

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

**Regular Meeting of Council**

**Agenda**

Monday September 29<sup>th</sup> at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

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

**ALSO PRESENT:** Interim CAO/Clerk: Timothy Simpson  
Deputy Clerk: Jena Doonan  
Director of Finance/Treasurer: Zoe Bougie  
Director of Public Works: Timothy Wright  
Director of Planning and Economic Development Services at the Counties of SDG: Peter Young  
Welch LLP Partner: Christina Morgan

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

- a. Mayor Jamie Macdonald declared a pecuniary interest with section 6 c. iii as the owner of Trillium Landing is his client

**3. ACCEPT THE AGENDA (Additions/Deletions)**

**Resolution No. 1**

**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

**THAT** the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday September 29, 2025

**Carried**

**4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Jacques Massie

**Seconded by:** Brian Caddell

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

- Regular Meeting of Council Minutes – Monday September 8, 2025.

**Carried**

**5. DELEGATIONS**

- a. Ontario SPCA Cornwall & Region Animal Centre and Veterinary Clinic –Rob Hunter, Development Officer – Eastern Ontario, Ontario SPCA & Bonnie Bishop, East Regional Manager, Community Outreach Services, Ontario SPCA

*The Ontario SPCA presented Council with an update on services and a request for \$20,000 over five years to support a new animal centre and veterinary clinic in Cornwall, noting increased demand and limitations of the current facility; the matter was referred to the Treasurer for budget consideration.*

**6. STAFF REPORTS**

- a. Administrative Department
  - i. AD 2025-08: CAO Hire Process

**Resolution No. 3**

**MOVED BY:** Jeff Manley  
**SECONDED BY:** Micheal Madden

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives Staff report AD 2025-08: CAO Recruitment Process; and  
**THAT** Council authorize the HR Manager of the United Counties of SDG to manage the recruitment process for a permanent CAO/Clerk for the Township; and  
**THAT** a Selection Committee, comprised of the Mayor, two other members of Township Council and the Interim CAO/Clerk, be constituted to assist where required in the recruitment process; and  
**THAT** Council approve the attached updated Job Description for CAO/Clerk and further that any and all previous versions of the same be and are hereby rescinded in their entirety.  
**AND THAT** the attached Job Advertisement for the CAO/Clerk position be approved.

**Carried**

AD 2025-09: Review of Township Personnel Policies

**Resolution No. 4**

**MOVED BY:** Brian Caddell  
**SECONDED BY:** Jeff Manley

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives Staff report AD 2025-09: Review of Township Personnel Policies; and  
  
**THAT** the Council of the Township of North Glengarry defer the approval/implementation of a standalone *Employee Code of Conduct*; and  
  
**THAT** the incoming CAO/Clerk be tasked by Council with a comprehensive review of Township personnel-related policies/By-laws, with a view to completing the same as early as possible in 2026.

**Carried**

b. Treasury Department

TR 2025-16: Tile Drainage Loan Application

**Resolution No. 5**

**MOVED BY:** Michael Madden

**SECONDED BY:** Gary Martin

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives staff report TR-2025-16 Tile Drainage Loan Application; and

**THAT** Council approves the application for a tile drainage loan for roll number 011101600730000 in the estimated amount of \$34,200.

**Carried**

TR 2025-17: 2024 Audited Financial Statements

**Resolution No. 6**

**MOVED BY:** Gary Martim

**SECONDED BY:** Carma Williams

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives staff report TR-2025-17 Award of Audit Services; and

**THAT** Council award RFP 2025-TR-01 Municipal Audit Services to Welch LLP;

**AND THAT** the Council of the Township of North Glengarry authorizes the Mayor and Interim CAO/Clerk to enter into an agreement with Welch LLP to provide auditing services over a four-year period for a total cost of \$162,000 excluding HST.

**Carried**

TR 2025-18: Award of Audit Services

**Resolution No. 7**

**MOVED BY:** Carma Williams

**SECONDED BY:** Jacques Massie

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives Staff Report TR-2025-18, 2024 Audited Financial Statements; and

**THAT** Council accept the 2024 Audited Financial Statements as presented by Christina Morgan, CPA from Welch LLP during the meeting of open Council this 29<sup>th</sup> day of September 2025.

**Carried**

c. Building, Planning & By-law Department

BP 2025-21: Zoning By law Amendment Z-05-2025 (Eastwood Dairy Farm)

**Resolution No. 8**

**MOVED BY:** Brian Caddell

**SECONDED BY:** Jeff Manley

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-05-2025; and

**THAT** By-law No. Z-05-2025 be read a first second and third time and enacted in open Council this 29th day of September 2025.

**Carried**

BP 2025-22: Zoning By-law Amendment Z-06-2025 (Reynald Blais)

**Resolution No. 9**

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-06-2025; and

**THAT** By-law No. Z-06-2025 be read a first second and third time and enacted in open Council this 29th day of September 2025.

**Carried**

BP 2025-23: Subdivision Agreement – Trillium Landing Development – *Chair Mayor MacDonald Excused himself from Council Chambers, Deputy Mayor Williams proceeded as Chair*

**Resolution No. 10**

**Recommended Motion**

**THAT** the Council of North Glengarry authorizes the CAO/Clerk to enter into a subdivision with Alcore Homes Inc. for the Trillium Landing Subdivision Phase 1 development.

**Carried**

*Chair Mayor MacDonald returned to Council Chambers and resumed as chair.*

d. Public Works Department

PW 2025-18: DWQMS Infrastructure Maintenance, Rehabilitation & Renewal Review

**Resolution No. 11**

**MOVED BY:** Gary Martin

**SECONDED BY:** Carma Williams

**Recommended Motion:**

**THAT** the Council of the Township of North Glengarry receives Staff report PW 2025-18, QMS Update-2025 Infrastructure Maintenance, Rehabilitation and Renewal Review for information purposes.

**Carried**

**Resolution No. 12**

**Recommended Motion**

**THAT** the Council of the Township of North Glengarry receives Staff Report No. PW-2025-19 Annual DWQMS Internal Audit Report and Results for information purposes only.

**Carried**

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

**Resolution No. 13**

**Moved by:** Jacques Massie

**Seconded by:** Brian Caddell

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

**Carried**

**9. NEW BUSINESS**

**10. NOTICE OF MOTION**

**Next Regular Meeting of Council**

**Tuesday October 14 2025**, at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

**Note:** Meeting are subject to change and cancellation

**11. QUESTION PERIOD**

Questions are to be in relation to the items presented on this agenda. Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair

**12. CLOSED SESSION**

**Resolution No. 14**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

**Proceed "In closed Session"**

As this matter deals with a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, 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 they may be discussed in closed session under sections 239 (2)(i) of the *Ontario Municipal Act*);

**Carried**

**Resolution No. 15**

**Moved by:** Michael Madden

**Seconded by:** Gary Martin

**THAT** we return to the Regular Meeting at 8:10 p.m.

**Carried**

13. CONFIRMATION BY-LAW

**Resolution No. 16**  
**Moved by:** Gary Martin  
**Seconded by:** Carma Williams

**THAT** the Council of the Township of North Glengarry adopts by-law 31-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

**THAT** by-law 31-2025 be read a first, second and third time and enacted in Open Council this 29<sup>th</sup> day of September 2025.

**Carried**

14. ADJOURMENT

**Resolution No. 17**  
**Moved by:** Jacques Massie  
**Seconded by:** Brian Caddell

**THERE** being no further business to discuss, the meeting was adjourned at 8:11 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor