

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Agenda

Monday March 24, 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. ACCEPT THE AGENDA (Additions/Deletions)

4. ADOPTION OF PREVIOUS MINUTES

- Regular Meeting of Council Minutes – Monday March 10, 2025

5. DELEGATIONS

United Counties of SDG – Planning Legislation updates: Director of Planning, Economic and Development Peter Young and Senior Planner Lindsay Parisien

gmad - Zoning By-law Amendment Ladouceur Subdivision: Landscape Architect Camille J Rivard

EVb – Lagoon Upgrade Work Plan: Vice President Marco Vincelli

6. STAFF REPORTS

a. Community Services Department

i. CS 2025-04: North Glengarry Stage

ii. CS 2025-05: Community Grant Program – Second intake

b. Treasury Department

i. TR 2025-06: 2024 Statement of Remuneration and Expenses

c. Building, Planning & By-law Department

i. BP 2025-09: Zoning By-law Amendment No Z-02-2025; H&I Enterprises (Herbs Travel Plaza)

- ii. BP 2025-10: Site Plan Development Agreement By-law No. 09-2025 – Maxville Manor

d. Public Works Department

- i. PW 2025-01: Crack Sealing Equipment Rental Rate
- ii. PW 2025-02: Leased Wheel Loaders
- iii. PW 2025-03: 2025 Gravel Tender Award
- iv. PW 2025-04: Cancellation of Alexandria EV charger project and Reallocation of funds
- v. PW 2025-05: Award Centre Street replacement to Clearwater Structures Inc

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Meeting of Council

Monday April 14 2025, at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

Note: Meetings are subject to change and cancellation

11. QUESTION PERIOD

- a. (Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair)

12. CLOSED SESSION

13. CONFIRMATION BY-LAW

- a. By-law 10-2025

14. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Minutes

Monday March 10 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

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

REGRETS: Councillor at Large: Jacques Massie

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Deputy Clerk: Jena Doonan
Director of Community Services: Stephanie MacRae
Director of Finance/Treasurer: Zoe Bougie
Fire Chief: Matthew Roy

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

Resolution No. 1

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday March 10 2025 as amended.

- Question Period added after delegation.

Carried

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Jeff Manley

Seconded by: Brian Caddell

THAT the minutes of the following meeting(s) be adopted as circulated.

-Regular Meeting of Council Minutes – Monday February 24
2025

Carried

5. DELEGATIONS

- a. SDG Libraries update – Director of Library Services: Rebecca Luck
Director of Library Services Rebecca Luck updated Council on the library's 2024 and current services.

6. QUESTION PERIOD

*Residents of North Glengarry attending the Regular Meeting of Council asked questions regarding the recently passed Zoning Amendment
By – law Z-01-2025 BESS North Glengarry.
Councillor At Large Jacques Massie was absent for additional question period.

7. STAFF REPORTS

- a. Community Services Department

CS 2025-02: Meet me on Main Street - 2025 Events

Resolution No. 3

Moved by: Brian Caddell

Seconded by: Michael Madden

THAT the Council of the Township of North Glengarry receives Staff Report CS-2025-02; and

THAT Council approves the following schedule for the 2025 Meet Me on Main Street events:

Saturday, June 7, 2025 – Dunvegan

Thursday, July 10, 2025 – Maxville

Thursday, July 24, 2025 – Alexandria

Saturday, August 23, 2025 – Dalkeith

Carried

CS 2025-03: Ontario Trillium Foundation-Grant Application

Resolution No. 4

Moved by: Michael Madden

Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry receives Staff Report CS-2025-03: Ontario Trillium Foundation-Grant Application for information purposes only.

Carried

b. Treasury Department

DR 2025-01: Final Reading for the Minor Improvement on the Real Diotte Branch of the R.A. McLennan Drain.

Resolution No. 5

Moved by: Gary Martin

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives report DR-2025-01 Final Reading for the Minor Improvement on the Real Diotte Branch of the R.A. McLennan Drain; and

THAT By-Law 56-2024 be read a third time and adopted in open Council this 10th day of March 2025.

Carried

TR 2025-04: 2024 Reserve Update

Resolution No. 6

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives report DR-2025-01 Final Reading for the Minor Improvement on the Real Diotte Branch of the R.A. McLennan Drain; and

THAT By-Law 56-2024 be read a third time and adopted in open Council this 10th day of March 2025.

Carried

TR 2025-05: 2025 Tax Rate By-law 07-2025

Resolution No. 7

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2025-05, Tax Rate By-Law, and

THAT the Council of the Township of North Glengarry adopt By-Law 07-2025, being a by-law to adopt the tax rates for the year 2025;

AND THAT By-Law 07-2025 be read a first, second and third time and enacted in open Council this 10th day of March 2025.

Carried

8. UNFINISHED BUSINESS

9. CONSENT AGENDA

Resolution No. 8

Moved by: Brian Caddell

Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry receives the item(s) from the consent agenda for information purposes only.

Carried

rural road safety program

Resolution No. 9

Moved by: Jamie MacDonald

Seconded by: Carma Williams

Whereas rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

And whereas preventing crashes reduces the burden on Ontario's already strained rural health care system;

And whereas roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums; preventing car crashes can have a significant impact in improving municipal risk profiles;

Therefore, be it resolved that the Township of North Glengarry requests that the Government of Ontario take action to implement the rural road

safety program that Good Roads has committed to lead;

And further that this resolution be circulated to all municipalities in Ontario requesting their support, as well as the Premier of Ontario and the Minister of Transportation.

Carried

10. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Meeting of Council

Monday March 24 2025, at 6 pm. in the Council Chambers, 3720
County Road 34, Alexandria, Ontario

Note: Meeting are subject to change and cancellation

11. QUESTION PERIOD

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

12. CLOSED SESSION

Resolution No. 10

Moved by: Michael Madden

Seconded by: Brian Caddell

Proceed “In closed Session”

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

Carried

Resolution No. 11

Moved by: Gary Martin

Seconded by: Carma Williams

THAT we return to the Regular Meeting at 8:04 p.m.

Carried

13. CONFIRMATION BY-LAW

Resolution No. 12

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry adopts by-law 08-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

THAT by-law 08-2025 be read a first, second and third time and enacted in Open Council this 10th day of March 2025.

Carried

14. ADJOURMENT

Resolution No. 13

Moved by: Jeff Manley

Seconded by: Brian Caddell

THERE being no further business to discuss, the meeting was adjourned at 8:05 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

Planning Legislation Update

March 24, 2025



Current Situation

Many planning approvals require approval of a by-law passed by Council

- Official Plan Amendments
- Zoning By-law Amendments
- Part-Lot Control Exemption
- Site Plan / Subdivision Agreements (unless delegated)



Delegated Authority

Delegated authority for planning applications in Ontario offers several benefits

1. **Efficiency:** It significantly reduces the time required for approvals. By delegating routine decisions to committees or staff, municipalities can cut down on the lengthy processes that typically involve council meeting.
 2. **Focus on Strategic Priorities:** It frees up council time, allowing them to concentrate on more strategic and complex issues rather than routine planning applications
 3. **Resource Management:** Municipal staff can save time on preparing detailed reports for council for routine applications, which can be redirected towards other important tasks
 4. **Reduced Delays:** Delegation helps avoid unnecessary delays in planning applications that align with council-approved policies and regulations
 5. **Maintaining Public Engagement:** Despite the delegation, public engagement requirements remain intact, ensuring transparency and community involvement in the planning process. Municipalities may adjust the process for routine matters e.g. no longer having a formal public meeting for surplus dwelling rezonings that were already circulated through the severance process
- Overall, delegated authority helps streamline the planning process, making it more efficient and effective for municipalities in Ontario.



Bill 13 - Minor Zoning Amendments

Minor by-laws — delegation

- 39.2 (1) Subject to subsection (2), the council of a **local municipality** may, by by-law, delegate the authority to pass by-laws under section 34 that are of a minor nature to,
 - (a) a committee of council; or
 - (b) an individual who is an officer, employee or agent of the municipality. 2021, c. 34, Sched. 19, s. 1.

Official plan requirement

- (2) Subsection (1) does not apply unless there is an official plan in effect in the local municipality that specifies the types of by-laws in respect of which there may be a delegation of authority under that subsection. 2021, c. 34, Sched. 19, s. 1.

Same

- (3) Without limiting the generality of the meaning of a by-law passed under section 34 that is of a minor nature, such by-laws may include,
 - (a) a by-law to remove a holding symbol; and
 - (b) a by-law to authorize the temporary use of land, buildings or structures in accordance with subsection 39 (1). 2021, c. 34, Sched. 19, s. 1.



Bill 13 (now in effect)

Conditions

- (4) A delegation of authority made by a council under subsection (1) may be subject to such conditions as the council, by by-law, provides. 2021, c. 34, Sched. 19, s. 1.

Withdrawal of delegation

- (5) A council may, by by-law, withdraw a delegation of authority made by it under subsection (1), and the withdrawal may be in respect of one or more by-laws in respect of which a final disposition was not made before the withdrawal. 2021, c. 34, Sched. 19, s. 1.
- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights. However, municipalities can alter public notice provisions through policies in their Official Plan.



OP Policy

- Section 8.12.6.1 – The Council of a local municipality may, by by-law, delegate the authority to pass by-laws under section 34, 36, 39 and 39.1 of the Planning Act that are of a minor nature to,
- Committee of council; or
- An individual who is an officer, employee, or agent of the municipality



OP Policy

- By-laws that are deemed to be minor in nature include:
 - Zoning Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and agencies during the required circulation period.
 - Zoning Amendments that are required as a condition of approval of a provisional consent for lot creation for a residence surplus to a farming operation under Section 8.12.13.3.7 iii) II.
 - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed
 - Temporary uses that are specified in the local municipality's delegation of authority by-law (Section 39 amendment)
 - Zoning Amendments to permit garden suites (Section 39.1 amendment)



OP Policy

- Further, a delegation of authority under this section may be subject to such conditions as the Council, by by-law, provides, including specifying that delegated authority does not apply to a minor zoning amendment where an objection is received during the public notice period.
- A local municipality is not required to hold a public meeting for a zoning amendment that is or will be required as a condition of a provisional consent for lot creation for a residence surplus to a farming operation under Section 8.12.13.3.7 iii) II. Public notice and agency notice shall be deemed to be provided through circulation of the associated consent application.
- Further, if the local municipality does not hold a public meeting for the zoning amendment proposed under this section, the County shall include the information required under Section 34(14.5) of the Planning Act in the notice of the proposed consent application.



Other By-laws?

What other planning decisions can be delegated?


Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:

- Community planning permit system permits **(N/A in SDG)**
- Approval of adopted lower-tier official plan amendments **(N/A in SDG)**
- Plans of subdivision and condominiums ☒
- Consents ☒
- Site plan ☒
- Validations ☒
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).



OP Policy and Procedural Questions

1. What types of “minor” by-laws (suggestions)
 1. **Surplus Dwelling Zoning Amendment By-law** - Ideal candidate for delegation since they have already gone through the severance review process.
 2. **Garden Suites and Temporary Use By-law** - May not be desirable for delegation.
 3. **Lifting a Holding Symbol By-law** – Potentially delegated upon approval of the subdivision agreement
 4. **Part-Lot Control By-laws** – Used to subdivide lots within a subdivision (mostly semi-detached and townhome lots). Most SDG municipalities have delegated to Mayor/Clerk; SDG Planning department delegated to approve by-law.
2. **Who should be delegated this authority?** Generally most municipalities delegate to the Mayor and Clerk upon recommendation of planning department
3. **What to do if there are objections?** Contested application automatically bumped to Council?
4. **How do we maintain transparency and accountability?** Annual or quarterly reports? Council circulation of public notices?

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. CAO-
		File No.
Agenda Date:	October 22, 2024	
Subject:	Delegated Authority By-laws	
Attachments:		

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives this key information report on delegated authority By-laws for information purposes.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

One recent By-law have been signed under the delegated authority By-law and was executed by the Mayor and CAO/Clerk.

By-law No. 85-2024 was a By-law to amend the Comprehensive Zoning By-law No. 08-20214 for a surplus dwelling severance application, zoning was changed from AG to AG-20, which prohibits residential uses on the retained agricultural lands of Consent B-53-24.

4.0 POLICY CONSIDERATION

Bill 13, *Supporting People and Business Act*, 2021, an Act to amend various Acts, received Royal Assent on December 2, 2021. Schedule 19 of this Bill made changes to the *Planning Act* which allowed for Municipal Councils to pass delegated authority By-laws under Section 34 of the *Planning Act* that are minor in nature to a committee of council or an individual who is an officer, employee or agent of the municipality.

The Official Plan of the United Counties of Stormont, Dundas and Glengarry was amended in August of 2022 via Official Plan Amendment No. 13 which allows for municipalities to delegate the authority to enact a part-lot control By-law to an individual who is an officer, employee, or agent of the municipality.



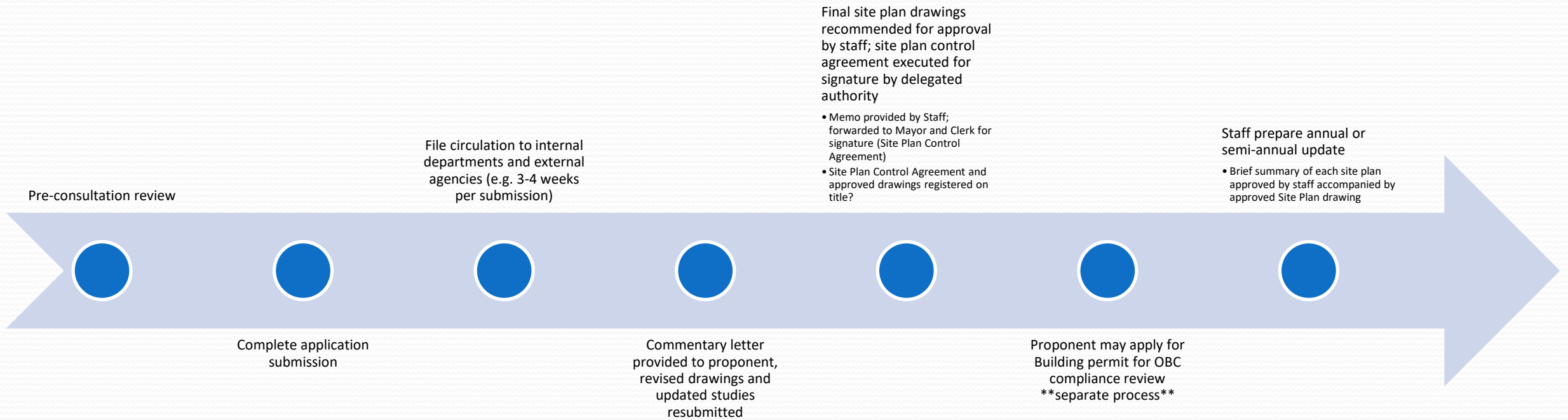
Site Plan

Authorized Person

- *Section 41 (4.0.1) A council that passes a by-law under subsection (2) [Site Plan Control By-law] shall appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4). 2022, c. 12, Sched. 5, s. 7 (3).*
- Approval of Site Plan Control applications are required to be delegated and no longer can be approved by Council (Council can still provide comments or see for information if desired)
- Recommend that this be delegated to the Mayor and Clerk upon recommendation from the Planning Department (common approach in SDG)

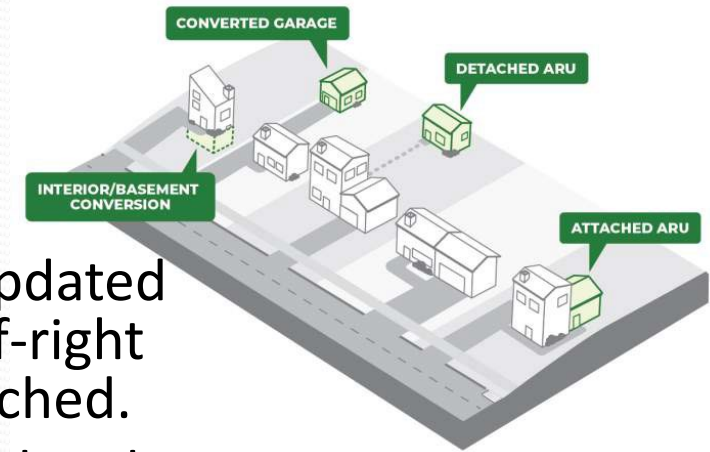


Site Plan Process – Delegated Authority



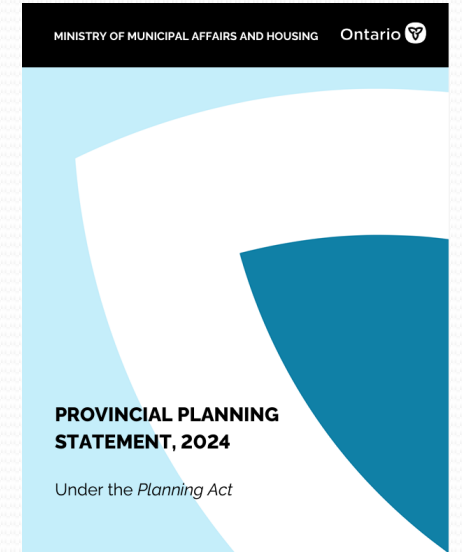
Additional Residential Units

- The Province has passed amendments to the Planning Act and updated regulations that allow up to two additional residential units as-of-right (i.e. 3 units per property). The third unit can be attached or detached.
- The regulations apply to lots with single detached, semi-detached and townhome on full municipal water and sewer services
- The regulations also have requirements that supercede municipal zoning by-laws
 - The municipality can only require 1 parking space per additional residential unit
 - Additional residential unit parking may be provided as tandem spaces (back to back)
 - Maximum lot coverage is 45% even if a municipal by-law has a lower number
 - The municipality may not regulate the relation to the owner, the date of the unit
 - The municipality may not use floor space index, angular plane, or require a larger minimum size for additional residential units



2024 PPS – Key Changes

- Developers can now initiate urban boundary changes (don't need to wait for municipality)
- Surplus dwellings – one new residential lot per farm consolidation
- Secondary units on agricultural lands – up to two units, must be located near primary dwelling/farm building cluster

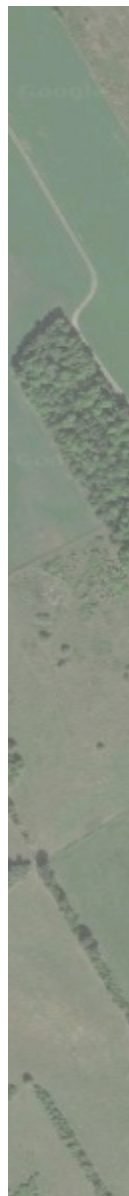




Summary

- Recommendation that Council delegate authority for part-lot control, surplus dwelling rezonings, and holding zone removal to the Mayor and Clerk (based on recommendation from the Planning department)
- Based on the reduced process, possible for fee adjustments for straight-forward applications
- Zoning By-law update to take place over 2025-2026 and will include new legislation and Official Plan/ PPS 2024

compliance



Alexandria District

Township of North Glengarry, ON

Zoning By-law Amendment

Concession 3, lot 2 to the east and Concession 3, lot 3 to the west in Alexandria

Issued on January 20, 2025

Project revision 1 : March 19, 2025

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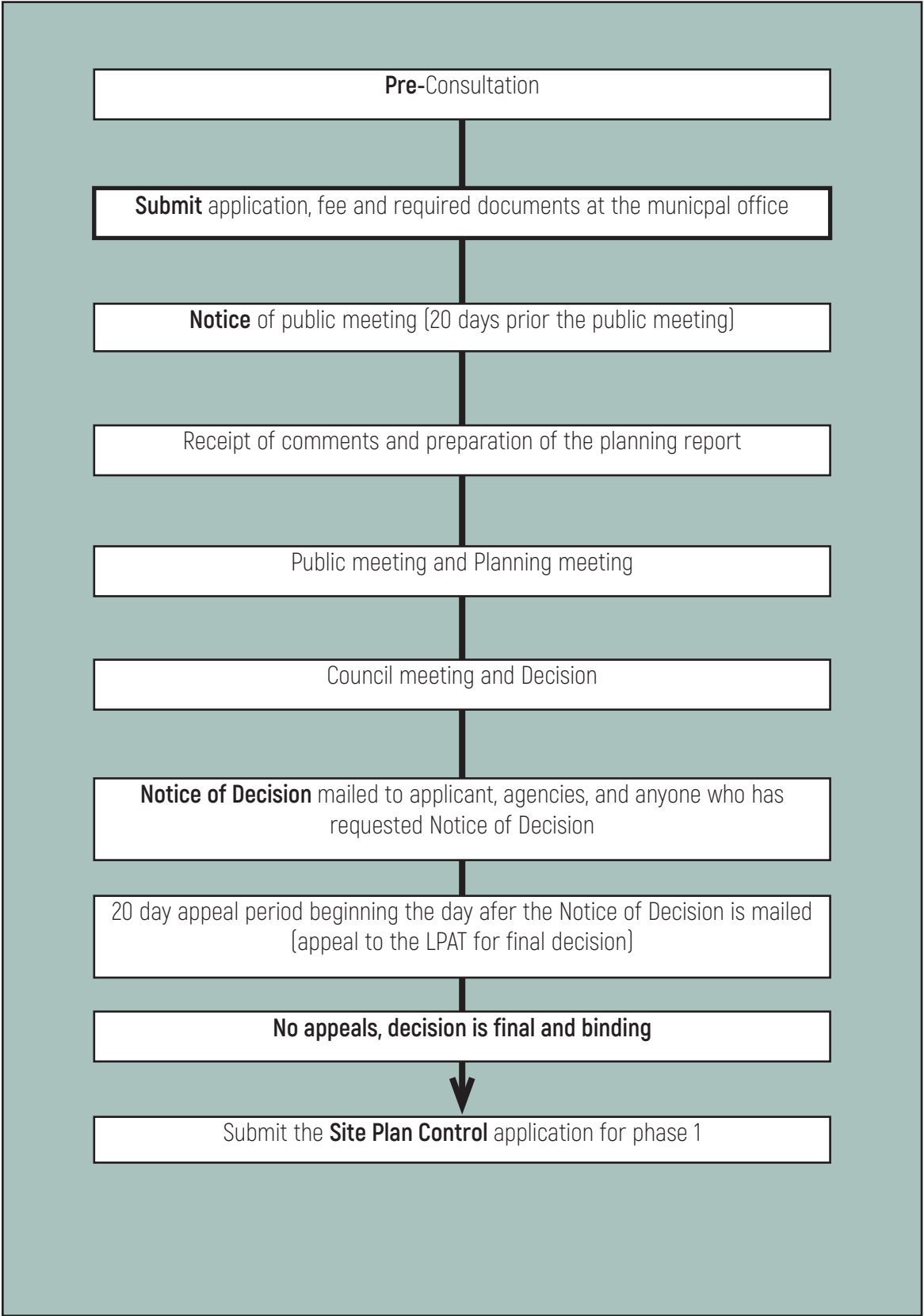
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THE ZONING BY-LAW AMENDMENT PROCESS



Part of The Township of North Glengarry, Alexandria offers the rural lifestyle and small town appeal. The city is the commercial retail destination of North Glengarry. Alexandria is roughly 1h east of Ottawa via Highway 417 or 1h west of Montreal on Highway 401 or 417 and 25 minutes north of the City of Cornwall.

The subject lands are located on Concession 3, Lot 2 to the east and Concession 3, lot 3. The Official Plan designation is Residential District. The lands was first designed and zoned Residential First density (R1) and Residential Fourth density (R4) in the By-law 39-2000. In November 2020, the zoning amendment Z-10-2020 re-zoned the subject lands from R1 and R4 to Residential Mixed Use (RMU) and Residential Mixed Use Holding (RMU-h) zone

Because of the surrounding land uses including the North Glengarry Memorial Hospital, greenspace and Mill Pond and Sports complex uses (Billy Gibbie Arena, Alexandria Arena and Tim Horton’s Dome), the subject lands could promote a sustainable community by accomoding an appropriate range and mix of land uses to meet long term needs and an appropriate range and mix of residential housing.

With this opportunity, Habitations Ladouceur wishes to begin the process to carry out a large scale project offering commercial and residential buildings adapted for the needs of the Alexandria community.

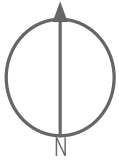
The purpose of this Zoning By-law Amendment application is to modify the limits of aera A and B (zoned RMU and RMU-h) and propose new areas. It’s also to add some special exception zones to the lot provisions in the RMU zone from By-law Z-10-2020.

SUBJECT OF THE APPLICATION

THE LANDS

The subject lands have an area of approximately 54 acres (21.8 ha), the lands have direct access onto Country Road 43 with a frontage of approximately 135m. The lands are located within the urban settlement boundary of Alexandria with a portion of the lands containing non evaluated wetlands.

This appendix of the Zoning By-law Amendment application proposes a site plan with a mix of land uses and a mix of residential housing. This appendix also includes a legislative analysis of the project in accordance to the By-law Z-10-2020 and By-law 39-2000 to identify the provisions needed to be modify. **The objective of this application is to authorize the construction of Phase 1 of the project, which includes 4-story multifamily buildings (Area A.1) and some townhouses (Aera A.2).**



- 1 Subject Lands
(Concession 3, Lot 2 to the east and Concession 3, lot 3)
- 2 North Glengarry Memorial Hospital
20260 County Rd 43
- 3 Tim Horton's Dome
202 St-George St
- 4 Indoor Rv, Boat and Car Storage
200 St-George St
- 5 Billy Gebbie Arena
170 MacDonald Blvd
- 6 Tower Place
200 Industrial Blvd

GENERAL PROJECT INFORMATION

- Lots location :
 - Concession 3
 - Lot 2 to the east and Concession 3
 - Lot 3
- Buildings
 - 4-story building
 - 6 to 8-story building
 - 10-storey building
 - Townhouse
 - Commercial
 - Community Center
- Units
 - Multifamily residential building: +/- 1 216 units*
 - Townhouse: 190 units*
- Features:
 - Parks/Ponds
 - Commercial area on ground floor of residential building (+/- 558m2** (6 000 s.f))
 - Local commercial area next to the Country Road 43
 - Bike and pedestrian paths
 - Mix of Interior and exterior parking aera

*Approximative units number, subject to change
**Aera for information only
***City/Developer road use agreement needed

ZONING BY-LAW AMENDMENT PROJECT

The proposal offers a lot of common and green spaces adapted for the environmental conditions of the lands. A bike and pedestrian path is proposed on the entire land to connect the project with the Village Core aera and the surrounding destinations like the Hospital, Mill pond and sports complex.

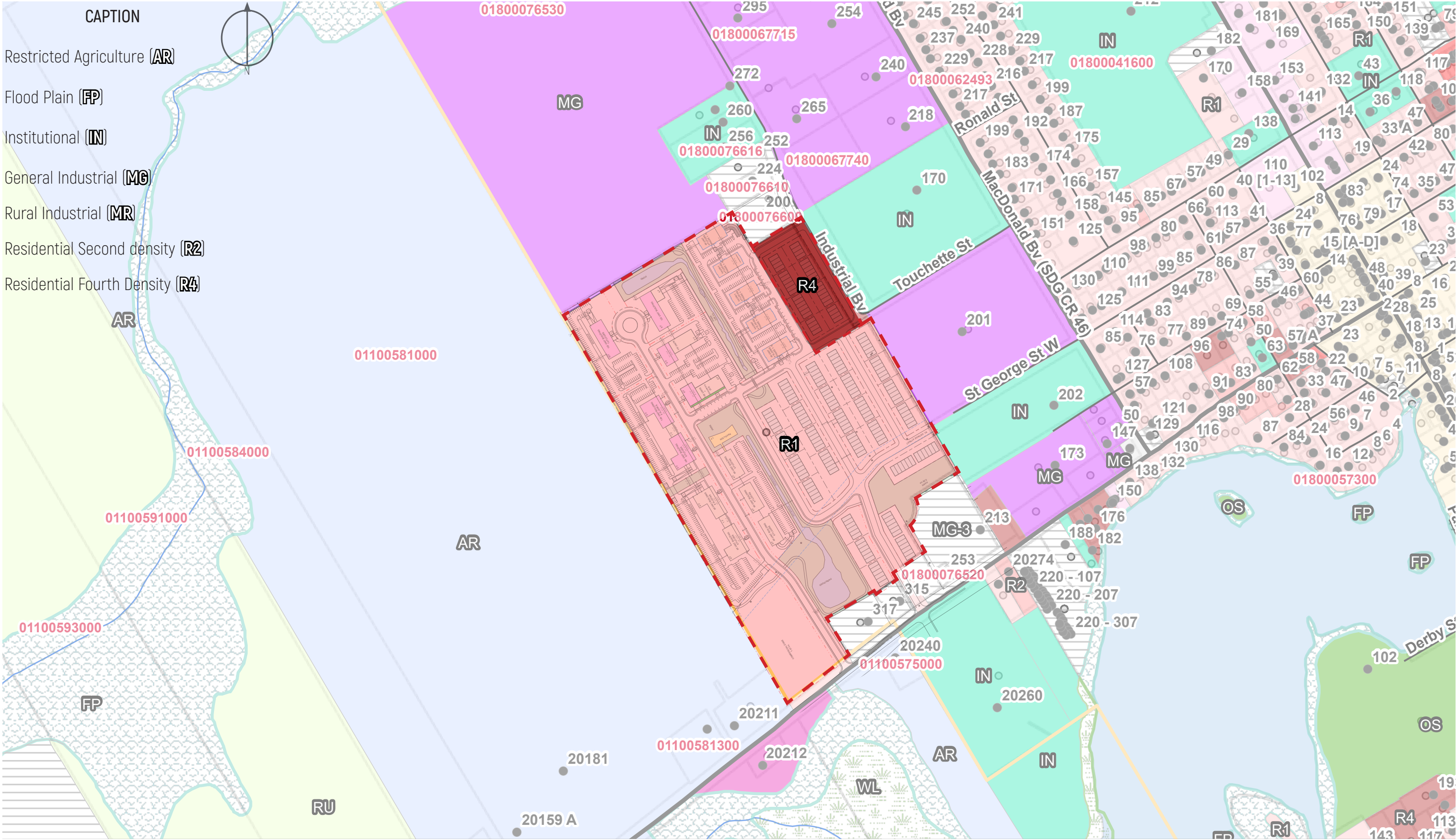
The amendment proposed to the subject lands densifies the area wich brings a mix of residential housing and improves the commercial offering. In addition, for a successful intergration to the surrounding area, the densification developes gradually. The mix of residential housing allows a non-uniform architecture wich improve the urban landscape.

In this context, an application for a Zoning By-law Amendment is required in order to allow an overheight to the Residential Mixed Use (RMU) and a different ratio of parking spaces. A modification of the Aera A and B limits is needed. The By-law Z-10-2020 provisions currently limits the building height to 3 storeys and the interior side yard width to 4,5m. In accordance to the proposal and the Guidelines for barrier-free deisgn of Ontario Government Facilities, the provisions for parking requirements need some adjustment.

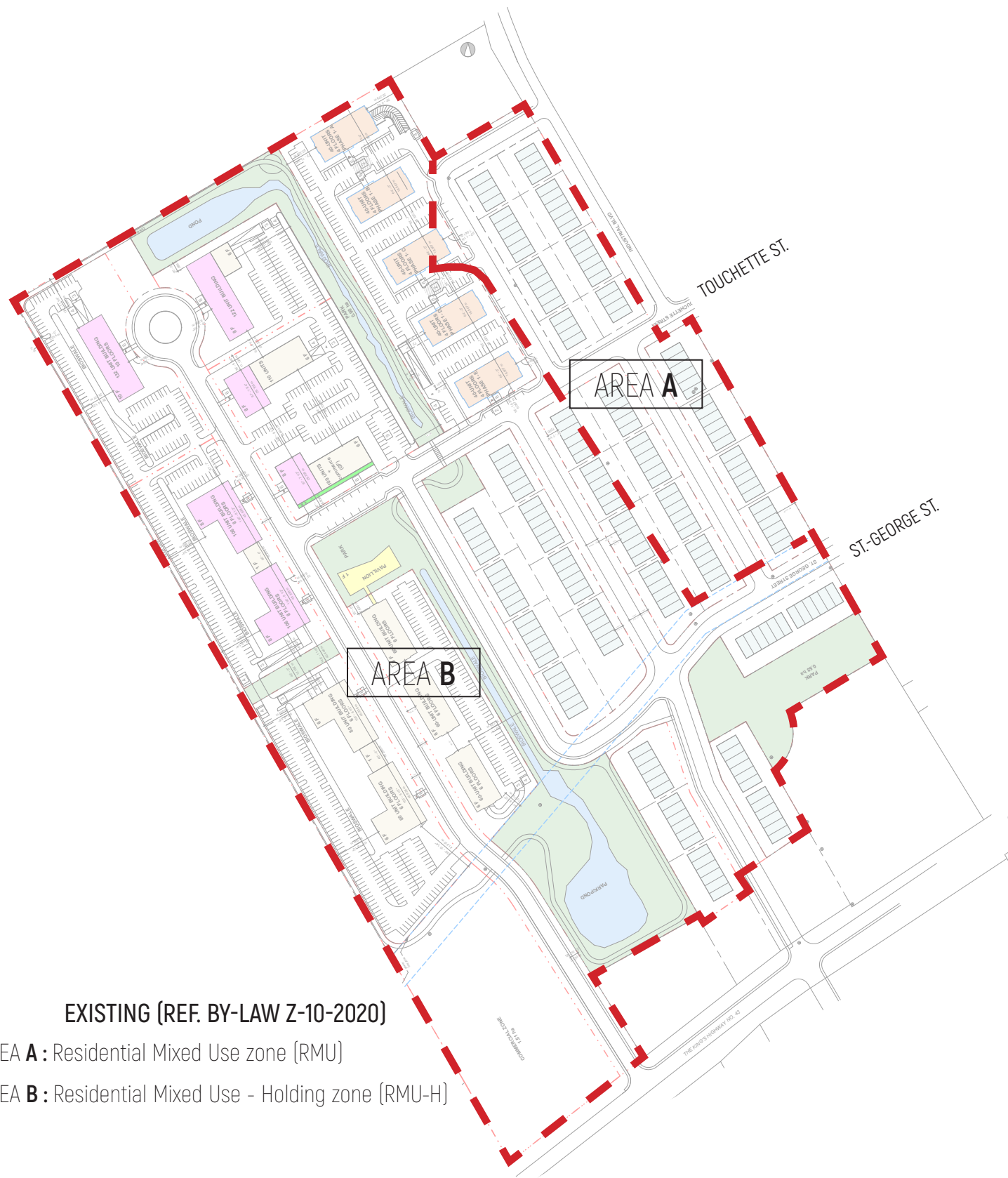
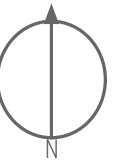
To carry out the large scale project of Alexandria District and enablig the construction of the first phase, the By-law Z-10-2020 shall be amended to allow the flexibility to the project. The Alexandria District already responds to the provisons of the Official Plan from the United Counties of Stormont, Dundas and Glengarry (SDG) which aim for a Residential developments of different heights and densities where the scale and character is in keeping with existing or planned surrounding residential heights and densities. The Alexandria District support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development as required by the Provincial Planning Statement.

FOREWORD

PROVISIONS AMENDMENTS		
By-Law Z-10-2020		AMENDMENTS
ZONING CLASSIFICATION		
Permitted uses	Development of Glengarry Hills Residential Mixed Use Holding (RMU-h): subject to removal of holding, site plan control, required studies, including sanitary servicing.	Alexandria District Subject to modify the limits of the Aera A and B in accordance with the proposed phasing and subdivison. Residential Mixed Use Holding (RMU-h): subject to removal of holding, site plan control, required studies, including sanitary servicing.
Lot Aera	Lot serviced by municipal water and private sewage system: 1 000m2	to remove “Lot serviced by municipal water and private sewage system”
Lot Frontage	Lot serviced by municipal water and private sewage system: 25m	to modify min. 6m to remove “Lot serviced by municipal water and private sewage system”
Interior side yard width (m)	min. 4,5	to modify Aera A.2: min. 1,5 Aera E: min. 1,5
Building height	3 storeys	to modify Aera A.1: max. 4 storeys Aera B: max. 8 storeys Aera C: max. 10 storeys
GENERAL PROVISIONS		
Parking Requirements	d) % barrier free parking spaces: 15% of the required number of parking spaces	To replace by d) % of barrier free parking of the required number of parking spaces 12 or fewer = 1 type A parking space 13 to 100 = 4% of the total number of parking spaces (type A and B)* 101 to 200 = 1 space + 3% of the total number of parking spaces 201 to 1000 = 2 spaces + 2% of the total number of parking spaces More than 1000 = 11 spaces + 1% of the total number of parking spaces <i>*equal number of Type A and B for 13 spaces and more</i> Accessibility for Ontarians with Disabilities Act, 2005 To add e) The minimum number of parking spaces for a commercial ground floor of residential building shall be 1 space per 1000 square feet To remove (municipal water and sanitary servicing)
Water and sanitary services	the «Residential Mixed Use» zone shall allow for municipal water and private sanitary servicing,subject to a responsibility agreement and financial securities.	



SUBJECT LANDS AND SURROUNDING ZONING (REF. BY-LAW 39-2000)



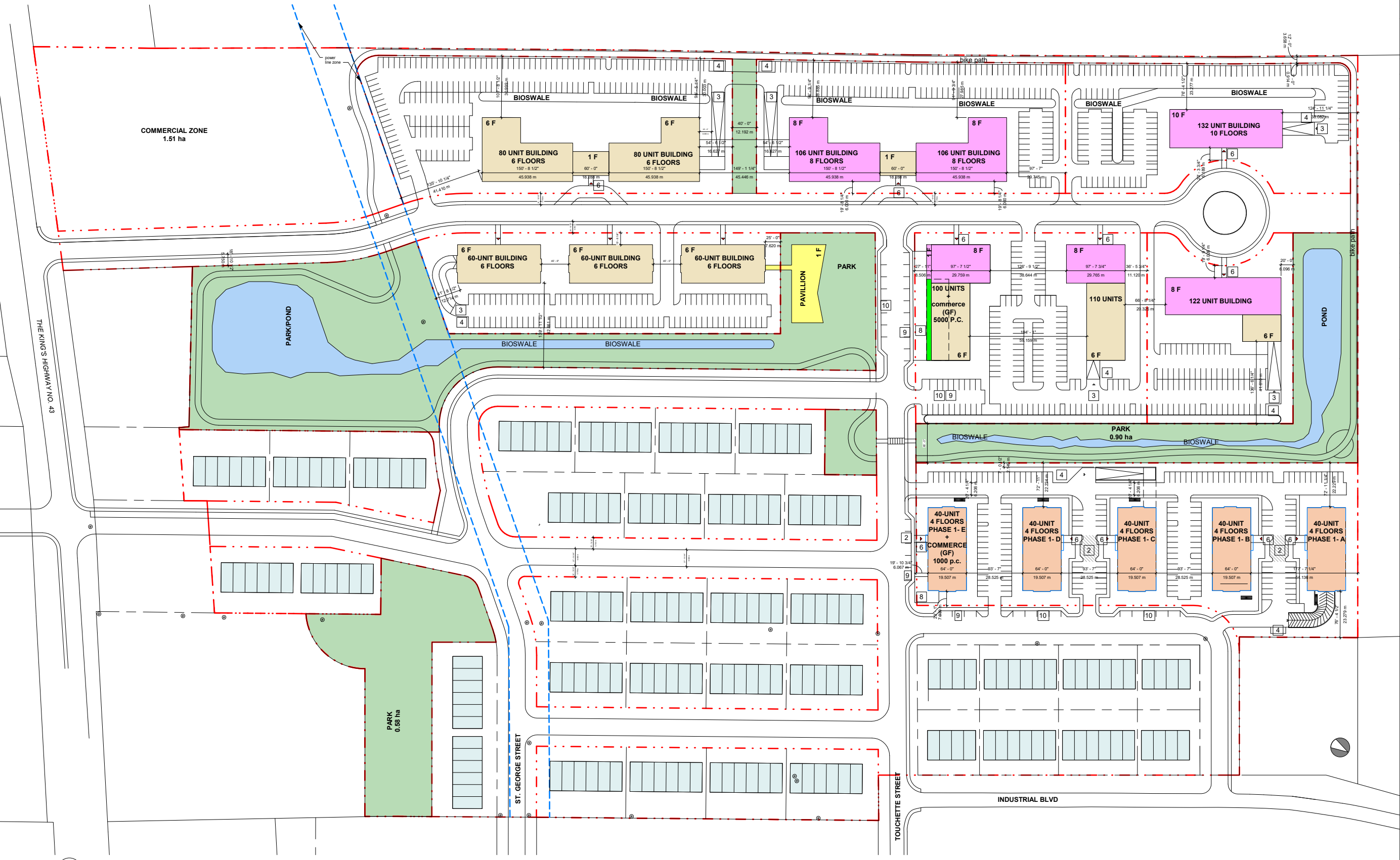
EXISTING (REF. BY-LAW Z-10-2020)

- AREA **A** : Residential Mixed Use zone (RMU)
- AREA **B** : Residential Mixed Use - Holding zone (RMU-H)



PROPOSED

- AREA **A.1** : Residential Mixed Use zone (RMU)
- AREA **A.2** : Residential Use zone (RU)
- AREA **B** : Residential Mixed Use - Holding zone (RMU-H)
- AREA **C** : Residential Use - Holding zone (RU-H)
- AREA **D** : Commercial Use - Holding zone (CU-H)
- AREA **E** : Residential Use - Holding zone (RU-H)



SITE

SITE DESCRIPTION: MUNICIPALITY OF ALEXANDRIA, TOWNSHIP OF NORTH GLENGARRY
SITE ADDRESS: ALEXANDRIA, ON
PROPOSED USE: RESIDENTIAL AND COMMERCIAL

SITE STATISTICS

MULTIFAMILY RESIDENTIAL BUILDINGS
Total units: +1216 units
Total parking: +1183 units
Off-street parking: +624
Ratio: 1.8 spots/unit
Barrier free parking ratio 1 spot / 20 spots

TOWNHOUSES
TOTAL 190 TOWNHOUSES

COMMERCIAL AREA (GROUND FLOOR OF RESIDENTIAL BUILDING)
TOTAL: +1 800 SF
Total parking: 24 SPOTS
Street parking: 13 spots
Off-street parking: 11 spots
Ratio: 1 spots / 1000 P.C.

PUBLIC COMMON AREA
TOTAL: +1 800 SF
Total parking: 24 SPOTS
Street parking: 13 spots
Off-street parking: 11 spots
Ratio: 1 spots / 1000 P.C.

- SITE PLAN SHEET NOTES:**
1. Exit of basements
 2. Drop-off zone
 3. Basement garage entrance
 4. Garbage containers zone
 5. Fire hydrant location, refer to mechanical drawings
 6. Main entrance
 7. Fire department entrance, connection & signage location, refer to mechanical drawings
 8. Commercial zone
 9. Parking for commerce
 10. Parking for public

SYMBOL LEGEND

	4-STORY BUILDING
	6-STORY BUILDING
	8@10-STORY BUILDING
	TOWNHOUSE
	COMMERCE
	COMMUNITY CENTER
	PARK
	BIOSWALE/POND

ARTICLE	CATEGORY	REGULATION APPROVAL	COMPLIANT - Yes/No	COMMENTS
Section 2 - Definitions				
2.1	Accessory	Shall mean a use, building or structure customarily incidental and subordinate to the principal use and located on the same lot with such main use.	-	-
2.9	Basement	Shall mean that portion of a building between 2 floor levels wich is partly underground but which has at least one-half of its height from finished floor to finished ceiling above the average level of ground adjacent to the exterior walss of the building.	-	-
2.15	Building line	Shall mean a line within a lot drawn parallel to a lot line establishing the minimum distance between that lot line and any portion of a building or structure which may be erected.	-	-
2.19	Cellar	Shall mean that portion of a building between 2 floor levels which is partly or wholly underground but wich has more than one-half of its height from finished floor to finished ceiling below the average level of ground adjacent to the exterior walss of the building.	-	-
Z-10-2020	Community Garage	Shall mean a garage to be used for the maintenance of motor vehicles for residents of the village community only	-	
2.29	Coverage	Shall mean the % of a lot area covered by the ground floor area of all principal buildings located theron	-	-
2.33	Dwelling	<p>Shall mean a building used or intended to be use for human habitation and in which all usual domestic function may be carried on.</p> <p><u>Apartment Dwelling</u> Shall mean a building consisting of 3 or more independent dwelling units other than a row house dwelling.</p> <p><u>Duplex Dwelling</u> Shall mean a dwelling that is divided horizontally into 2 dwelling units.</p> <p><u>Row house Dwelling</u> Shall mean a dwelling that is divided vertically into 3 or more dwelling units.</p> <p><u>Semi-detached Dwelling</u> Shall mean a dwelling that is divided vertically into 2 dwelling units</p> <p><u>Single detached Dwelling</u> Shall mean a dwelling containing only one dwelling unit</p>	-	-

Legislative analysis | Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020

ARTICLE	CATEGORY	REGULATION APPROVAL	COMPLIANT - Yes/No	COMMENTS
Section 2 - Definitions				
2.37	Established building line, urban	Shall mean the average setback from the street line of existing buildings in the Residential Zones on one side of one block where more than one-half of the frontage of the said side of the block has been built upon.	-	-
2.43	Finished grade	Shall mean the average elevation of the finished surface of the ground where it meets the exterior of the front of such building	-	-
2.53	Group housing project	Shall mean 2 or more dwellings erected upon the same lot and either retained under one ownership or registered in compliance with the provisions of The Condominium Act and amendments thereto.	-	-
Z-10-2020	Gross floor area	Shall mean the total aera of each floor whether located above, at or below grade, measured from the interiors of outside walls and including floor area occupied by interior walls and floor area created by bay windows; a) floor aera occupied by shared mechanical, service and electrical equipment that serve the building; b) common hallways, corridors; stairwells, elevator shafts and other voids, steps and landings; c) bicycle parking; motor vehicle parking or loading facilities; d. common laundry, storage and washroom facilities that serve the building or tenants; e) common storage areas that are accessory to the principal use of the building; f) common amenity area and play areas accessory to a principal use on the lot; and g) living quarters for a caretaker of the building».	-	-
2.56	Landscaped open space	shall mean open space comprised of lawn with or without natural or ornamental shrubs, flowers and trees and may include space occupied by paths, walks, courts, patios and pool, but shall not include parking areas, traffic aisles, driveways or ramps for vehicles, or any open space beneath or within a building or structure	-	-
2.73	Lot Frontage	Shall mean the width of a lot measured between the intersection of the side lot lines with a line back from and parallel to the front line, at a distance equa to the minimum required front yard depth	-	-
Z-10-2020	Planned unit development	Shall mean two or more residential use buildings on the same lot, but does not include: • a garden suite; • more than one detached dwelling, mobile home or bunk house dwelling for farm help permitted to locate on the same lot in an AG-Agricultural Zone; and • accessory buildings on a lot where they are otherwise permitted.»	-	-

Legislative analysis Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020				
ARTICLE	CATEGORY	REGULATION APPROVAL	COMPLIANT - Yes/No	COMMENTS
Section 2 - Definitions				
Z-10-2020	Restaurant - Bar	Shall mean a licensed restaurant that serves food and any sort of alcohol beverage to the public for consumption on the premises".	-	-
2.115	Setback	Shall mean the distance between the centre line of a street allowance and the nearest building line	-	-
2.140	Yard	Front yard: shall mean the space extending across the full width of a lot between the front lot line and the nearest part of any main building or structure ont the lot. Rear yard: shall mean a space extending across the full width of a lot between the rear lot line and the nearest part of any building or struc- ture ont the lot. Side yard: shall mean a yard extending from the front yard to the rear yard between the side lot line and the nearest part of any main building or structure on the lot. - exterior side yard: immediately adjacent to a street - interior side yard: other than an exterior side yard	-	-

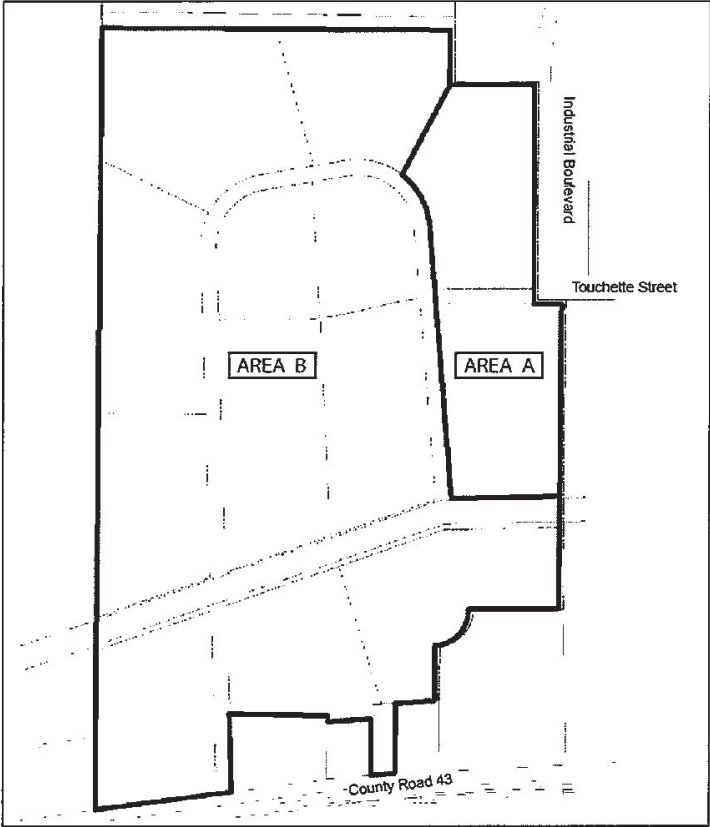
Legislative analysis Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020				
ARTICLE	CATEGORY	REGULATION APPROVAL	COMPLIANT - Yes/No	COMMENTS
Section 3 - General provisions				
3.1	Accessory uses	<p><u>Residential Zone</u></p> <p>Accessory buildings or structure shall not be located within any minimum front yard or minimum ext��oir side yard, except as specifically permitted in this By-law;</p> <p><u>Dimensions</u></p> <p>Minimum distance from interior side or rear lot line: 1,5m</p> <p>Maximum height: 5m</p> <p>Minimum distance from the principal building: 1,2m</p> <p><u>Area</u></p> <p>Maximum: 10% of the total area</p> <p>Heat pumps and air conditionners shall not be permitted within a minimum interior side yard</p> <p>Any building or structure which is attached to the main building will not be considered accessory for the purposes of this By-law</p>	Upcoming	This provision will be apply and presented in the Site Plan Control application for Aera A.1
3.3	Corner lot sight lines	Notwithstanding any provisions of this By-law to the contrary, within any area defined as a sight triangle, the following uses shall be prohibited: a) a building, structure or use which would obstruct the vision of drivers of motor vehicles; b) a fence or tree, hedge, bush or other vegetation, other than agricultural crops, the top of which exceeds 1m in height above the elevation of the centrelines of abutting streets; c) a parking area; d) a finished grade which exceeds the elevation of the centrelines of abutting streets by more than 0.5m	-	-
3.4	Cumulative standards	Where more than one use is permitted on any lot, the requirements of this By-law with regard to parking and loading requirements shall be cumulative	-	-
3.5	Dwelling units	<u>Location</u> A dwelling unit may be located in a basement or in a cellar provided that the finished floor level of such basement or such cellar is not below the level of any sanitary or storm sewer serving the building in wich such basement or such cellar is located, or provided that dwelling unit is serviced by an appropriate sewage pumping facility.	-	-
3.6	Established building line in built-up area	Notwithstanding the yard and setback provisions of this By-law to the contrary, where a permitted building is to be erected on a lot in a built-up area where there is an established building line, such permitted building may be erected closer to the street line or centreline of the street as the case may be, than required by this By-law provided such permitted building is not erected closer to the street line or centreline of the street as the case may be, than the established building line on the date of passing of this By-law.	-	-
3.7	Frontage on an improved street	No building or structure shall be erected in any zone except a Residential Limited Services Zone for any purpose other than a non-residential building or structure accessory to a permitted agricultural, forestry or conservation use unless the lot on which such building or structure is located has frontage on an improved street. This provision shall not apply to a lot on a registered plan of subdivision wherre an agreement between the owner and the Corporation which includes provisions for the construction and maintenance of the streets is registered in the Registry Office or Land Titles Offices.	-	-

ARTICLE	CATEGORY	REGULATION APPROVAL	TRUE - Yes/No	COMMENTS
Section 3 - General provisions				
3.9	Height exceptions	Where height limitations are set forth in this By-law, such limitations shall not apply to water tanks, flag poles, lightning rods, lighting standards, ventilators, skylights, mechanical equipment penthouses, antennae, church steeples, belfries, clock towers, chimneys, windmills, silos, grain elevators, electrical supply facilities and telecommunications towers. Notwithstanding the foregoing, limitations prescribed by the Federal Ministry pf Transport or practices recommended by the Ministry with respect to height limitations and appropriate lighting in the vicinity of airfields shall prevail. No boathouse shall exceed a height of 6m, nor consist of more than one storey.	-	-
3.13	Landscaped Open Space	a) Where, in a yard in any zone, a required parking area providing more than 4 parking spaces abuts a lot in a Residential Zone, then a continuous strip of landscaped open space a minimum width of 3m shall be provided along the abutting lot line. b) Where, in any yard in any zone, a required parking area providing more than 4 parking spaces abuts a street, then a strip of landscaped open space a minimum width of 3m shall be provided along the lot line abutting the street and the landscaped strip shall be continuous except for ailes and driveways required for access to the parking aera c) In any zone, any portion of any front yard which is not used for any other permitted purpose shall be devoted to landscaped open space. d) Any land used for landscaped open space shall be included in the calculations of lot area, year requirements, etc. as set forth in this By-law.	Yes	A strip of landscaped open space a minimum of 3m is provided for Aeras A.1 and A.2
3.21	Parking requirements	<p style="text-align: center;"><u>Number of spaces required</u> Building with max. 2 dwelling units: 2 parking spaces or 2 garage, or 1 space and 1 garage/unit Building with more than 2 dwelling units: 1.5 parking spaces/units Convenience stores, retail stores and service outlets: 1 parking space/20m2 of florr area (min. 5 parking spaces) <u>Size of the parking space</u> 2,75m x 5,5m <u>Cumulative standards</u> Where 2 or more uses are permitted in any one building or on any one lot, then the off-street parking requirements for each use shall be calculated as if each use is a seprate use, and the toral number of off-street parking spaces so calculated shall be provided <u>Location</u> Required parking in a residential Zone shall be provided on the same lot as the dwelling unit. In all other zones, the required parking shall be provided within 150m of the building it is intended to serve and no part of any parking area required for a use other than Residential shall be permitted in a Residential Zone. Where required parking is not provided on the same lot, the lot or part of the lot where the parking is located shall be in the same ownership or be leased by a long term renewable agreement and the parking spaces shall be retained for the duration of the use. <u>Access to parking Areas</u> The parking area and approaches shall be surfaced with concrete or asphalt or crushed stone Access driveways designated for 2-way traffic shall be not less than 6m in width. Separate entrance and exit driveways shall be not less than 3.6m in width. Access to parking areas for Commercial or Industrial uses shall not pass through a Residential Zone</p>	Yes	<p>Number of spaces required: Z-10-2020 ratio Size of the parking space: Z-10-2020</p> <p style="text-align: center;"><u>Location</u> Interior parking and exterior parking in the same lot for residential use. On street parking spaces for the commercial located in the ground floor of a residential building.</p> <p>Preliminary access in crushed stone for Aera A.1 and asphalt will be apply on the other phases Access driveways designated for 2-way traffic is more than 6m in width. Residential Mixed Use zone [Z-10-2020]</p>

Legislative analysis Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020				
ARTICLE	CATEGORY	REGULATION APPROVAL	TRUE - Yes/No	COMMENTS
Section 3 - General provisions				
3.26	Signs	The provisions of this By-law shall not apply to prevent the erection, alteration, or use of any legal sign provided that such sign complies with the provisions of this By-law regarding sight triangles or home occupations.	Upcoming	This provision will be apply and presented in the Site Plan Control application for Aera A.1
3.33	Yard Encroachments	Every part of any minimum required yard shall be open and unobstructed by any structure other than an accessory building or structure listed below shall be permitted to project into the minimum required yards indicated for the distances specified. a) Belt courses, sills, cornices, eaves, gutters, chimneys, bay windows, pilasters or other ornamental structures may project into any minimum required yard not more than 0,6m b) Open and roofed porches sundecks, balconies, exterior stairs and landings may project into any minimum required front or rear yard not more than 1,5m c) Uncovered patios, awnings, fences, garden trellises and similar landscaping features, all plant materials, clothes poles, flag poles, retaining walls and similar accessories may project into any minimum yard.	Upcoming	This provision will be apply and presented in the Site Plan Control application for Aera A.1
3.34	Two lots for Zoning Purposes	A group of occupancies, buildings and structures located in a Residential Mixed Use (RMU) Zone that: a) are designed, developed and managed, including site access and infrastructure servicing, as a unit whether by a single owner or a group of owners or tenants acting in collaboration; and b) are made up entirely of uses permitted or lawfully non-conforming on the site.	Applicable	Two owners or tenants acting for Aeras A.1 and A.2
Section 4 - Zone Classifications				
4.1 Z-10-2020	Zone classifications	Residential Mixed Use (RMU) Residential Mixed Use Holding (RMU-h)	Applicable	ref. Schedule A to modify The boudaries of the zones

ARTICLE	CATEGORY	REGULATION APPROVAL	TRUE - Yes/No	COMMENTS
Section 5 - Residential zone				
5.9 Z-10-2020	RMU	<div>The general intent and purpose of the 'Residential Mixed Use' zone is to allow the Development of Glengarry Hills (Senior's Village)</div> <div><u>Permitted uses</u></div> <div><div><div>- Accessory apartment</div><div>- Apartment dwelling</div><div>Duplex dwelling</div><div>Garden suite</div><div>- Group home</div><div>- Semi-detached dwelling</div><div>- Second Dwelling unit</div><div>- Single detached dwelling</div><div>- Planned unit development</div><div>- Retirement home</div><div>- Row house dwelling</div><div>- Antique shop</div><div>- Bakery</div><div>- Bank</div><div>- Catering establishment</div><div>- Clinic</div><div>- Commercial club</div><div>- Community center</div><div>- Community garage</div><div>- Community garden</div><div>- Convenience store</div><div>- Dry cleaning establishment</div><div>- Farmer's market</div><div>- Financial service</div><div>- Health service</div><div>- Medical/Dental Office</div><div>- Park, Public Park, Private Park</div><div>- Personal Service Establishment/Shop</div><div>- Pet shop</div><div>- Places of entertainment, recreation or assembly</div><div>- Place of worship</div><div>- Printing shop</div><div>- Rental establishment</div><div>- Restaurant/Bar</div><div>- Retail store</div><div>- Service outlet</div><div>- Veterinary establishment</div></div><div>- Dwelling units located above and/or attached to a permitted commercial use, in the same building as the commercial use</div></div> <div>Yes</div> <div><div>to replace by</div><div>The intent and purpose of the Residential Mixed Use zone is to allow the Development of Alexandria District</div><div>Entire Project: mix of residential housing, local commercial, parks</div><div>Aera A.1 Multiplex with local commercial on the ground floor</div><div>Aera A.2 Townhouse</div></div>		

Legislative analysis Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020				
ARTICLE	CATEGORY	REGULATION APPROVAL	TRUE - Yes/No	COMMENTS
Section 5 - Residential zone (suite)				
5.9 Z-10-2020 (suite)	RMU-h	Residential Mixed Use Holding (RMU-h): subject to removal of holding, site plan control, required studies, including sanitary servicing.	-	-
	RMU/RMU-h	<p><u>Parking</u></p> <p>Size of parking space requirements min. : at least 2.6m by 5.2m and be provided with unobstructed access to a street by a driveway, aisle, or lane. Barrier free parking spaces shall be provided as per the minimum number and type of accessible parking spaces as outlined in the Accessibility for Ontarians with Disabilities Act, 2005, as amended.</p> <p>off street parking in accordance with the following provisions:</p> <p>a) The minimum number of required parking spaces shall be 0.50 spaces for each dwelling unit.</p> <p>b) The minimum number of parking spaces for retail shall be 34 spaces per 100 m2 of gross floor area.</p> <p>c) The minimum number of parking spaces for office, processional services, medical, dental, etc. shall be 24 spaces per 100 m2 of gross floor area.</p> <p>d) The percentage of barrier free parking spaces shall be 15 percent of the required number of parking spaces.</p> <p><u>Landscaped Buffer</u></p> <p>3 metres landscaped buffer shall be required abutting the lands to the east of the «Residential Mixed Use» zone and the Residential Mixed Use Holding (RMU-h) zone.</p> <p><u>Lot serviced</u></p> <p>Shall allow for municipal water and private sanitary servicing, subject to a responsibility agreement and financial securities.</p> <p><u>Zone Requirements</u></p> <p>a) Lot Area (minima):</p> <p>(i) Lot serviced by municipal water and private sewage system: 1 000m2</p> <p>b) Lot Frontage (minima)</p> <p>(i) Lot serviced by municipal water and private sewage system: 25m</p> <p>c) Front Depth (minimum): 4,5m</p> <p>d) Exterior Side Yard Width from the Property Line (minimum): 4,5m</p> <p>e) Interior Side Yard Width from the Property Line (minimum): 4,5m</p> <p>f) Rear Yard Depth from the Property Line (minimum): 4,5m</p> <p>g) Building Height (maximum): 3 storeys</p>	No	<p>Number of parking spaces proposed Residential Ratio: 1,5 spaces/unit</p> <p>To add</p> <p>e) The minimum number of parking spaces for a commercial ground floor of residential building shall be 1 space per 1000 square feet</p> <p>To replace by</p> <p>d) The percentage of barrier free parking of the required number of parking spaces:</p> <p>12 or fewer = 1 type A parking space</p> <p>13 to 100 = 4% of the total number</p> <p>101 to 200 = 1 space + 3% of the total number</p> <p>201 to 1000 = 2 spaces + 2% of the total number</p> <p>More than 1000 = 11 spaces + 1% of the total number</p> <p>*equal number of Type A and B for 13 spaces and more</p> <p>Accessibility for Ontarians with Disabilities Act, 2005</p> <p>Barrier free spaces ratio: 1 spaces/20 spaces</p> <p>3m landscaped buffer abutting the lands to the east of the Residential Mixed Use</p> <p>To remove lot serviced</p> <p>Municipal water and sanitary servicing</p> <p>To remove lot serviced</p> <p>To modify lot frontage</p> <p>Aera A.2 and E: min.6m</p> <p>To modify Interior side yard width</p> <p>Aera A.1-B-C: min. 4,5m</p> <p>Aera A.2: min. 1,5m</p> <p>Aera E: min. 1,5m</p> <p>To modify Building height</p> <p>Aera A.1: max. 4 storeys</p> <p>Aera B: max. 8 storeys</p> <p>Aera C: max. 10 storeys</p>

Legislative analysis Alexandria Subdivision - The Corporation of the township of North Glengarry, ZONING BY-LAW 39-2000, BY-LAW Z-10-2020, november 9 2020				
ARTICLE	CATEGORY	REGULATION APPROVAL	TRUE - Yes/No	COMMENTS
Section 5 - Residential zone (suite)				
	RMU/RMU-h	<p>Schedule A</p> <p>Legend Subject Lands</p> <p>Area A rezoned to “Residential Mixed Use” (RMU) Area B rezoned to “Residential Mixed Use - Holding” (RMU-h)</p>  <p>Concession 3 Part of Lot 2, RP14R-3035; Part 1, 5, 6 Plan 14R-1381 Alexandria, Township of North Glengarry United Counties of Stormont, Dundas & Glengarry</p> <p>This is Schedule “A” to By-Law Z-10-2020 Passed this 23rd day of November, 2020</p>	No	<p>To modify</p> <p>the limits of the Aera A and B and adding Aera A.1, A.2, C, D and E in accordance with the proposed phasing and subdivison of Alexandria District</p>



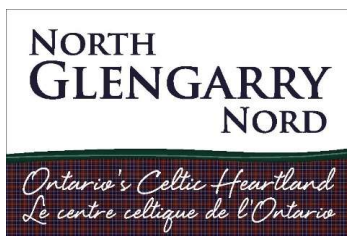
Groupe Marchand Architecture & Design Inc. (gmad)
www.gmad.ca | 514.904.2878

MONTRÉAL
555 boulevard René-Lévesque O. suite 1700
Québec, Canada
H2Z 1B1

ALEXANDRIA LAGOONS

THE TOWNSHIP OF NORTH GLENGARRY

MARCH 24th, 2025



CHRONOLOGY

- January 2017 Schedule “C” EA complete
- October 2019 Tender Package Completed for Alexandria Lagoon Expansion
- May 2022 EVB Engineering Retained to Provide Contract Administration Services
- January 2025 HEWSF Funding Award



Housing Enabling Water Systems Fund

- Total Project Value \$39,100,000
 - Provincial Share \$28,543,000
 - Township Share \$10,557,000
- Project Start Date April 1, 2023
- Project Completion Date March 31, 2028



Refinement of Design

- Submerged Attached Growth Reactor (SAGR) Design Optimization
- Refinement of Effluent Limits
- Change Tertiary Treatment Technology
- Expand Building with Proper Facilities

COST SAVING MEASURES
\$\$\$

Schedule

- March 2025 – January 2026
 - Reconfirming effluent limits with MECP
 - Improving the design to achieve more cost-effective design
 - Prepare Tender Package for January 2026
- May – December 2025
 - Due to poor conditions, areas of the site will be pre-loaded with aggregate materials to encourage settlement prior to the start of construction.
- January – February 2026
 - Tender Project
 - Project Award



Schedule



Alexandria Sewage Works Upgrades Township of North Glengarry

FIGURE 2 - SCHEDULE

TASK 1 - PRELIMINARY DESIGN

[illegible]

TASK 2 - DETAILED DESIGN AND TENDER DOCUMENTS

[illegible]

QUESTIONS?





STAFF REPORT TO COUNCIL

Report No: CS-2025-04

March 24, 2025

From: Stephanie MacRae – Director of Community Services

RE: North Glengarry Stage

Recommended Motion:

THAT Council receives Staff Report CS-2025-04; and

And THAT Council approves the purchase of the mobile stage trailer identified in Staff Report CS-2025-04 for sole source procurement.

AND THAT Staff be authorized to purchase the mobile stage trailer in the amount of \$44,774 through the current capital budget allotment, contributions from the Alexandria Lions Club and recreation reserve.

Background / Analysis:

During the 2025 budget deliberations, members of Council requested that \$20,000.00 in capital funds be allocated towards the purchase of a stage for the Township of North Glengarry. The stage would serve to benefit community events, such as the Meet Me on Main Street events, Canada Day celebrations, and other outdoor events.

During the search for an adequate outdoor mobile stage, staff reviewed both, mobile trailer stages and portable stages.

Upon review of available portable stages, Staff can confirm that these stages that would serve the purpose of providing an elevated platform for the intended community events. The stage would require considerable labour on the part of Staff to transport, load, and set up the stage for various events, with loading/unloading and set-up time exceeding an hour, involving the installation of individual panels and legs to create the platform. It is important to note that the stage would not include any shelter or protection from the elements. Based on the research conducted by staff, a portable stage could be purchased within the budget provided by Council.

In contrast to the portable stage option, Staff also researched trailer stage options and can confirm that the cost of these stages to exceed the allocated budget determined by Council. The benefit of purchasing a mobile stage trailer is the ease of transporting the stage to and from

events, with the set-up time being estimated to be under 30 minutes. Another benefit to this form of stage is the ability to cover the stage and performers during inclement weather, with the doors of the trailer, simply folding outwards to create a stage floor and an overhanging awning.

Upon review of all information and research conducted by Staff, the Community Services Department has identified a procurement opportunity to secure a trailer stage option that would meet the needs of the Township of North Glengarry.

Staff have identified a local vendor from Stormont, Dundas and Glengarry who specializes in trailer sales. The vendor has provided mobile trailer stage pricing to the Township of North Glengarry, at a cost that been deemed to be competitive, in contrast to trailer stages that have been researched in other areas of the province. Please find a summary of the stage trailer below:

Mobile Stage Trailer:

- 20ft trailer
- Stage dimensions are 7.5 ft wide by 18 ft long (with additional 7.5ft width in the interior of the trailer)
- Includes rear door for ramp
- Includes awning, steps and railings
- Includes shipping and delivery
- Can be towed with existing Recreation fleet

At this time, staff are recommending that Council approve the purchase of the above-noted trailer stage through a sole source procurement, due to the following reasons:

- Due to the current political climate and associated tariffs, the vendor has confirmed that if the stage is ordered by March 25th, the purchase will not be impacted by associated tariffs. Expected increases to the cost of the trailer after March 25th have not been confirmed by the vendor.
- The trailer is a speciality design, which is not readily available across Canada for purchase.
- The vendor has previously been a provider to the Township of North Glengarry, having sold various reliable and quality trailers to its municipal departments in the past.
- Finally, the vendor has confirmed the delivery of the trailer could be secured within several days, enabling the definite use of the trailer in time for the many summer festivals and events it would be required for.

Since the initial discussion at the 2025 Budget Meeting surrounding the procurement of a mobile stage, Staff have been discussing partnering with the Alexandria Lion's Club on the purchase of the stage. The Alexandria Lion's Club have confirmed that they are willing to allocate funds towards its procurement. As such, with the contribution by the Alexandria Lion's Club, the excess amount owed by the Township over the existing allocated capital funding would not exceed \$10,000 and could be taken from the existing Recreation Reserve. If the purchase of the stage is approved, Staff would work with the Alexandria Lion's Club to determine an agreement for usage.

It should also be noted that the procurement of the trailer stage could present a future revenue-generating opportunity for advertising and/or renting of the stage.

This acquisition will significantly enhance the municipality's ability to host successful and well-organized community events. The purchase of a trailer stage is a strategic investment that will benefit the municipality by improving event logistics and overall community engagement. Approval of this request will ensure that the Township of North Glengarry can continue to provide high-quality events for our residents and visitors to the area.

Alternatives:

Option 1 – Recommended – That Council approves this resolution through the purchase of the trailer stage in partnership with the Alexandria Lion's Club.

Or

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

Financial Implications:

The total cost of the trailer stage is \$44,774.00. This price includes HST and reflects the applicable HST rebate to the Township of North Glengarry. With the dedicated capital funds in the 2025 Municipal Budget, along with the contribution by the Alexandria Lion's Club, the outstanding amount that would be owed by the Township is \$9,770.00 which Staff are recommending be funded through the Recreation Reserve.

Attachments & Relevant Legislation:

- Attachment 1 – Trailer Stage Photos

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



Attachment: Photo of Trailer Stage

Report No: CS-2025-04



Unfortunately, a photo of the exact trailer stage being sought is not available; however, the photo above depicts a similar trailer stage that is also 20ft in size. This is to enable Council to have a visual of the trailer stage and its sizing.



STAFF REPORT TO COUNCIL

Report No: CS-2025-05

March 24, 2025

From: Stephanie MacRae – Director of Community Services

RE: 2025 Community Grants – Second Intake

Recommended Motion:

THAT Council receives Staff Report CS-2025-05; and

THAT Council approves the following grants:

Name of Organization	Amount Approved	In-Kind Approved	TOTAL
2025			
Centre Lochiel Centre	\$3,500.00		\$3,500.00
La Fondation de l'Hôpital Glengarry Memorial Hospital Foundation		\$1,584.00	\$1,584.00
TOTAL	\$3,500.00	\$1,584.00	\$5,084.00

For a total of \$3,500.00 in funding and \$1,584.00 of in-kind contributions through the Community Grants Program.

Background / Analysis:

Each year, Council establishes a budgetary envelope to support special projects or events organized by community groups or individuals through the Community Grants Program. The Community Grant Policy, criteria, and accompanying selection process requires all Community Grant Program applications to be vetted by the Arts, Culture and Heritage Advisory Committee (ACHC) whose recommendations are submitted to Council for approval.

The first intake of the Community Grant Program that occurred earlier in 2025 resulted in the approval of \$18,996.86 in funding toward a variety of projects and initiatives. Following the completion of the first intake, there was a remaining amount of \$6,003.14 available for distribution as part of the second intake process.

During the second intake, the Township of North Glengarry received three applications, requesting a total of \$7,000.00 in funding and \$1,584.00 requested as in-kind.

The ACHC met on March 17, 2025, and reviewed each application in detail. The ACHC determined that two of the three applications met the requirements set out in the selection criteria.

The ACHC recommends to Council that the grants be allocated as outlined in the attached document for a total of \$3,500.00 in funding and \$1,584.00 for in-kind contributions as approved through the allocated Community Grant funding in the approved 2025 Municipal Budget.

Alternatives:

Option 1 – Recommended – That Council approves this resolution

Or

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

Financial Implications:

The 2025 Municipal Budget included \$25,000.00 dedicated towards the Community Grant Program. During the first intake, \$18,996.86 in funding and \$1,747.00 of in-kind requests qualified under the Community Grant Program. With the approval of the second intake funding requested, the 2025 Community Grant Program will have supported \$22,496.86 in total funding issued and \$3331.00 of in-kind contributions for the 2025 iteration of the program.

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.

Attachments & Relevant Legislation:

- Attached - 2025 Community Grants Chart - Second Intake
- Relevant Documentation – Community Grants Program

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Name of Organization	Project	Amount requested	In Kind requested	Amount Approved	In kind Approved	TOTAL REQUESTED
Centre Lochiel Centre	10th Birthday Party – A celebration of the centre's 10-year anniversary. Funding being requested to support entertainment costs and advertising.	\$3,500.00	-	\$3,500	-	\$3,500.00
Glengarry Pipe Band	Glengarry Juvenile Pipe Band for Youth 18 and Under – To assist with the purchase of chanter's, reeds, and drumheads for the Youth band.	\$3,500.00	-	Declined: Eligibility - Capital items are not eligible for funding.	-	\$0
HGMH Foundation	Washer Tournament – A community event to fundraise to enhance HGMH services	-	\$1,584.00 <i>(In kind use of Tim Horton's Dome to host event)</i>	-	\$1,584.00	\$1,584.00
TOTAL		\$7,000.00	\$1,584.00	\$3,500.00	\$1584.00	\$5,084.00



STAFF REPORT TO COUNCIL

Report No: TR-2025-06

March 24, 2025

From: Zoe Bougie – Director of Finance/Treasurer

RE: 2024 Statement of Remuneration and Expenses

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. TR-2025-06, 2024 Statement of Remuneration and Expenses for information purposes.

Background / Analysis:

Section 284 of the Municipal Act, 2001, states that the Treasurer of a municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to each member of council in respect of his or her services as a member of the council or any other body, including a local board. This also applies to appointees to local boards with respect to his or her services as a member of the Board.

Attached is the Statement of Remuneration and Expenses for 2024.

Alternatives:

N/A

Financial Implications:

Annual remuneration and expenses for members of Council and appointees to local boards are included in the annual budget process and are paid in accordance with accounting principles and municipal policies.

Attachments & Relevant Legislation:

2024 Statement of Remuneration and Expenses
The Municipal Act, 2001, S.O. 2001, c. 25, section 284
Remuneration By-Law 11-2019
Corporate Travel Policy By-Law 12-2019

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

2023 Statement of Remuneration and Expenses
For Members of Council and Committee Members
As Required by Section 284 of the Municipal Act

Members of Council	Position	Annual Salary	Mileage and Expenses	Workshops and Conference Allowance	Workshops and Conference Registration	Total
Jamie MacDonald	Mayor	\$33,830.10	\$2,626.14	\$4,566.92	\$0.00	\$41,023.16
Carma Williams	Deputy Mayor	\$21,655.44	\$810.57	\$1,733.44	\$0.00	\$24,199.45
Jacques Massie	Councillor at Large	\$18,951.39	\$1,010.90	\$216.95	\$1,383.94	\$21,563.18
Michael Madden	Alexandria Ward Councillor	\$17,593.92	\$377.68	\$2,775.53	\$1,414.47	\$22,161.60
Jeff Manley	Kenyon Ward Councillor	\$17,593.92	\$890.54	\$3,799.44	\$2,223.46	\$24,507.36
Brian Caddell	Lochiel Ward Councillor	\$17,593.92	\$1,430.54	\$5,422.96	\$2,991.74	\$27,439.16
Gary Martin	Maxville Ward Councillor	\$17,593.92	\$1,190.00	\$6,516.71	\$2,991.74	\$28,292.37
Total 2023 Remuneration and Expenditures		\$144,812.61	\$8,336.37	\$25,031.95	\$11,005.35	\$189,186.28

Appointees to Local Boards	Position	Meeting Attendance	Total
Rory Levert	Committee Member	\$300.00	\$300.00
Nicole Nadeau	Committee Member	\$300.00	\$300.00
Gina Dragone	Committee Member	\$300.00	\$300.00
Dean MacGillivray	Committee Member	\$240.00	\$240.00
Sharon Lynn McRae	Committee Member	\$420.00	\$420.00
Deidre Hill	Committee Member	\$420.00	\$420.00
Total 2023 Remuneration and Expenditures		\$1,980.00	\$1,980.00

Note: Remuneration was paid as authorized by By-Law 11-2019 dated March 25th, 2019

2024 Statement of Remuneration and Expenses For Members of Council and Committee Members

As Required by Section 284 of the Municipal Act

Members of Council	Position	Annual Salary	Mileage and Expenses	Workshops and Conference Allowance	Workshops and Conference Registration	Total
Jamie MacDonald	Mayor	\$34,524.87	\$1,957.24	\$3,976.26	\$835.42	\$41,293.79
Carma Williams	Deputy Mayor	\$22,100.20	\$737.32	\$3,343.68	\$1,785.87	\$27,967.07
Jacques Massie	Councillor at Large	\$19,340.67	\$523.36	\$0.00	\$0.00	\$19,864.03
Michael Madden	Alexandria Ward Councillor	\$17,955.18	\$382.89	\$6,250.44	\$3,342.80	\$27,931.31
Jeff Manley	Kenyon Ward Councillor	\$17,955.18	\$726.25	\$6,164.15	\$3,342.80	\$28,188.38
Brian Caddell	Lochiel Ward Councillor	\$17,955.18	\$1,635.35	\$4,835.37	\$2,533.81	\$26,959.71
Gary Martin	Maxville Ward Councillor	\$17,955.18	\$551.06	\$5,574.20	\$3,342.80	\$27,423.24
Total 2024 Remuneration and Expenditures		\$147,786.46	\$6,513.47	\$30,144.10	\$15,183.50	\$199,627.53

Appointees to Local Boards	Position	Meeting Attendance	Total
Elizabeth Caddell	Arts, Culture and Heritage Committee	\$540.00	\$540.00
Gina Dragone	Community Development Committee	\$240.00	\$240.00
David Filion	Community Development Committee	\$120.00	\$120.00
Deirdre Hill	Arts, Culture and Heritage Committee	\$480.00	\$480.00
Rory Levert	Community Development Committee	\$300.00	\$300.00
Dean MacGillivray	Community Development Committee	\$240.00	\$240.00
Christopher McPherson	Community Development Committee	\$240.00	\$240.00
Sharon Lynn McRae	Arts, Culture and Heritage Committee	\$540.00	\$540.00
Nicole Nadeau	Arts, Culture and Heritage Committee	\$420.00	\$420.00
Joanne Pratt	Community Development Committee	\$300.00	\$300.00
Total 2024 Remuneration and Expenditures		\$3,420.00	\$3,420.00

Note: Remuneration was paid as authorized by By-Law 11-2019 dated March 25th, 2019



STAFF REPORT TO COUNCIL

Report No: BP-2025-09

March 24, 2025

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

RE: **ZONING BY-LAW AMENDMENT No. Z-02-2025**

Applicant: H & I ENTERPRISES (HERBS TRAVEL PLAZA)
21160 Service Road, Vankleek Hill
Parcel Identifier (PIN) 67162-0082 – Roll No. 0111 016 019 56500
Lochiel Concession 9, Part Lots 22 & 23; 14R2633 Part 1; 14R529 Part 1

Recommended Motion:

THAT the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-02-2025; and

THAT By-law No. Z-02-2025 be read a first second and third time and enacted in open Council this 24th day of March 2025.

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on February 24, 2025.

The purpose of the application was to re-zone the subject property from General Agricultural (AG) to General Agricultural Special Exception 258 (AG-258) to add the following permitted uses within the General Agricultural (AG) zone to permit the expansion of H & I ENTREPRISES - Herbs Travel Plaza Service Center:

- Accessory Dwelling (s)
- Automobile Sales Establishment
- Automobile Service Center
- Car & Truck Wash Facility
- Catering Establishment
- Commercial Garage
- Convenience Store
- Electric Vehicle Charging Stations

- Gas & Deisel Fueling Stations
- Hotel & Tourist Lodging
- Parking Lot
- Restaurant
- Secure Storage Compound
- Service Outlets
- Transportation Depot

The application was circulated as per the planning act, being by regular mail, posted on the property and posted on the Township website. 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-02-2025
- Public Meeting of Planning Staff report from February 24th, 2025

Others Consulted:

n/a

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

J2GB8B0U THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. Z-02-2025

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 Lochiel Concession 9, Part Lots 22 & 23; 14R2633 Part 1; 14R529 Part 1; Parcel Identifier (PIN) 67162-0082 (21160 Service Road, Vankleek Hill, ON) of North Glengarry zoned General Agricultural Special Exception 258 (AG-258) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) General Agricultural Special Exception 258 (AG-258):
 - To re-zone the subject property from General Agricultural (AG) to General Agricultural Special Exception 258 (AG-258) to add the following permitted uses within the General Agricultural (AG) zone to permit the expansion of H & I ENTREPRISES - Herbs Travel Plaza Service Center:
 - Accessory Dwelling (s)
 - Automobile Sales Establishment
 - Automobile Service Center
 - Car & Truck Wash Facility
 - Catering Establishment
 - Commercial Garage
 - Convenience Store
 - Electric Vehicle Charging Stations
 - Gas & Deisel Fueling Stations
 - Hotel & Tourist Lodging
 - Parking Lot
 - Restaurant
 - Secure Storage Compound
 - Service Outlets
 - Transportation Depot
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-258” 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 24th day of March 2025.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

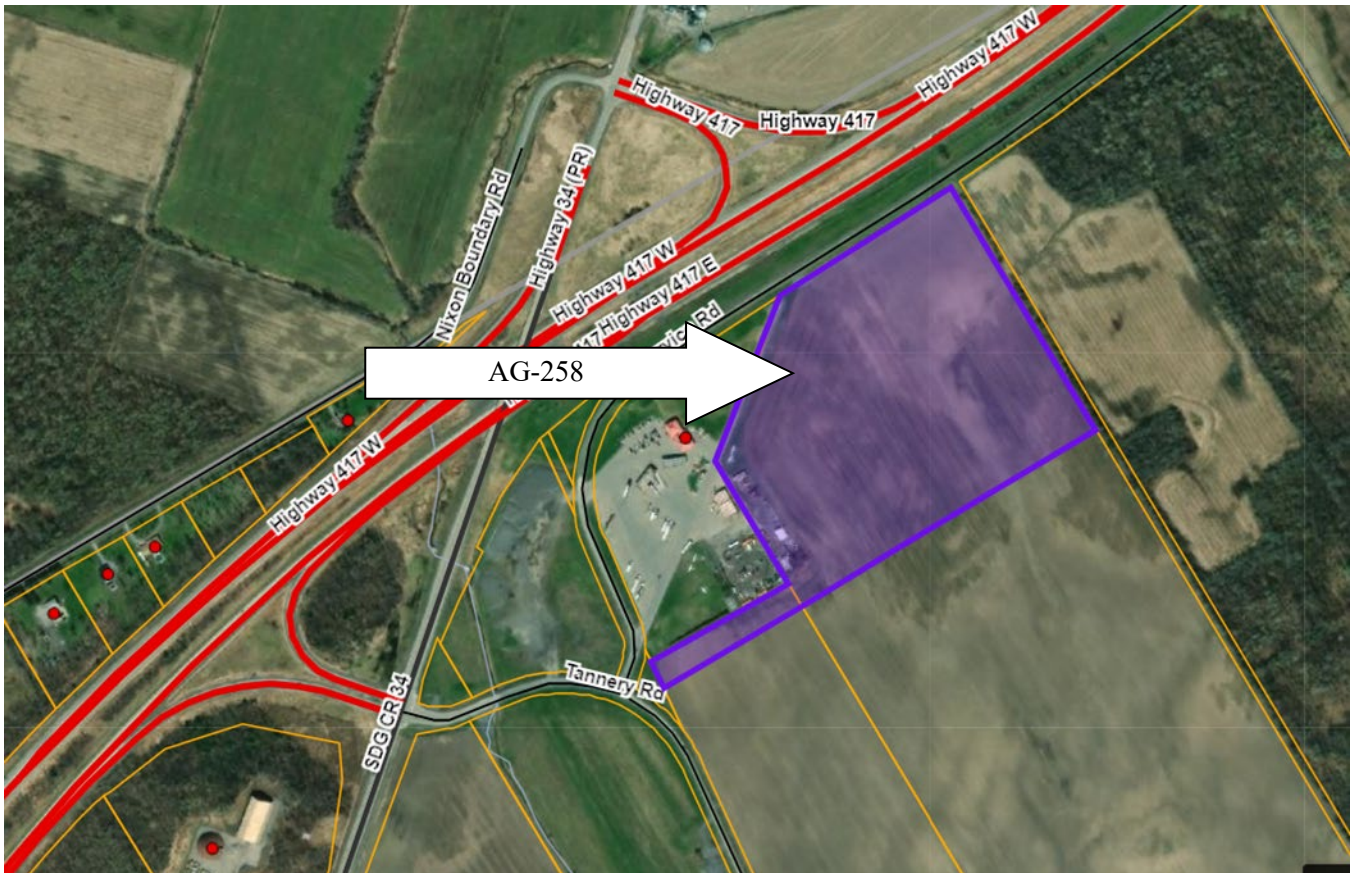
I, hereby certify that the forgoing is a true copy of By-Law No. Z-02-2025, duly adopted by the Council of the Township of North Glengarry, on the 24th day of March 2025.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-02-2025**

**Legend
Subject Lands
Zone Change from “AG” to “AG-258”**



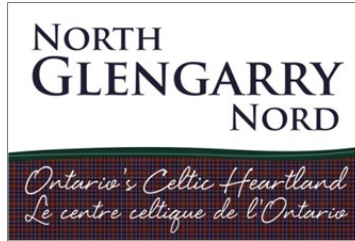
**21160 Service Road, Vankleek Hill
Parcel Identifier (PIN) 67162-0082
Roll No. 0111 016 019 56500
Lochiel Concession 9, Part Lots 22 & 23; 14R2633 Part 1; 14R529 Part 1**

**Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-02-2025.
Passed this 24th day of March 2025.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



STAFF REPORT PUBLIC MEETING OF PLANNING

DATE: February 24, 2025

TO: Mayor and Council Members

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

RE: Zoning By-law Amendment No. Z-02-2025

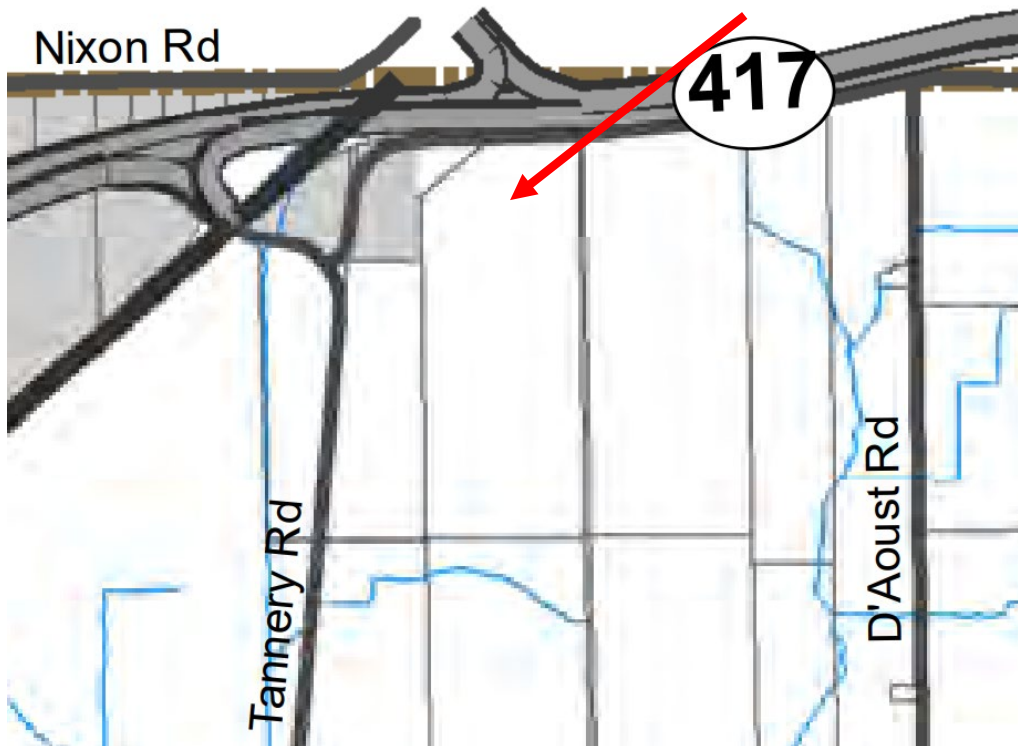
Owner: H & I ENTERPRISES (HERBS TRAVEL PLAZA)
21160 Service Road, Vankleek Hill
Parcel Identifier (PIN) 67162-0082 – Roll No. 0111 016 019 56500
Lochiel Concession 9, Part Lots 22 & 23; 14R2633 Part 1; 14R529 Part 1



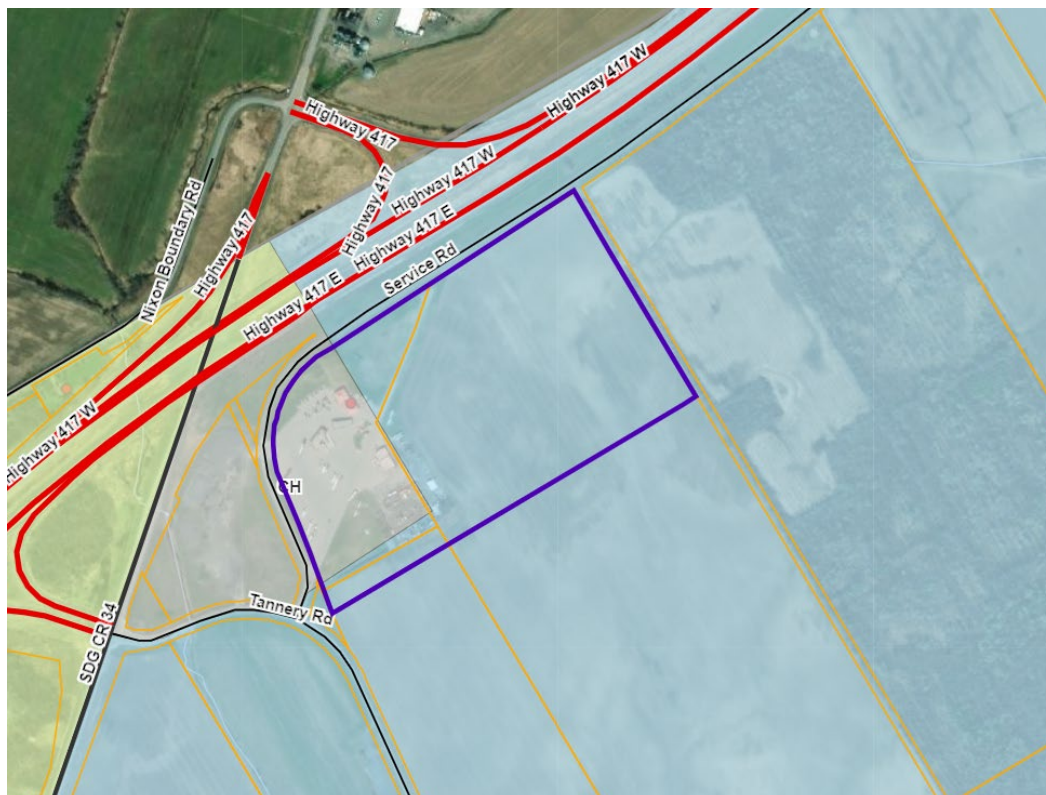




Official Plan designation: Agricultural Resource Lands



Zoning designation: General Agricultural (AG)



Purpose of application: to re-zone the subject property from General Agricultural (AG) to General Agricultural Special Exception 258 (AG-258) to add the following permitted uses within the General Agricultural (AG) zone to permit the expansion of H & I ENTREPRISES - Herbs Travel Plaza Service Center:

- Accessory Dwelling (s)
- Automobile Sales Establishment
- Automobile Service Center
- Car & Truck Wash Facility
- Catering Establishment
- Commercial Garage
- Convenience Store
- Electric Vehicle Charging Stations
- Gas & Deisel Fueling Stations
- Hotel & Tourist Lodging
- Parking Lot
- Restaurant
- Secure Storage Compound
- Service Outlets
- Transportation Depot



Discussion: The subject property, which is currently used as a crop field, will be purchased by H & I ENTREPRISES - Herbs Travel Plaza Service Center when the consent application will be deemed final and binding. It consists of 28.8 acres to be severed off the field and to be merged with the adjacent property, owned by H & I ENTREPRISES - Herbs Travel Plaza Service Center for an expansion of the existing use.

The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on August 27, 2024 (B-61-24), to sever approximately 28.8 acres of land while retaining approximately 271.41 for the existing farming operation.

The area being severed off, the 28.8 acres of land, the severed portion, will be merged with the neighboring property, where Herbs Travel Plaza Service Center is currently in operation, but it is not zoned the same, currently being General Agricultural. Therefore, only that severed portion is subject to this zoning by-law amendment application in order to make it compliant with the proposed future use.



The severance purpose is to add land to the existing travel plaza property, as a lot enlargement/addition. The current Highway Commercial uses would continue on the full property (existing and added portion). The uses currently include an automobile service center, gas and diesel fuelling station, restaurant, convenience store, commercial garage, secure storage compound and parking, all compliant with the current zoning designation of Highway Commercial.

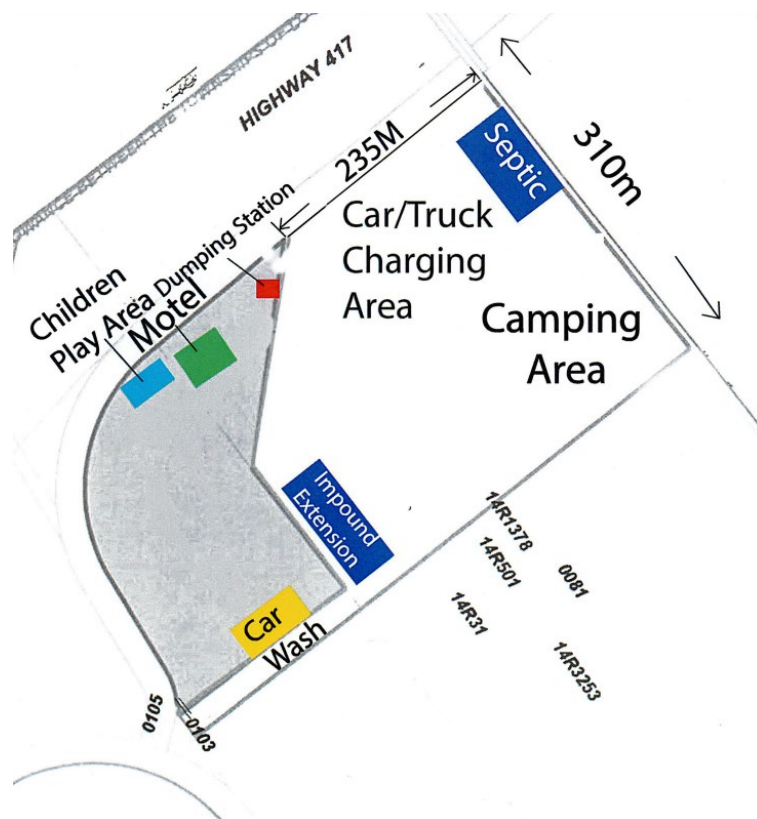
Potential additional future uses would include electric vehicle charging stations, car and truck wash facilities, parking, and hotel or tourist lodging. A substantial part of the property to be acquired is required for the new private sewage treatment system that must be installed in the near future.

Since the current travel plaza zoning is Highway Commercial, it would be proper to include most of the same uses as permitted in the Highway Commercial zone as a site-specific zoning by-law amendment for the added land.

The proposed uses, in addition to all the existing agricultural uses would include, as described in the purpose for this application:

- Accessory Dwellings (3)
- Automobile Sales Establishment
- Automobile Service Center
- Car & Truck Wash Facility
- Catering Establishment
- Commercial Garage
- Convenience Store
- Electric Vehicle Charging Stations
- Gas & Deisel Fueling Stations
- Hotel & Tourist Lodging
- Parking Lot
- Restaurant
- Secure Storage Compound
- Service Outlets
- Transportation Depot

Below is a preliminary draft sketch. As mentioned, the owners currently need additional lands for their septic system, and wish to have additional lands for future improvements, including electric charging stations including for large vehicles, and possibly even in future to include a hotel accommodation. They are already a vast employer in the area, and provide important services, being located just beside the 417 Highway between Ottawa and Montreal.



Vehicular access to the proposed development will be mainly from the existing two entrances along Service Road. Any additional entrances would be along the same Service Road, to the East, and new entrance would have to be applied for with the Township's Public Works Department.



The subject property and the development site are not subject to any constraints related to natural hazards/features, significant woodlands, natural heritage systems, source water protection or geology.

Agricultural lands are to be protected for long-term agricultural use. Development within agricultural lands must avoid or mitigate impacts on agricultural operations and maintain the overall viability of the agricultural system. However, certain non-agricultural uses, including projects that are an expansion of an existing use, such as the proposed, may be permitted if they are compatible with surrounding agricultural activities, minimize land disruption, and comply with provincial and local planning objectives.

The surrounding uses are mostly agricultural uses on all sides. Nixon Boundary Road just North of the 417 Highway, has some rural residential properties, is the Township's border, the Municipality of Champlain is to the North. Located on County Road 34, which runs along the property and crosses the 417 Highway are the MTO maintenance garage on the South-West and a large farming operation on the North. The 417 Highway borders the land on the North side.



MTO, through the issuance of permits, controls all land use within 45m of the highway right-of-way and the area within 395m of the center-point of the highway intersection and any intersecting road. Also, MTO controls the area that extends to 800m for developments that are considered a larger traffic generator, potentially such as this proposal. All development within the control area is subject to MTO approval and it is the responsibility of the landowner to acquire all necessary MTO permits prior to the commencement of any construction and/or alteration. The subject land is within the MTO permit control area. Therefore, MTO approvals and permits are required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8. (2) (a) of the Building Code Act.

The proposed is compatible with the surroundings, being an expansion of the existing use, and will not hinder sensitive land uses. Also, there will be no noise nuisance adverse effects added to the existing noise currently generated from Herbs Travel Plaza. The proposed development is not anticipated to pose any adverse consequences such as noise or light, on any neighboring properties.

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 conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.

Provincial Policy Statement (2024)

The PPS 2024 is issued under the authority of Section 3 of the Planning Act and came into effect on October 20, 2024, replacing the Provincial Policy Statement that came into effect on May 1, 2020. The PPS 2024 provides direction on matters of provincial interest related to land use planning and development and promotes the provincial "policy-led" planning system.

SDG Counties Official Plan (2018)

The Township of North Glengarry is regulated under the Official Plan of SDG. The OP sets out goals and objectives for development and growth in SDG. The implementation of the OP through planning applications, the issuance of building permits, construction of infrastructure, and facilitation of economic development rests with the respective municipalities.

Section 2.2 of the OP indicates the financial well-being of the province and municipalities over the long term is dependent on efficient and cost-effective development. Accordingly, it is important that a focus be placed on intensification, redevelopment and contiguous development that uses existing or planned infrastructure.

The subject property is designated as “Agricultural Resource Lands”, which permits uses such as “Public service facilities which are more appropriately located in the rural area because of their type, size or the catchment area they serve” which makes the proposed development compliant because of its existing use and located adjacent to the 417 Highway.

Conclusion:

After reviewing relevant policies and guidelines, it is the Township’s staff opinion that the proposed site-specific Zoning By-law Amendment is consistent with the intent of the PPS and is in conformity with the United Counties of Stormont, Dundas, and Glengarry Official Plan.

The proposed use appears to be appropriate for the site and consistent with good planning practice.

Township staff recommend that the site-specific Zoning By-law Amendment application, as submitted, be approved for the following reasons:

- The proposed use is consistent with the Provincial Planning Statement
- The proposed use conforms to the policies of the United Counties of Stormont, Dundas, & Glengarry Official Plan
- The proposed site-specific Zoning By-law Amendment will support the continuation of the existing use within the Township of North Glengarry.



STAFF REPORT TO COUNCIL

Report No: BP-2025-10

March 24, 2025

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

RE: Site Plan Development Agreement By-law No. 09-2025 – MAXVILLE MANOR.

Recommended Motion:

THAT Council of the Township of North Glengarry adopt Site Plan Development Agreement By-law No. 09-2025 with MAXVILLE MANOR, owner of the lands described as Con 17 IL, Part Lots 12 & 13; Plan 32 Blk I; Lot 4 & Part Lots 3, 5 & 6; in the now Township of NORTH GLENGARRY, County of GLENGARRY; Roll No. 0111 014 000 66000; PIN 67103-0377; also known as 80 Mechanic Street West, Maxville, ON; and

THAT By-law No. 09-2025 be read a first second and third time and enacted in open Council this 24th day of March 2025.

Background / Analysis:

The Site Plan Development was presented by staff to Council at the Public Meeting of Planning on August 12, 2024. Site Plan Development Agreement By-law No. 09-2025 is being presented to Council this evening for adoption.

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

OR

Option #2 That Council does not adopt the by-law.

Financial Implications:

- No financial implications for the Township.

Attachments & Relevant Legislation:

- By-law 09-2025
- By-law 09-2025 - Agreement - Schedule 1
- BP-2024-24 - By-law 09-2025 - SPDA - Staff Report (Public Meeting of Planning)

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 09-2025

BEING a by-law to authorize the execution of a Site Plan Control Agreement with MAXVILLE MANOR.

WHEREAS the Council of the Corporation of the Township of North Glengarry is desirous of entering into a Site Plan Control Agreement with MAXVILLE MANOR;

AND WHEREAS Section 41 of the Planning Act, R.S.O. 1990 c.P.13, as amended, enables the Municipality to establish a Site Plan Control Area;

AND WHEREAS The Council of the Corporation of the Township of North Glengarry passed By-law 3070 (as amended), designating certain areas within the municipality as Site Plan Control Areas;

NOW THEREFORE the Council of the Corporation of the Township of North Glengarry hereby enacts the following as a by-law:

1. The Mayor and CAO/Clerk are hereby authorized to execute, under the Corporation Seal, a Site Plan Agreement with MAXVILLE MANOR, owner of the lands described as Con 17 IL, Part Lots 12 & 13; Plan 32 Blk I; Lot 4 & Part Lots 3, 5 & 6; in the now Township of NORTH GLENGARRY, County of GLENGARRY; Roll No. 0111 014 000 66000; PIN 67103-0377; also known as 80 Mechanic Street West, Maxville, ON; hereto attached Schedule “A” and forming part of this by-law.

READ a first, second, third time and enacted in Open Council, this 24th day of March 2025.

Clerk / Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law No. 09-2025, and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW # 09-2025 – Schedule “A” & “B”

SITE PLAN DEVELOPMENT AGREEMENT

SCHEDULE “A”

The following plans, drawings and reports shall be deemed to be a part of this Agreement and are filed in the office of the Director of Building, By-law, Planning, Chief Building Official at the Township as By-law No. 09-2025.

In the event of a conflict between the plans, drawings and reports as listed in Schedule A of this Agreement and any other plans, drawings and reports, the plans, drawings and reports as listed in Appendix A and stamped “final approval” once final approval has been given by the Township shall prevail (subject to any subsequent minor revisions to the same as approved in writing by the Township in its sole and absolute discretion).

- Set of Plans by “G architects Inc.” No. 21041
- Set of Plans by “WSP Canada Inc.” No. 211-08763-00

SCHEDULE “B”

Costs Estimates by owner.

- **Site Plan Development Agreement Application Fee**

“Fee of two (2%) percent of the total estimated cost of constructing the facilities, plus the set fee as set out in the User Fees and Charges By-law (\$2,000.00) to a maximum of \$30,000.00”

- **Security Deposit**

“Irrevocable Letter of Credit from a Chartered Bank with drawing rights for not less than three (3) year from date of issue and in the amount of not less than fifty (50%) percent of the “Total X” of Schedule “X” attached”

***** SPDA fees do not include building permit fees.***

The Irrevocable Letter of Credit security deposit amount & the Township administration and application fees are subject to changes as per the Township Council’s recommendation and/or resolution.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW # 09-2025 – Schedule “A”

SITE PLAN DEVELOPMENT AGREEMENT

THIS AGREEMENT, made in triplicate, this 24th day of March 2025.

BETWEEN: The Corporation of the Township of North Glengarry
(hereinafter called the “Township”)

OF THE FIRST PART

AND: Maxville Manor
(hereinafter called the “Owner”)

OF THE SECOND PART

WHEREAS the Township of North Glengarry enacted Site Plan Control Provisions in By-law No. 09-2025 pursuant to the provisions of Section 41 of the Planning Act, R.S.O. 1990, c.P.13;

AND WHEREAS the Owner owns the lands described as Con 17 IL, Part Lots 12 & 13; Plan 32 Blk I; Lot 4 & Part Lots 3, 5 & 6; in the now Township of NORTH GLENGARRY, County of GLENGARRY; Roll No. 0111 014 000 66000; PIN 67103-0377; also known as 80 Mechanic Street West, Maxville, ON.

AND WHEREAS the Owner has applied to the Township for approval of the Site Plan as received by the Planning Committee pursuant to the Site Plan Development Policy and the said Committee has approved the said plans subject to the Owner entering into a Site Plan Development Agreement.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

Conditions for Site Plan Development Agreement

- 1- This Agreement shall apply to the owner’s land, which is described above, and to the development and redevelopment of the said lands.
- 2- The owner covenants and agrees that no development or redevelopment will proceed on the said lands except in accordance with the Plans approved by the Township pursuant to Section 41 of the Planning Act R.S.O. 1990, c.P.13, and more particularly identified in Schedule “A” inclusive attached hereto.
 - a. The owner understands and agrees that any modifications to the site, additional structures, infrastructure, building additions and/or new buildings on the said lands shall require an amendment to this Agreement, if deemed by the Township to be of a magnitude to warrant such an amendment
 - b. Unless otherwise specified on the plans, drawings and reports listed in Schedule “A”, the Owner shall install and construct the development in accordance with the guidelines of the Township, South Nation River Conservation Authority and any provincial or federal laws, regulations, standards and guidelines in effect at the time of the application of a required permit.
- 3- The owner further agrees that the proposed buildings, structures, and other works shown on the plans which is identified as Schedule “A” inclusively shall be completed in conformity with the said plans and shall do all acts to provide for the maintenance and use of the requirements set out in the said Agreement.

4- The owner further covenants and agrees, in addition to Conditions 2 and 3 or any other Sections of the Agreement and at its own costs:

- a. To complete the installation of all services, works and facilities as shown on Schedule "A" inclusive within the specified time.
- b. To provide and maintain at all times such parking, access roads and loading facilities convenient to users and ensuring orderly and safe vehicular and pedestrian movements as shown on Schedule "A" and further agrees that the said areas shall be surfaced with asphalt or as per agreed with the Township.
- c. The Owner hereby agrees to construct and maintain, in accordance with Schedule "A", all works which are necessary to provide proper drainage of all lands described in this Agreement, and adjacent lands which drain through the subdivision, including any works necessary for drainage to an outlet outside the site, in accordance with Schedule "A".
 - i. It is understood and agreed that such works shall be constructed according to the plan provided by the Owner.
 - ii. The Owner shall, at its own expense, maintain sufficient interim drainage and outlets to provide adequate drainage until pavement and landscaping has been constructed and accepted by the Township. This shall include the installation and removal of culverts, if required, by the Township's Public Works Director.
 - iii. Subject to the requirements of Schedule "A" the Owner agrees not to interfere in any way with the bed and banks or walls of any existing drain or water course, without written permission from the appropriate Director of Building, By-law & Planning(s) and South Nation Conservation.
 - iv. The Owner agrees that granting such permission shall not relieve the Owner of responsibility for any damage caused by such interference and the Owner shall indemnify the Township and South Nation Conservation in relation to any claims against the Township relating to such damage, providing that the Township shall give the Owner, at the Owner's cost, opportunity to defend any such claim.
- d. The Owner hereby agrees to construct, in accordance with Schedule "A", all works which are necessary to prevent erosion of the ~~bed~~, banks or walls of the watercourse situated to the west of the development in the area denoted on the plans.
 - i. The Owner agrees that, prior to the commencement of phase 3, described as the west addition, submit and receive approval for erosion protection infrastructure as required in the final approved slope stability analysis and shown on the final approved grading and drainage plan. The erosion protection infrastructure shall be designed to:
 1. ensure protection from erosion that is designed to a return period that equals or exceeds the design life of the building.
 2. prevent erosion of the watercourse banks or walls up to and during a 1:100-year flood.
 - ii. The Owner agrees to submit a complete permit application to South Nation Conservation including any technical information, studies and plans necessary for issuance of a

permit under Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits.

- iii. The Owner agrees that, prior to commencement of phase three, described as the west wing, to receive written confirmation from the Township of North Glengarry that all conditions of approval have been fully satisfied.
 - iv. The Owner agrees to provide a maintenance and inspection plan for the erosion protection measures to the satisfaction of the Township of North Glengarry. The plan shall identify the responsible party, inspection frequency, and record-keeping to ensure long-term integrity of the erosion protection measures.
- e. To provide such walls, fences, hedges, trees and/or shrubs and to landscape the said lands as shown on Schedule "A". The owner further agrees to maintain same to the satisfaction of the Township.
- f. All entrances, exits, fire routes, driveway, walkway, parking space, open space, collectable materials area and surroundings within the lands shall at all times, be kept clean and clear of snow or debris to the satisfaction of the Township
- i. If not satisfactory, the Township shall have the right to enter upon the said lands, undertake the clearing and removal of snow or debris on all entrances, exits, fire routes and recover from the owner all costs in like manner as municipal taxes.
- g. To provide adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or the traffic on the adjacent roads as shown on the lighting plan attached as Schedule "A".
- h. The owner understands and agrees that:
- i. All required work on private property in respect to sanitary/private septic systems and stormwater sewers and municipal water supply must be carried out in accordance with Township specifications at the expense of the owner.
 - ii. Prior to commencing work, arrangements for the necessary approvals and servicing permits must be made with the Township's Public Works Department.
 - iii. The Township's Public Works Department will be advised prior to the issuance of any building permit, whether they intend to hire a registered professional engineer to design, inspect and certify the sewer and water installations for this development or the Township will be required to inspect and test the services, at the owner's cost. Municipal water may not be turned on until such time that the installations are approved by the Township through one of the above alternatives.
 - iv. The owner further understands and agrees that all sewer and water materials installed on private and right-of-way properties must be specified and in compliance with current Township standards.

5- The owner covenants and agrees that all conditions as set out in Section 2, 3 and 4 and as shown on Schedule "A" inclusive, shall be completed within 5 years of

the issuance of any building permit.

- 6- The Owner shall arrange with Hydro One and the local cable, gas, telephone companies, etc. for the underground installation of services to the site plan and for the provision of required easements with respect to such installations.
- 7- It is understood and agreed that examination and acceptance of drawings, specifications and contract documents by the Township does not relieve the Owner of its obligations to carry out all work required under this Agreement strictly in accordance with standard engineering requirements.
- 8- The Owner agrees to restore any faulty workmanship or materials, or any damage done by the Owner or persons claiming title from the Owner during construction of works or buildings on the land relating to any services and works required to be installed pursuant to this Agreement.
- 9- The Owner shall be responsible for payment of all professional and quasi-professional fees and disbursements reasonably incurred by the Township in the determination of the nature and extent of the services to be supplied and installed under and pursuant to this Agreement, in the negotiation and settlement of this Agreement and the enforcement hereof and in the performance by the Township of its rights and obligations hereunder or in connection with the preparation and enactment of relevant land use by-laws, and such fees shall include, without necessarily being limited to, engineering, planning and legal fees and costs.
- 10- The owner understands and agrees that he shall reimburse the Township all costs occasioned as a result of processing this application including but not limited to independent legal or consultant, engineering and planning advice necessary to the completion and the performance of covenants, more particularly identified in Schedule "A" attached hereto contained in this Application, and Local Planning Appeal Tribunal defense costs if an appeal of the decision is received.
- 11- The Director of Building, By-law & Planning may have any qualitative or quantitative tests made of any materials which have been or are proposed to be used in the construction of any of the works required by this Agreement, or may require soil tests to be carried out, and the cost of such tests shall be paid by the Owner.
- 12- The owner acknowledges and authorizes the release of personal information contained on this Application Form, knowing that the planning process is an open and public process.
- 13- The Director of Building, By-law & Planning shall have the right, at any reasonable times, to inspect the installation of the works. If at any time the Director of Building, By-law & Planning is of the opinion that the works are not being carried out in accordance with the approved plans and specifications or in accordance with good engineering practices, he may stop all or any part of the work until it has been placed in satisfactory conditions.

CONSULTANTS

- 14- The Owner shall retain the services of appropriate professional consultants which may include an architect, an engineer and a landscape architect, to supervise the installation and construction of the development and to maintain records of the same, which records shall be made available to the Township upon request, and to provide certifications to and as required by the Township.

- a. Immediately upon request by the Township, the Owner shall advise the Township in writing of the names and contact information for its professional consultants and shall thereafter advise the Township of any change in the names of or contact information for its professional consultants

FEES/DEPOSITS

- 15- The owner further covenants and agrees that prior to receiving a building permit, they will deposit with the Township's Treasury Department an Irrevocable Letter of Credit from a Chartered Bank with drawing rights for not less than three (3) year from date of issue and in the amount of not less than fifty (50%) percent of the total of all infrastructure work, including excavation, renewable on an annual basis if the site has not obtained final acceptance this being the total of the Consultant's approved estimate of quantities and prices, by item, for the construction of all underground facilities plus the estimated cost of site inspection associated with these works and the project administration by the Consultant, which approved estimate shall be dated not more than three (3) months prior to the date of the Letter of Credit.

Plus, the Township Administration Fee of two (2%) percent of the total estimated cost of constructing the facilities, plus the set fee as set out in the User Fees and Charges By-law (\$2,000.00) to a maximum of \$30,000.00 for a Site Plan Control Agreement Application.

The Irrevocable Letter of Credit security deposit amount & the Township administration and application fees are subject to changes as per the Township Council's recommendation and/or resolution.

- 16- If, in the opinion of the Director of Building, By-law & Planning, the Owner is not prosecuting or causing to be prosecuted the work required in connection with this Agreement within the specified time, or is improperly performing the work, or should the Owner neglect or abandon any of the work before its completion, or unreasonably delay same so that the conditions of this Agreement are being violated, carelessly executed, or in bad faith, or should the Owner neglect or fail to renew or again perform such work as may be rejected by the Director of Building, By-law & Planning as being or having become defective or unsuitable, or should the Owner fail to carry out any maintenance required under this Agreement, or should the Owner in any manner, in the opinion of the Director of Building, By-law & Planning, acting reasonable, make default in the performance of any of the terms of this agreement, then in any such case, the Director of Building, By-law & Planning shall promptly notify the Owner and its surety, in writing, of such default, failure, delay or neglect, and if such notification be without effect for seven clear days after such notice, then in that case the Director of Building, By-law & Planning shall thereupon have full authority and power immediately to purchase such materials, tools, and machinery and to employ such workmen as in his opinion shall be required for the proper completion of the said work at the cost and expense of the Owner or its surety or both. In cases of emergency, in the opinion of the Director of Building, By-law & Planning, such work may be done without notice the cost of such work shall be calculated by the Director of Building, By-law & Planning whose decision shall be final.

It is understood and agreed that such costs shall include a management fee of twenty-five percent (25%) of the labour and material value, and twenty-five percent (25%) of the value for the dislocation and inconvenience caused to the Township as a result of such default, failure, delay or neglect on the part of the Owner, it being hereby declared and agreed that the assumption by the Owner of the obligations set out in this clause is a consideration without which the Township would not have executed this Agreement.

REGISTRATION

- 17- The owner agrees to consent to the registration of this Agreement against the said lands by way of "Notice of Agreement" and understands that the said Agreement shall remain on title in perpetuity.
- 18- The owner understands and agrees that he shall be responsible for all fees incurred in the registration of this Agreement against the title to the said property, and for all registration fees incurred in the registration of any subsequent amendment or deletion of the Agreement from title and for any approvals or consents required to register the Agreement.
- 19- The owner shall arrange for and shall be responsible for all fees incurred in the registration of postponements of all debentures, charges, mortgages, or other similar documents registered prior to the registration of this Agreement.

ACCEPTANCE OF WORKS

- 20- Building permits may be issued subject to other requirements of the Township to construction within the site when the Township has given preliminary acceptance of road construction, storm management, sanitary sewers and water mains, and only once the By-law has been registered on the said property by the owner, and once all fees have been paid, and once an Irrevocable Letter of Credit from a Chartered Bank has been submitted to the Township.

The Irrevocable Letter of Credit security deposit amount, the Township administration and application fees & building permit fees are subject to changes as per the Township Council's recommendation and/or resolution.

- 21- The Township shall regulate, by by-law, the zoning of the building standards within the boundaries of the lands affected by this Agreement. It is understood and agreed that nothing in this Agreement shall relieve the Owner of the obligation to comply, at all times, including during construction, with relevant zoning and building by-laws, as well as the Ontario Building Code.
- 22- Before applying for final acceptance of any of the works or any part thereof, the Owner shall supply the Township with a statutory declaration that all accounts for work and materials have been paid, except normal guarantee holdbacks for accounts the Owner has paid to contractors, suppliers, etc., and that there are no claims for liens or otherwise in connection with such work done or materials supplied for or on behalf of the Owner.
- 23- The performance by the Owner of its obligations under this Agreement to the satisfaction of the Director of Building, By-law & Planning, shall be a condition precedent to the acceptance of the said works by the Township.
- 24- When the Director of Building, By-law & Planning is satisfied that the works set out in this Agreement or any part thereof and any other works which may have been required have been executed in accordance with this Agreement, specifications and requirements, and maintenance requirements met, the Owner will forth with present a request to the Township stating that the work or any part thereof has been completed satisfactorily.

INDEMNITY

- 25- The Owner will at all times indemnify and save harmless the Township of and from all losses, costs and damages which the Township may suffer or be put to, for or by reason of, or on account of, the construction, maintenance or existence

of pavements, curbs, plantings, and other improvements upon the road allowances where the same are required by this Agreement to be provided at the expense of the Owner and such indemnity shall constitute a first lien and charge upon the subject lands, and shall be added to the assessment roll as unpaid taxes and may be collected in a similar manner as unpaid Municipal taxes.

26- This Agreement and the provisions hereof do not give to the Owner or any person acquiring an interest in said lands (each hereinafter in this paragraph called "such persons") any rights against the Township with respect to the failure of any such person to perform or fully perform any obligation under this Agreement, or the failure of the Township to force any such person to perform or fully perform any such obligations under this Agreement or the negligence of any such person in the performance of the said obligation. All facilities and matters required by this Agreement shall be provided by the Owner to the satisfaction of and at no expense to the Township and shall be maintained to the satisfaction of the Township at the sole risk and expense of the Owner, and in default thereof and without limiting other remedies to the Township the provisions of Section 446 the Municipal Act 2001, as amended, shall apply.

27- If any matter or thing required to be done by this Agreement is not done in accordance with the provisions of this Agreement and such default continues, in addition to other remedies available to it, the Township may direct that such matter or thing shall be done at the expense of the Owner, and the Township may recover at the expense incurred in doing it by action, the Owner hereby authorizes the Township to enter upon the said subject lands and do such matter or things.

28- The owner will indemnify the Township and each of its officers, servants, and agents from all loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of the execution, non-execution or imperfect execution of any of the work hereinbefore mentioned or of the supply or non-supply of material therefore, whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings arise by reason of negligence or without negligence on the part of the owner or its contractors, officers, servants or agents, or whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings are occasioned to or made or brought against the Owner or its contractors, officers, servants, or agents or the Township, its officers, servants, or agents.

SEVERABILITY

29- The clauses of this Agreement shall be deemed independent and the striking down or invalidity of any one or more of the clauses does not invalidate this Agreement or the remaining clauses.

THIS AGREEMENT shall be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto placed their respective hands and seals to these presents.

SIGNED, SEALED AND DELIVERED
In the presence of

OWNER NAME

OWNER SIGNATURE

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Jamie MacDonald, Mayor

Sarah Huskinson, CAO



STAFF REPORT PUBLIC MEETING OF PLANNING

DATE: August 12, 2024

TO: Mayor and Members of Council

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

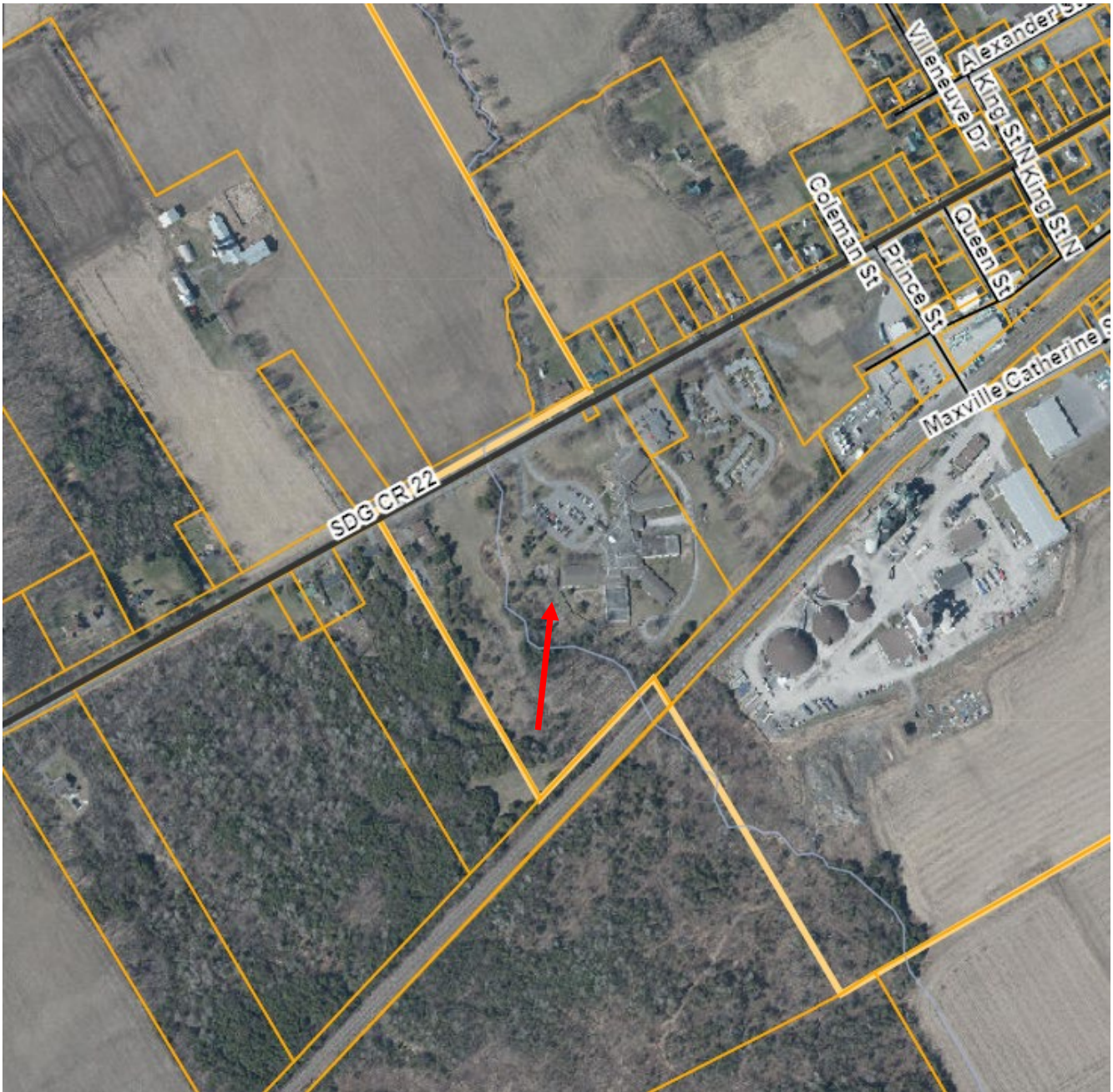
RE: Site Plan Development Agreement By-law No. 38-2024

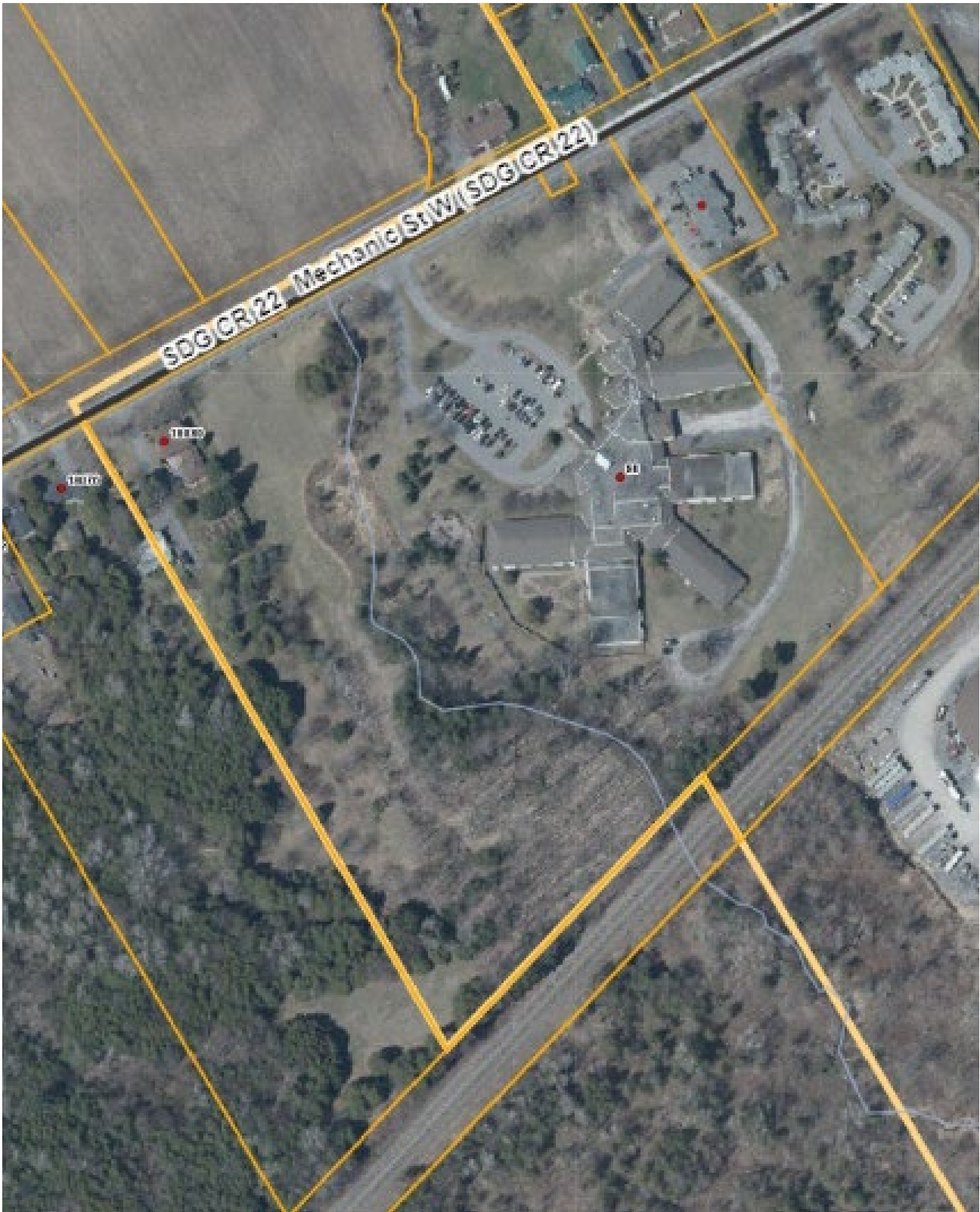
Owner: Maxville Manor

Agent: G architects / Nick Leblanc-Architect, OAA, March

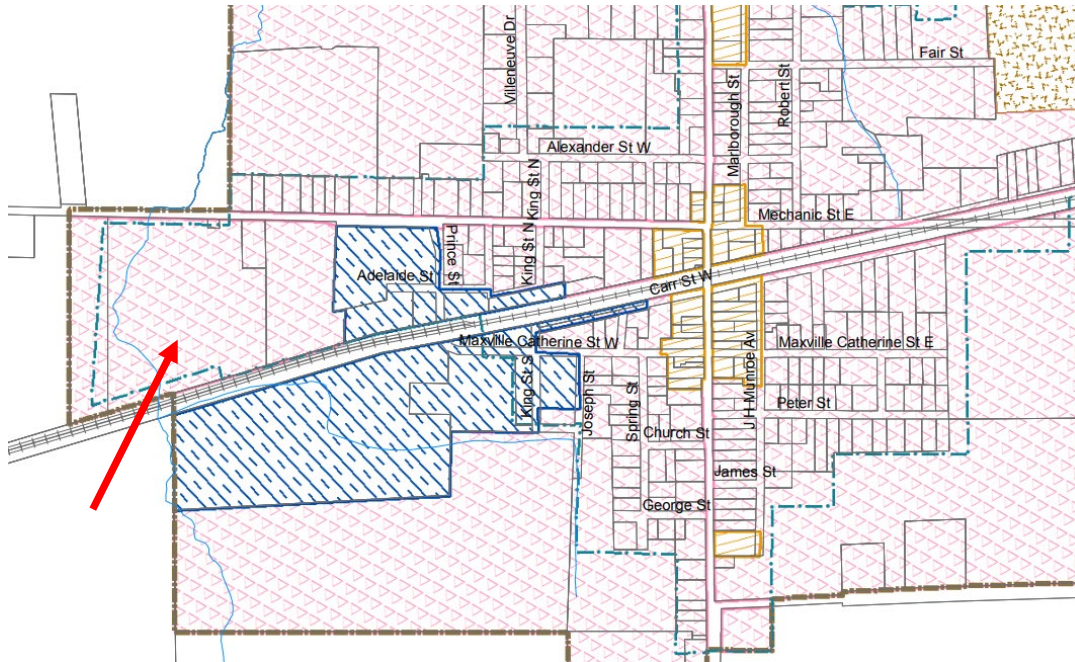
Location: 80 Mechanic Street West, Maxville
Con 17 IL, Part Lots 12 & 13; Plan 32 Blk I; Lot 4 & Part Lots 3, 5 & 6
Roll No. 0111 014 000 66000
PIN 67103-0377







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



Zoning: Institutional (IN)



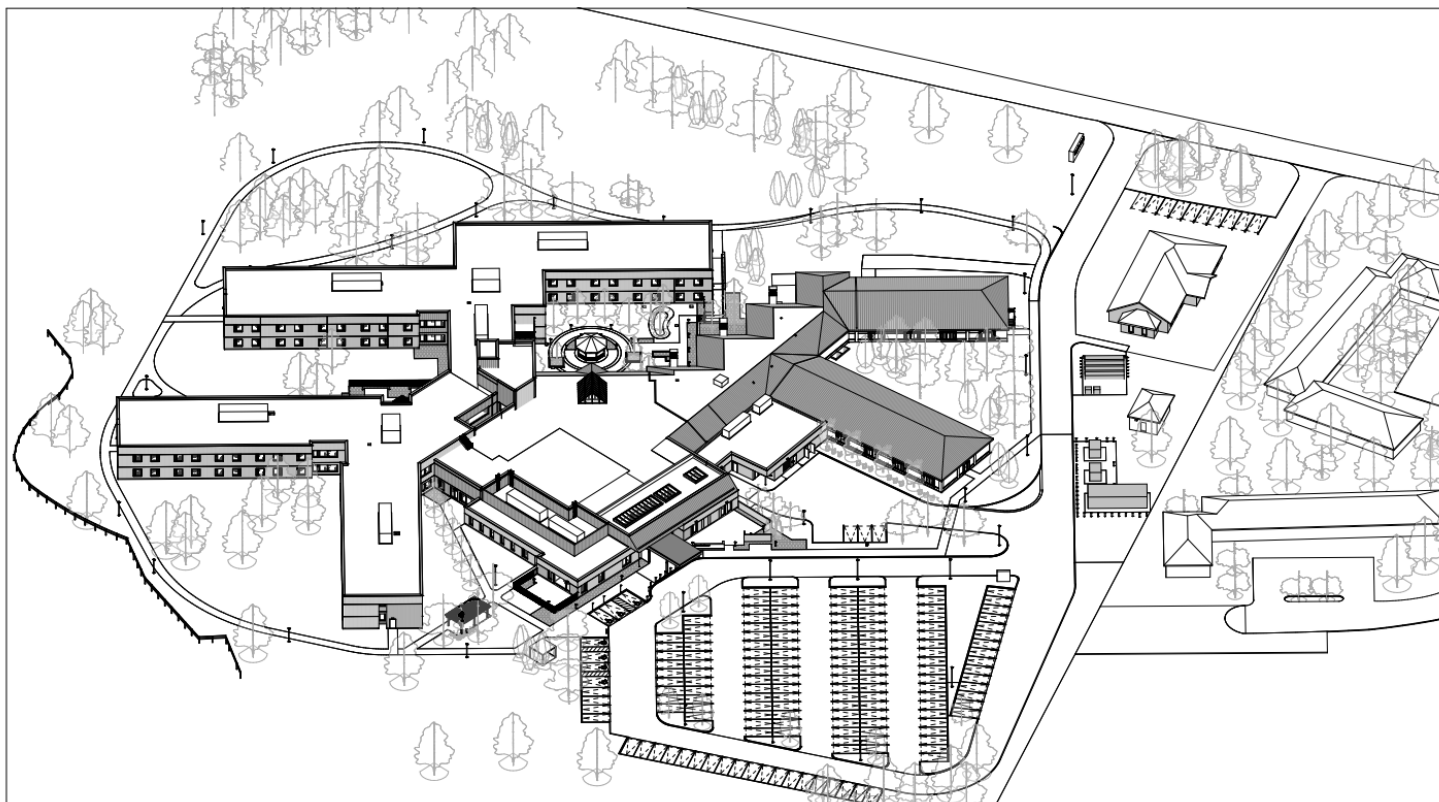
Approximately 17.45 acres, bounded by Mechanic Street West to the north, Village Center Apartments (Civic No. 72 Mechanic Street West) and Glen Garden Village (Civic No. 64 Mechanic Street West) to the east, Canadian National Railway (CNR) railroad to the south, and a private watercourse along the western portion of the site.

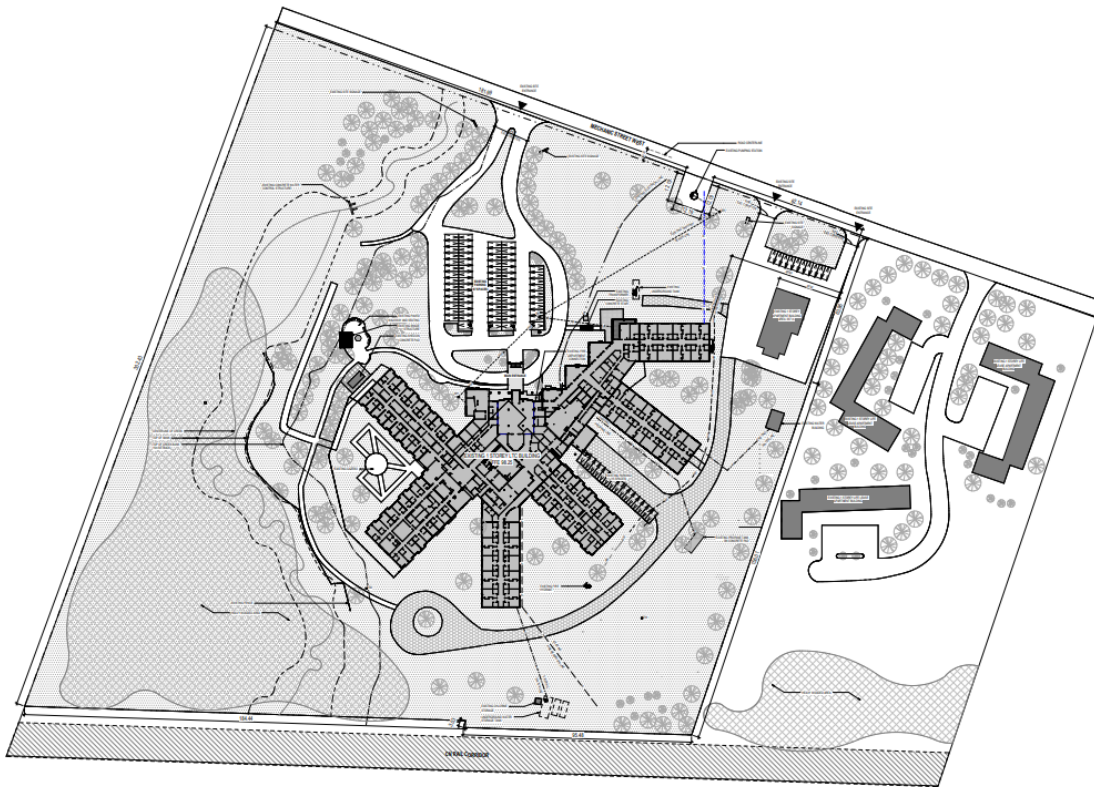
Purpose of application: to enter into a Site Plan Control Development Agreement between Maxville Manor and the Corporation of the Township of North Glengarry for new bed license additions, renovations to the existing building, and for site plan alteration.

Background/discussion: Maxville Manor received an allocation from the Ministry of Long-Term Care (MLTC) in March 2021 for 38 new and 122 upgraded spaces. The Project will result in a 160-bed home through the demolition and reconstruction of two new buildings and renovation of an existing wing as part of a campus of care. The new building will measure approximately 13,419 m² in gross floor area. The Maxville Manor Long-term care home project encompasses the partial demolition and renovation of an existing single-storey building and new construction of four, 32-bed, Resident Home Areas (RHA), for a total of 32-bed 5 RHAs. The 122-bed existing building will remain operational throughout the addition of new RHAs, however there will be impacts for the residents in various sections and stages of construction as some will have to move in various wings. The main objective is that no resident moves more than once in the whole project to minimize the resident's potential complications.

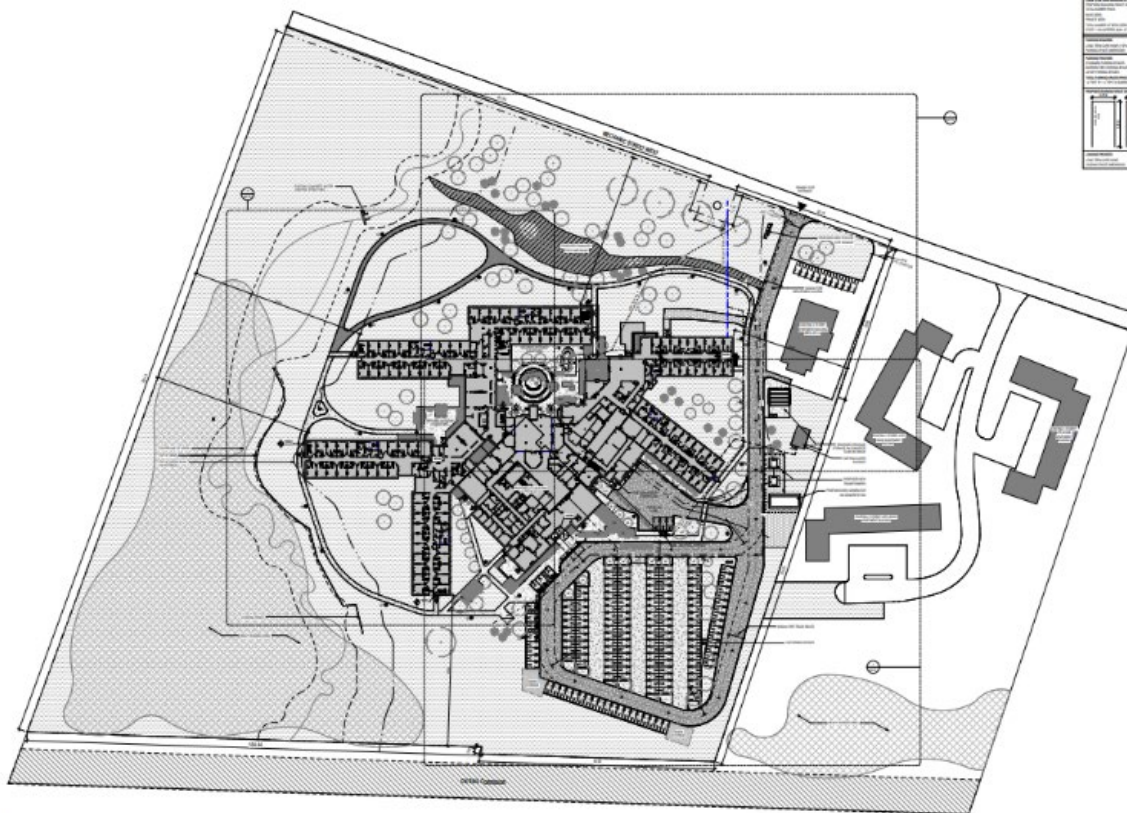
Maxville Manor will be selecting a Construction Manager (CM) for the project by means of a Public Tender. During construction, the CM will have full responsibility for overall site superintendence and the coordination of all construction by subcontractors. The CM will appoint a Site Superintendent that will be on site daily to manage the site during the construction period. Administrative issues will be addressed through weekly meetings between the Site Superintendent and the administrative team of Maxville Manor (with Amy Porteous, CEO and Lise Bray, Director of Environmental Services).

Phased Construction: The project was divided into 4 Phases in an operational plan form, detailed summary below. Emergency vehicle access to the site will be maintained at all times and communication will occur with the local Fire Department, Police and Paramedics. Communication will also be provided to the neighbors living in proximity of the construction site in advance of the construction starting. Hoarding fences will be erected around the construction site separating the construction from the existing building areas for safety purposes. Dust control will be managed through regular watering of the road on the site and dust matting to the construction site.





1 SITE PLAN: EXISTING

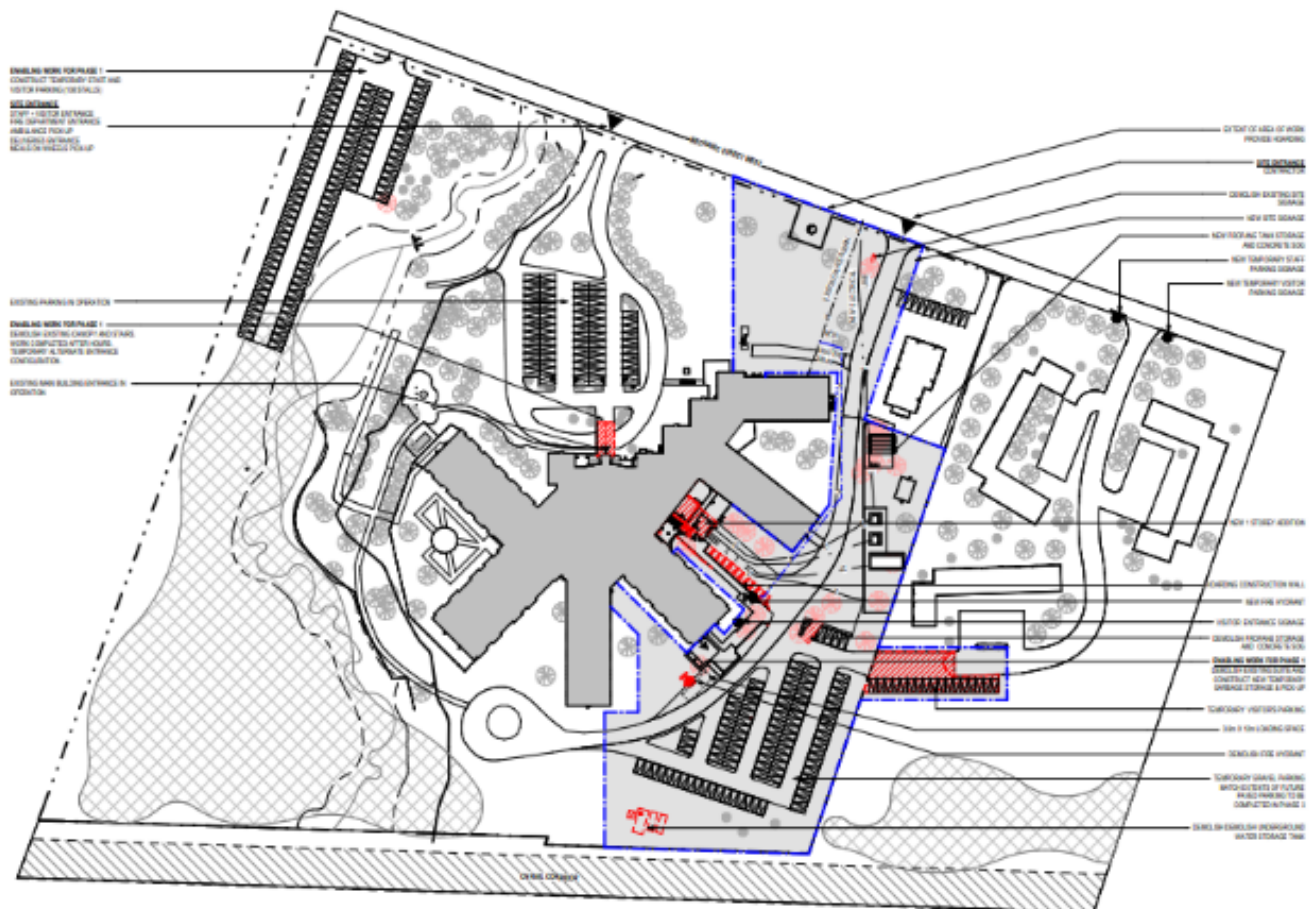


2 SITE PLAN: PROPOSED

100% fully refundable deposit on arrival
 on the 1st night of the stay
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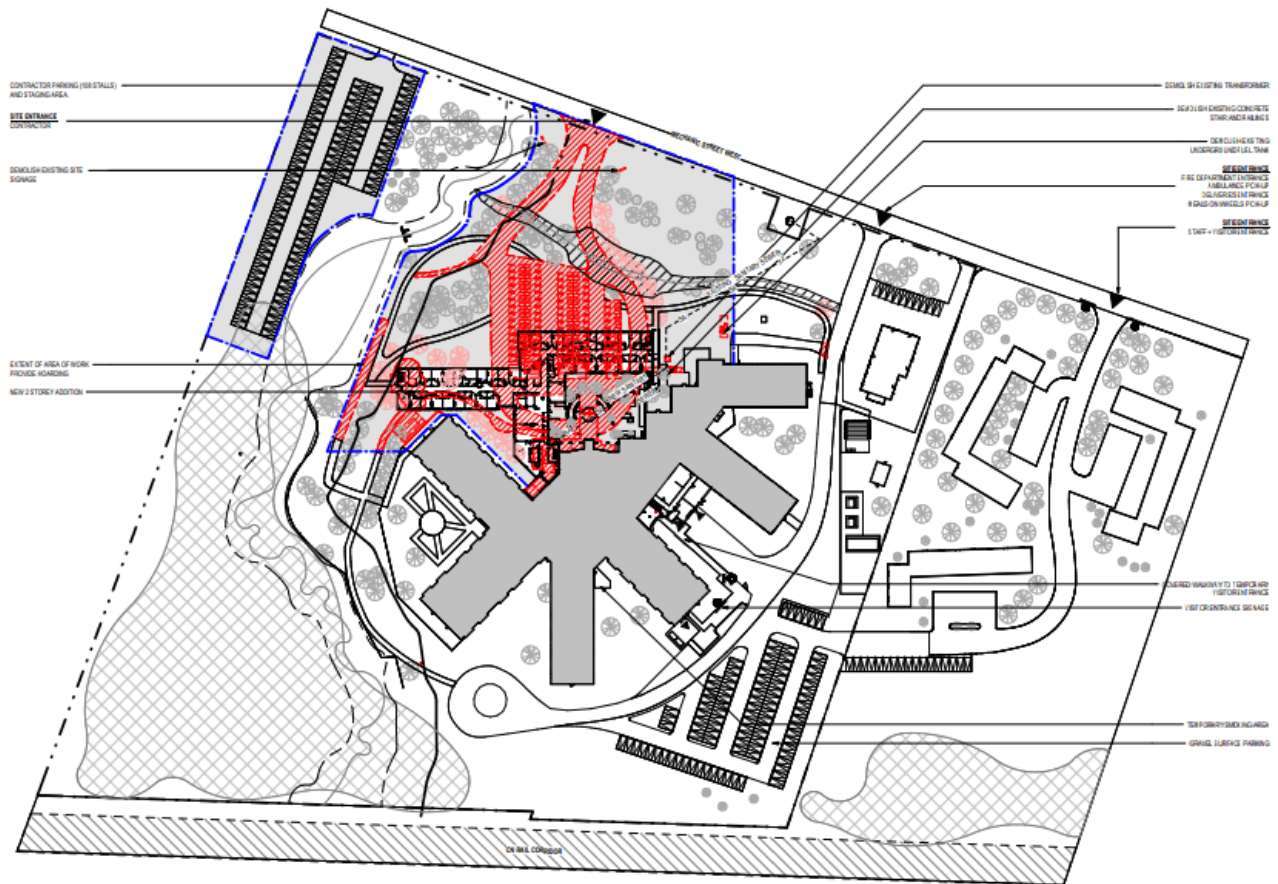
Phase 1 (Approx. 8 months)

- Site work: all new site services to building. new transformers, new generator, new hydrants. Decommission wells. Connect building to DCW
- 1 storey new addition to construct new main electrical room, main IT room, receiving & garbage and new central kitchen.
- New temporary main entrance during Phase 2-3-4
- New parking will be built in the back of the building in preparation for Phase 2
- Temporary gravel parking lot and connection to Maxville Manor retirement village (serve as temporary visitor site entrance)



Phase 2 (Approx. 1 year)

- Site work: demolish existing front parking lot and existing site services after all new services are commissioned in Phase 1
- New 2 storey addition. 64 new beds and supports spaces for residents. Addition located at existing parking lot. Existing main entrance becomes entrance for new outdoor resident courtyard
- New elevators (2)
- Interior renovation for facility spaces
- New swale and site pathways for new addition



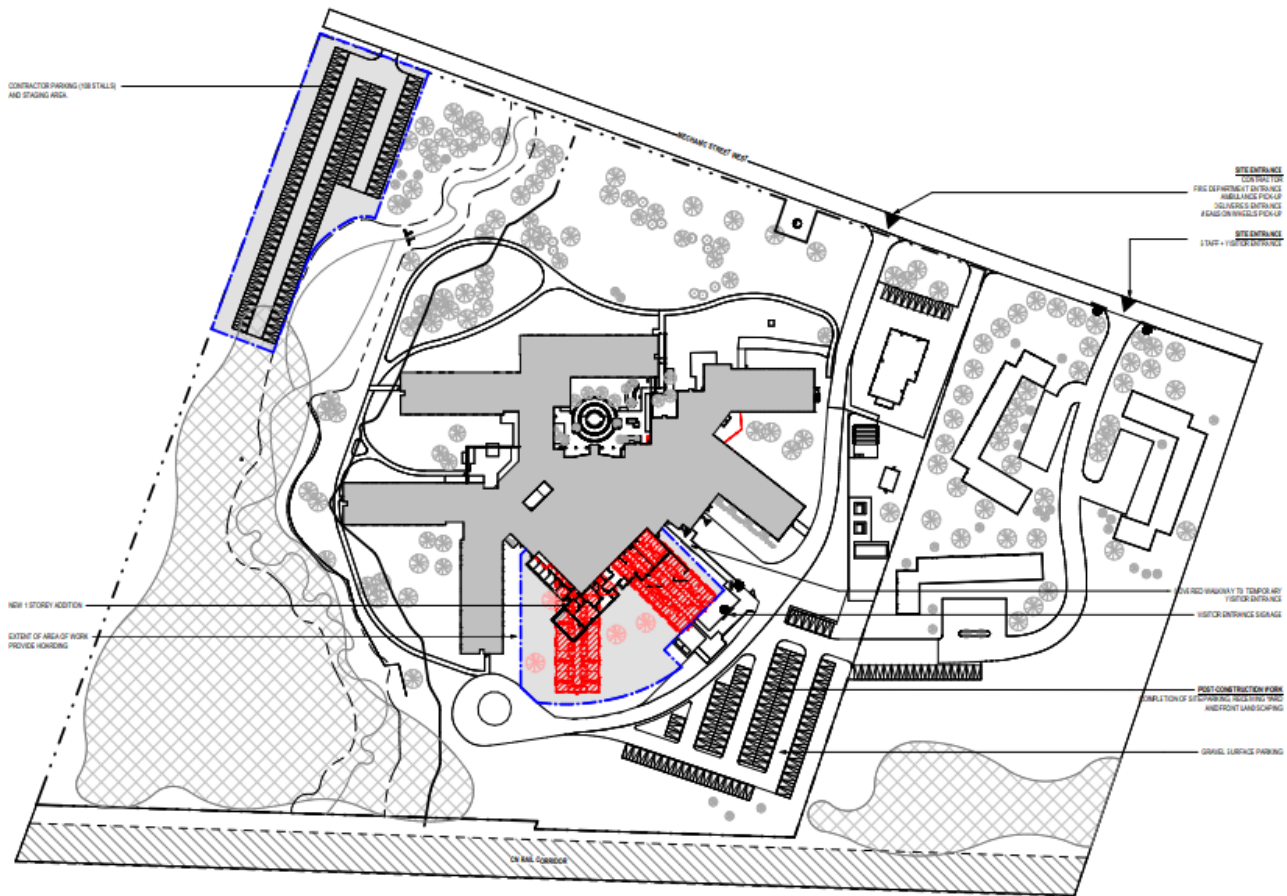
Phase 3 (Approx. 1 year)

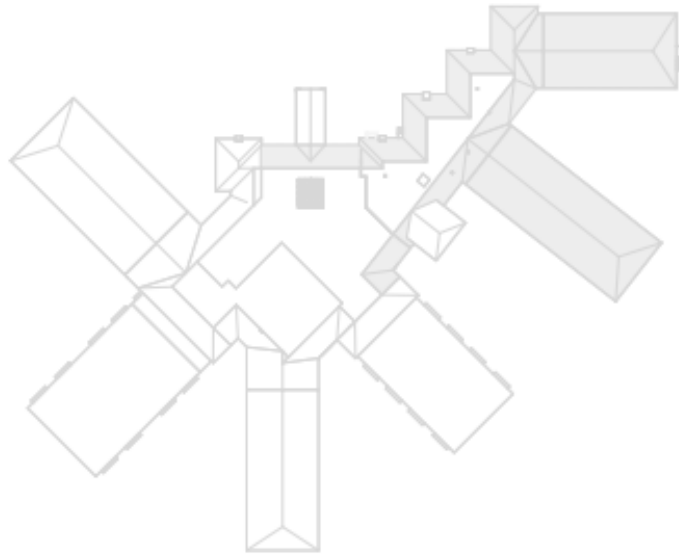
- Demolition of 2 existing wings.
- New 2 storey addition. 64 new beds and support spaces for residents
- Interior renovation for facility spaces
- Continue new site pathways



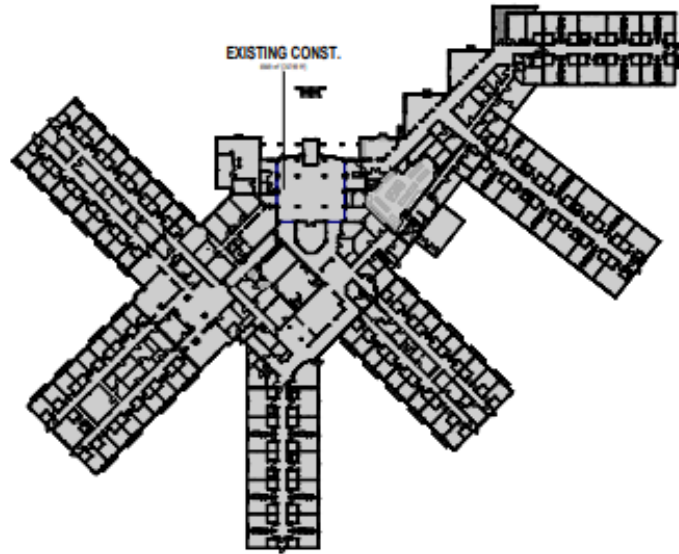
Phase 4 (Approx. 1 year)

- Demolition of 2 existing wings
- New 1 storey addition for new main building entrance
- Renovation for new main entrance and administration spaces
- Full interior renovation for 2 existing wings
- New final site parking, fire department route and final landscaping

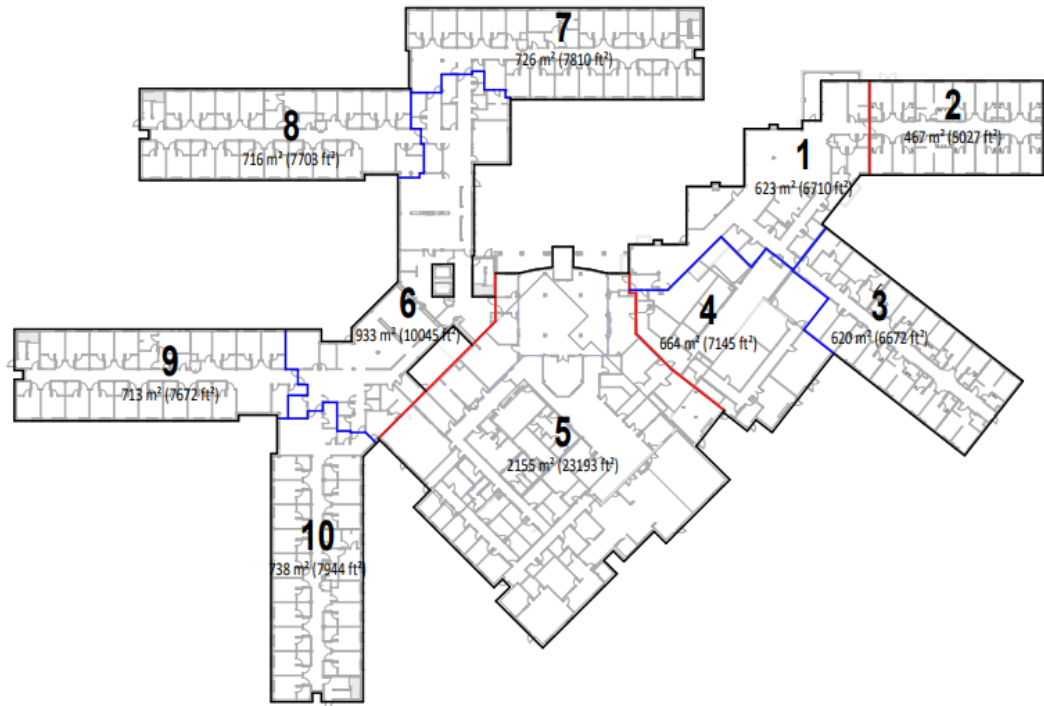




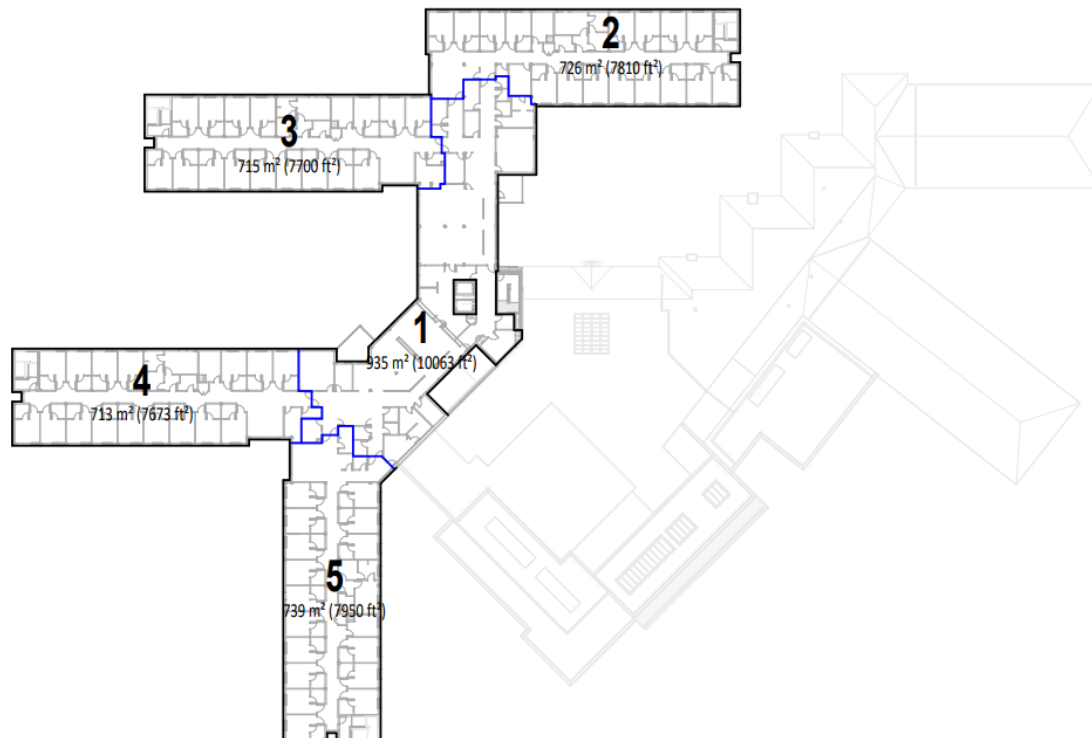
3 EXISTING BUILDING GFA - LEVEL 2
1:500



2 EXISTING BUILDING GFA - LEVEL 1
1:500



5 PHASE 4 SLEEPING COMPARTMENT DIAGRAM - LEVEL 1
1 : 1000

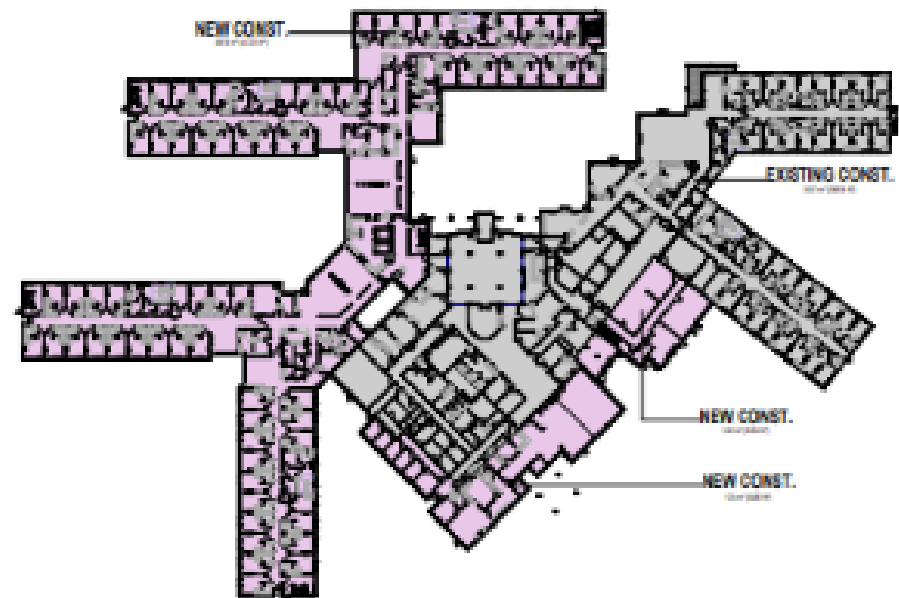


6 PHASE 4 SLEEPING COMPARTMENT DIAGRAM - LEVEL 2
1 : 1000

BUILDING GFA LEGEND



8 NEW CONSTRUCTION BUILDING GFA - LEVEL 1
1/100



9 NEW CONSTRUCTION BUILDING GFA - LEVEL 1
1/100

EXISTING ACCESS AND PARKING

There are two (2) access roads to the existing facility from Mechanic Street West. The main entrance is an asphalt one-way driveway measuring approximately 6 m in width. The secondary entrance provides an entrance for emergency vehicles as well as service and delivery. There is a covered drop-off zone at the front of the building with a parking lot to the north. From the parking lot and drop-off zone, there is a one-way driveway to exit onto Mechanic Street West. There is an asphalt pedestrian walkway along the western portion of the property.

PROPOSED ACCESS AND PARKING

The main entrance to the Maxville Manor Facility will replace the existing secondary entrance, which is currently used for emergency, service and delivery vehicles. The entrance will provide access to the loading/service zone, main entrance, and a proposed south parking lot. This driveway will also provide emergency access to the site, servicing as the dedicated fire route. Parking for the site will be accommodated via surface parking within the south corner of the site and will include barrier free parking per AODA standards

EXISTING DRAINAGE PATTERNS

According to the topographic survey, it appears that stormwater sheet flows from the southeast to northwest along the eastern and western portions of the site with a large amount going to the watercourse. The existing creek drains to a ditch along Mechanic Street prior to outletting into a 900mm diameter cross-culvert. There are catch basins located in the asphalt service and delivery entrance along Mechanic Street West

PROPOSED SANITARY SERVICING SYSTEM

The proposed sanitary servicing system is limited to a series of gravity drainage sewers, laterals and manholes which collect wastewater from the building and route it to the existing pumphouse and site's outlet (municipal sanitary sewer along Mechanic Street). There are no new pump stations, forcemains, or syphons in the proposed design.

ADEQUACY OF MUNICIPAL INFRASTRUCTURE

Relative to the existing peak flow, the peak flow for the proposed development was determined to increase by approximately 10%. A capacity check of the existing sewer that is used on site was completed and it was determined that there is sufficient capacity

PROPOSED POTABLE WATER SUPPLY SYSTEM

The existing 200mm watermain service along Mechanic Street will remain as the potable water supply to the LTC facility. A new 200mm watermain is proposed to tee off of the existing service

to service the proposed fire hydrants and pumphouse. As part of the works, the existing fire hydrant that is connected to the pump house is to be disconnected and removed.

Some existing facilities (to the east), being 64 Mechanic Street West and 72 Mechanic Street West, are fed domestic water (not fire flow) by the private pumphouse and manor, drawing potable water from the Maxville Manor interior watermain via a 1 ¼" (32mm) water service connection.

FIRE FLOW DEMANDS

Required fire flow for the proposed development was determined in accordance with OBC (2012). Both the existing building and the proposed addition are of non-combustible construction with fire separations and fire-resistance ratings provided in accordance with Subsection 3.2.2. of the OBC including loadbearing walls, columns and arches. A dedicated sprinkler system, conforming to NFPA 13, is being designed by the Mechanical Engineer. 64 Mechanic Street West and 72 Mechanic Street West do not rely on the Manor's private water distribution system to provide fire flow protection.

ADEQUACY OF MUNICIPAL INFRASTRUCTURE

Based on provided hydrant testing and information provided by the Township, as well as the hydraulic analysis previously discussed, it appears that the municipal water distribution system can service the proposed development.

STORMWATER MANAGEMENT & GRADING

According to the topographic survey, it appears that the stormwater sheet flows from the south to north along the eastern and western portion of the site. Along the east, it appears the site drains to the municipal drainage system located along the south side of Mechanic Street West. The western and southern portions of the site drain to the west to the existing private watercourse to the ditch and culverts prior to draining underneath the roadway to the north. There are storm sewers that drain from the building to the private watercourse, and catch basins are located in the asphalt service and delivery entrance along Mechanic Street West.

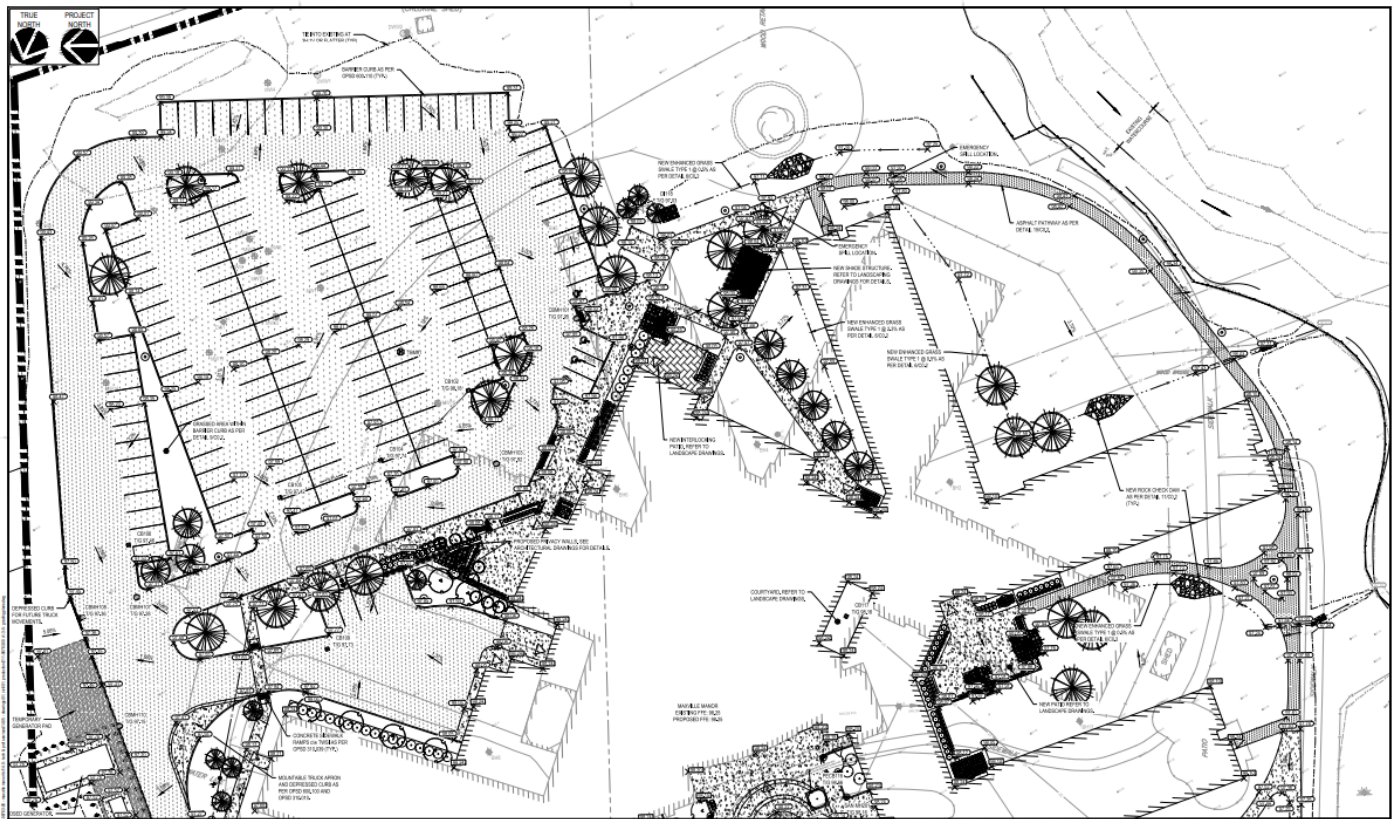
Impervious surface areas will be introduced to the site through the construction of the new portions of the long-term care facility, sidewalk, walking paths, and new parking lot.

On-site stormwater storage is to be included in the development in the form of a linear storage feature (pond) at the north side of the property. The pond will discharge through a culvert, which was sized to control the stormwater release prior to entering the private watercourse along the western portion of the site. Additionally, it was determined that stormwater from the western portion of the site could and will be directed the private watercourse via swales or overland flow without the need to attenuate flows. Rip-rap pads will be provided at swale inlets and at the outlets to promote erosion control.

To mitigate impact to the receiving private watercourse, a detailed erosion and sediment control plan has been developed to protect the watercourse from sediment loading and drainage infrastructure is proposed to terminate at the watercourse top of bank (to avoid works inside the watercourse).

Regular monitoring and inspection of the silt mitigation measures and/or devices are critical during site construction until all vegetation is established, and construction activity is complete.

Maintenance of the stormwater management (SWM) facilities and storm sewers shall be the responsibility of the owner. During the first two years of operation inspections should be made after every significant storm event (25 mm or greater) to ensure proper functionality (approximately four per year), and subsequently once per year. In addition to maintaining the SWM infrastructure, hard surfaces on the site shall be swept each spring to remove accumulated road sand to prevent undue sediment loading of the on-site catch basins. All sand shall be disposed of at an approved site.



GARBAGE

There is currently an existing garbage enclosure, and a private contractor is hired to manage the garbage pick-up. There will be a new location for the garbage enclosure to ensure no nuisance for neighboring properties. No garbage issues are expected.

NOISE

All phases of the construction will generate noise as it can be expected from a construction site for traffic, machinery, pedestrian traffic, etc. There will be some moderate level of noise expected when demolishing the BC unit in Phase 3 and the DE unit in Phase 4 of the existing facility and when building the connecting links. Work will be limited between the hours of 8am - 5pm to limit disruption. A detailed noise plan will be developed prior to construction and in coordination with the Construction Manager. No noise issues are expected.

In conclusion, the proposed development has been designed to conform with municipal and provincial guidelines along with site specific constraints and criteria. The applicant submitted the required site plan, drainage plan ground elevations and storm drainage plan as required for Site Plan Development Control. The proposed development conforms to the required regulations and is compatible with the adjacent uses. It is also concluded that the proposed development can meet all servicing constraints and associated requirements.



STAFF REPORT TO COUNCIL

Report No: PW-2025-01

March 24, 2025

From: Timothy Wright, Director of Public Works

RE: Crack Sealing Equipment Rental Rate

Recommended Motion:

THAT Council receives report PW-2025-01 for information purposes only;

AND THAT Council authorizes the rate of \$75 an hour for rental of crack sealing equipment and \$35 for a mandatory operator or a combined rate of \$110.

Background / Analysis:

In 2024, The Public Works Department successfully trialed the rental of crack sealing equipment with the United Counties of SDG on County Rd 24 (Dunvegan Rd). This initiative was designed not only to maximize the utilization of our public works assets but also to offer cost-effective services to neighboring municipalities.

Benefits of Crack Sealing

Road structures fail over time due to water penetrating the hardtop surface and the diaphragm action of vehicles moving over a saturated subbase forcing material out of the roads hidden granular structure and weakening its overall coherency. Timely halting of crack propagation by routing combined with well performed sealing of the cracks, stops the degradation of the road structure in its tracks and is the most cost-effective way of extending the life of the townships assets.

In our experience we have found the crack sealing job performed by contractors to be lacklustre and so we invested in the infrastructure to perform the work ourselves so the application is of a high standard and applied in a timely fashion.

Rental Rate SD&G Trial Summary – County Road 24

- **Project Execution:** The trial involved deploying our crack sealing machinery along with all necessary manpower and support equipment supplied from North Glengarry to provide crack sealing operations along Dunvegan Road
- **Partnership:** The collaboration with United Counties of SDG provided valuable insights into operational efficiencies and helped us benchmark our service rates against those typically charged for similar public works services, such as street sweeping.
- **Outcome:** The trial confirmed that our equipment and service delivery model are both effective and competitively priced, thereby laying the groundwork for broader rental opportunities. SD&G was very happy with the work and indicated that they would like to the partnership in future years

Pricing Structure

The pricing for the rental package is set as follows:

- **Crack Sealing Machine:** \$75 per hour
- **Mandatory Operator:** \$35 per hour
- **Combined Rate:** \$110 per hour

Example: Crack Sealing Cty rd. 24 (Dunvegan rd.) between 30 and 34 Breakdown, completed in 2024:

		22-Oct	23-Oct	24-Oct	
	Rate	hrs	hrs	hrs	
(Mandatory) Operator	\$35/hr	8	8	8	\$ 840.00
Crack Sealing Machine	\$75/hr	8	8	8	\$ 1,800.00
Foreman	\$40/hr	8	8	8	\$ 960.00
Support Operators	\$35/hr	16	32	24	\$ 2,520.00
Additional Pick up	\$40/hr	0	8	8	\$ 640.00
		qty	qty	qty	
Boxes of material	\$39.75/box	0	12	8	\$ 795.00
Total					\$ 7,714.00

*Other disposable items are charged at cost (for example router bits)

In total this gave the Counties 9.23km of a well crack sealed roadway at a rate of \$835 per km for a road that is being sealed at the ideal point in its maintenance cycle

Justification:

- **Competitive Benchmarking:** The combined rate of \$110 per hour is aligned with the rates charged by other townships for similar operations. This parity ensures that we remain competitive and fair in our dealings, while also reflecting the true operational costs involved.
- **Resource Flexibility:** Should a borrowing municipality lack the additional manpower or equipment necessary to complete the crack sealing tasks, our township is prepared to offer comprehensive support. Additional manpower and equipment can be rented as per the relevant Ontario Provincial Standards (OPS) to ensure that the full scope of the project is efficiently managed without compromising quality or safety.

Benefits to the Township

- **Enhanced Asset Utilization:** This rental program increases the productive use of our equipment during off-peak periods.
- **Revenue Generation:** The program offers an additional revenue stream that can be reinvested in our public works infrastructure. Depending on the programs popularity this program could pay for the purchase of the equipment. The total was \$128,000 for all the equipment purchased and the pure profit from each job of roughly three days is about \$2000 based on maintenance estimates so the township would only need to do 64 three day jobs to pay for all of the equipment.
- **Strengthened Inter-Municipal Cooperation:** By providing these services at competitive rates, we reinforce positive relationships with neighboring municipalities, fostering a collaborative approach to regional public works challenges.

Outlook

- Utilization of the townships crack sealing machine by other municipalities is not something that we foresee a high utilization rate for. It is a function that is very valuable for a roads long term lifecycle but other townships have different compositions of hardtop roads and many asset owners may not think the benefits are there until they start seeing the long term effects of well performed crack sealing as we will see in the 5-10 year timeframe.

Alternatives:

N/A

Financial Implications:

Potential revenue to the Township of North Glengarry to offset the costs of owning the machine.

Attachments & Relevant Legislation:

- OPSS.PROV 127 – 2024

Others Consulted:

- Michel Currier – Manager of Transportation
- Robbie Smeall – Kenyon Foreman

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: PW-2025-02

March 24, 2025

From: Timothy Wright, Director of Public Works

RE: Leased Wheel Loaders

Recommended Motion:

THAT Council receives report PW-2025-02;

AND THAT Council authorizes the buyout of the lease for one WL32/WO303 wheel loader from lease 64776;

AND THAT: Council authorizes the Director of Public Works to retain one of the loaders for Township operations.

Background / Analysis:

Since approximately 2016, the Township has leased two WL32/WO303 wheel loaders from Meridian One Cap at a cost of \$2,998.32 per month for both machines. Originally acquired for the Township's Recycling Plant operations, these loaders have been in use for Public Works since the plant closed in December 2024. The Township has also over time invested in various attachments—including a bucket with thumb attachments, forks, and plow push blades—to enhance their versatility and effectiveness which are owned. The lease for these machines expires at the end of March and the Township has the option to purchase the loaders for well below their value.

Operational Benefits

Since the plant's closure, the loaders have proven invaluable in several public works roles and could continue to be used to maintain a high level of efficiency and capability:

- **Material Handling:** Efficiently managing materials inside the repurposed facility.
- **Winter Operations:** Rapid loading of salt and grit during winter, ensuring timely treatment of roads.
- **Sidewalk Clearing:** Providing essential support in maintaining safe and clean sidewalks.
- **Equipment Dismantling:** Assisting with the dismantling of sorting equipment at the former plant site.

- **Reliability:** The loaders have consistently demonstrated strong mechanical reliability and remain in excellent condition.
- **Age and Hours:** The Townships loaders are 8 and 9 years old with 1500 and 1700 hours on the machines respectively

Alternatives:

N/A

Financial Implications:

With the lease expiring at the end of March, there is now the option to purchase one or both loaders. The following financial details strengthen the case for acquisition:

- **Buyout Price:** The loaders can be bought out for \$35,109 each.
- **Market Comparison:** A listing for a wheel loader of the same year and model was recently found on a local reseller site for \$68,500 (8 years, 1400 hours), indicating a strong resale market.
- **Strategic Purchase:** Purchasing one loader for continued Public Works operations secures a critical asset for our ongoing needs.

Budget Impact: In the 2025 budget, Public Works identified a set of forks for the large loader Unit 76, budgeting \$15,000 for the attachment. At that time the loaders where not considered and are much more effective at material handing that the larger more unwieldy loader would be. If this budget is utilized in conjunction with the remaining budget for the lease of the equipment, the loader could be purchase and a major maintenance cycle undertaken to fully refresh the equipment.

Budget Impact	Budget Expense
ORIGINAL PLAN	
Continue lease to facilitate dismantling of RARE	\$32,000.00
Purchase of Forks for Large loader 76	\$15,000.00
	\$47,000.00
BUY OUT PLAN	
Continue lease to facilitate dismantling of RARE	\$32,000.00
Purchase of Forks for Large loader 76	\$15,000.00
Amount already spent on lease (JAN-MAR)	\$8,994.96
Purchase of Loader	\$35,109.07
Refresh of Loader	\$6,000.00
	\$50,104.03
Projected overall change in budgeted amount (less)	\$3,104.03

**Difference between expenses and revenue*

Funds would be reapportioned from 1-4-4010-3010 Equipment Rental/Leasing (\$32,000) and 1-5-3010-8000 FORKS (\$15,000) for a total budget of \$47,000.

Attachments & Relevant Legislation:

Advertisement for the sale of a similar machine
Lease buyout paperwork

Others Consulted:

-Michel Cuerrier–Manager of Transportation
-Robbie Smeall–Kenyon Foreman

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

2017 WACKER NEUSON WL32



CAD **CAD \$68,500**

Machine Location: [100 Warehouse Street Vars, Ontario, Canada K0A 3H0](#)

Seller Information

Eastrock Equipment, Inc.

Contact: Zachary Landry

Phone: +1 888-364-0770

Vars, Ontario, Canada K0A 3H0

+1 888-364-0770

[Video Chat](#)



[Hide Thumbnails](#)

Description

2017 Wacker Neuson WL32 High Flow 60HP Engine SSL Service and Repairs completed Great Condition 1400 hrs Call today 343_597_3787

Specifications

Year	2017	Manufacturer	WACKER NEUSON
Model	WL32	Hours	1,400
Condition	Used	Bucket	Yes
ROPS	Enclosed		

[Show As Paragraph](#)

Buy Out Invoice

Date Created: 3/4/2025
Effective Until: 3/31/2025
Quote Number: 33358

To: SARAH HUSKINSON
Contract Number: 649776
Customer(s): THE CORPORATION OF
THE TOWNSHIP OF NORTH
GLENGARRY



PO Box 30597 RPO Madison Burnaby, BC V5C 6J5
Email: Client.service@meridianonecap.ca
Phone: 1-866-986-6738
Fax: 1-866-687-7091
GST No.: 77309 1293 RT0001
QST No.: 12237 70556 TQ0001

BUY OUT BASED ON 100% OF EQUIPMENT COST

Equipment:
(2) WACKER WL32/WO303 WHEEL LOADER - S/N: 3072460, 3074102

Residual	\$62,039.86
Discharge Fee	\$100.00
13% ON HST Due	\$8,078.18
Accounts Receivable*	\$0.00
TOTAL BUY OUT**	\$70,218.04

*Assumes that all payments credited as of today's date clear the bank

**Add \$34.63 for each day after the effective date (3/31/2025)

Comments:

Remittance Details

EFT/Wire Transfer

BENEFICIARY: Meridian One Cap Credit Corp

BENEFICIARY ADDRESS: 3185 WILLINGDON GREEN, SUITE 204, BURNABY, BC, V5C 4P3

BANK: THE BANK OF NOVA SCOTIA; 44 KING STREET WEST, TORONTO, ON M5H 1H1

TRANSIT: 47696 **BANK CODE:** 002 **ACCOUNT:** 0760315

SWIFT CODE: NOSCCATT

Pre-authorized Payment: Reply to this email to authorize the payment amount and date.

Online Bill Payment: Payee : Meridian OneCap Credit Corp, Account: 649776

Upon receipt of the full Buy Out amount, Meridian OneCap will provide End of Term documents and release the security on the above noted equipment.



STAFF REPORT TO COUNCIL

Report No: PW-2025-03

March 24, 2025

From: Timothy Wright, Director of Public Works

RE: 2025 Gravel Tender Award

Recommended Motion:

THAT Council receives report PW-2025-03 2025 Gravel Tender Award;

AND THAT Council authorizes the award of the 2025 Gravel Tender to GIP Paving for \$384,540.00 + HST

Background / Analysis:

Gravel plays a fundamental role in road construction and maintenance, particularly for rural and unpaved roads. It provides a sturdy foundation, facilitates effective drainage, and helps control erosion (United Companies, 2024). Regular resurfacing of gravel roads is essential to maintain their integrity and functionality. The process typically involves:

1. Grading the surface to ensure proper drainage
2. Applying a new layer of gravel

This process helps restore the road to its original condition, extends its lifespan, and improves safety for motorists.

