

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Monday January 14, 2019 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0**

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) (Jacques)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES (Carma)
 - a) Regular Meeting of Council – December 10, 2018
 - b) Special Meeting of Council – December 12, 2018
4. DELEGATION(S)
 - a) Glengarry Pioneer Museum Presentation – Sean Burgess and James Prevost
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT – Sarah Huskinson - CAO/Clerk
 - a) Municipal Election Accessibility Report, Election Information Report and Results of the Referendum Question (Jeff)
 - b) Retail Recreational Cannabis (Brenda)
 - c) By-law 03-2019 – Procedural By-law (Michel)
 - d) Appoint Member at Large for the Glengarry Archives Committee (Carma)
7. COMMUNITY SERVICES DEPARTMENT – Anne Leduc, Director of Recreation/Community Services
 - a) 2019 Community Grants (Johanne)
8. TREASURY DEPARTMENT – Kimberley Champigny – Treasurer & Director of Finance
 - a) Rating By-law under the *Tile Drainage Act* (Jacques)
 - b) By-law 02-2019 – Temporary Borrowing By-law (Brenda)
 - c) Funding for Alexandria 200 (Jeff)
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT - Jacob Rhéaume – Director of Building, By-law & Planning / CBO
 - a) By-law Z-10-2018 - Zoning Amendment (Johanne)
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
 - a) By-law 04-2019 – Open Air Burning By-law (Carma)
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
12. CORRESPONDENCE
 - a) Public Meeting of Planning – July 9, 2018

13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday February 11, 2018 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

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

16. CLOSED SESSION BUSINESS

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

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

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

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

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

And adopt the minutes of the Municipal Council Closed Session meeting of December 10, 2018.

17. CONFIRMING BY-LAW

a) By-law 05-2019 (Brenda)

18. ADJOURN (Michel)

Section 1

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday January 14, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 1

Section 2

DECLARATIONS OF CONFLICTS OF INTEREST

Section 3

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

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

Regular Meeting of Council – December 10, 2018

Special Meeting of Council – December 12, 2018

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday December 10, 2018 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on December 10, 2018 at 7:00 p.m., with Mayor Jamie MacDonald presiding.

PRESENT: Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
Councillor (Maxville Ward) – Johanne Wensink

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Deputy Clerk – Lise Lavigne
Treasurer & Director of Finance – Kimberley Champigny
Director of Public Works – Ryan Morton

REGRETS: Councillor at Large – Jacques Massie

1. DECLARATIONS OF CONFLICTS OF INTEREST

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday December 10, 2018.

Carried

3. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Carma Williams

Seconded by: Michel Depratto

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

Regular Meeting of Council – November 26, 2018
Inaugural Meeting of Council – December 3, 2018
Special Meeting of Council – December 6, 2018

Carried

4. DELEGATION(S)

5. COMMITTEE RECOMMENDATIONS

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

a) Schedule of Meetings and Discussion of Committees

Resolution No. 3

Moved by: Brenda Noble

Seconded by: Michel Depratto

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2018-12;

AND THAT Council for the Township of North Glengarry adopts the proposed schedule of meetings for January 2019;

And THAT Council for the Township of North Glengarry directs staff to prepare a revised Procedural By-law based on a Committee of the Whole structure and a draft schedule of meetings for the remainder of 2019.

Carried

Action – SH

Resolution No. 4

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry hereby appoints Johanne Wensink to the Maxville Manor Board for the term of Council.

Carried

Resolution No. 5

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry hereby appoints Jacques Massie and Jamie MacDonald to the Glengarry Archives Board for the term of Council.

Carried

Resolution No. 6

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry hereby appoints Michel Depratto to the Board of Management for the Raisin Region Conservation Authority for the term of Council.

Carried

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry hereby appoints Carma Williams to the Glengarry Pioneer Museum Board for the term of Council.

Carried

Resolution No. 8

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Council of the Township of North Glengarry hereby appoints the following members to the Glengarry Sports Palace Board for the term of Council;

Michel Depratto, Jacques Massie and Brenda Noble + 2 South Glengarry appointees.

Carried

Resolution No. 9

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry hereby appoints Johanne Wensink to the Friends of the Glengarry Trail for the term of Council.

Carried

b) Strategic Planning

Resolution No. 10

Moved by: Jeff Manley

Seconded by: Johanne Wensink

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2018-13;

AND THAT the Council for the Township of North Glengarry approve the proposed strategic plan process as detailed in the appendix;

AND FURTHER THAT Council direct staff to request quotations for community consultations as part of the strategic planning process.

Carried

Action - SH

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

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

a) By-law 61-2018 – Reserves and Reserve Funds Policy and Consolidation

Resolution No. 11

Moved by: Johanne Wensink

Seconded by: Jeff Manley

THAT Council of the Township of North Glengarry approves the redistribution of reserves as noted in Appendix A;

And THAT Council of the Township of North Glengarry approves the Reserve and Reserve Funds Policy;

AND THAT by-law 61-2018 be read a first, second and third time and enacted in open Council this 10th day of December, 2018.

Carried

Action - KC

b) Request for Proposal (RFP) Supply of Banking Services

Resolution No. 12

Moved by: Carma Williams

Seconded by: Michel Depratto

THAT Council awards the Request for Proposal for Banking Services to the RBC Royal Bank for a term of five (5) years commencing January 1st, 2019.

Carried

Action – KC

c) Transfer from Reserves

Resolution No. 13

Moved by: Jeff Manley

Seconded by: Johanne Wensink

THAT the Council of the Township of North Glengarry approves the transfer of funds as follows:

Transfer from Roads Reserve as follows: \$25,541 for work previously scheduled (2017)
 \$326,619 previously identified as funded through dept;

Transfer from Recreation Reserve as follows:	\$6,000 to Glen Robertson Outdoor Rink Reserve
	\$20,000 Maxville Soccer Lights Reserve
	\$20,000 Dunvegan Association Accessibility Reserve
	\$21,380 for playground equipment for Dunvegan
	\$59,000 to pay for Sidewalks at Island Park 2017;

Transfer from Alexandria Island Park	\$9,000 for work previously scheduled (2017)
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Carried

Action - KC

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

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

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

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

12. CORRESPONDENCE

13. NEW BUSINESS

14. NOTICE OF MOTION - Next Meeting of Council, January 14, 2019.

15. QUESTION PERIOD

A member from the Public asked when the changes of waste and recycling collection would start. The Public Works Manager responded that at the end of December, beginning of January residents will be getting information and new boxes.

16. CLOSED SESSION BUSINESS

Resolution No. 14

Moved by: Jeff Manley

Seconded by: Johanne Wensink

Proceed "In Closed Session",

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

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

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

And adopt the minutes of the Municipal Council Closed Session meeting of September 24, 2018, October 9, 2018 and October 30, 2018.

Carried

Resolution No. 15

Moved by: Carma Williams

Seconded by: Michel Depratto

That we return to the Regular Meeting of Council at 8:39 p.m.

Carried

Resolution No. 16

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That Council for the Township of North Glengarry authorize the Mayor and Clerk to enter into an offer to lease agreement with IHA Canada Inc. for the 49 acres of land know legally as Concession 3 Part of Lot 2; Part 1 and Parts 5, 6 and shown sketched on Schedule A of the offer to lease as Phase 6.

Carried

Action - SH

17. CONFIRMING BY-LAW

Resolution No. 17

Moved by: Michel Depratto

Seconded by: Brenda Noble

That the Council of the Township of North Glengarry receive By-law 62-2018; and

That Council adopt by-law 62-2018 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 62-2018 be read a first, second, third time and enacted in Open Council this 10th day of December, 2018.

Carried

18. ADJOURNMENT

Resolution No. 13

Moved by: Jeff Manley

Seconded by: Johanne Wensink

There being no further business to discuss, the meeting was adjourned at 8:41 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Special Meeting of Council

Council Orientation

Wednesday December 12, 2018 at 9:00 a.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0

Draft Agenda

1. **ACCEPT THE AGENDA (Additions/Deletions)** (Jacques)

Resolution No. 1

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Wednesday December 12, 2018.

Carried

2. **CAO/CLERK'S DEPARTMENT** – Sarah Huskinson - CAO/Clerk
3. **COMMUNITY SERVICES DEPARTMENT** –
Anne Leduc, Director of Recreation/Community Services
4. **FIRE DEPARTMENT** – Patrick Gauthier, North Glengarry Fire Chief
5. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT** -
Jacob Rhéaume – Director of Building, By-law & Planning / CBO
6. **PUBLIC WORKS DEPARTMENT** – Ryan Morton, Director of Public Works
7. **TREASURY DEPARTMENT** – Kimberley Champigny – Treasurer & Director of Finance
8. **ADJOURN** (Michel)

Resolution No. 2

Moved by: Michel Depratto

Seconded by: Brenda Noble

There being no further business to discuss, the meeting was adjourned at 2:45 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

Section 4

DELEGATION



Preserving our past.
Enriching our future.

Presentation to North Glengarry Council

January 14, 2019

By the
Glengarry Pioneer Museum

James Prevost, Chair
Sean Burgess, Director

Supported by Directors of the Board
and Members of the Museum



Vision

The Glengarry Pioneer Museum (2013) is a steward of the history and heritage of Glengarry County and is committed to communicating the unique stories of this area in an inclusive, engaging and professional manner.

Historical Relationship

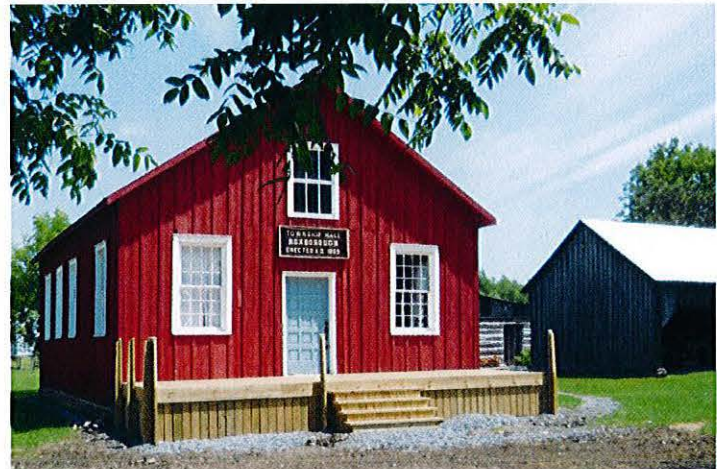
How did we get here?

- In 1962, the Museum was established as a partnership: Kenyon Township accepted legal ownership of land and buildings; and the Glengarry Historical Society accepted stewardship of the artifacts under the management of a local committee of volunteers.
- Kenyon gave an annual grant and provided maintenance.
- In 1999, after amalgamation, North Glengarry asked the GHS to take over the buildings and land including the Greenfield Hall.
- In 2013, the Museum incorporated as a charitable not-for-profit, independent of the GHS.
- *It is important to note that the GPM's relationship to North Glengarry is unusual for a community museum: Unlike most municipalities, the Township is in the fortunate position of having the Museum as a community resource without the responsibility for its day-to-day operation and total financing.*

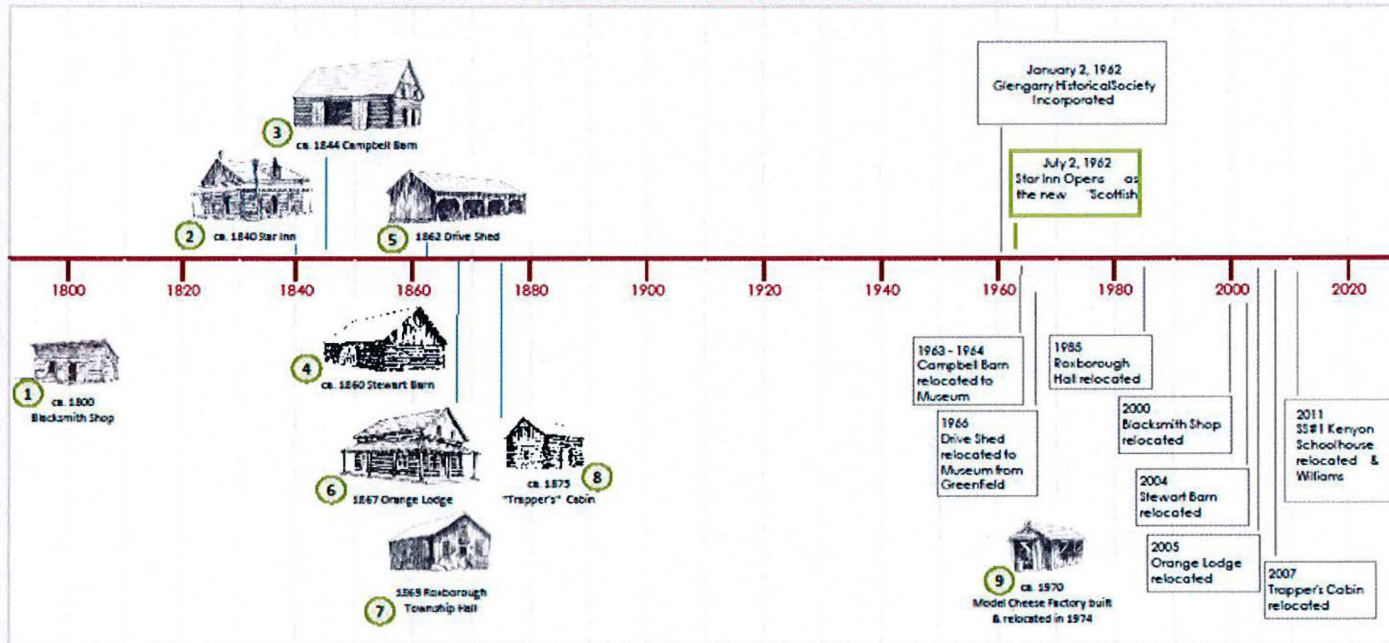
Taxes and Insurance since 1999

- Between 1999 and 2014, North Glengarry covered taxes and insurance on both properties on an ad-hoc basis.
- In 2015, the Township agreed to cover taxes and insurance on both properties for 20 years.
- Also in 2015, the Museum requested a review of the Dunvegan museum site by MPAC which significantly reduced the tax rate on the property.
- In addition, GPM has reduced the insurance coverage rates by reviewing coverage and contracting a different broker.

The Buildings

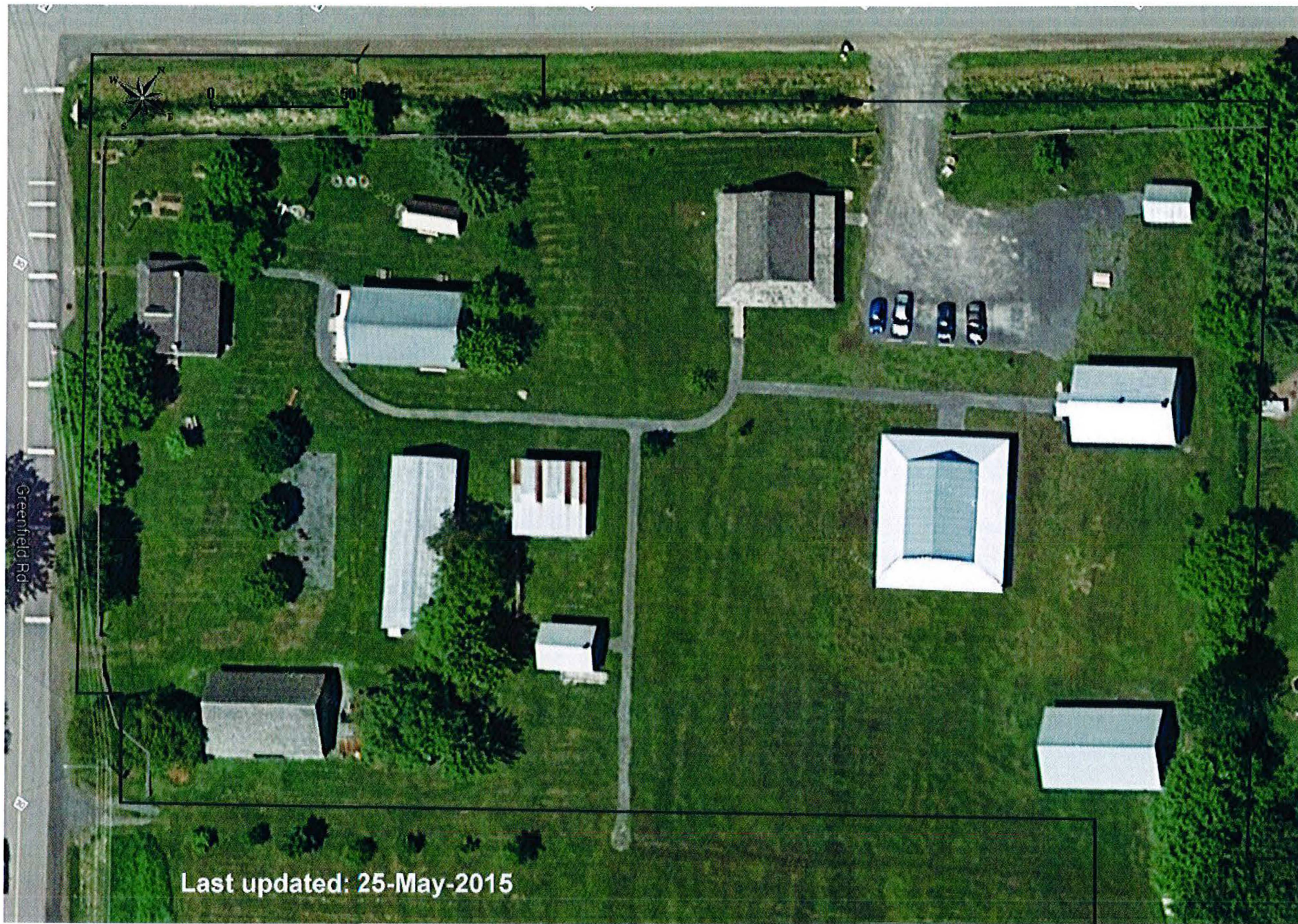


MUSEUM BUILDINGS



The Buildings

- Dunvegan – Nine historical buildings as exhibit space for the artifacts. The Orange Lodge also provides space for office, gift shop and washrooms. Most are wheelchair accessible.
- Williams Pavilion for gatherings, weddings and community events.
- Sheds (2) and reproduction Cheese Factory.
- Kenyon Hall, the Glengarry Pioneer Museum Greenfield building.



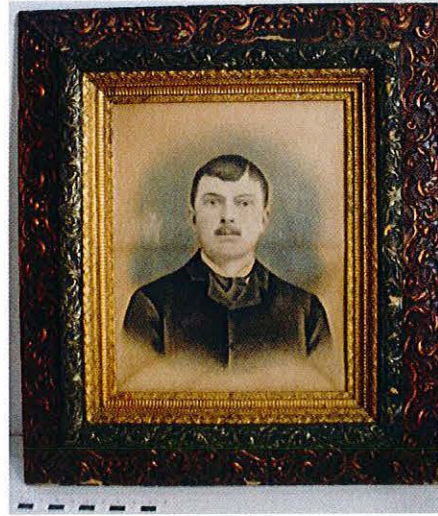
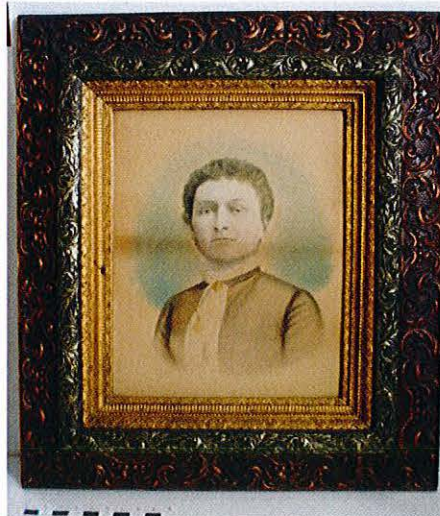
Last updated: 25-May-2015

The Glengarry Pioneer Museum, Dunvegan

2013 - 2018

- **Balanced Budgets**
- **Building maintenance**
 - Access ramps for Orange Lodge, Schoolhouse and Roxborough Hall
 - Star Inn re-chinking, and re-pointing of west wall and chimney of Greenfield Hall
- **Updated all Museum Policies**
- **Developed new events**
 - Smith-In
 - Quilt & Fibre Show
 - Celtic Fair
 - Shakespeare & Music Under the Stars
- **Blacksmith Forge was rebuilt**
- **Focused on Collection cataloguing**
- **Strategic Plan Initiatives**
 - Reduced HR expenses
 - Moratorium on building acquisitions

The Collection



The Collection

- For over 55 years, the Glengarry community has trusted us to care for County artifacts.
- More than 6000 artifacts, at least 100 years old, have been documented and catalogued.
- Acquisitions Committee meets regularly to review items to be accepted by the Museum.
- Volunteers assist in the documentation.
- Several documents and artifacts have been transferred to the County Archives.
 - eg: Donavon Plates and Tweedsmuir collection

Museum Events

Quilt & Fibre Festival



Machinery Demonstrations at the Harvest Festival



Museum Events

Smith-In – Blacksmith Festival 1812 Re-enactment



Other Events

- Speaker Series – various topics and demonstrations
- MacLeod Annual Picnic
- Art Shows
- Music Concerts



2018 Highlights

Highlights of this past year:

- Remembering the 1998 Ice Storm Dinner
- Major maintenance projects for two of the designated heritage buildings in North Glengarry
 - Star Inn – re-chinking and re-painting
 - Greenfield Hall – re-pointing and re-painting
 - *Made possible by a large donation from the Commonwell group and by the Township's CIP program*

2019 Events

- March – Mystery Night
- June - Historical Driving Tour
- June – Blacksmith Festival
- July - Celtic Festival
- July – Music Under the Stars
- September - Annual Harvest Festival
- September - 1812 Re-enactment
- October – Halloween at the Museum
- December – A Magical Dunvegan Christmas

Education



Education

- Annual 1812 Re-enactment – over 200 Grade 7/8 students from local schools
- Edukits
 - Traditions and Celebrations
 - Life as a Pioneer Child
 - Sports-themed Edukit (new for 2019)
- School Programs
 - One Room Schoolhouse
 - Pioneer Days

Museum by the Numbers

9 Major Events

4100 Visitors

112 Members

130 Volunteers

12 Board of Directors

1 Curator/Administrator

4 student positions - University and High
School Students as seasonal staff

Museum Resources

The Township of North Glengarry
Ontario Ministry of Tourism, Culture & Sport – CMOG
Young Canada Works – summer staff
Canadian Museums Association
Sponsors – Local Corporate
Donations – Individual and Corporate

Sources of Revenue for 2018:

North Glengarry	18%
Province – CMOG	17%
Events	33%
Donations/Admissions	32%

Goals for 2019

- Continued building maintenance
 - Campbell Barn
 - Greenfield Hall East Chimney
- Initiatives from strategic planning sessions held in 2016 and 2017
 - Balanced budgets including building projects
 - Volunteer/Board member recruitment strategy
 - Sponsorship and Fundraising strategy
 - Collections Management
- Education
- Community Promotion

2019 Budget

Requirements

Admin& Advertising	8,000
Collection/Education	3,000
Salary&Benefits	42,700
Students (GPM cost)	3,500
Prof. Fees & Misc.	3,600
Gift Shop	3,000
Utilities	6,000
Maintenance	15,000
 TOTAL	 84,800

Notes

- *Assumes a major drawdown on reserves
- *No large Capital Projects
- *Limited work on Campbell Barn

2019 Budget

Revenues (Current Support)

Provincial Grants	14,500
North Glengarry	15,000
Events	22,000
Membership	2,000
Gift Shop	4,000
Donations/Admissions	7,000
Miscellaneous	3,000
Funds carried forward	5,000
Draw-down from Reserves	12,300
 TOTAL	 84,800

Note: Assumes same level of support as
2018

Revenues (Increased Support)

Provincial Grants	14,500
North Glengarry	20,000
Events	22,000
Membership	2,000
Gift Shop	4,000
Donations/Admissions	7,000
Miscellaneous	3,000
Funds carried forward	5,000
Draw-down from Reserves	7,300
 TOTAL	 84,800

Note: Less drawdown on reserves and
allows for possible additional work on
Campbell Barn



In Conclusion

The Museum continues to be a proven attraction in Stormont, Dundas and Glengarry.

The GPM appreciates the support that North Glengarry has provided in the past and requests its ongoing support now, and in the future, to help ensure its long-term survival.

We are requesting increased annual core funding for the next four years (2019 – 2022) of \$20,000.

2019

Questions?



Preserving our past.
Enriching our future.

On behalf of the Board of the
Glengarry Pioneer Museum,
thank you for your past and
continued support.

Section 5

COMMITTEE RECOMMENDATIONS

Section 6

CAO/CLERK'S

DEPARTMENT

Sarah Huskinson

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2019-01; Municipal Election Accessibility Report, Election Information Report and Results of the Referendum Question for information purposes.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item a



STAFF REPORT TO COUNCIL

Report No: AD-2019-01

January 14, 2018

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Municipal Election Accessibility Report, Election Information Report and results of the Referendum Question

Recommended Motion:

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2019-01 for information.

Background / Analysis:

2018 Election Report

The Township utilized three methods for casting votes in the 2018 municipal election; paper, telephone and internet. Intellivote was used for the e-voting services. One polling station was set up for voting on election day only and was located at the Township office in Alexandria. Internet and telephone voting were available days leading up to the election. Comments were provided to Intellivote on the various issues encountered prior to and on the day of the election. Staff are working with neighboring municipalities on planning for the 2022 election, including the vendor for the internet and telephone voting.

There were 8,057 eligible electors in the Township of North Glengarry and 3,526 electors cast their vote, which represented a 43.8% turnout. 76.6% of voters used the internet to vote (2702 voters), 16.1% used the phone (567 voters) and 7.3% used paper (257 voters). The two appendices at the end of this report provide further statistics on voting by age and voting by time of day.

Referendum Question

On the ballot, electors were asked a referendum question (or plebiscite) "At present one councilor is elected at large and four councillors are elected using a ward system. Are you in favour of changing to use the at-large system to elect all five councillors. Yes or No". We had 3,139 eligible electors vote for the referendum question, of which 1,231 voted yes (or 39%) and 1,734 (or 55%) voted no (with 174 spoiled or declined ballots).

Under the Municipal Elections Act, at least 50 percent of the eligible electors must vote on a question for the vote to be binding. Since the voter turnout was less than 50%, the vote result is not binding.

2018 Municipal Election Accessibility Report

Under Section 12.1 of the Municipal Elections Act; "A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities". Subsection 3 indicates that "within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public".

Electronic voting was offered using both Internet and Telephone voting. Persons who were deaf, deafened, or hard of hearing could make use of the internet to cast their ballot in the election with little to no assistance. Persons who had a vision loss disability, including total blindness and legal blindness, had the ability to use the telephone to cast their ballot for the election. Using the e-voting system, disabled persons were given the opportunity to vote from the comfort of their own home. Enabling person with a disability the opportunity to vote from any location, using more than one method, increases the opportunity for these individuals to participate in the election without assistance.

The supplier of the e-voting system, Intellivote Systems Inc., used by the municipality, created and operated a system that meets the Accessibility for Ontarians with Disabilities Act (AODA) standards. The supplier of the system has been proactive in accommodating persons with disabilities, facilitating their comfort and participation in using e-voting systems.

The telephone e-voting system was offered on all types of touch tone phones and wireless devices. Clear natural language was used and offered in both English and French. Menu options were clear and easy to follow. Standard volume was used and adjusted when identified as being too low. Persons with disabilities could also use TTY (Teletypewriter) service to access e-voting systems.

The municipality also offered a voter help centre which allowed members of the public, including those with disabilities, to call or visit to get assistance with their voting process. As part of addressing the accessibility requirements under the Act, the voting period commenced Wednesday, October 17, 2018 at 8:00am and closed on Monday, October 22, 2018 at 8:00pm, totaling 132 hours of voting opportunity.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

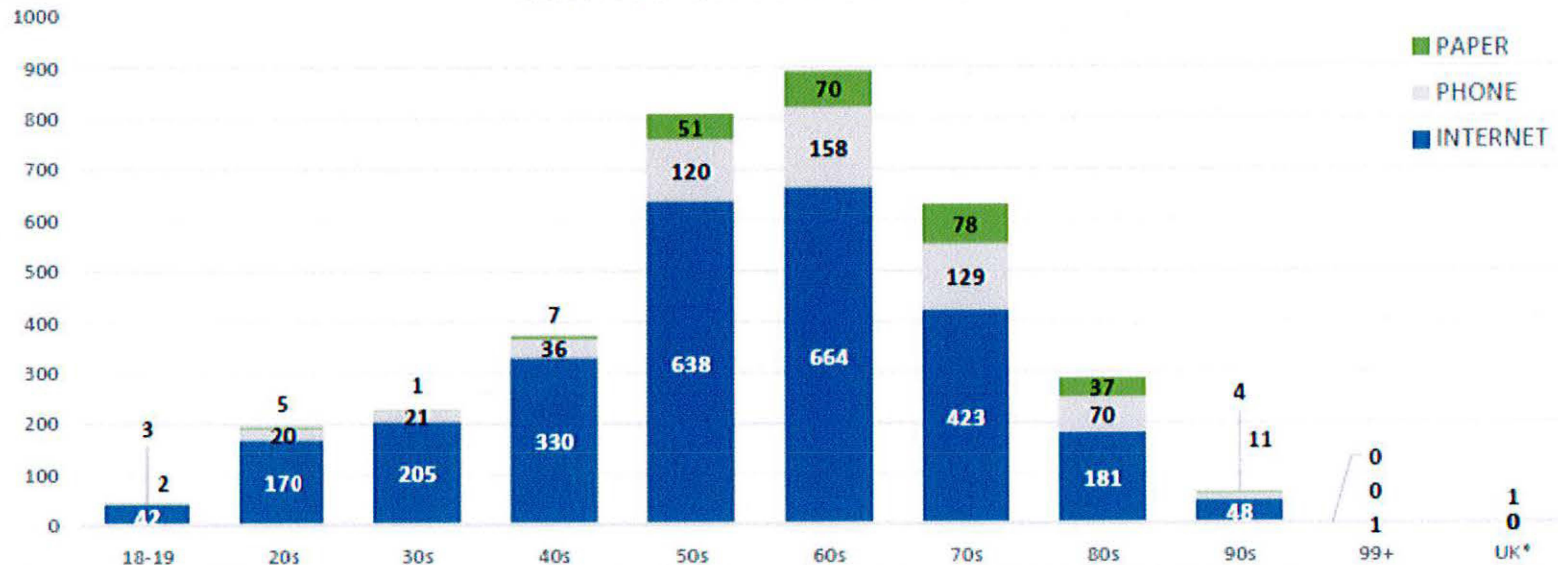
Municipal Elections Act, 1996.

Others Consulted:A handwritten signature in black ink, appearing to read 'Sarah Huskinson'.

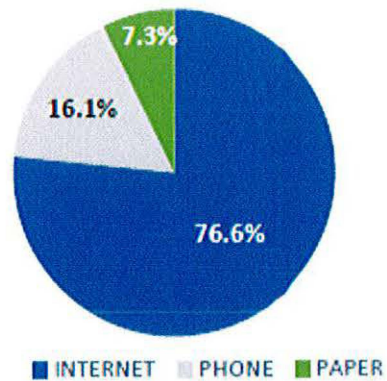
Sarah Huskinson
Chief Administrative Officer/ Clerk

2018 North Glengarry Municipal School Board Elections Election Statistics

METHOD OF VOTING BY AGE



METHOD OF VOTING

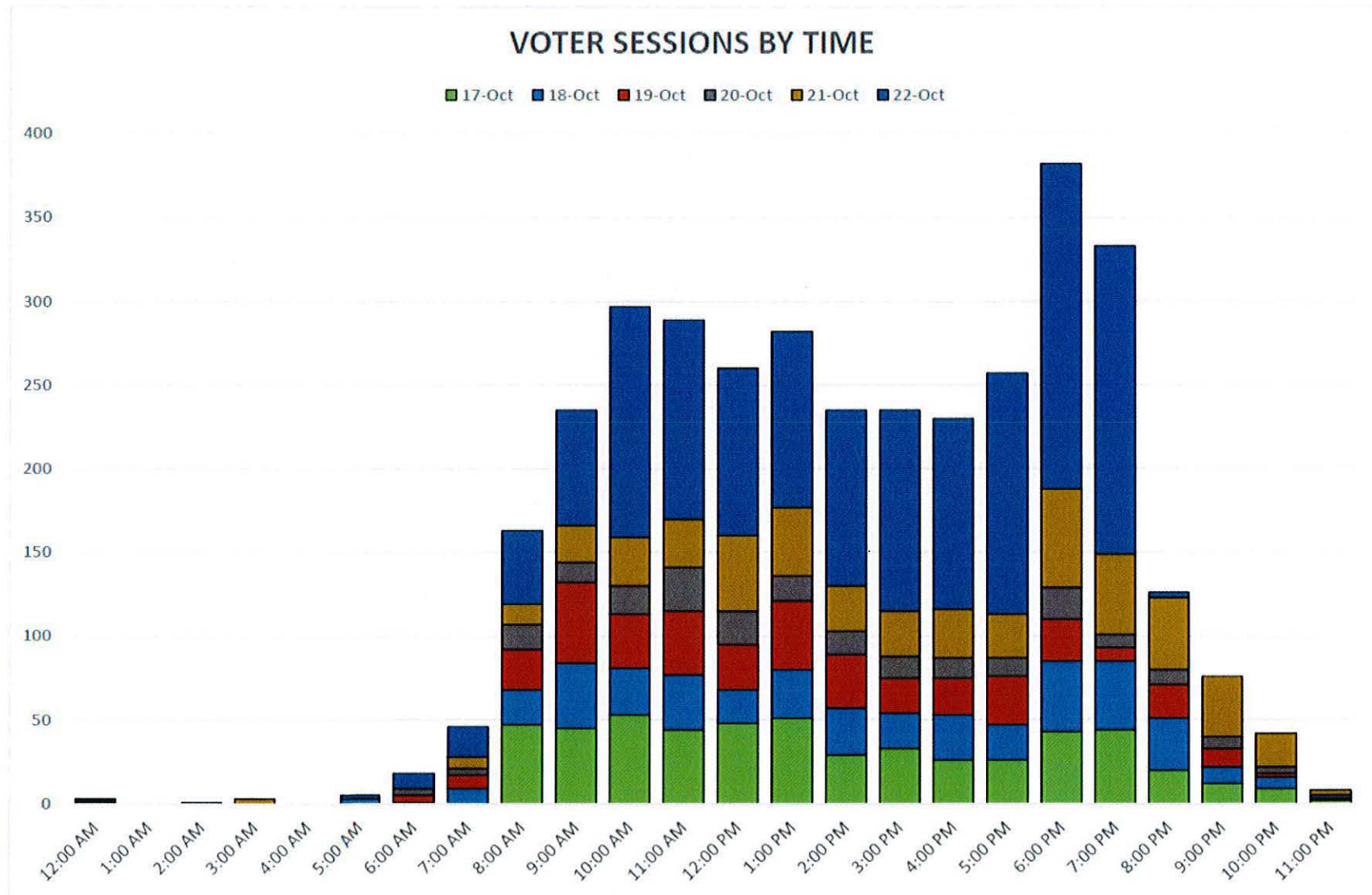


2018 North Glengarry Municipal School Board Elections Voting Time Breakdown

Date & Time	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	Grand Total	%/Hr.
12:00 AM			1	1		1	3	0.1%
1:00 AM							0	0.0%
2:00 AM					1		1	0.0%
3:00 AM					3		3	0.1%
4:00 AM							0	0.0%
5:00 AM		3				2	5	0.1%
6:00 AM		1	4	4		9	18	0.5%
7:00 AM		9	8	4	7	18	46	1.3%
8:00 AM	47	21	24	15	12	44	163	4.6%
9:00 AM	45	39	48	12	22	69	235	6.7%
10:00 AM	53	28	32	17	29	138	297	8.4%
11:00 AM	44	33	38	26	29	119	289	8.2%
12:00 PM	48	20	27	20	45	100	260	7.4%
1:00 PM	51	29	41	15	41	105	282	8.0%
2:00 PM	29	28	32	14	27	105	235	6.7%
3:00 PM	33	21	21	13	27	120	235	6.7%
4:00 PM	26	27	22	12	29	114	230	6.5%
5:00 PM	26	21	29	11	26	144	257	7.3%
6:00 PM	43	42	25	19	59	194	382	10.8%
7:00 PM	44	41	8	8	48	184	333	9.4%
8:00 PM	20	31	20	9	43	3	126	3.6%
9:00 PM	12	10	11	7	36		76	2.2%
10:00 PM	9	7	2	4	20		42	1.2%
11:00 PM	2		1	2	3		8	0.2%
Grand Total	532	411	394	213	507	1,469	3,526	
%/Day	15.1%	11.7%	11.2%	6.0%	14.4%	41.7%		

*Please note, there were 3 sessions accessing the system just prior to 8:00pm which concluded after 8:00pm.

2018 North Glengarry Municipal School Board Elections Voting Time Breakdown



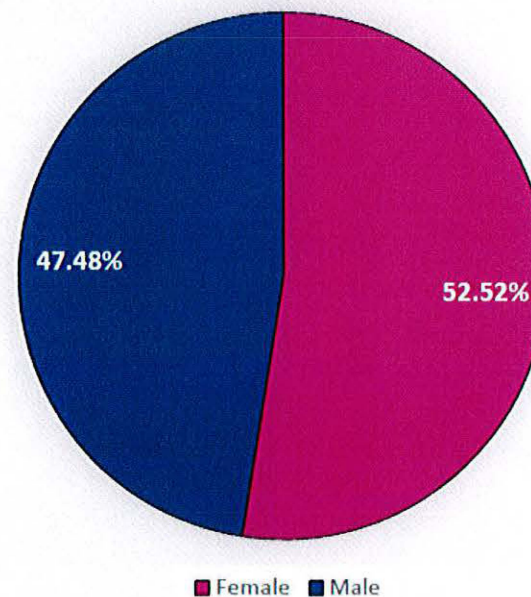
2018 North Glengarry Municipal School Board Elections Age & Gender

Age Breakdown of Who Voted								
Age		ELIG.	VOTED	INTERNET	PHONE	PAPER	% Part.	Total Part.
18-19	F	61	24	22	1	1	39.3%	41%
	M	53	23	20	1	2	43.4%	
20s	F	446	92	78	12	2	20.6%	22%
	M	440	103	92	8	3	23.4%	
30s	F	410	129	117	12	0	31.5%	28%
	M	413	98	88	9	1	23.7%	
40s	F	500	205	183	18	4	41.0%	38%
	M	472	168	147	18	3	35.6%	
50s	F	812	425	339	65	21	52.3%	49%
	M	842	384	299	55	30	45.6%	
60s	F	765	456	340	83	33	59.6%	58%
	M	786	436	324	75	37	55.5%	
70s	F	556	325	217	69	39	58.5%	57%
	M	544	305	206	60	39	56.1%	
80s	F	297	152	93	43	16	51.2%	54%
	M	241	136	88	27	21	56.4%	
90s	F	140	43	34	8	1	30.7%	31%
	M	64	20	14	3	3	31.3%	
99+	F	8	0	0	0	0	0.0%	8%
	M	5	1	1	0	0	0.0%	
UK*	F	91	1	0	0	1	1.1%	0%
	M	105	0	0	0	0	0.0%	
	UK	6	0	0	0	0	0.0%	
Total		8,057	3,526	2,702	567	257	43.8%	

Gender	Total Eligible	Total Voted	Participation
Female	4,086	1,852	45.3%
Male	3,965	1,674	42.2%
Unknown	6	0	0.0%
Total	8,057	3,526	43.8%

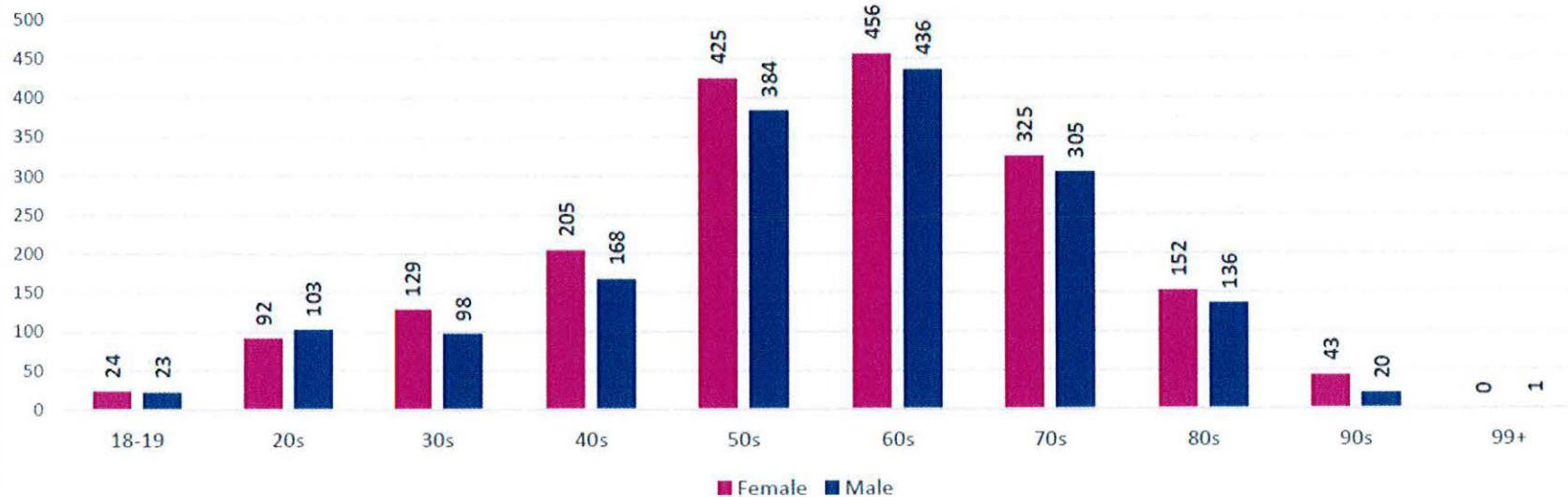
Gender	INTERNET	PHONE	PAPER
F	1,423	311	118
M	1,279	256	139

Participated Voters by Gender

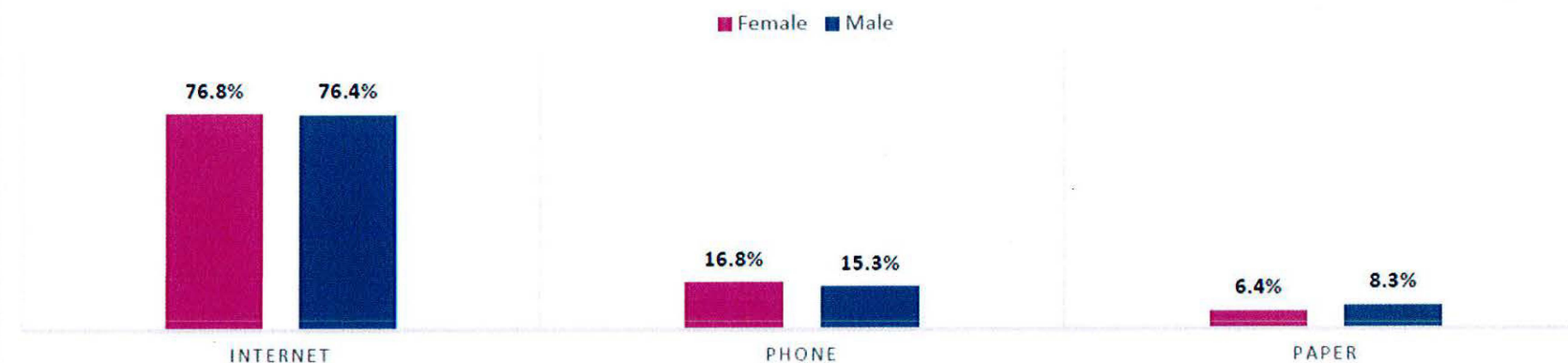


2018 North Glengarry Municipal School Board Elections Age & Gender

Participated Voters by Age and Gender



PARTICIPATED VOTERS' METHOD CHOICE



**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2019-02;

AND THAT the Council opts-in to permitting retail cannabis stores within the Township of North Glengarry and directs staff to prepare a retail application review policy.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

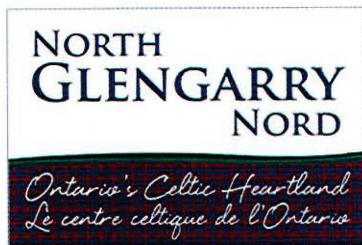
Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 6 Item b



STAFF REPORT TO COUNCIL

Report No: AD-2019-02

January 14, 2018

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Retail Recreational Cannabis

Recommended Motion:

THAT Council opts-in to permitting retail cannabis stores within the Township of North Glengarry and directs staff to prepare a retail application review policy.

Background / Analysis:

Background

On October 17, 2018, cannabis was legalized for private sale and personal consumption across Canada through the Federal Cannabis Act. Under this Act, adults 19 years and over can purchase up to 30 grams at one time and can have 30 grams of dried cannabis in their possession at any time. Cannabis can be used by adults in a private home or on private property and in places where it is legal to smoke tobacco. Cannabis use is not permitted in vehicles and boats, and you cannot drive while impaired from cannabis. Adults can grow up to four plants per household in their residence or in their outdoor space.

Responsibility for determining where and how cannabis would become available to the public was delegated to provincial governments. The Ontario government in turn created the Cannabis License Act, 2018 which: aligns cannabis consumption rules with tobacco places of use under the Smoke Free Ontario Act; allows private sector retail stores where a municipal government has not opted-out of retail store sales; and, establishes the AGCO as the provincial regulator of private recreational cannabis retailing in Ontario authorized to grant store licenses.

Retail Sales

Under the newly enacted Cannabis License Act 2018, municipalities may choose to participate “opt-in” or not participate “opt out” of having cannabis retail stores in their community. Under this Act, the default decision is for municipalities to participate, meaning, even if Council does not discuss or formally decide to opt-in, the municipality will be automatically assumed to be “opting-in”, unless they declare otherwise. Municipalities who choose not to have cannabis retail stores in their communities must

declare their intentions by January 22, 2019 by passing a resolution to opt out and provide this notice to the Alcohol and Gaming Commission of Ontario (AGCO). Those municipalities which opt-out may opt-in at a later date. Opting out means that no cannabis retail store authorizations will be issued in North Glengarry and the Township will be put on the list on the AGCO website. If the Township decides to opt-in, they cannot choose to opt-out at a later date.

Beginning on October 17, 2018, Ontario residents are now able to order cannabis legally on-line from the Ontario Cannabis Retail Corporation (OCRC), a Crown agency of the Government of Ontario. The Ontario Cannabis Store is the only legal retailer to the public and will be the only legal distributor for wholesale cannabis to store retailers.

Private sector cannabis stores may be available in communities as early as April 1, 2019. Ontario Regulation 468/18, made under the Cannabis License Act, 2018, stipulates the conditions of private cannabis retail in Ontario. The province has set a minimum distance between cannabis retailer and schools at 150 meters (approximately a 2 minute walk) and permissible hours of cannabis sales between 9:00am and 11:00pm, 7 days a week. Cannabis stores must verify that any individual entering the store is older than 19.

Municipalities are prohibited from passing by-laws or creating further licensing requirement that would change these conditions of retail. Other than the minimum distance stipulation, Cannabis retail would be permitted in all locations where current retail businesses are permitted, however, a change in use permit would need to be applied for and issued by the Building Department to ensure compliance with the Ontario Building Code and Ontario Fire Code. Cannabis Retail Stores must be “stand-alone”. This means that stores must be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or they cannot be entered from or passed through in order to access any other commercial establishment or activity.

For each private retail site proposal by an approved operator, the AGCO will provide a 15-day commenting period for the public and the municipality. The AGCO will not provide direct notification to the municipality. However, a placard will be displayed on the storefront in question, and a notice posted on the AGCO website. In responding to proposals, the regulation limits a municipality’s or residents ability to comment on whether the storefront location is in the best public interest. The comments must fall under one or more of the following three categories: protecting public health and safety; protecting youth and restricting their access to cannabis; and/or preventing illicit activities in relation to cannabis. Written submissions regarding how a Retail Store Authorization is not in the public interest, as per the criteria listed above, can only be made to the Registrar by a resident of the municipality in which the proposed store is located, and the municipality representing the area in which the proposed store is located. Submissions are submitted online on the AGCO portal and cannot be anonymous.

Given the that the 15-day commenting period may not always coincide with a council meeting, for those municipalities which have “opted-in”, the Association of Municipalities of Ontario (AMO) has suggested that Council may wish to adopt a Municipal Cannabis Retail Policy. This policy would need to be accompanied by a delegation of authority by-law to permit staff to comment on private retail store proposals. The onus would be on staff to monitor the AGCO website for new applications, circulate to internal department as necessary and respond within the 15 day commenting window.

To be able to legally open a retail store to sell recreational cannabis, you must have a Retail Operator Licence. To obtain this licence, you must meet all of the eligibility criteria as set out in the Cannabis Licence Act, 2018 and its regulations. A lottery will determine who may apply for the initial 25 Retail Operator Licences to legally operate a cannabis retail store. Each holder of a Retail Operator Licence will be eligible to apply for one Retail Store Authorization, allowing them to open one cannabis retail store location.

Retail Operator Licences and Retail Store Authorizations are valid for two years from the time issued. After the first two years, licence and authorization holders will be given the option of renewing their licence or authorization for a period of either two or four years.

The first 25 retail stores will be distributed in a regional capacity, with 5 stores being allotted to: Stormont, Dundas and Glengarry; Prescott and Russell; Ottawa; Leeds and Grenville; Frontenac, Lennox and Addington; Hastings; Prince Edward; Northumberland; Peterborough; Kawartha Lakes; Simcoe; Muskoka; Haliburton; and Renfrew). In accordance with Ontario Regulation 468/18 Section 8.1 (4), until such time as more than 25 retail store authorizations may be issued, none of the retail store authorizations may be allocated to a municipality with a population of less than 50,000. This means that North Glengarry will not be allocated a Retail Store Authorization in the first round of store allocations. The next round of allocations will be sometime after December 13, 2019, when the current expression of interest lottery period is over.

Usage and enforcement

Smoking or vaping of recreational cannabis is legal where tobacco consumption is permitted under the Smoke Free Ontario Act. It is illegal to smoke or vape tobacco or cannabis in enclosed workplaces, restaurants, bars and patios, schools, near playgrounds and publicly owned sports facilities and other locations. Staff are working on additional signage for Township owned properties to include cannabis.

Currently, the Township of North Glengarry have no by-laws regulating the smoking or vaping of tobacco or cannabis. Municipalities are able to pass more restrictive by-laws to meet public expectations, although for by-law officers to enforce the Cannabis Act they would need a detailed enforcement plan approved by Council, which could be difficult and costly to enforce.

Ontario Cannabis Legalization Implementation Fund

In November 2018, the Minister of Finance announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund (OCLIF). This fund will provide \$40 million in funding over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization. This funding is to be used to address costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- Increased enforcement (eg. By-law enforcement)
- Increased response to public inquiries
- Increased fire services
- Increased by-law or policy development (ie. Public safety, workplace safety policy)

In early January 2019, the first payment will be made to all municipalities on a per household basis, based on 2018 household numbers, adjusted so that each municipality

receives at least \$5,000. North Glengarry will receive \$6,214. The second payment will then be distributed following the deadline for municipalities to opt-out, which is January 22, 2019. Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. Municipalities that have opted-out will receive only a second \$5,000 each. The notice for these funds will be send in March 2019.

The Province is also setting aside \$10 million of the OCLIF to address costs from unforeseen circumstances related to the legalization of recreational cannabis which will be given to municipalities who have not opted-out. Lastly, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50% of the surplus only to municipalities who have not opted-out.

Alternatives:

Option 1: THAT Council opts-in to permitting retail cannabis stores within the Township of North Glengarry and directs staff to prepare a retail application review policy.

Option 2: THAT Council opts-out of permitting cannabis retail stores within the Township of North Glengarry and directs staff to notify the AGCO of the decision.

Financial Implications:

The Township will receive \$6,214 in funding from the Ontario Cannabis Legalization Implementation Fund to be used towards any costs associated with implementation costs of recreational cannabis legalization. If the Township opts-in to allowing cannabis retail stores, an additional \$6,214 will be received in 2019 and funding may also be received in the future. However, if the Township opts-out of allowing cannabis retail stores, only \$5,000 will be received for the second payment and the Township will not be eligible for any future funding beyond this year for cannabis related expenses.

Attachments & Relevant Legislation:

Federal Cannabis Act, 2018

Cannabis Licence Act, 2018

Ontario Regulation 468/18 (attached)

Maps of the 150 meter buffer

Others Consulted:



Sarah Huskinson
Chief Administrative Officer/ Clerk

Cannabis Licence Act, 2018

ONTARIO REGULATION 468/18

GENERAL

Consolidation Period: From December 13, 2018 to the [e-Laws currency date](#).

Last amendment: 497/18.

Legislative History: 497/18.

This is the English version of a bilingual regulation.

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MATTERS RESPECTING RESERVES

INTERPRETATION

Interpretation

1. In this Regulation,

“licensed producer” means a person who is authorized by a licence issued under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes.

Affiliates

2. (1) In paragraph 2 of subsection 4 (4) of the Act and this Regulation, an affiliate of a person is,

- (a) a corporation that is affiliated with the person for the purposes of the *Business Corporations Act*, as set out in subsection 1 (4) of that Act;
- (b) a corporation that is affiliated with another corporation in the manner referred to in clause (a), if that other corporation is at the same time affiliated with the person in that manner;
- (c) a corporation of which the person beneficially owns or controls, directly or indirectly, shares or securities currently convertible into shares carrying more than 9.9 per cent of the voting rights under all circumstances or by reason of the occurrence of an event that has occurred and is continuing, or a currently exercisable option or right to purchase such shares or such convertible securities;
- (d) a partner in the same partnership as the person;
- (e) a trust in which the person has a substantial beneficial interest, whether vested or contingent, or with respect to which the person acts as a trustee;
- (f) a member of the same joint venture, unincorporated association, unincorporated syndicate or unincorporated organization as the person; or
- (g) a person who is deemed under subsection (2) or (3) to be an affiliate of the person or an affiliate of an affiliate of the person.

(2) A person is deemed to be an affiliate of another person if the person is a corporation and the other person, or a group of persons or entities acting jointly or in concert with the other person, owns a beneficial interest in shares of the corporation,

- (a) carrying at least 50 per cent of the votes for the election of directors of the corporation and the votes carried by the shares are sufficient, if exercised, to elect a director of the corporation; or
- (b) having a fair market value, including a premium for control if applicable, of at least 50 per cent of the fair market value of all the issued and outstanding shares of the corporation.

(3) A person is deemed to be an affiliate of another person if the other person, or a group of persons or entities acting jointly or in concert with the other person, has any direct or indirect influence that, if exercised, would result in control in fact of that person.

(4) Subsections (2) and (3) apply with respect to a group of persons or entities acting jointly or in concert with another person whether or not they are acting pursuant to an agreement or arrangement.

GENERAL INELIGIBILITY

Ineligibility, prescribed offences

3. The following offences are prescribed for the purposes of paragraph 3 of subsection 3 (4) of the Act, paragraph 2 of subsection 4 (6) of the Act and paragraph 2 of subsection 5 (4) of the Act:

1. An offence under the Act.
2. An offence under section 6, 7, 8, 8.1, 13 or 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
3. An offence under Division 1 of Part 1 of the *Cannabis Act* (Canada).

Ineligibility, contravention of prescribed provisions

4. The following provisions are prescribed for the purposes of paragraph 4 of subsection 3 (4) of the Act, paragraph 3 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

1. Sections 6, 7, 8, 8.1, 13 and 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
2. Sections 8, 9, 10, 11, 12, 13 and 14 of the *Cannabis Act* (Canada).

Prescribed offences under *Controlled Drugs and Substances Act* (Canada)

5. Sections 4, 5, 7 and 7.1 of the *Controlled Drugs and Substances Act* (Canada) are prescribed for the purposes of subsections 3 (6) and 5 (5) of the Act.

Retail operator licence, compliance with tax laws

6. A person is not eligible to be issued a retail operator licence if any of the following circumstances apply, as confirmed by the Ministry of Finance for the purposes of the application for the licence:

1. The person is in default of filing a return under a tax statute administered and enforced by the government of Ontario, or of paying any tax, penalty or interest assessed under any such statute for which payment arrangements have not been made.
2. If the person has a business number with the Canada Revenue Agency, the person is in default of filing a return under the *Taxation Act, 2007*, the *Income Tax Act* (Canada), Part IX of the *Excise Tax Act* (Canada) or an Act of another province or territory that imposes a tax on corporations and is administered and enforced by the Canada Revenue Agency.

Retail operator licence, corporation owned by licensed producer

7. A corporation is not eligible to be issued a retail operator licence if more than 9.9 per cent of the corporation is owned or controlled, directly or indirectly, by one or more licensed producers or their affiliates.

Ineligibility, other circumstances

8. A person is not eligible to be issued a licence or authorization under the Act if the person is or has been a member of a criminal organization as defined in subsection 467.1 (1) of the *Criminal Code* (Canada), or is or has been involved in, or contributes or has contributed to, the activities of such an organization.

Authorization maximums and allocations

8.1 (1) In this section,

“census division” means a census division as identified in the 2016 Census of Canada, as reported by Statistics Canada under the *Statistics Act* (Canada); (“division de recensement”)

“East Region” means the following census divisions: Stormont, Dundas and Glengarry; Prescott and Russell; Ottawa; Leeds and Grenville; Lanark; Frontenac; Lennox and Addington; Hastings; Prince Edward; Northumberland; Peterborough; Kawartha Lakes; Simcoe; Muskoka; Haliburton; Renfrew; (“région de l’Est”)

“GTA Region” means the following census divisions, but does not include the Toronto census division: Durham; York; Peel; Halton; (“région du Grand Toronto”)

“North Region” means the following census divisions: Nipissing; Parry Sound; Sudbury; Greater Sudbury; Timiskaming; Cochrane; Algoma; Thunder Bay; Rainy River; Kenora; (“région du Nord”)

“Toronto Region” means the Toronto census division; (“région de Toronto”)

“West Region” means the following census divisions: Dufferin; Wellington; Hamilton; Niagara; Haldimand-Norfolk; Brant; Waterloo; Perth; Oxford; Elgin; Chatham-Kent; Essex; Lambton; Middlesex; Huron; Bruce; Grey; Manitoulin. (“région de l’Ouest”) O. Reg. 497/18, s. 1.

(2) No more than 25 retail store authorizations may be issued and in effect at any given time. O. Reg. 497/18, s. 1.

(3) The issuance of retail store authorizations is subject to the following allocation rules:

1. A maximum of five retail store authorizations is allocated in respect of cannabis retail stores to be located in the Toronto Region.
2. A maximum of six retail store authorizations is allocated in respect of cannabis retail stores to be located in the GTA Region.
3. A maximum of five retail store authorizations is allocated in respect of cannabis retail stores to be located in the East Region.
4. A maximum of two retail store authorizations is allocated in respect of cannabis retail stores to be located in the North Region.
5. A maximum of seven retail store authorizations is allocated in respect of cannabis retail stores to be located in the West Region. O. Reg. 497/18, s. 1.

(4) Until such time as more than 25 retail store authorizations may be issued, none of the retail store authorizations that may be issued in accordance with subsection (3) may be allocated,

- (a) to the holder of a retail store authorization or a person whose affiliate holds a retail store authorization;
- (b) to a licensed producer or affiliate of a licensed producer; or
- (c) in respect of a cannabis retail store that would be located in a municipality with a population of less than 50,000. O. Reg. 497/18, s. 1.

(5) The Commission shall, on request, provide a person with information about the boundaries of the Regions. O. Reg. 497/18, s. 1.

Precondition of application, expression of interest

8.2 (1) A person may not apply for a retail operator licence unless,

(a) the person submits to the Registrar, in the form and manner specified by the Registrar, a written expression of interest which, for the purposes of section 8.1, identifies the Region referred to in that section in which the person wishes to locate a cannabis retail store; and

(b) is notified by the Registrar that the person may apply for a retail operator licence. O. Reg. 497/18, s. 1.

(2) For the purposes of clause (1) (b), the Registrar shall choose a method for selecting which of the persons who have submitted an expression of interest may make an application that does not rely on the exercise of discretion on the part of the Registrar or any other person. O. Reg. 497/18, s. 1.

(3) A person may submit an expression of interest with respect to more than one Region, but may only be selected in relation to one of those expressions of interest. O. Reg. 497/18, s. 1.

(4) A person who submits to the Registrar more than one expression of interest with respect to the same Region may not apply for a retail operator licence. O. Reg. 497/18, s. 1.

(5) Two or more persons who are affiliates of one another may, subject to subsection (6), each submit expressions of interest, but of those affiliates only one may be selected in relation to one of those expressions of interest. O. Reg. 497/18, s. 1.

(6) If two or more persons who are affiliates of one another each submit to the Registrar an expression of interest with respect to the same Region, those affiliates may not apply for a retail operator licence. O. Reg. 497/18, s. 1.

(7) Subsections (3) to (6) apply despite the results of the method chosen under subsection (2). O. Reg. 497/18, s. 1.

(8) An applicant for a retail store authorization is not eligible to be issued an authorization in respect of a cannabis retail store that is located in a Region other than the Region identified in the expression of interest in relation to which the applicant was permitted to apply for a retail operator licence. O. Reg. 497/18, s. 1.

Revocation

8.3 Sections 8.1, 8.2 and this section are revoked on December 13, 2019. O. Reg. 497/18, s. 1.

RETAIL STORE AUTHORIZATIONS

Cannabis retail store requirements

9. A retail store authorization may not be issued with respect to a proposed cannabis retail store if,

(a) the retail space where cannabis would be sold,

(i) would not be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or

(ii) could be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall; or

- (b) the premises at which the cannabis to be sold in the store would be received or stored would be accessible to any other commercial establishment or activity or to the public.

Public interest

10. For the purposes of paragraph 5 of subsection 4 (6) of the Act, only the following matters are matters of public interest:

1. Protecting public health and safety.
2. Protecting youth and restricting their access to cannabis.
3. Preventing illicit activities in relation to cannabis.

No issuance, proximity to schools

11. (1) In this section,

“private school” means a private school as defined in the *Education Act*.

(2) For the purposes of clause 4 (12) (a) of the Act, a proposed cannabis retail store may not be located less than 150 metres from a school or a private school, as determined in accordance with the following:

1. If the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
2. If the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.

(3) Subsection (2) does not apply to a private school if,

- (a) it is located on a reserve; or
- (b) it only offers classes through the Internet.

12. REVOKED: O. Reg. 497/18, s. 2 (1).

Note: On December 13, 2019, the Regulation is amended by adding the following section: (See: O. Reg. 497/18, s. 2 (2))

Maximum permissible authorizations

12. The Registrar shall refuse to issue a retail store authorization if,

- (a) the applicant already holds 75 retail store authorizations; or
- (b) the applicant and its affiliates between them already hold 75 retail store authorizations. O. Reg. 497/18, s. 2 (2).

Display of authorization

13. It is a condition of a retail store authorization that the holder display the authorization in a conspicuous place in the cannabis retail store.

Distribution services

14. (1) It is a condition of a retail store authorization that the holder not enter into contracts or agreements with any person or entity for the provision of cannabis distribution services.

