

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Regular Meeting of Council

**Monday June 12, 2017 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) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES ® (Jamie)
  - a) Regular Meeting of Council – May 23, 2017
  - b) Special Meeting of Council – June 5, 2017
4. DELEGATION(S)
  - a) SD&G County Library – Susan Wallwork
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
  - a) By-law 26-2017 – Road Widening of Seven Hills Road ® (Jacques)
7. COMMUNITY SERVICES DEPARTMENT – Anne Leduc, Director of Recreation/Community Services
  - a) Key Information Report re. May Economic Development Activities
  - b) Key Information Report re. Hiring of Heritage Coordinators
  - c) TD Friends of the Environment Foundation Project Funding ® (Brian)
  - d) Request for an exemption to the Chip Stands By-law – July 1 & 2 ® (Jeff)
  - e) Request for an exemption to the Chip Stands By-law – Sept 16 ® (Michel)
8. TREASURY DEPARTMENT - Johanna Levac, Treasurer
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT - Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. FIRE DEPARTMENT – Patrick Gauthier, North Glengarry Fire Chief
  - a) By-law 24-2017 – Rescind Open Air By-law 37-2016 ® (Jacques) (Report to be distributed Monday June 12)
11. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
  - a) Maxville Water Project – HR requirements ® (Carma)
  - b) Free Landfill costs – Transfer to reserves ® (Jamie)
  - c) Lagoon Upgrade Detailed Design – RFP Evaluation Matrix and invitations ® (Brian)
12. CORRESPONDENCE
  - a) Committee of Adjustment Minutes – October 24, 2016
  - b) Committee of Adjustment Minutes – February 21, 2017
  - c) Committee of Adjustment Minutes – March 27, 2017
  - d) Arts, Culture and Heritage Advisory Committee Minutes – April 26, 2017

13. NEW BUSINESS

14. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday June 26, 2017 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

Taxation Discrepancies corrections (as this matter deal 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*);

Human resource update: Treasury and Building / Planning Dept (as this matter deal 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*);

Update on two municipal land issues (as this matter deal 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*);

And adopt the minutes of the Municipal Council “In Camera” session meeting of April 24, 2017, May 1, 2017, May 23, 2017 and June 5, 2017.

17. CONFIRMING BY-LAW

a) By-law 28-2017 ® (Jeff)

18. ADJOURN ® (Jacques)

# **Section 1**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday June 12, 2017.

**Carried**

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**Defeated**

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**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Jacques Massie

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**Councillor:** Brian Caddell

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Carma Williams

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**Mayor:** Chris McDonell

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**Section 1**



## **Section 2**

# **DECLARATIONS OF CONFLICTS OF INTEREST**

## **Section 3**

# **ADOPTION OF PREVIOUS MINUTES**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

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

Regular Meeting of Council – May 23, 2017  
Special Meeting of Council – June 5, 2017

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 3**



3(a)

## THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

### REGULAR MEETING OF COUNCIL

**Tuesday May 23, 2017 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 May 23, 2017 at 7:00 p.m., with Mayor Chris McDonnell presiding.

**PRESENT:** **Deputy Mayor** - Jamie MacDonald  
**Councillor (Lochiel Ward)** – Brian Caddell  
**Councillor (Kenyon Ward)** – Jeff Manley  
**Councillor (Alexandria Ward)** – Michel Depratto  
**Councillor (Maxville Ward)** – Carma Williams

**ALSO PRESENT:** **CAO** – Daniel Gagnon  
**Director of Public Works** – Ryan Morton  
**Director of Community Services** - Anne Leduc  
**Economic Development Officer** – Tara Kirkpatrick

**ABSENT:** **Councillor at Large** – Jacques Massie

1. **DECLARATIONS OF CONFLICTS OF INTEREST**
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 agenda of the Regular Meeting of Council on Tuesday May 23, 2017 as amended

**Carried**

#### **Deletion from the Agenda**

- 6(c) **By-law 24-2017 – Amendment to Open Air Fires By-law**  
15 **Minutes of the Municipal Council “In Camera”**

3. **ADOPTION OF PREVIOUS MINUTES**

#### **Resolution No. 2**

**Moved by:** Jamie MacDonald

**Seconded by:** Michel Depratto

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

Regular Meeting of Council – May 8, 2017

**Carried**

#### 4. DELEGATION(S)

##### a) Glengarry Federation of Agriculture – Martin Lang re. Municipal drains

Martin Lang provided some perspectives from the Agricultural community re. the use and need for municipal drains.