This year the Township is continuing its strategy of only resurfacing the roads that require resurfacing as judged by the Roads Department. Tracking year over year which roads need gravel will indicate if some roads require a rebuild as opposed to a resurfacing.

Tender Award Recommendation

After careful review of the submitted bids for the PW 2025-01 Aggregate Supply Tender, it is recommended that the contract be awarded to GIP Paving Inc. for the following reasons:

1. **Competitive Pricing:** GIP Paving Inc. submitted the lowest bid at \$14.79 per metric tonne for 16mm (5/8") Granular "M" crushed quarry rock, supplied and placed on Township Roads. This results in a total cost of \$384,540.00 (excluding HST) for the required 26,000 metric tonnes.
2. **Industry Experience:** GIP is an industry leader in asphalt paving with a solid commitment to producing quality pavements engineered to optimize performance (Green

Infrastructure Partners, n.d.). Their expertise in road construction materials suggests they are well-equipped to handle this project.

3. **Local Quarry:** GIP Paving Inc. has identified the MacMillan Quarry located at 19920 Concession Rd. 8, Laggan, ON as their source quarry. This local source may provide logistical advantages and support the local economy.
4. **Timely Execution:** GIP Paving Inc. has committed to commencing placement activities 2-3 business days after load restrictions are lifted, which aligns with the Township's desire for timely project execution.

Company Name	2024 Unit Rate	2025 Unit rate	Qty	Total (2025)
GIP	\$ 14.60	\$ 14.79	26000	\$ 384,540.00
AL Blair	\$ 13.80	\$ 14.98	26000	\$ 389,480.00

Based on the competitive pricing, industry experience, use of a local quarry, commitment to timely execution, and consideration for environmental sustainability, it is recommended that the Council of North Glengarry award the PW 2025-01 Aggregate Supply Tender to GIP Paving Inc. This decision will ensure the efficient and cost-effective resurfacing of the Township's gravel roads, maintaining their quality and safety for residents and visitors alike.

Alternatives:

N/A

Financial Implications:

The Gravel budget for 2025 was deliberately reduced to utilize a smaller quantity of gravel in line with the new resurfacing strategy from \$420,000.00 to \$375,000.00. The increased rates will put this item over budget but award is still recommended.

Attachments & Relevant Legislation:

- Tender Results PW-2025-01
- Map of Roads to be Resurfaced 2025

Others Consulted:

- Michel Currier – Manager of Transportation
- Robbie Smeall – Kenyon Foreman

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



Township of North Glengarry

Legend

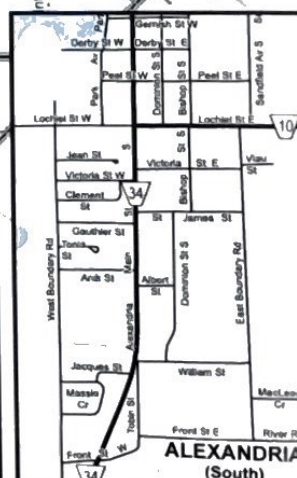
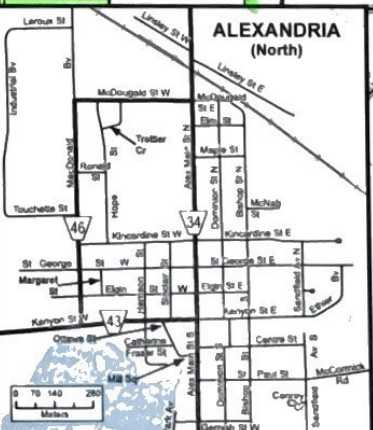
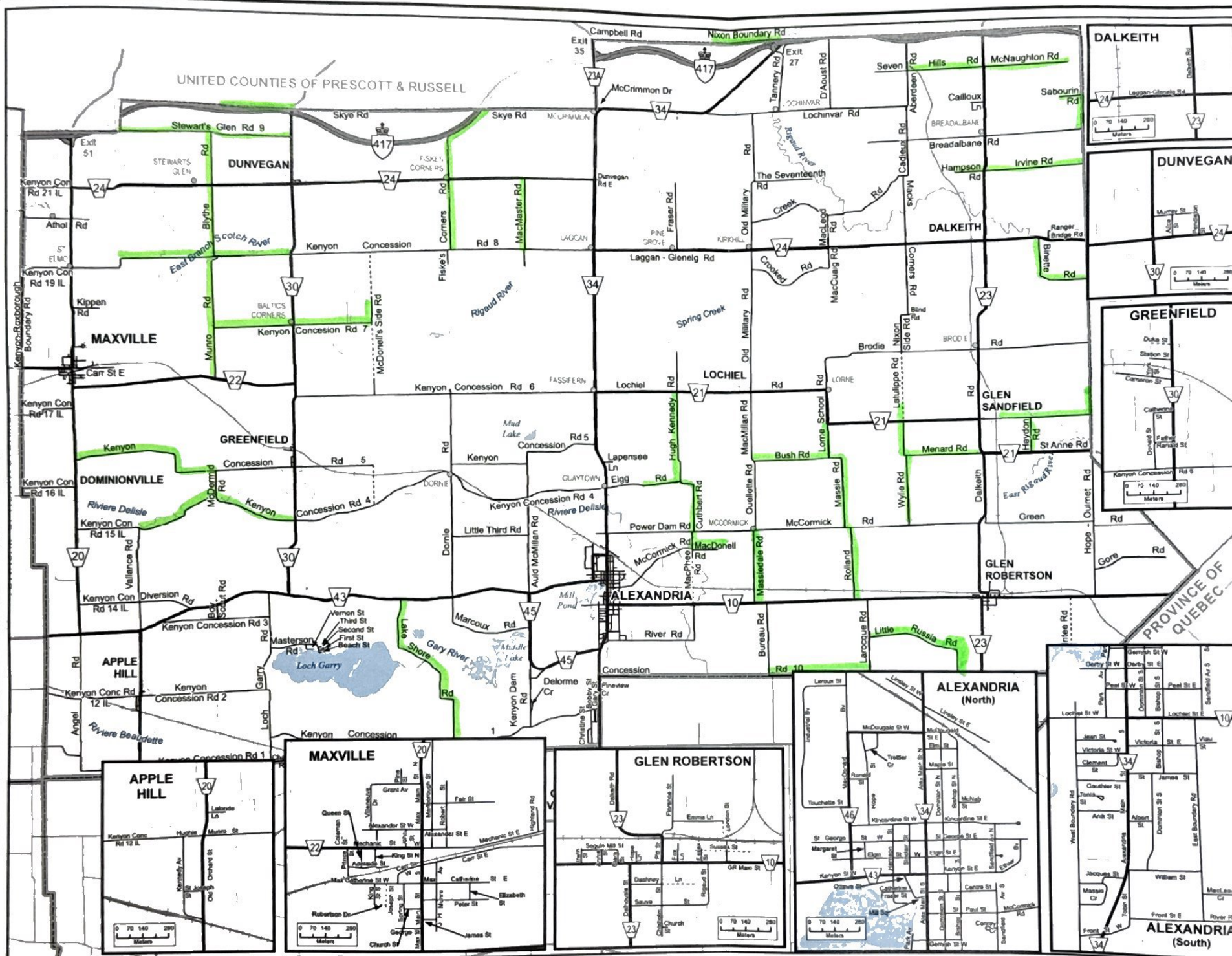
- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary



1:110,000

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Kilometers

SDG Produced by
The United Counties of
Stormont, Dundas and Glengarry
Transportation and Planning Services
with data supplied under Licence by Members
of the Ontario Geospatial Data Exchange
© August 2018.



Company Name	Unit rate	Qty	Total
GIP	\$ 14.79	26000	\$ 384,540.00
Blair	\$ 14.98	26000	\$ 389,480.00



STAFF REPORT TO COUNCIL

Report No: PW-2025-04

March 24, 2025

From: Timothy Wright, Director of Public Works

RE: Cancellation of Alexandria EV Charger Project and Reallocation of Funds to Glengarry Sports Palace Parking Lot Refurbishment

Recommended Motion:

THAT Council receives report PW-2025-04 Cancellation of Alexandria EV Charger Project and Reallocation of Funds to Glengarry Sports Palace Parking Lot Refurbishment;

AND THAT the Council of the Township of North Glengarry approves the cancellation of the previously approved Electric Vehicle (EV) Charger Project at the Alexandria Main Municipal Carpark and authorizes staff to formally notify the Ministry of Transportation regarding withdrawal from the EV ChargeON Program.

AND THAT Council approves the reallocation of municipal funds originally budgeted for this project to support the refurbishment and necessary improvements to the Glengarry Sports Palace parking lot as part of 2025's resurfacing projects.

Background / Analysis:

In January 2024, Council approved an application for funding under Ontario's EV ChargeON Program to install two EV charging stations at the Alexandria Main Municipal Carpark. One level three charger and one two port level two charger. The Township requested \$110,548.50 from the provincial program and committed an additional \$90,000 from municipal funds, for a total project cost of \$200,548.00. The Ministry of Transportation subsequently approved partial funding in the amount of \$90,000. The Township committed \$90,000 in the 2025 budget with the intent to ensure the project revitalized the entire parking lot. Since initial project approval, several developments have emerged that significantly impact both the viability and financial sustainability of this initiative.:

- **Reduced Provincial Funding:** The Township's original funding request was reduced from \$110,548.50 to \$90,000 by the Ministry of Transportation. This shortfall would require additional municipal contributions beyond what was budgeted.
- **Unexpected Infrastructure Costs:** Recent geotechnical assessments have identified critical deficiencies in the existing parking lot base at the Alexandria Main Municipal

Carpark. These assessments indicate that substantial reconstruction and drainage improvements are required — costs not accounted for in the original budgeting process.

- **Increased Cost Estimates:** Updated Class 1 estimates for design, materials, and construction have come in approximately 20% higher than initially anticipated.
- **Higher Insurance Costs:** The ongoing ownership and maintenance responsibilities associated with EV charging infrastructure have resulted in higher-than-anticipated insurance premiums.

Given these factors, proceeding with this project would place undue financial strain on municipal resources.

Proposed Reallocation of Funds:

In light of these developments, staff recommend reallocating municipal funds originally earmarked for the EV Charger Project toward urgently required improvements at the Glengarry Sports Palace parking lot. This facility serves as a central hub for community activities and events. Its parking area is currently in poor condition and requires significant refurbishment to maintain safety standards and enhance usability.

The reallocated funds will be directed toward:

- Resurfacing of the currently paved areas of the parking lot
- line painting including accessibility improvements

This investment aligns with Council's strategic priority to maintain municipal assets effectively while ensuring public safety and accessibility.

Alexandria Main St Municipal Parking Lot's Rehabilitation Future

The Main St Parking Lot is in dire need of rehabilitation, the 2026 budget will include a provision to increase the funding for North Glengarry's Portion of the Main St Project in partnership with SD&G to include this parking lot as part of the Rehabilitation.

Financial Implications:

The cancellation of the Alexandria EV Charger Project will result in forfeiture of \$90,000 in provincial funding but will also eliminate additional unforeseen expenses associated with infrastructure upgrades, higher construction costs, and increased insurance premiums.

The reallocation ensures that previously budgeted municipal funds (\$90,000) are effectively utilized toward essential infrastructure improvements at the Glengarry Sports Palace parking lot without requiring additional taxpayer contributions.

The GSP parking lot is currently estimated to cost \$149,653.25 to repave including catch basin adjustments. As this work can be seamlessly integrated into the road resurfacing contract which usually sees good rates and so the cost is expected to be competitive per square meter. This would essentially be treated as a road and integrated into the road resurfacing priority list. This cannot be done with the Municipal Parking Lot that the Charges were planned for because that parking lot is an urban cross section with curbing in a dense area and requires more than resurfacing

Alternatives:

Increase funding for the EV Charger Project to facilitate the required drainage improvements

Attachments & Relevant Legislation:

N/A

Others Consulted:

- Michel Currier – Manager of Transportation
- Robbie Smeall – Kenyon Foreman

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: PW-2025-05

March 24, 2025

From: Timothy Wright, Director of Public Works

RE: Award of Centre Street Bridge Replacement Contract to Clearwater Structures Inc.

Recommended Motion:

THAT Council receives report PW-2025-05 Award of Centre Street Bridge Replacement Contract to Clearwater Structures Inc.

AND THAT Council approves awarding Contract PW-1281 – Centre Street Bridge Replacement to Clearwater Structures Inc. as procurement by negotiation under Section 21(f) of the Township's Procurement Policy.

AND THAT Council Authorizes the Mayor and CAO to enter into an agreement for the construction of Centre Street Bridge with Clearwater Structures in the total amount of \$854,587.00 (+ HST)

Background / Analysis:

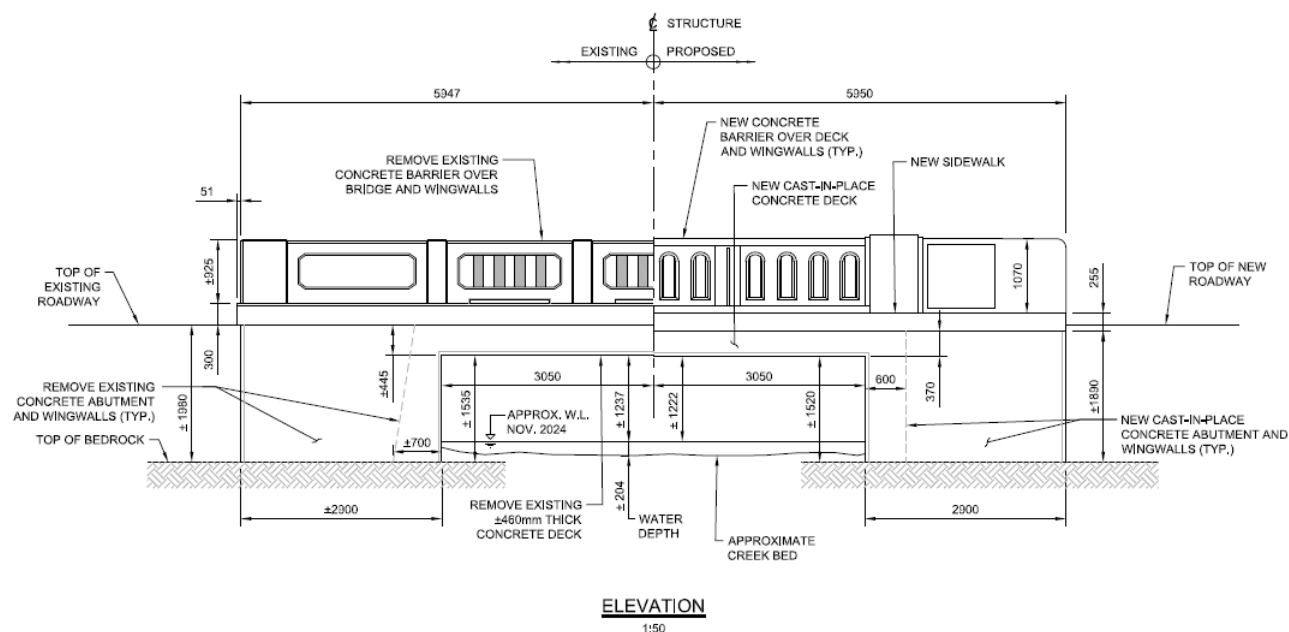
Clearwater Structures Inc. was approached to submit a negotiated bid based on their proven experience and satisfactory performance on Dominion and Bishop Street bridge replacement projects completed in 2024. Clearwater Structures Inc. has successfully completed comparable projects such as Valley Inn Bridge Replacement (City of Hamilton), Wallenstein Bridge Rehabilitation (Region of Waterloo), and Meeks Bridge Replacement (Central Elgin).

Analysis:

HP Engineering Inc., acting as the Township's consultant, conducted a detailed analysis comparing Clearwater Structures' bid for the Centre Street Bridge Replacement with previous competitive bids received for similar bridge replacement projects within the Township, specifically Dominion and Bishop Street Bridges.

The analysis demonstrated that Clearwater Structures Inc.'s negotiated bid is approximately 4% lower than previous bids submitted for similar bridge replacement projects (Dominion Bridge). HP Engineering has reviewed this comparison thoroughly and has determined that the

proposed cost submitted by Clearwater Structures Inc. is fair, reasonable, and representative of current market conditions for bridge replacements.



Financial Implications:

The total tender price submitted by Clearwater Structures Inc. was below that submitted for Dominion Street Bridge which is a very comparable structure of the same span age and wear amount. Funding for this project has been allocated within the approved capital budget for bridge infrastructure renewal. Based on the analysis provided by HP Engineering Inc., staff are confident that awarding this contract to Clearwater Structures Inc. represents good value for money and ensures timely completion of essential infrastructure improvements.

Alternatives:

N/A

Attachments, Relevant Legislation and Bylaws:

North Glengarry Procurement Policy

Municipal Act, 2001 (S.O. 2001, c. 25):

Public Transportation and Highway Improvement Act (R.S.O. 1990):

Regulation 104/97

Minimum Maintenance Standards for Municipal Highways (2002):

Others Consulted:

- Michel Cuerrier – Manager of Transportation

Reviewed and Approved by:

Sarah Huskinson, CAO/Clerk

ITEM	DESCRIPTION OF WORK	UNIT
GENERAL		
1	Sitework including Mobilization and Demobilization	LS
2	Pre-Construction Survey and Vibration Monitoring	LS
3	Traffic Control including Detour Route Signing	LS
4	Environmental Protection / Erosion and Sediment Control, including Exclusion Fencing and Bird Nesting Prevention	LS
5	Dewatering at Abutments / Temporary Creek Bypass	LS
6	Protection / Temporary Support / Temporary Relocation of Existing Utilities / Services	LS
7	Access to Work Area, Work Platforms, Scaffolding including Access for Engineer's Inspection (where not otherwise specified)	LS
8	Quality Control Testing	LS
ROADWAY		
9	Remove Asphalt Full Depth on Approaches	m2
10	Asphalt Step Joint at Limits of Removals	LS
11	Remove Concrete Curb on Approaches	m
12	Remove Concrete Sidewalk on Approaches	m
13	Remove Existing Catchbasins (3 total)	LS
14	Earth Excavation, Grading, Including All Removals (throughout Contract)	LS
15	Supply and Place Granular 'B' Type II Backfill to Structure (95% compaction)	tonne
16	Supply and Place Granular 'B' Type II Roadway Subbase (98% compaction)	tonne
17	Supply and Place Granular 'A' Roadway Base including Grading (98% compaction)	tonne
18	Concrete Curb on Approaches, OPSD 600.110	m
19	Concrete Sidewalk on Grade on Approaches, OPSD 310.020	m
20	Supply and Install Catchbasin, including Grate and Cover, and Outlet Pipe Through Abutments (OPSD 705.010, OPSD 400.082, OPSD 610.030)	each
21	HL-3 (PG 58-34) on Approaches and Deck	tonne
22	Tack Coat	m2
23	20mm x 20mm Saw Cut and Seal at Ends of Structure (OPSD 3370.101, Full Width of Roadway)	m
24	Site Restoration of Disturbed Areas, including Placement of Topsoil, Seed and Mulch, and Reinstatement of Asphalt and Granular Surface on Private Properties	LS
25	Sod, including Watering and Maintenance	LS
STRUCTURE		
26	Remove Asphalt Full Depth on Bridge Deck	m2
27	Remove and Dispose of Concrete Barrier on Deck and Retaining Walls	LS
28	Remove and Dispose of Concrete Deck / Superstructure Full Depth including Sidewalks	LS
29	Remove and Dispose of Concrete Abutment Walls and Retaining Walls Full Depth	LS

30	Remove and Dispose of Concrete Weir (adjacent to structure)	LS
31	Remove Loose and Fractured Bedrock as Required	m3
32	Dismantle Stone Retaining Walls at Northwest, Northeast and Southeast Corners and Salvage Stone	LS
33	Concrete in Abutments	m3
34	Concrete in Retaining Walls	m3
35	Concrete in Deck	m3
36	Concrete in Sidewalks	m3
37	Concrete in Barrier (over Deck and Retaining Walls)	LS
38	Wall Drains through Abutment Wall including Clear Stone and Geotextile	LS
39	Reconstruct Retaining Walls at Northwest, Northeast and Southwest Corners using Salvaged and Imported Stone	LS
40	Reinforcing Steel (uncoated)	tonne
41	Galvanized Reinforcing Steel	tonne
42	Dowels into Rock (20M Dowel in Retaining Wall)	each
43	Dowels into Rock (25M Dowel in Abutment)	each
44	Hot Rubberized Asphalt Waterproofing and Protection Board over Bridge Deck, including Surface Preparation of Concrete (OPSD 3370.100 & OPSD 3370.101)	m2
Subtotal		
HST		
Total		

Centre Street			Dominion			Unit rate
QTY	Unit Price	Total Price	QTY	Unit Price	Total Price	% change
1	\$185,600.20	\$185,600.20	1	\$187,000.00	\$187,000.00	-0.75%
1	\$12,430.00	\$12,430.00	1	\$6,298.00	\$6,298.00	97.36%
1	\$14,713.00	\$14,713.00	1	\$14,363.00	\$14,363.00	2.44%
1	\$7,854.00	\$7,854.00	1	\$6,018.00	\$6,018.00	30.51%
1	\$30,791.00	\$30,791.00	1	\$28,861.00	\$28,861.00	6.69%
1	\$4,321.00	\$4,321.00	1	\$3,706.00	\$3,706.00	16.59%
1	\$23,413.00	\$23,413.00	1	\$21,164.00	\$21,164.00	10.63%
1	\$14,575.00	\$14,575.00	1	\$14,575.00	\$14,575.00	0.00%
340	\$10.00	\$3,400.00	350	\$10.00	\$3,500.00	0.00%
1	\$8,201.00	\$8,201.00	1	\$5,016.00	\$5,016.00	63.50%
20	\$55.00	\$1,100.00	120	\$32.00	\$3,840.00	71.88%
20	\$55.00	\$1,100.00	1	\$274.00	\$274.00	-79.93%
1	\$2,906.00	\$2,906.00	1	\$811.00	\$811.00	258.32%
1	\$19,074.00	\$19,074.00	1	\$31,465.00	\$31,465.00	-39.38%
270	\$45.00	\$12,150.00	570	\$44.00	\$25,080.00	2.27%
150	\$47.00	\$7,050.00	250	\$44.00	\$11,000.00	6.82%
130	\$44.00	\$5,720.00	250	\$44.00	\$11,000.00	0.00%
16	\$243.00	\$3,888.00	120	\$231.00	\$27,720.00	5.19%
24	\$166.00	\$3,984.00	110	\$139.00	\$15,290.00	19.42%
4	\$4,193.00	\$16,772.00	4	\$4,154.00	\$16,616.00	0.94%
80	\$573.00	\$45,840.00	50	\$591.00	\$29,550.00	-3.05%
460	\$5.00	\$2,300.00	465	\$5.00	\$2,325.00	0.00%
17	\$61.00	\$1,037.00	17	\$59.00	\$1,003.00	3.39%
1	\$5,522.00	\$5,522.00	1	\$5,456.00	\$5,456.00	1.21%
1	\$4,301.00	\$4,301.00	1	\$4,268.00	\$4,268.00	0.77%
59	\$22.00	\$1,298.00	65	\$20.00	\$1,300.00	10.00%
1	\$11,685.00	\$11,685.00	1	\$11,592.00	\$11,592.00	0.80%
1	\$43,938.00	\$43,938.00	1	\$43,426.00	\$43,426.00	1.18%
1	\$11,621.00	\$11,621.00	1	\$11,456.00	\$11,456.00	1.44%

1	\$1,695.00	\$1,695.00	1	\$1,642.00	\$1,642.00	3.23%
10	\$1,110.00	\$11,100.00	10	\$1,074.00	\$10,740.00	3.35%
1	\$1,285.00	\$1,285.00	1	\$1,258.00	\$1,258.00	2.15%
24	\$1,517.00	\$36,408.00	30	\$1,447.00	\$43,410.00	4.84%
9	\$2,078.00	\$18,702.00	10	\$2,081.00	\$20,810.00	-0.14%
40	\$2,499.00	\$99,960.00	45	\$1,972.00	\$88,740.00	26.72%
8	\$1,078.00	\$8,624.00	8	\$1,040.00	\$8,320.00	3.65%
1	\$54,342.00	\$54,342.00	1	\$52,526.00	\$52,526.00	3.46%
1	\$1,544.00	\$1,544.00	1	\$1,508.00	\$1,508.00	2.39%
1	\$7,524.00	\$7,524.00	1	\$7,392.00	\$7,392.00	1.79%
4.2	\$4,736.00	\$19,891.20	5	\$4,417.00	\$22,085.00	7.22%
4.2	\$6,083.00	\$25,548.60	5	\$5,819.00	\$29,095.00	4.54%
16	\$309.00	\$4,944.00	16	\$306.00	\$4,896.00	0.98%
40	\$309.00	\$12,360.00	40	\$306.00	\$12,240.00	0.98%
62	\$99.00	\$6,138.00	62	\$96.00	\$5,952.00	3.13%
	\$816,650.00			\$854,587.00		-4.44%
	\$106,164.50			\$111,096.31		
	\$922,814.50			\$965,683.31		

Notes
The increase is fair given the significant increase in scope (additional and larger structures to monitor)
Increase seems fair given the flooding issues the contractor had last year (they've probably assumed that a similar situation will occur)
Same comment as for the ESC above
Increase seems fair given that this item now also lumps gas into utilities (previously separate items for Dominion)
Not sure about the reasoning being the price increase. This could simply reflect the site specific conditions at this structure (e.g., lower clearance making installation/removal more difficult)
Cost increase is unclear
Unit cost increase can be justified by a lower item quantity
Cannot directly compare; original item was paid as a lump sum. Original dollar value appears low.
Cost increase can be justified by the increase in scope (3 CBs to remove vs 1 CB for Dominion)
Unit cost increase can be justified by a lower item quantity
Unit cost increase can be justified by a lower item quantity
Unit cost increase can be justified by a lower item quantity
Unit cost increase can be justified by a lower item quantity

Cost increase is unclear
Cost increase may be affected by Canada/US tariffs
Cost increase may be affected by Canada/US tariffs
Based on a direct item cost comparison, overall proposed cost is 4% lower than Dominion.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 10-2025
FOR THE YEAR 2025**

**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 Monday March 24 2025, 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 24th day of March 2025.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 10-2024, duly adopted by the Council of the Township of North Glengarry on the 24th day of March 2025

Certified CAO/Clerk / Deputy Clerk

Date