(2) Subsection (1) does not apply with respect to,

- (a) a contract or agreement with the Ontario Cannabis Retail Corporation or with a person or entity acting under a contract to provide distribution services to or on behalf of the Ontario Cannabis Retail Corporation; or
- (b) a contract of employment with the holder to work in a cannabis retail store.

REVOCATIONS AND SUSPENSIONS

Revocation without proposal, prescribed contraventions

15. For the purposes of clause 11 (3) (c) of the Act, section 9 of the *Cannabis Act* (Canada) is prescribed.

Public notice of suspension of authorization

16. (1) If a retail store authorization is suspended, the holder shall prominently display a sign respecting the suspension in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(2) The sign referred to in subsection (1) shall be in the form approved by the Registrar and shall be displayed for the duration of the suspension.

OPERATION OF CANNABIS RETAIL STORES

Permissible hours of operation

17. A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

Additional items that may be sold

18. For the purposes of paragraph 2 of section 18 of the Act, the holder of a retail store authorization may sell the following items at a cannabis retail store:

1. Cannabis accessories within the meaning of subsection 2 (1) of the *Cannabis Act* (Canada).
2. Shopping bags.

Cannabis retail seal

19. (1) For the purposes of subsection 7 (2) of the Act, the holder of a retail store authorization shall, in accordance with this section, prominently display the cannabis retail seal set out in Schedule 1 to this Regulation.

(2) The cannabis retail seal shall be displayed in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(3) The displayed cannabis retail seal shall be at least 17 centimetres in width at its widest point by 20 centimetres in height.

(4) Either the French version, the English version or both versions of the cannabis retail seal may be displayed.

(5) The holder of a retail store authorization that is revoked or fails to be renewed shall ensure that the cannabis retail seal is removed from display as soon as practicable after the revocation or non-renewal.

Preventing entry of individuals under 19 years of age

20. (1) The holder of a retail store authorization shall ensure that no individual who appears to be under 25 years of age is permitted to enter the cannabis retail store unless the holder or an employee of the holder has required the individual to provide a form of

identification prescribed for the purposes of subsection 7 (2) of the *Cannabis Control Act, 2017* and the holder or employee is satisfied that the individual is at least 19 years of age.

(2) For the purposes of subsection (1), subsection 7 (3) of the *Cannabis Control Act, 2017* applies with necessary modifications.

Training requirements

21. (1) The Board may approve training courses or programs, including but not limited to training courses or programs respecting,

- (a) the responsible sale of cannabis;
- (b) record keeping requirements under the Act; and
- (c) measures required to be taken under the Act to reduce the risk of cannabis being diverted to an illicit market or activity.

(2) The following individuals are required to successfully complete training courses or programs approved under subsection (1):

- 1. Holders of a retail store authorization.
- 2. Holders of a cannabis retail manager licence.
- 3. Individuals employed to work in a cannabis retail store.

(3) The holder of a retail store authorization shall ensure that every holder of a cannabis retail manager licence or other individual employed to work in the cannabis retail store meets the requirements of subsection (2).

MATTERS RESPECTING MUNICIPALITIES

Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.

(3) In subsection (1),

“business day” means a day from Monday to Friday, other than a holiday.

MATTERS RESPECTING RESERVES

Notice of resolution

23. For the purposes of subsection 43 (5) of the Act, a council of the band shall as soon as practicable after the passing of a resolution referred to in that section provide to the Registrar written notice of the resolution.

24. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

SCHEDULE 1
CANNABIS RETAIL SEAL





Ecole Élémentaire Publique

Terre Des Jeunes

33 Lochiel Street East
Alexandria, ON



St. Finnan's Catholic School

220 Main Street South
Alexandria, ON





Ecole Élémentaire Catholique

Elda-Rouleau

115 Sandfiel Avenue South
Alexandria, ON

Ecole Secondaire Catholique

Le Relais

100 McNab Street
Alexandria, ON





Maxville Public School

15 Alexander Street West
Maxville, ON



Laggan Public School

20345 County Road 24
Alexandria, ON



**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2019-03;

AND THAT Council adopt by-law 03-2019, being a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members, and the calling of meetings for the Township of North Glengarry;

AND THAT Council approve the proposed schedule of meetings for 2019;

AND THAT by-law 03-2019 be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

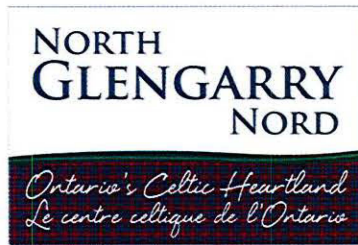
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item c



STAFF REPORT TO COUNCIL

Report No: AD-2019-03

January 14, 2018

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Procedural By-Law

Recommended Motion:

THAT Council for the Township of North Glengarry receives Staff Report No. AD-2019-03;

AND THAT Council adopt by-law 03-2019, being a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members, and the calling of meetings for the Township of North Glengarry;

AND THAT Council approve the proposed schedule of meetings for 2019;

AND THAT by-law 03-2019 be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Background / Analysis:

The Procedural By-law, which governs and regulates the meetings of Council and Committees in the Township required updating for many reasons. Changes were necessary due to the inclusion of a Committee of the Whole structure. With the new Committee of the Whole Structure, removal of Public Works, Fire Services, and Recreation Committees from the by-law were necessary. The addition of a Community Development Committee and changes to the Arts, Culture and Heritage Committee also were required.

As well, Bill 68, which came into effect in 2017, required changes to the definition of a meeting, additional provisions for going into closed session, and the requirement for written documentation by Council members for their declaration of pecuniary interest.

Also, a general review of the procedural by-law for best practices and current procedures was completed, and an addition was made to include the option of video streaming of meetings.

The changes to the by-law are highlighted in the draft which is attached to this report. As well, a new Schedule of Meetings, to include the Committee of the Whole is attached for

Council's approval. The Regular Council meetings will continue to be held at 7pm on the 2nd and 4th Monday of each month, however, the Committee of the Whole meetings will be held at 3pm on the third Wednesday of each month.

Alternatives:

Option 1: THAT Council adopt by-law 03-2019 being a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members and the calling of meetings for the Township of North Glengarry.

Option 2: THAT Council not adopt by-law 03-2019.

Financial Implications:

None.

Attachments & Relevant Legislation:

By-Law 03-2019

Others Consulted:

A handwritten signature in black ink, appearing to read 'Sarah Huskinson', written in a cursive style.

Sarah Huskinson
Chief Administrative Officer/ Clerk

Schedule of Meetings 2019

January	January 14, 2019	Regular Council
	January 22, 2019	Special Council – Budget
February	February 11, 2019	Regular Council
	February 20, 2019	Committee of the Whole
March	March 11, 2019	Regular Council
	March 20, 2019	Committee of the Whole
	March 25, 2019	Regular Council
April	April 8, 2019	Regular Council
	April 17, 2019	Committee of the Whole
	April 23, 2019	Regular Council
May	May 13, 2019	Regular Council
	May 22, 2019	Committee of the Whole
	May 27, 2019	Regular Council
June	June 10, 2019	Regular Council
	June 19, 2019	Committee of the Whole
	June 24, 2019	Regular Council
July	July 8, 2019	Regular Council
	July 17, 2019	Committee of the Whole
	July 22, 2019	Regular Council
August	August 6, 2019	Regular Council
September	September 9, 2019	Regular Council
	September 18, 2019	Committee of the Whole
	September 23, 2019	Regular Council
October	October 15, 2019	Regular Council
	October 23, 2018	Committee of the Whole
	October 28, 2019	Regular Council
November	November 12, 2019	Regular Council
	November 20, 2019	Committee of the Whole
	November 25, 2019	Regular Council
December	December 9, 2019	Regular Council
	December 18, 2019	Committee of the Whole
	December 23, 2019	Regular Council

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 03-2019

BEING a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members, and the calling of meetings for the Township of North Glengarry.

WHEREAS the Council of The Corporation of the Township of North Glengarry deems it important to revise the current Procedural By-law;

AND WHEREAS the Municipal Act, 2001. c. 25, s 238 (2) states that every Council and local board shall adopt a procedural by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS the Municipal Act, 2001 c. 25, s 5 (3) that municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY AS FOLLOWS:

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1) DEFINITIONS

In this By-law;

- a) "Agenda" means the written Order of Business such as an agenda for a Council or Committee Meeting.
- b) "Ad Hoc Committee" means a committee established by Council from time to time to act on a temporary or singular initiative or matter and shall be deemed discontinued when its recommendations upon the specified initiative or matter has been provided and further recommendations are no longer required unless it is continued by Council.
- c) "Adjourn" means to end the meeting.
- d) "By-law" means this procedural by-law.
- e) "CAO" means the individual appointed by by-law to the position of Chief Administrative Officer (CAO) to generally manage the corporate affairs of the Township of North Glengarry.
- f) "Chair" means the person presiding over a meeting who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding.
- g) "Clerk" means the Clerk and Deputy Clerk of the Township and/or designate.
- h) "Closed session" means a meeting or portion thereof which is closed to the public in accordance with applicable legislation.
- i) "Committee" means a committee of Council which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council.
- j) "Committee of the Whole" means a Committee composed of all Members of Council.
- k) "Confirming By-Law" means a by-law passed for the purpose of giving general effect to a previous decision or proceedings of Council.
- l) "Council" means the Council of the Corporation of the Township of North Glengarry acting as per the Municipal Act as the governing body of the Township, comprised of seven members; Mayor, Deputy Mayor and five Councillors.
- m) "Defer" means to postpone a decision or discussion on a matter until later in the same meeting or at a future meeting of Council or Committee.
- n) "Delegation" means a person or group who has made a written request to address Council on a specific matter, and by virtue of the written request shall appear as a delegation on an agenda.
- o) "Department Head" means Township management staff reporting to the CAO and solely responsible to manage the affairs of the: Public Works; Treasury; Planning, Building, and By-Law; Fire; and, Community Services departments.
- p) "Deputy Mayor" means the councillor for the Township of North Glengarry elected or appointed to the position of Deputy Mayor to act in the place of the Mayor, in his/her absence.
- q) "Emergency" means a sudden, generally unexpected or time sensitive occurrence demanding immediate action by Council.
- r) "In Camera" means a meeting or portion thereof which is closed to the public in accordance with applicable legislation.
- s) "Majority" means more than half of votes cast by members entitled to vote.
- t) "Mayor" means the Head of Council as defined in the Municipal Act, 2001, of the Township of North Glengarry
- u) "Meeting" means any regular or special meeting of Council or Committee, where, a) a quorum of members is present, and b) members otherwise deal with any matter in a way that materially advances the business or decision making of the Council or Committee.

- v) "Member of Council" means a person duly elected or appointed by by-law to serve on the Council for the Corporation of the Township of North Glengarry.
- w) "Motion" means a proposal moved by a Member, seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee.
- x) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time.
- y) "Notice of Motion" means an advance notice to members on a matter which Council will be asked to take a position.
- z) "Ombudsman" means the Investigator appointed by Council pursuant to Section 223.13 of the Municipal Act.
- aa) "Order of Business" means the sequence of business under consideration at a meeting that has been duly called and constituted.
- bb) "Pecuniary Interest" means an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.
- cc) "Petitions" means the presentation of a formal request, in writing, to Council or committee.
- dd) "Point of Order" means a motion raised by a member drawing attention to an infraction of this Procedural By-law.
- ee) "Point of Personal Privilege" means a matter that a member considers to impugn their integrity or the integrity of the Council, Committee, or Staff.
- ff) "Quorum" means the majority of the whole number of the members of Council or Committee who are present in person.
- gg) "Recorded Vote" means the recording in the Council minutes, the names of each member present and the manner or question before the Council. In the case of a member who has declared a conflict on the matter or question, the minutes shall reflect the member abstained from the vote.
- hh) "Regular Meeting" means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- ii) "Resolution" means a formal determination made by Council or Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.
- jj) "Rules of Procedures" means the applicable procedural rules and rules of conduct contained in this by-law.
- kk) "Special Meeting" means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- ll) "Township" means the Township of North Glengarry.

2) GENERAL APPLICATION OF THIS BY-LAW

- a) The rules of procedure contained in this by-law shall be observed in all proceedings of Council, committee members and Staff and shall be the rules for the order and dispatch of business in the Council and all committees thereof.
- b) In the event of conflict between this Procedural by-law and legislation, the provisions of the legislation prevail.
- c) If there is a conflict between two or more rules in this Procedural by-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Roberts Rules of Order.
- d) Unless a contrary intention appears, in this by-law, words in the singular include the plural and words importing masculine gender include the feminine.
- e) All members, except the Mayor, shall be addressed as "Councillor Surname"
- f) The Mayor, shall be addressed as "Mayor Surname".

3) SUSPENSION OF RULES

- a) Rules of Procedure provided for in this Procedural by-law may be suspended by a two-thirds majority vote of Council or Committee, with the exception of the following circumstances:
 - i) Where required by law;
 - ii) Contractual agreements binding the Township;
 - iii) Quorum requirements.
- b) A motion to suspend the Rules of Procedure required by this Procedural by-law shall not be debatable or amendable.

4) MEETINGS

- a) Inaugural Meeting
 - i) The first meeting in a new term of Council shall be held no later than the first Monday in December in each election year, at the hour of seven o'clock in the evening.
 - ii) The location of the inaugural meeting shall be in the Council Chambers of the Township of North Glengarry, unless otherwise determined by the resolution of the outgoing Council
- b) Location and Schedule of Meetings
 - i) All regular meetings of Council shall be held in the Council Chambers of the Township of North Glengarry at the Sandfield Centre or at such other place within the Township of North Glengarry as Council may from time to time determine
 - ii) Council meetings shall be held the second and fourth Monday of each month at 7:00 p.m. Committee of the Whole meetings shall be held on the third Wednesday of each month at 3:00pm. A meeting calendar will be presented to Council for approval by the Clerk at the first meeting in December of each year detailing the dates for all Regular Council or Committee of the Whole meetings.
 - iii) In the event the designated day for holding of a Regular Council or Committee of the Whole meeting falls on a public or civic holiday or on a day when City Hall is closed for business, Council shall meet at the designated hour on the first day following which is not a public or civic holiday.
- c) Notice of Meeting/ Agenda circulation
 - i) The Clerk shall cause to be delivered to all members of Council a notice/agenda package for each regular meeting of Council via email, electronic download or on the Township Meeting Management system. If requested a hardcopy to the mail box designated for the Member in the Township Office. The notice/agenda package of the regular meeting shall be provided not less than 72 hours before the hour appointed for the holding of such meeting. Shortly thereafter, the Clerk shall also distribute a copy of the notice/agenda package to the Department Heads and post the agenda on the corporate website or Township Meeting Management system.

d) Special Meeting of Council

- i) In addition to regular meetings, the Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting. A minimum of 24-hour notice is required to hold any special meeting.
- ii) In addition, a majority of Council Members may at any time petition the Clerk to call a special meeting of Council by providing the written (or email) petition to the Clerk stating the date, time and purpose for the special meeting.
- iii) In addition, in the absence of the Mayor, the Deputy Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting.
- iv) The Clerk shall give notice to the members of the Council of all special meetings of Council whenever required without delay using email or electronic download. Shortly thereafter, the Clerk shall also distribute a copy of the notice to Department Heads and the Media; and post the notice / agenda on the corporate website or Township Meeting Management software in order to provide the required 24 hours public notice of a meeting.

e) Closed Meetings of Council

- i) Standing Committee and Council meetings, or portions thereof, may be held "In Camera" only in accordance with the Municipal Act, 2001 (as amended). The Clerk in conjunction with the Mayor and the Senior Management Team will place the "In Camera" session, at the end of the meeting. The only matters to be considered "In Camera" are as follows:
 - (1) The security of the property of the municipality or local board.
 - (2) Personal matters about an identifiable individual, including municipal or local board employees.
 - (3) Proposed or pending acquisition of land for municipal or local board purposes.
 - (4) labour relations or employee negotiations.
 - (5) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
 - (6) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - (7) A matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.
 - (8) A matter in respect of the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council is designated as the "Head" for the purpose of that Act.
 - (9) Information explicitly supplied in confidence to the municipality the federal government, a province, or territory or a Crown agency of any of them.
 - (10) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
 - (11) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by on or behalf of the municipality.

