meeting was then turned over to the Planning Department
- Director of Building, By-law & Planning – Jacob Rhéaume

4. MINOR VARIANCES

MV-06-2022
Owner: Asobe Assets Corp.
Location: 66-68-70 Lochiel St. E, Alexandria

Purpose of application: To seek relief from the Comprehensive Zoning By-law 39-2000 requirements;

- For a reduction in the minimum parking spaces from the required 13 (8 for the proposed 5 apartments & 5 for the proposed new commercial unit) to the proposed 12 and,
- To permit the 2-way traffic access driveway (from Bishop Street South) minimum width from the required 6m in width to the proposed 3.1m (existing via right-of-way on Lochiel Street East).

Resolution No. 3

Moved by: Michael Madden

Seconded by: Brian Caddell

It is the recommendation of the Planning Department that the Committee of Adjustment approves Minor Variance application MV-06-2022 as submitted.

The clerk asked for comments from the public in attendance and from members of Council.

Neighbour – Kim Burton (74 Lochiel St.) – Resides next door. Concerned with problems with parking. The driveway is frequently blocked. She wants to be able to access her house. She needs to be able to get in and out of the driveway. She also wanted to clarify that there is no commercial space, it's an apartment at the back. But her biggest concern is the parking.

Director of Building, By-law & Planning – Jacob Rhéaume – Can not comment at this time on the apartment at the back but once the building permit is issued, all apartments can be inspected.

Mayor – Jamie MacDonald – Was asking if there was currently parking at the back of the building?

Director of Building, By-law & Planning – Jacob Rhéaume – Yes, there is parking. There is a legal right of way to access the back of the building.

Deputy Mayor – Carma Williams – Was inquiring if there were designated parking spaces? If not, can it be added as a condition?

Director of Building, By-law & Planning – Jacob Rhéaume – Yes, we can ask for designated parking as a condition.

The clerk asked two additional times for comments from the public and from members of Council.

No other comments were received.

Carried

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 4

Moved by: Brian Caddell

Seconded by: Michael Madden

There being no further business to discuss, the Committee of Adjustment Hearing was adjourned at 6:16pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, January 30th 2023

Council Chambers

Township of North Glengarry

3720 County Road 34, Alexandria, ON

A Public Meeting of Planning was held in the Council Chamber on Monday, January 30th 2023 at 5:00pm.

COUNCIL MEMBERS PRESENT: Mayor – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brian Caddell
Councillor (Maxville Ward) – Gary Martin
Councillor (At Large) – Jacques Massie
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michael Madden

MUNICIPAL STAFF PRESENT: CAO/Clerk – Sarah Huskinson
Director of Building, By-law & Planning – Jacob Rhéaume
Planning Department – Chantal Lapierre

SDG COUNTY STAFF PRESENT: Director of Planning – Peter Young
Planning Technician – Megan Benoit

PUBLIC MEETING OF PLANNING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 5:00pm.

1. DISCLOSURE OF CONFLICT INTEREST

- There were no declarations of interest.

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Michael Madden

Seconded By: Brian Caddell

That the Council of the Township of North Glengarry accepts the Public Meeting of Planning agenda of Monday, January 30th/2023.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Jacques Massie

Seconded By: Gary Martin

That the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of Monday, November 28th/2022.

Carried

The meeting was then turned over to the Planning Department

- **Director of Building, By-law & Planning – Jacob Rhéaume**

**4. ZONING AMENDMENT & PLAN OF SUBDIVISION – McDOUGALD ST WEST
(Presentation by the Counties of SDG – Peter Young and EVB Engineering)**

Purpose of applications: To change the current zoning designation from R2 to R3 to permit the development of row house dwellings and to acknowledge;

- The exterior side yard setback deficiency from the required 7.5m to the proposed 5m.
- The interior side yard setback deficiency from the required 3m to the proposed 2m.
(between the townhouse buildings) and

- The lot coverage deficiency from the maximum 35% to the proposed 41%.

The clerk asked for comments from the public in attendance and from members of Council.

Neighbour: Mr. Melvin Watt (149 Trottier Cres) – Property backs onto the proposed development. He wanted clarification on what lot coverage meant?

Mr. Watt wanted to add that he's lived there since the year 2000 and would like to suggest a one way crescent not a two way due to the traffic.

Director of Planning – Peter Young – Explained that the lot coverage is the percentage of the entire property that has buildings on it. The By-law says 35% and the proposal is for an increase of up to 41%. Therefore, 41% of the property can have buildings on it.

The clerk asked an additional time for comments from the public in attendance and from members of Council.

Neighbour: Mr. André Lefebvre from the west side of the project – Was inquiring as to who would take care of the pond once the project is done? And what kind of dry pond?

Director of Planning – Peter Young – Responded by saying if approved, there will be a number of conditions to be met including approval from the Ministry of the Environment and designs to be approved by the Township. The pond will be owned by the Township but maintained by the developer. Once the subdivision is built to a certain standard, the Township will take over the responsibility. There will be a maintenance schedule which will include how often it requires to be cleaned out, devices to slow down the water and to prevent sediment build up and how often should it be mowed.

EVB Engineering – Francois Lafleur – Continued by saying that the pond will be a sunken grass area, about 2m deep from the road. There will be gentle slopes all around. It's a sunken green space.

Neighbour: Mr. André Lefebvre – Asked if there was going to be a fence surrounding the project? And if the pond will be fenced in?

Alcore Homes - Ali – Confirmed that the subdivision will be fenced in.

EVB Engineering – Francois Lafleur – Indicated that it will be a township decision if the pond will be fenced in but it would make access to the pond difficult. It can be a condition on the draft plan. The pond will be easily walkable.

Councillor (At Large) – Jacques Massie – Is the retaining pond an effort to have the project go ahead and mitigate the effect on our storm drain system?

Director of Planning – Peter Young – Yes. Every subdivision has to do a storm water analysis to look at the pre-development vs post development. The pre-development is the field with grass and trees. The post development is the hard surface from the roofs, the chunks of land that are paved for driveways. The design is to ensure that the run off will be the same before and after development.

Councillor (Alexandria Ward) – Michael Madden – Wanted confirmation on the number of residential dwellings. Forty-three dwellings plus 18 possible secondary units. Potential for sixty-one residential units?

Director of Planning – Peter Young – Correct, the forty-three units does not include the secondary dwelling units. The Province just changed through Bill 23 and secondary dwelling units are allowed where there are single detached, semi detached dwellings or townhomes. Generally we don't see that many of them except for some end units where usually the owners lives on top and rents out the basement for extra income.

Deputy Mayor – Carma Williams – Concerned over the width of the road. Will there be adequate space for vehicles and emergency vehicles to go through?

Director of Planning – Peter Young – The Counties will be working with the public works director. The parking could be restricted to one side of the road. Additional parking is being looked at, there are some possibilities. All units should have two parking spaces.

Councillor (Kenyon Ward) – Jeff Manley – Who is responsible for traffic control?

Director of Planning – Peter Young – Replied that enforcement, parking and making sure that there is enough room for utility vehicles will be the townships responsibility.

Councillor (Lochiel Ward) – Brian Caddell – Was inquiring about the height down to the road. When the project is finished, how deep will the slope be for the properties at the highest point?

EVB Engineering – Francois Lafleur – Explained that the developer is trying to minimize the amount of cuts that have to be done. There will be a gradual slope. The plan is to have a mix of terrace home styles and small retaining walls in the backyards which should be enough to get back to the existing grade.

Councillor (Alexandria Ward) – Michael Madden- Questioned if snow removal and snow storage was taken into consideration? Where will it go?

EVB Engineering – Francois Lafleur – The snow would have to be moved regularly and not to leave it accumulate. The township will have extra costs to remove the snow.

The clerk asked a third time for comments from the public in attendance and from members of Council.

No additional comments were received.

**5. OPA – ALEXANDRIA INDUSTRIAL PARK BOUNDARY
(Presentation by the Counties of SDG – Peter Young)**

The clerk asked for comments from the public in attendance and from members of Council.

Deputy Mayor – Carma Williams – Was asking if this proposal for an Official Plan and Zoning Amendment change be compatible with the surrounding uses? Residential & Industrial?

Director of Planning – Peter Young – It is a concern and the reason that Mr. Delorme had difficulty getting support from other consultants. But looking at the different uses surrounding the property, they are also sensitive uses. Therefore if new processes were being introduced or new machinery that required environmental compliance by the Ministry all other uses would have to be considered and that’s why we are bringing this proposal to Council.

Councillor (Kenyon Ward) – Jeff Manley – What are the owners plans?

Director of Building, By-law & Planning – Jacob Rhéaume – If the changes receive approval, the owner will apply for a five unit apartment building. He will live in the basement. Two apartments on the main floor and two apartments on the second floor. All in the existing building, stairs are already there for access. Other possibilities were looked at but not favorable for the current owner.

The clerk asked two additional times for comments from the public in attendance and from members of Council.

No additional comments were received.

6. OLD BUSINESS

7. NEW BUSINESS

8. NOTICE OF MOTION

9. ADJOURNMENT

Resolution No. 3
Moved by: Jeff Manley
Seconded by: Jacques Massie

There being no further business to discuss, the **Public Meeting of Planning** was adjourned at 5:48pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

Monday, February 27th 2023

Council Chambers

Township of North Glengarry

3720 County Road 34, Alexandria, ON

A Public Meeting of Planning was held in the Council Chamber on Monday, February 27th 2023 at 5:00pm.

COUNCIL MEMBERS PRESENT: Mayor – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brian Caddell
Councillor (Maxville Ward) – Gary Martin
Councillor (At Large) – Jacques Massie
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michael Madden

MUNICIPAL STAFF PRESENT: CAO/Clerk – Sarah Huskinson
Director of Building, By-law & Planning – Jacob Rhéaume

PUBLIC MEETING OF PLANNING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 5:00pm.

1. DISCLOSURE OF CONFLICT INTEREST

- There were no declarations of interest.

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Jeff Manley

Seconded By: Gary Martin

That the Council of the Township of North Glengarry accepts the Public Meeting of Planning agenda of Monday, February 27th/2023.

Carried

3. RATIFY MINUTES

NO MINUTES TO APPROVE AT THIS TIME

The meeting was then turned over to the Planning Department

- **Director of Building, By-law & Planning – Jacob Rhéaume**

4. ZONING AMENDMENTS

a) Z-01-2023

Owner: Andy Scherer

Location: 1535 Dalkeith Road, Dalkeith

Purpose of applications: To re-zone the property from General Agricultural – Special Exception (AG-58) to General Agricultural – Special Exception (AG-211) to permit a secondary dwelling (single detached home) on the subject lands and to permit the continuation of an agricultural commercial tourism use to the current agricultural operation.

The clerk asked for comments from the public in attendance and from members of Council.

Councillor (At Large) – Jacques Massie – Wanted clarification on the Raisin Region Conservation Authority's role concerning planning applications.

Director of Building, By-law & Planning – Jacob Rhéaume – Explained that RRCA no longer comments on planning applications however, they can comment if there are any concerns over the designated wetlands that may be on or in close proximity to the subject land.

The clerk asked an additional two times for comments from the public and from members of Council.

No additional comments were received.

b) Z-02-2023

Owner: Benoit Henri & Zeinab Iman Ibnlfassi

Location: 1654 County Road 30, Dunvegan

Purpose of applications: To re-zone the property from Residential Hamlet (RH) to Residential Hamlet – Special Exception (RH-4) to permit a secondary dwelling (single detached home) on the subject lands and;

To seek relief from the Comprehensive Zoning By-law 39-2000 requirements for a reduction of the Interior Side Yard Depth from the required 3m to the proposed 1.8m and for a reduction of the Rear Yard Depth from the required 8m to the proposed 1.8m.

The clerk asked for comments from the public in attendance and from members of Council.

Deputy Mayor – Carma Williams – Was asking the planning department if there was a possibility in the future for Provincial Policies changing to allow severances on properties with secondary dwellings?

Director of Building, By-law & Planning – Jacob Rhéaume – The smaller properties won’t qualify for a severance due to not being able to meet the requirements of the Municipal Zoning By-law. It might be possible in the distant future for the larger properties but the severance application would have to promote the efficient use of land and deemed appropriate.

The clerk asked an additional two times for comments from the public and from members of Council.

No additional comments were received.

- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
- 7. NOTICE OF MOTION**
- 8. ADJOURNMENT**

Resolution No. 2
Moved by: Michael Madden
Seconded by: Brian Caddell

There being no further business to discuss, the **Public Meeting of Planning** was adjourned at 5:49pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 14 - 2023
FOR THE YEAR 2023**

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

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

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

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

- 1. **THAT** the action of the Council at its regular meeting of April 11, 2023 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
- 2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- 3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 11th day of April 2023.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 14-2023, duly adopted by the Council of the Township of North Glengarry on the 11th day of April 2023.

Date Certified

CAO/Clerk / Deputy Clerk