- (12) An ongoing investigation respecting the municipality, a local board or municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1), or the investigator referred to in subsection 239.2(1) of the Municipal Act.
- ii) A meeting may be closed to the public if both of the following conditions are satisfied:
 - (1) The meeting is held for the purpose of educating or training the members.
 - (2) At the meeting, no member discusses or otherwise deals with any matter that materially advances the business or decision-making of the Council or Committee.
 - iii) Prior to moving "In Camera" for one of the reasons listed in Section 4 e) Council shall pass a motion in public session stating:
 - (1) The fact of the holding of the closed meeting;
 - (2) The general nature of the matter to be considered; and
 - (3) The relevant legislative authority
 - iv) A meeting may be closed to the public during the taking of a vote if Section 4 e) permits it, or requires that the meeting be closed to the public; and the vote is for a procedural matter or for giving direction or instructions to officers, employees, or agents of the municipality or local board or persons retained by or under a contract with, the municipality or local board.
 - v) All resolutions, resulting from "In Camera" discussions shall be adopted in either a closed or an open session.
 - vi) The rules of Council as outlined in the procedural by-law shall apply during closed meetings of Council.
- f) Adjournment Hour/All Meetings
- i) All regular meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or automatically adjourn at the hour of 10:00 p.m.
- g) Quorum/Call to Order
- i) As soon as there is a quorum after the time set for the start of the meeting, the Mayor shall take the chair and call the meeting to order.
 - ii) A majority of Members (more than half the total of the Council) is necessary to constitute a quorum of the Council.
 - iii) In the event that a quorum is not present within 30 minutes after the designated start time of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned.
 - iv) In the case where a quorum is present, and the Mayor has not attended within fifteen minutes after the time appointed, the Clerk shall call the members to order, and the Deputy Mayor shall assume the Chair during the meeting or until the arrival of the Mayor.
 - v) In the event the Deputy Mayor is not present then the members shall nominate and elect a Chair among the members present who shall preside during the meeting or until the arrival of the Mayor.
 - vi) Members of Council are encouraged to notify the Clerk when the Member is aware that he/she will be absent from any meeting of Council.
 - vii) If a quorum ceases to be present during the course of a meeting, proceedings must stop, and the Chair must adjourn the meeting to a later date.
 - viii) In the absence of the Mayor, either if a vacancy occurs or the Mayor is otherwise unavailable to perform mayoral duties, it is understood that the Deputy Mayor will assume Mayoral

responsibilities, including signing authority, chairing meetings and other duties normally done by the Head of Council.

5) ORDER OF BUSINESS

- a) The Clerk shall prepare for the use of the members at the Regular Meetings of the Council an "Order of Business" (also known as the Council Agenda) in the following form and order:

1. Call to Order
2. Declarations of Pecuniary Interest
3. Accept the Agenda (Additions/ Deletions)
4. Adoption of Previous Minutes
4. Delegations
5. Staff Reports
6. Unfinished Business
7. Consent Agenda
8. New Business
9. Notice of Motion
10. Question Period
11. Closed Session Business
12. Confirming By-law
13. Adjourn

- b) The Clerk shall prepare for the use of the members at a regular Committee of the Whole meeting an agenda under the following headings:

1. Call to Order
2. Declaration of Pecuniary Interest
3. Delegations
4. Staff Reports
5. Unfinished Business
6. Other Business
7. Matters arising from Standing Committees
8. Notice of Motion
9. Adjournment

- c) The Clerk may, under the direction of the Mayor, prepare a supplementary Order of Business in order to deal with urgent matters only. Individual Council members should notify the Mayor of a proposed addition at least 24 hours in advance of the meeting. If notice cannot be provided, Councillors or the CAO/Clerk may raise additions to the agenda at the beginning of the meeting to be added and approved by Council resolution as amendments to the agenda.
- d) The Council Agenda (Order of Business) will be established through the agenda review process, consisting of the CAO / Clerk and department heads for the purpose of determining capacity for consideration at any given meeting.
- e) The introduction of the Notice of Motion is governed by the following procedure:

- i) The notice must be signed by the mover and the seconder of the motion, and must state the date of the meeting to which it is directed
- ii) The motion must be accompanied by information supporting the motion, a statement of the purpose of the motion, and the advantages and disadvantages of passing the motion,
- iii) Only the member making the motion may make introductory remarks.
- f) Unfinished business
 - i) The items listed in the order of the topics set out in the agenda of previous meetings, which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council.
- g) Consent Agenda
 - i) The consent agenda will include the following items:
 - a. Receipt of minutes.
 - b. Communications addressed to Council.
 - c. Information reports which require no direction from Council.
 - d. Items as directed by the CAO or Clerk.
 - ii) Questions of clarification may be asked by members about any consent item during the adoption of the consent agenda without requiring a separate vote;
 - iii) Items on the Consent Agenda or the balance of the items shall be adopted in one motion.

6) RECORD OF MEETINGS

- a) The Clerk records the minutes of meeting of the Committee of the Whole and Council without note or comment. The minutes record:
 - a. The date, time and location of the meeting;
 - b. The name of the Chair and a record of attendance at the meeting;
 - c. The name and nature of presenters and delegations;
 - d. All resolutions, decision and other proceedings of the meeting
 - e. Disclosure(s) of pecuniary interest, and
 - f. The late arrivals and early departures of members
- b) Minutes of committees are submitted to Committee of Whole for receipt.
- c) The receipt of committee minutes by Council does not constitute endorsement by the Township of any recommendations or actions contained in the minutes.
- d) A Committee of the Whole report is submitted to the next regular Council meeting for consideration of the recommendations to Council.
- e) Minutes of each meeting of Council are presented to the subsequent regular meeting of Council for approval. The approved minutes for the official record of the meeting.
- f) After the Council meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.
- g) Approved minutes of Council will be posted on the Township's website as they become available.

7) BY-LAWS

- a) By-laws are considered by Council and approved by Motion.
- b) Every by-law adopted by Council is done so under the seal of the Township and signed by the Clerk and Mayor.
- c) All by-laws shall be given first, second and third readings in a single Motion, unless the member wishes to discuss the contents of the by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
- d) Every Council meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every resolution of the meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- e) All by-laws, including the confirmatory by-law, shall be voted on prior to adjournment.

8) DECLARATIONS OF PECUNIARY INTEREST

- a) It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the Council or any Committee of Council.
- b) Where a Member, either on his own behalf or while acting, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing Committee at which the matter is the subject of consideration, the member shall:
 - i) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
 - ii) Not take part in the discussion of or vote on any question in respect of the matter.
 - iii) Not attempt in any way whether before, during, or after the meeting to influence the voting on any such question
 - iv) Submit to the Clerk a written statement not later than 72 hours after declaring the pecuniary interest on the prescribed Declaration of Interest Form.
- c) The written statements shall be posted on the municipal website and form the Municipal Conflict of Interest Act Registry.
- d) Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- e) Where the interest of a Member has not been disclosed by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
- f) The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or of Committee, as the case may be.

9) DELEGATIONS

- a) Any person who wishes to appear before Council shall make application to the Clerk by 4:00 p.m. (EST) on the Wednesday preceding the Council meeting in order to be placed on the Agenda. A written brief is encouraged and, if submitted to the Clerk by 4:00 p.m. on the Wednesday

preceding the Council meeting shall be copied and distributed as "Delegation" submissions to Council members.

- b) Where the subject matter of the delegation falls outside of the scope and responsibility of the Council, the Clerk reserves the right to notify the person(s) that the presentation should be properly referred to the most appropriate board, commission, agency or Provincial or Federal government ministry for consideration.
- c) A maximum of 3 delegations shall be scheduled to take place during a regular Council meeting. A maximum five (5) minutes shall be allotted for each delegation to present his/her position of support or opposition to the relevant item on the Order of Business. The Chair may waive the time limit at his/her discretion. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegations are encouraged not to repeat information presented by an earlier delegation.
- d) Where there is no accompanying staff report to the delegation, the matter may be referred to a future Committee of the Whole or Council meeting and reported requested for that meeting.

10) RULES OF DEBATE IN COUNCIL

- a) No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair.
- b) When a Member is speaking, no other Member shall interrupt that member except to raise a point of order.
- c) Prior to the taking of a vote, a Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.

11) POINTS OF ORDER

- a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:
 - a. A deviation or departure from this Procedural by-law; or
 - b. A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter
- c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.
- d) If no Member appeals, the decision of the Chair is final.

12) POINT OF PERSONAL PRIVILEGE

- a) A member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another member or by anyone present at the meeting.
- b) Upon hearing such Point of Privilege, the Chair decides and states his/her ruling on the matter.
- c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the meeting.

13) MOTIONS

- a) A "Main Motion" is a motion to consider any subject that is brought before Council for its consideration. Main motions yield to Privileged and/or Secondary motions.
- b) A "Secondary Motion" is a motion which affects the disposition of a Main Motion. Secondary Motions take precedence over Main Motions and must be decided before the Main Motion can be acted upon. Examples include motions to refer, amend, and defer to a day certain.
- c) A "Privileged Motion", due to its importance, takes precedence over all other questions and is not debatable. Examples include motions to adjourn and questions relating to the rights and privileges of Council and its Members.
- d) Order of Consideration
 - i) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- e) Procedural motions shall be considered immediately upon receipt and are subject to debate as follows:
 - i) To adjourn
 - ii) To refer
 - iii) To defer to a day certain
- f) Motion to refer
 - i) The purpose of a Motion to Refer is to refer a question to a Standing Committee, Committee of the Whole, Special Committee, or CAO. A motion to refer:
 - a) Need not be in writing;
 - b) Shall receive disposition of Council before the vote of the main motion;
 - c) Shall state the committee or appointed official to which the matter shall be referred;
 - d) Shall preclude all amendments of the main question until it is decided.
- g) Motion to defer
 - i) The purpose of the Motion to Defer is to have a matter postponed or deferred to a definite date.
- h) Motion to Amend
 - i) The purpose of a Motion to Amend is to add or insert certain words or phrases, to strike out certain words or phrases, or to amend certain words or phrases. A motion to amend.
 - a) Shall be relevant and not contrary to the principle of the motion or report under consideration.
 - b) May propose a separate and distinct disposition of a motion provided that such altered disposition continues to relate to the main issue and subject matter of the motion.
 - c) Shall be voted on before the main motion.
 - j) Amendments shall be voted on in reverse order to their introduction. The amendment to the amendment must be disposed of before the amendment and the amendment must be voted on before the main motion.
- j) Recorded vote
 - i) When a Member requests a recorded vote, all Members who are present at the Meeting shall vote when called by the Clerk unless he/she has disclosed a pecuniary interest. The name of

each Member who voted and the manner in which he/she voted, shall be noted in the minutes. If a Member at a Meeting of Council, where a motion is put to a vote and a recorded vote is taken, does not vote, he/she shall be deemed to have voted in the negative unless the Member's reason for abstaining is due to disclosure of pecuniary interest in which case his/her abstention shall not be deemed to be either a negative or an affirmative vote. The Clerk shall announce the results.

14) VOTING PROCEDURES

- a) Every Member present at a meeting of the Council or Committee when a question is put shall vote unless prohibited by statute, in which case, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting and if a member is absent, the Clerk shall also record his/her absence during the vote. All members present at the time of the vote must vote unless otherwise disqualified, regardless of whether they were present for the debate.
- b) When a vote is taken and a tie results, it is deemed to be lost.
- c) If any Member at a meeting of the Council or Committee does not vote when a question is put, and a recorded vote is taken, he or she shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring an interest in the matter or question before the Council.
- d) When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question under consideration.
- e) Reconsideration of a matter
 - i) Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.
 - ii) Decisions which contractually bind the Township shall not be reconsidered.
 - iii) A Motion to reconsider shall be introduced by way of a Notice of Motion and considered either at the next Council Meeting or at a Special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.
 - iv) A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.
 - v) Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.
 - vi) If the matter is reopened, all previous decision of the Council remain in force until the Council decides otherwise.

15) RECORDING, BROADCASTING, AND LIVE STREAMING MEETINGS

- a) All meetings with a quorum of members may be audio and/or visually recorded, broadcast and/or live streamed publicly by the Township, with the exception of meetings closed to the public provided for in the Closed Session section of this Procedural by-law.

- b) The approved minutes of a Meeting will form the official record of the meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

16) ROLE OF THE COUNCIL

- a) Council is responsible for establishing policies within the authority of enabling legislation for the purpose of guiding the administration of municipal government in the Township of North Glengarry.
- b) Subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community.
- c) Appoint statutory officers and senior officials to ensure that an appropriate management system is in place to administer the Township within the adopted policies of Council.
- d) Collectively oversees the administrative functions as carried out by appointed officials within delegated authority and the policies adopted by Council.
- e) To be prepared to attend regular and special meetings of Council and committees to which a Member has been appointed by Council to participate in the development and adoption of policies and directions for the Township of North Glengarry.
- f) To act as liaison between the citizens they represent and the municipality, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole.
- g) To oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and to ensure that appropriate audit procedures and monitoring programs are in effect.
- h) Council Members shall be guided by the Corporate Code of Conduct.
- i) To carry out the responsibilities of the role of Council as described in the Municipal Act, 2001.
- j) Carefully consider and make decisions about meeting business, including seeking information and advice from staff prior to and during a meeting.
- k) Vote on motions put to a vote, unless the Municipal Conflict of Interest Act prohibits it.
- l) Respect the rules of procedure in this Procedural by-law.
- m) Listen attentively, participate in a meeting and not interrupt, unless to raise a point of order or point of personal privilege.
- n) Remain silent in their seats while Council or Committee votes and until the Chair announces the result of the vote.
- o) Refrain from using indecent, offensive or insulting language or speak disrespectfully of any individual.
- p) Respect and follow the decisions of Council or a Committee.
- q) Not disclose any of the content of a meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals.
- r) Comply with the Chair's rulings and Council's decisions.

17) ROLE OF THE MAYOR

- a) In addition to the responsibilities of Council as outlined in Part 16 of this by-law, the Mayor is responsible to act as the Head of Council, providing leadership to Council.
- b) The Mayor shall act as Council's representative when dealing with other levels of government, their agencies, the private sector and the media.

- c) The Mayor shall coordinate political representation on behalf of the Township when required at meetings, receptions, functions and community activities, and to direct administrative functions to the attention of the CAO.
- d) The Mayor shall preside at Council meetings and conduct the meetings consistent with the provisions of this by-law.
- e) The Mayor shall be the official spokesperson on matters discussed in closed meetings of Council until such time as those matters have been ratified at an open Council meeting.
- f) The Mayor shall be guided by the Corporate Code of Conduct.
- g) In the absence of the Mayor and during said absence, the Deputy Mayor shall assume the roles described above.

18) DUTIES OF THE CHAIR

- a) Carry out the roles and responsibilities of his/her role as described in the Municipal Act, 2001.
- b) Chair the meeting in an objective manner in accordance with this Procedural by-law;
- c) Enforce the Rules of Procedure in this Procedural By-law;
- d) Announce the business before Council or a Committee and the order in which it is to be considered;
- e) Rule on whether a motion is in order;
- f) Ensure that all members who wish to speak on a Motion have spoken;
- g) Ensure clarity, where required, by reading or requesting the Clerk or other appropriate person to read motions before voting;
- h) Put all motions to vote and announce the results;
- i) Call all members to order;
- j) Adjourn the meeting when the business of the meeting has concluded;
- k) Sign all by-laws, resolutions and minutes when required;
- l) Recess the meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;
- m) Recess the meeting for a brief, specified time, to consult the Clerk, the CAO, or other staff person if necessary.

19) ROLE OF THE CAO

- a) The CAO is responsible to Township Council for the efficient management of the administration of the Corporation's various departments.
- b) All presentations, written reports and recommendations of department heads to Council shall be co-ordinated through the CAO.
- c) The CAO and all Township staff shall be guided by the Corporate Code of Conduct.

20) ROLE OF THE DEPARTMENT HEADS

- a) Shall act in accordance with any statutory duties.
- b) Shall be responsible to and subject to direction and control by the CAO.
- c) Shall be guided by the Corporate Code of Conduct.

21) ROLE OF THE CLERK

- a) The Clerk shall be responsible for preparing and distributing the agenda for all meetings of Council and Committees in accordance with the provisions of this by-law.
- b) The Clerk shall make a copy of the Regular Agenda available to the Department Heads, the public and the media following distribution of the regular agenda to members of Council.
- c) The Clerk may prepare the agenda in electronic format.
- d) The Clerk shall ensure that administrative processes relative to the agenda preparation and distribution are comprehensive, efficient and cost-effective.
- e) The Clerk or his/her designate shall attend all meetings of Council and Committees of Council.
- f) The Clerk shall record without note or comment all resolutions, decisions and proceedings of Council and Committees of Council.
- g) The Clerk shall forward a copy of all decisions, resolutions and directions of Council to the appropriate members of administration, public, agencies, boards, committees and governments.
- h) The Clerk shall make minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.
- i) The Clerk shall present by-laws directly to Council for
 - i) the appointment of staff for municipal law enforcement and Provincial Offences administration
 - ii) consolidation of by-laws for housekeeping amendments
 - iii) minor amendments resulting from changes to Provincial enabling legislation
- j) The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.
- k) The Clerk shall present an annual meeting calendar in December for consideration by Council.
- l) The Clerk shall be guided by the Corporate Code of Conduct.

22) MEMBERS OF THE PUBLIC

- a) The Chair may expel or exclude any person who disrupts a meeting and may request security and/or police assistance in doing so.
- b) Attendees will submit any materials for Council or committee through the Clerk.
- c) Attendees are responsible for:
 - a. Maintaining order and not heckling, or engaging in conversations, displaying placards or props, or any behaviour that may be considered disruptive
 - b. Speaking respectfully at all times.

23) COMMITTEES

- a) Committees may be appointed by Council from time to time to consider specific matters or to serve in an advisory capacity. Those committees can be for a specified time (i.e. ad hoc nature) or the Standing Committees outlined below.
- b) The following applies to all committees:
 - i) All committees are governed by this procedural bylaw, the Municipal Act and Roberts Rules of Order.

- ii) Committees shall appoint a chair from among its members for the term of Council.
- iii) Unless authorized by bylaw, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
- iv) The CAO/Clerk is a non-voting resource to all committees and may delegate staff to act as resources to any committee at his/her discretion.
- v) Working Groups of Standing Committees may be formed from time to time to research or complete specific task.
- vi) The Clerk, Deputy Clerk, Secretary to the Committee or designate shall prepare and distribute to all Members of the Committee an agenda setting forth the business to be considered at regular Committee meetings. The items of business to be included on the agenda shall be developed under the direction of the CAO, Clerk and/or Committee Chair.
- vii) The following headings shall be used in preparing the agenda for regular Committee meetings:
 - 1. Call to order
 - 2. Disclosure of Pecuniary Interest and General Nature Thereof
 - 3. Adoption of the Minutes
 - 4. Presentations
 - 5. Business
 - 6. Information Items
 - 7. Adjournment

c) Arts, Culture and Heritage Advisory Committee:

- i) An Arts, Culture and Heritage Advisory Committee is hereby established and shall be composed of 2 members of Council and a minimum of 5 lay persons appointed by Council resolution for the term of Council.
- ii) The terms of reference for the Arts, Culture and Heritage Advisory Committee are as follows:
 - (1) To promote and support arts, culture and heritage as central elements in the well-being of North Glengarry
 - (2) To assist the municipal administration in the development of recommendations concerning Council policy;
 - (3) To assist municipal administration, when requested, to develop administrative policies;
 - (4) To review and vet application to the community grant program
 - (5) To act as a Municipal Heritage Committee and advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, CHAPTER O.18;
 - (6) Foster cross-cultural cooperation by liaising with community groups and stakeholders
 - (7) Advocating on behalf of arts, culture and heritage in the community.
 - (8) To review and vet application to the Community Improvement Plan and forward recommendations to Council.

d) Community Development Committee

- i) A Community Development Committee is hereby established and shall be composed of 3 members of Council and a minimum of 4 lay persons appointed by Council resolution for the term of Council.
- ii) The terms of reference for the Community Development Committee are as follows:
 - (1) To examine community issues that arise in North Glengarry and provide recommendations to Council.

READ a first, second, third time and enacted in Open council this 14th day of January, 2019

Clerk/Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law 03-2019, and that such by-law is in full force and effect.

Date Certified

Clerk/Deputy Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry hereby appoints Jessica MacLeod a resident of the Township of North Glengarry as the member at large for to the Glengarry Archives Board for the term of Council.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item d

Lise Lavigne

From: Allan MacDonald <dorniemac@gmail.com>
Sent: January-10-19 9:13 AM
To: Lise Lavigne
Cc: Allan MacDonald
Subject: Glengarry County Archives Board - NG Member-at-Large Position (4-year term)

Hi Lyse,

The above was advertised in the 19 December issue of the Glengarry News with a 4 January closing. Jessica MacLeod, a resident of the Twp, was the sole applicant. I would recommend her to Council.

Thanks

Allan

Section 7

COMMUNITY SERVICES

DEPARTMENT

Anne Leduc

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2019-01;
and

THAT Council approves the disbursement of the Community Grants in the amount of \$25,000 as
a pre-approved operating expenditure under the Township's 2019 Operating Budget.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 7 Item a



STAFF REPORT TO COUNCIL

Report No: CS-2019-01

January 14, 2019

From: Anne Leduc – Director of Community Services

RE: 2019 Community Grants

Recommended Motion:

THAT the Council for the Township of North Glengarry receives Staff Report No. CS-2019-01; and

That Council approves the disbursement of the Community Grants as a pre-approved operating expenditure under the Township's 2019 Budget GL 1-4-7000-5236.

Background / Analysis:

Council approved Staff Report CS-2018-35 which outlined the recipient organizations that would share a total of \$25,000.00 in Community Grant and \$3,689.00 in in-kind funding.

Applicant	Community Grant Funding Amount	In-Kind Amount
Centre Lochiel Centre	\$3,000.00	
Club Optimiste	\$3,000.00	\$928.00
Dalkeith Historical Society	\$900.00	
Earth Day	\$500.00	\$467.00
Friends of the Glengarry Trails	\$3,300.00	
Glengarry Artists Collective	\$3,300.00	\$2,294.00
Maxville & District Chamber of Commerce	\$2,000.00	
Maxville Fair	\$3,000.00	
MCM Festival	\$3,000.00	
St. Columba Presbyterian Church	\$3,000.00	
TOTAL:	\$25,000.00 in Community Grant Funding	\$3,689.00 in In-Kind Funding

The disbursement of the funds was conditional on the approval of the Community Grant Program funding as part of the 2019 municipal budget.

Following an election year, it is not unusual that taxation rates at the lower and upper tier affecting final municipal budgets be approved late March or early April. Several of the community organizations that are recipients of the Township's Community Grants would normally have their activities well underway by that time. This is especially true this year with several activities coinciding or celebrating Alexandria's 200th anniversary.

Staff is requesting that Council pre-approve the disbursement of the \$25,000 in Community Grant funds to the community organizations to ensure that they have the opportunity to fund, plan, and execute their activities in a timely manner.

Alternatives:

Option 1 – Recommended – That Council approves this resolution

Or

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

Financial Implications:

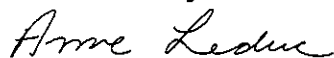
Community groups have for the most part signed their Letters of Agreement that specify the terms and conditions for the funding received through the Community Grants.

The funds would be marked as a pre-approved operating expenditure in the 2019 Budget.

Attachments & Relevant Legislation:

N/A

Submitted by:



Anne Leduc – Director of Community Services

Others consulted:



Kim Champigny – Director of Finance / Treasurer



Sarah Huskinson – Chief Administrative Officer / Clerk

Section 8

TREASURY DEPARTMENT

KIMBERLEY CHAMPIGNY

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry adopt by-law 01-2019 being a rating by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act.*; and

That By-law 01-2019 be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

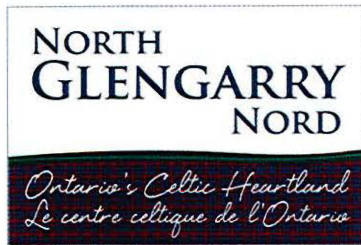
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8 Item a



STAFF REPORT TO COUNCIL

Report No: TR-2019-01

January 1, 2019

From: Kim Champigny - Director of Finance/Treasurer

RE: Rating Bylaw under the *Tile Drainage Act*

Recommended Motion:

THAT Council adopt by-law #01-2019 being a rating by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

Background / Analysis:

The owners of land in the municipality have applied to Council under the Tile Drainage Act for loans for the purpose of constructing subsurface works on such land. As such 75% of the cost of the work with applicable interest can be applied for under this Act. The work for has been completed and the Rating By-Law setting the annual rates has been prepared along with the Offer to Sell and Debenture documents.

Alternatives:

Option 1: That By-Law #01-2019 being a bylaw imposing special annual rates upon land in respect of which money is borrowed under the Tile Drainage Act be adopted by council.

Option 2: Do not adopt By-Law #01-2019.

Financial Implications:

Council has already approved the Tile Drain Loan Application and agreed to levy and collect for a term of ten years once per year for this loan on the final tax billing. There are no fiscal responsibilities to the Township.

Attachments & Relevant Legislation:

The *Tile Drainage Act*, current borrowing Bylaw #42-2014 being a Bylaw to raise money to aid in the construction of drainage works.

Others Consulted: Ontario Ministry of Agriculture, Food and Rural Affairs.



Reviewed and Approved by
Sarah Huskinson, CAO/Clerk

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE
Township of North Glengarry
BY-LAW NUMBER 01-2019

A by-law imposing special annual drainage rates upon land in
respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of
\$28,400.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2019-Jan-14
yyyy/mm/dd

Second Reading 2019-Jan-14
yyyy/mm/dd

Provisionally adopted this 14 day of January, 2019

Mayor Jamie MacDonald

Name of Head of Council

Signature

Sarah Huskinson

Name of Clerk

Signature

Third Reading 2019-Jan-14

Enacted this 14 day of January, 2019

Mayor Jamie MacDonald

Name of Head of Council

Signature

Corporate Seal

Sarah Huskinson

Name of Clerk

Signature

I, Sarah Huskinson, clerk of the Corporation of the Township
of North Glengarry certify that the above by-law was
duly passed by the council of the Corporation and is a true copy thereof.

Sarah Huskinson

Name of Clerk

Signature

Corporate Seal

TILE DRAINAGE DEBENTURE PACKAGE GENERATOR

January, 2015

Introduction:

The Tile Loan Program allows agricultural landowners to obtain loans from their local municipality for installing tile drainage systems. Funding is obtained from the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

The purpose of this spreadsheet is to assist municipalities in preparing the necessary documents for submission to the province. By completing the necessary fields, this spreadsheet will generate the Debenture, Offer to Sell, Rating By-law & Schedule, the Inspection & Completion Certificate and the Tile Loan Calculator.

Conditions:

- ▶ This spreadsheet tool has been specifically designed for use by municipalities within a county (excluding Oxford) or district. Excluding the Debenture and Offer to Sell, this tool may also be used by a lower tier municipality within a region or the County of Oxford.
- ▶ The Tile Drainage Act specifies the following requirements:
 - Only one debenture can be issued each month.
 - Each debenture may have multiple tile loans associated with it.
 - Each debenture must be dated for the first of the month.
 - The term of all loans and debentures is 10 years.
 - The interest rate is fixed for the full term of the loan.
- ▶ This spreadsheet has been programmed to calculate at the current 6% interest rate. Should the province change the interest rate, this version of the spreadsheet cannot be used.

Instructions:

- ▶ Use the "Tab" button or directional arrows to move to the cells requiring data input.
- ▶ Complete all the fields in the "General Data Input" section below.
- ▶ Complete the Inspection and Completion Certificate (ICC) and Tile Loan Calculator (TLC) for each loan being issued. Fields will be automatically filled in the other documents.
- ▶ After all data input is complete, print the ICC, TLC, Debenture, Offer to Sell, Rating By-law and Schedule.
- ▶ The Debenture, Offer to Sell and Rating By-law must be approved by council, signed and the corporate seal affixed.
- ▶ Send the original Debenture, Offer to Sell and ICC along with a copy of the Rating By-law, Schedule and invoices, to OMAFRA (see address below).
- ▶ Keep a photocopy of the documents for your own records.
- ▶ If you have any questions, please contact OMAFRA's Drainage Unit at 519-826-3552.

MAIL PACKAGE TO▶:

Note: This return address can be copied and pasted into your word processor

Ministry of Agriculture, Food and Rural Affairs
Environmental Management Branch
3rd Floor, 1 Stone Road West
Guelph, ON N1G 4Y2 Attention: Drainage Unit

General Data Input:

- ▶ Loan Date: (must be first of the month) _____ (YYYY-MM-01)

2019-Feb-01

 - ▶ Rating By-Law Number: _____

01-2019

 - ▶ Date when Rating By-Law was enacted _____ (YYYY-MM-DD)

2019-Jan-14

 - ▶ Borrowing By-Law Number: _____

42-2014

 - ▶ Tile Drainage Debenture Number: _____

TD2019-01

- (We recommend using a year/month number combination; e.g. for a June 1, 2015 debenture, use 2015-06)

Name of Clerk:

Sarah Huskinson

Name of Treasurer:

Kimberley Champigny

Name of Head of Council:

Mayor Jamie MacDonald

- ▶ Location where Debenture signing will occur:

e.g. "Dated at the Village of Freshwater in the Province of Ontario..."

Township

of

North Glengarry

- ▶ How many Inspection and Completion Certificates (individual tile loans) will be part of this month's debenture?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

TILE DRAINAGE DEBENTURE

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)

\$28,400.00

No. TD2019-01

The Corporation of the _____ Township of _____ North Glengarry hereby promises to pay to the Minister of Finance, the principal sum of \$28,400.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$3,858.65 on the 1st day of February, in the years 2020 to 2029, both inclusive.

The right is reserved to The Corporation of the _____ Township of _____ North Glengarry to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the _____ Township of _____ North Glengarry in the Province of Ontario, this 1st day of February, 2019, under the authority of By-law No. 42-2014 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

Corporate Seal

Mayor Jamie MacDonald

Name of Head of Council

Signature

Kimberley Champigny

Name of Treasurer

Signature

OFFER TO SELL

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 5(8)

TO THE MINISTER OF FINANCE

The Corporation of Township of North Glengarry
hereby offers to sell Debenture No. TD2019-01 in the principal amount of \$28,400.00
to the Minister of Finance as authorized by Borrowing By-law No. 42-2014 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate for each drainage work, for which the Corporation lend the proceeds of this debenture, is attached hereto.

February 01, 2019

Date

Kimberley Champigny

Name of Treasurer

Corporate Seal

Signature of Treasurer

The Corporation of the _____ Township _____ of _____ North Glengarry
 Schedule 'A' to By-law Number _____ 01-2019

Property Owner Information*				Description of Land Parcel to Which the Repayment Charge Will be Levied				Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
		0		Lot: 10	Con: 1			2019-Feb-01	\$ 28,400.00	\$ 3,858.65
-	-									
21780 Glen Robertson Road	Glen Robertson	ONT		Roll #:	0111	016	001	73000		
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
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				Roll #:						
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				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
0	0	0		Lot:		Con:				
-	-									
				Roll #:						
TOTAL *									\$ 28,400.00	\$ 3,858.65

* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided. Only the owner(s) of the property may apply for a loan.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry adopt by-law 02-2019 being a by-law to authorize temporary borrowing from time to time during the fiscal year ending December 31, 2019; and

That By-law 02-2019 be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

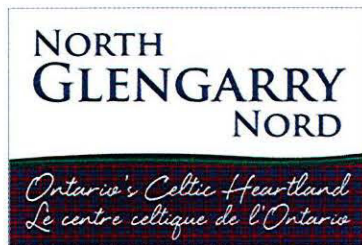
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8 Item b



STAFF REPORT TO COUNCIL

Report No: TR2019-02

January 1 2019

From: Kim Champigny - Director of Finance/Treasurer

RE: Temporary Borrowing By-Law

Recommended Motion:

That By-Law #02-2019, being a bylaw to authorize temporary borrowing from time to time during the fiscal year ending December 31, 2019, be read a first, second and third time and adopted in open Council.

Background / Analysis:

Section 407 of the Municipal Act provides authority for a council to authorize temporary borrowing, until such time that taxes are collected and other revenues received, to meet the current expenditures of the Municipality.

The attached is a Bylaw to authorize such temporary borrowing.

Alternatives:

Option 1: That Council adopts By-law 02-2019.

Option 2: That Council does not adopt By-law 02-2019.

Financial Implications:

N/A

Attachments & Relevant Legislation:

By-Law #40-2014

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk



ONTARIO
MUNICIPAL CORPORATIONS
TEMPORARY BORROWING BY-LAW

E-FORM 348 (04/2009)

(FOR BANK USE ONLY)

S.R.F. No.: 603-609-538

The **THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY** (the "Municipality") By-law No. 02-2019 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, .

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

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

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.

2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of council.

3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$ 2,000,000, whichever is less. (See attached schedule "A").

4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.

5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.

6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.

7. The treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for, the current year and previous years or from any other source, that may be lawfully applied for such purpose.

8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.

9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.

10. This by-law shall take effect on the final day of passing.

Enacted and passed this 14th day of January, 2019.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry approves \$25,000 for the Alexandria 200 event, funded through the tax levy as part of the 2019 budget approval process.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

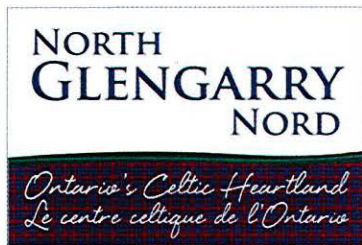
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8 Item c



STAFF REPORT TO COUNCIL

Report No: TR2019-04

January 8, 2019

From: Kim Champigny - Director of Finance/Treasurer

RE: Alexandria 200

Recommended Motion:

That the Township of North Glengarry Council approves \$25,000 for the Alexandria 200 event, funded through the tax levy as part of the 2019 budget approval process.

Background / Analysis:

In 2017, the Alexandria 200 Committee presented to Council a delegation regarding the Alexandria 200. The Committee requested a \$25,000 advance for this event, with the hopes that fundraising would pay back most or all of the advance.

The Committee is actively fundraising and is now arranging events for this celebration. However, cash flow is required in advance to pay for the various aspects of the upcoming events prior to revenues being received from ticket sales (food, tickets, etc.).

Although Council supported the presentation and request, no formal resolution was passed at the delegation. This resolution is requesting approval of the \$25,000 as costs will be incurred prior to the actual passing of the 2019 North Glengarry Budget.

Alternatives:

Option 1: That Council approves the \$25,000 advance.

Option 2: That Council does not approve the \$25,000 advance.

Financial Implications:

The \$25,000 expense has been included in the total 2019 as part of the total tax levy requirement.

Attachments & Relevant Legislation: N/A

Others Consulted:

Lise Lavigne, Deputy Clerk

A handwritten signature in black ink, appearing to read "Lise Lavigne".

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Section 9

**PLANNING/BUILDING
BY-LAW
DEPARTMENT**

Jacob Rhéaume

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive Staff Report BP-2019-01; and

That By-law Z-10-2018 be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

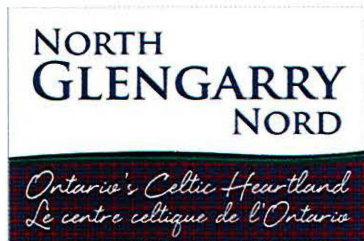
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 9 Item a



STAFF REPORT TO COUNCIL

Report No: BP-2019-01

January 14, 2019

From: Chantal Lapierre – Planning Department

RE: ZONING AMENDMENT Z-10-2018
LOCATION – 18395 KENYON CONC 14 IL APPLE HILL
OWNER – DONALD MacDONELL & VALERIE ROY

Recommended Motion: That the Council of the Township of North Glengarry adopt Zoning By-Law # Z-10-2018.

Background / Analysis: An application for a zoning amendment request was presented to the Planning Committee earlier this evening. It was recommended that the application be forwarded to the Council of The Township of North Glengarry for further consideration and approval. As per the planning resolution of January 14th, 2018, the application is being presented to Council this evening for 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-10-2018

Others consulted:

Reviewed by
Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-10-2018

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, County of SD & G;

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 Concession 14 IL Part of Lots 1 to 5 (18395 Kenyon Conc 14 IL) Apple Hill, Township of North Glengarry zoned General Agricultural Special Exception 174 (AG-174) and General Agricultural Special Exception 175 (AG-175) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) AG-174 Special Exception: No residential development shall be permitted on the severed portion.
 - ii) AG-175 Special Exception: No agricultural uses shall be permitted on the retained portion and to recognize existing barn as an accessory building and not as a livestock facility and to permit an accessory building taller than 5 meters in height (Only if the existing barn is found to be greater than 5m in height).
2. That Schedule “A” of By-Law 39-2000 is hereby amended by changing to AG the zone Symbol of the lands indicated “Zone changed to AG-174 and AG-175” 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 14th day of January, 2019.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

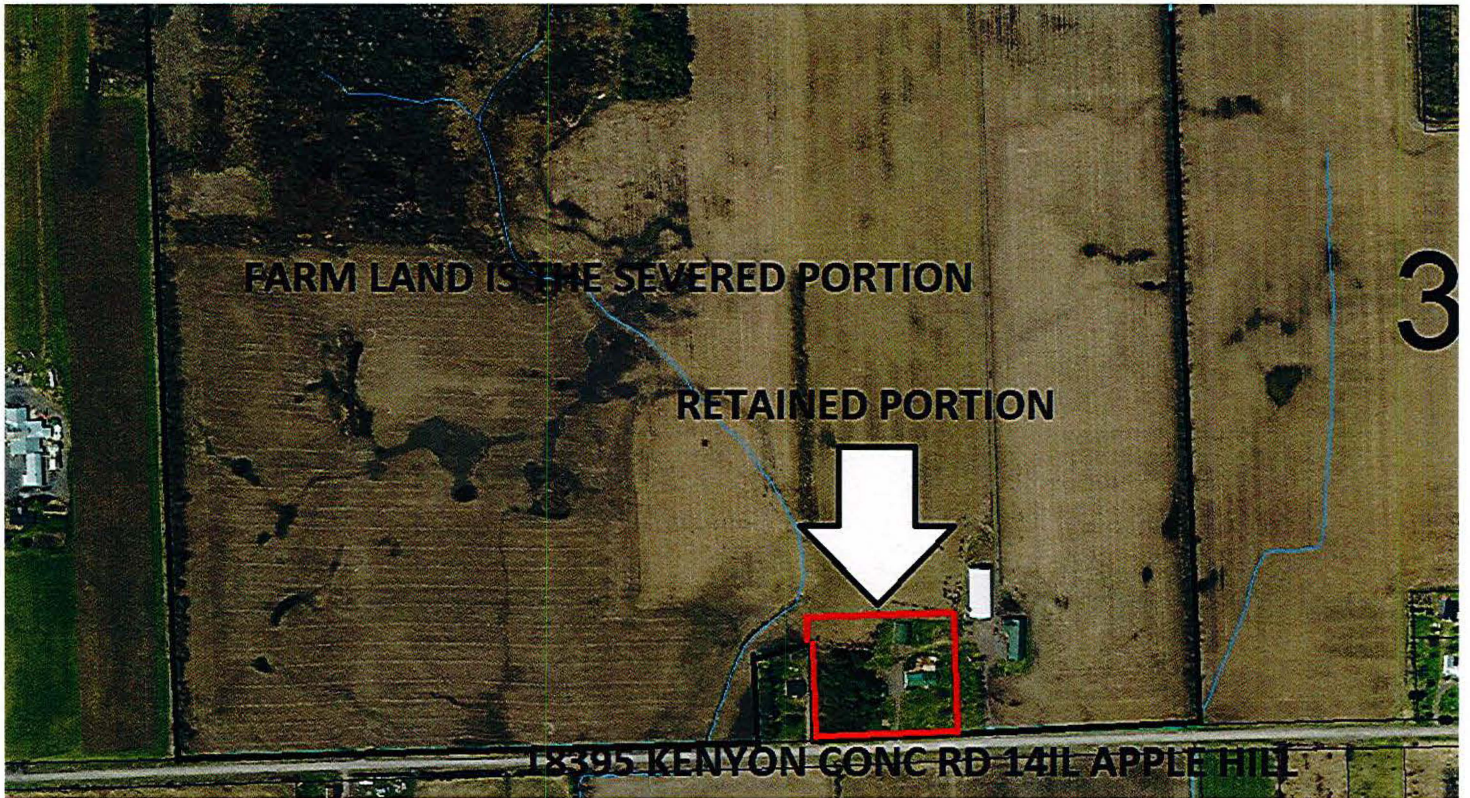
I, hereby certify that the forgoing is a true copy of By-Law No. Z-10-2018, duly adopted by the Council of the Township of North Glengarry, on the 14th day of January, 2019.

Date Certified

Clerk / Deputy Clerk

SCHEDULE "A"
TO BY-LAW NUMBER Z-10-2018

Legend
Subject Property
Zone Change to AG-174 and AG-175



Concession 14 IL Part of Lots 1 to 5
Township of North Glengarry
United Counties of Stormont, Dundas & Glengarry

This is Schedule "A" to By-Law Z-10-2018
Passed this 14th day of January, 2019

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk

Section 10

FIRE DEPARTMENT

Patrick Gauthier

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receive Staff Report FD-2018-09 ; and

That By-law 04-2019 being a by-law regulating the setting of fires be read a first, second and third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

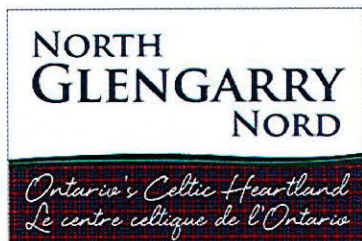
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 10 Item a



STAFF REPORT TO COUNCIL

FD-2018-09

January 2019

From: Fire Department

RE: Burn By-Law

Recommended: That the Township passed by-law 04-2019 and that by-law 04-2019 be read a first, second and third time and passed in Open Council this 14th day of January 2019.

Background / Analysis:

Changes approved by council in June 2018 to the Burn By-law starting as of Jan. 1st 2019 Brush Fire Fee \$0
To be changed schedule A and C:

Schedule "A" Application

WHAT TYPE OF FIRE?

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

SCHEDULE "C" - FEES

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

Others consulted:

CAO Sarah Huskinson

Attachments:

Reviewed by Sarah Huskinson-CAO

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

BY-LAW No. 04-2019

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

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

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

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

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

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

SHORT TITLE

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

**Part 1
DEFINITIONS**

1.1 Definitions

In this By-Law:

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

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

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

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

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

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

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

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

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

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

"Normal Farm Practices" means a practice that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Supervisor" means:

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

permission by a registered legal owner of the property to burn an Open Air Fire;
or

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

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

Part 2

GENERAL REQUIREMENTS FOR OPEN AIR BURNING PERMITS

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

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

Part 3 RECREATIONAL FIRES

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

Part 4 BRUSH FIRES

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

Part 5 FARM AND AGRICULTURAL FIRES

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

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

Part 6 ADMINISTRATION AND ENFORCEMENT

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

Part 7 ORDERS

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

Part 8 ENFORCEMENT

8.1 Authority to Enforce

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

8.2 Right of Entry

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

8.3 Order to Extinguish / Comply

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

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

8.4 Remedial Costs and Recovery

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

Part 9

CONTRAVENTION OF BY-LAW – OFFENCES AND PENALTY

9.1 Offences

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

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

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

9.2 Penalty

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

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

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

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

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

Part 10 VALIDITY

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

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

Part 11

REPEAL OF EXISTING BYLAWS

11.1 Upon this bylaw coming into force, bylaw 25-2018 and 43-2018 shall be rescinded.

READ a first, second, third time and enacted in Open Council, this 14th day of January 2019.

CAO/Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of by-law No.04-2019, and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk



SCHEDULE "A"

This is schedule "A" to by-Law No. 04-2019 respecting application form to obtain a fire permit.

OPEN AIR BURNING PERMIT APPLICATION # _____

APPLICANT NAME: _____

TELEPHONE RESIDENCE _____ CELL _____

EMAIL ADDRESS: _____

LOCATION OF PROPOSED OPEN AIR FIRE:

CIVIC ADDRESS: _____

LOT: _____ CONCESSION: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

WHAT TYPE OF FIRE?

_____ RECREATIONAL FIRE – FREE

_____ BRUSH FIRE - FREE

_____ FARM OR AGRICULTURAL OPERATION FIRE - \$50.00

_____ OWNER

_____ WRITTEN PERMISSION GIVEN: OWNER'S NAME _____

List the other properties you own or on which you have written permission from the owner to burn at

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

Please be advised that the current by-law is posted on the municipal website at: www.northglengarry.ca or contact the municipal office at 613-525-1110.

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

Invoice mailing address: _____

Dated: _____

Signature: _____

SCHEDULE "B"

Township of North Glengarry Part 1 Provincial Offences Act Bylaw 04-2019: Open Air Burning By-Law

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

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

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

SCHEDULE “C” - FEES

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

SCHEDULE “D”
Costs for Emergency Response

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

Section 11

PUBLIC WORKS

DEPARTMENT

Ryan Morton

Section 12

CORRESPONDENCE

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

PUBLIC MEETING

Monday July 9th, 2018
Council Chambers
Centre Sandfield Centre
102 Derby Street West, Alexandria, ON

A Public Meeting was held in the Council Chamber on Monday July 9th, 2018 at 6:30 p.m.

PRESENT: Mayor – Chris McDonell
Deputy Mayor – Jamie MacDonald
Councillor (Lochiel Ward) – Brian Caddell
Councillor (Maxville Ward) – Carma Williams
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
CAO/Clerk – Sarah Huskinson
Planning Department – Gerry Murphy

REGRETS: Councillor (At Large) – Jacques Massie

1. PUBLIC MEETING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:30 p.m.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry accepts the Public meeting agenda of Monday, July 9th, 2018.

Carried

3. ACCEPT THE MINUTES

Resolution No. 2

Moved by: Jeff Manley

Seconded by: Brian Caddell

That the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Monday, May 28th, 2018.

Carried

The Meeting was then turned over to the Planning Department – Gerry Murphy

4. ZONING AMENDMENTS

a) No. Z-04-2018

Owner: Yves & Natalie Gauthier

Location: 3909 County Rd. 45 Alexandria

The clerk asked for comments from the public in attendance.

Mr. Jeff Neilson and Catherine McCormick who resides to the west of the subject property are not for or against the proposal but would like clarification on the zoning. Mr. Neilson also advised that the process has not been followed as the business is already opened.

Planning Department – Gerry Murphy had responded by explaining the RU zoning designation.

The clerk asked two additional times for comments from the public in attendance. No other comments were made.

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 3

Moved by: Michel Depratto

Seconded by: Jamie MacDonald

There being no further business to discuss, the meeting was adjourned at 6:42 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

Section 13

NEW BUSINESS

Section 14

NOTICE OF MOTION

Section 15

QUESTION PERIOD

Section 16

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

Proceed "In Closed Session",

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

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

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

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

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

And adopt the minutes of the Municipal Council Closed Session meeting of December 10, 2018.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 16 Item a

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting December 10, 2018 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 16 Item b

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 16 Item c

Section 17

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 05-2019; and

That Council adopt by-law 05-2019 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 05-2019 be read a first, second, third time and enacted in Open Council this 14th day of January, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 17 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW 05-2019 FOR THE YEAR 2019

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of January 14, 2019 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 14th day of January 2019.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 05-2019, duly adopted by the Council of the Township of North Glengarry on the 14th day of January, 2019.

Date Certified

CAO/Clerk / Deputy Clerk

Section 18

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: January 14, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 18