#### 5. COMMITTEE RECOMMENDATIONS

#### 6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk

##### a) Sidewalk sale at Mill Square – Alzheimer Society

##### Resolution No. 3

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

That Council of the Township of North Glengarry receive the letter from the Alzheimer Society of Cornwall & District regarding a Sidewalk Sale at Mill Square on May 27, 2017; and

That Council approve the use of barricades and the use of parking spaces on north side of Mill Square to facilitate the sidewalk sale.

**Carried**

**Action – AL/RM**

##### b) By-law 23-2017 – To update Procedural By-law 37-2016

##### Resolution No. 4

**Moved by:** Briand Caddell

**Seconded by:** Jeff Manley

That the CAO report re. Procedural By-law changes be received and that

The Township's procedural by-law be amended accordingly and that

By-law 23-2017 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of May, 2017.

**Carried**

**Action – LL**

##### c) By-law 24-2017 – Amendments to Open Air Fires By-law

**DELETED**

##### d) Verbal update – Forensic Audit

The CAO provided a verbal update on the progress to date and the workload that remains to correct numerous tax account discrepancies and the ongoing forensic audit in the treasury department.

**e) Improving Cell Services in Eastern Ontario**

**Resolution No. 5**

**Moved by:** Jamie MacDonald

**Seconded by:** Michel Depratto

**IMPROVING CELL SERVICES & BUILDING A PUBLIC SAFETY BROADBAND NETWORK IN EASTERN ONTARIO**

**WHEREAS** the revitalization of the economy of Eastern Ontario continues to be the primary objective of the Eastern Ontario Wardens' Caucus (EOWC);

**AND WHEREAS** the Eastern Ontario Wardens' Caucus Inc. in its *Economic Development Strategy for Eastern Ontario* has identified the necessity of improving mobile broadband and cellular networks as critical to propelling innovation and economic growth in all sectors of the regional economy including manufacturing, agriculture, and transportation services;

**AND WHEREAS** the Eastern Ontario Wardens' Caucus and the Eastern Ontario Regional Network (EORN) have undertaken a detailed and comprehensive engineering analysis of the gaps in cellular coverage and capacity across the region;

**AND WHEREAS** that analysis demonstrates the existence of significant gaps in both coverage and capacity that is impacting public safety, economic growth and the quality of life for residents

**AND WHEREAS** EORN, on behalf of the EOWC, has prepared a full business case to support improvement and expansion of cellular networks and mobile broadband services across Eastern Ontario;

**AND WHEREAS** establishing a Public Safety Broadcast Network (PSBN) for First Responders is a national imperative;

**AND WHEREAS** EORN is proposing the development of a Public Safety Broadcast Network pilot project covering Eastern Ontario to support a national network;

**AND WHEREAS** the Eastern Ontario Wardens' Caucus has proven itself capable of designing, building and delivering a major telecommunications project on behalf of the businesses and citizens of Eastern Ontario, Ontario and Canada:

**NOW THEREFORE** be it resolved that the Corporation of the United Counties of Stormont, Dundas and Glengarry hereby strongly supports submission of *The Eastern Ontario Regional Cellular Mobile Broadband Project* as the region's highest economic development priority;

**AND FURTHER THAT** the Council of the United Counties of Stormont, Dundas and Glengarry, will work as a partner with the EOWC, EORN along with the federal and provincial governments together with the private sector to improve mobile broadband access and services for the people and businesses of Eastern Ontario.

**AND FURTHER THAT** the United Counties of Stormont, Dundas and Glengarry will support this project by making a financial contribution once the full extent of the project is determined by the Federal and Provincial Governments.

**AND FURTHER THAT** Council of the Township of North Glengarry requests that both MP Francis Drouin and MPP's Grant Crack and Jim McDonell work closely with the EOWC and EORN on this essential infrastructure project.

**Carried**

**Action – LL**

**f) Environmental Assessment to update Contracted Services**

**Resolution No. 6**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

That the CAO / Clerk's report re. contracting services for an EA update be received and that



The township use the negotiation method in the procurement policy to sole source the EA update process to EVB Engineering Inc. at an upset cost of \$47,357 plus applicable taxes and that the costs for the study be taken from the waterworks dept. consulting budgets until such time as capital funding is acquired and the costs reallocated accordingly and that

The Mayor and CAO be authorized to execute any documents needed to implement this direction.

**Carried**

**Action – RM/AL**

**7. RECREATION DEPARTMENT / COMMUNITY SERVICES DEPARTMENT -**

Anne Leduc, Director – Community Services

**a) Community Improvement Plan – 43 Main St., Maxville, On**

**Resolution No. 7**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

That Council approves Option 1 authorizing Financial Incentive Program A (Planning & Design Grant) up to a maximum of \$487.50; Program B (Building Improvement and Infill Grant) up to a maximum of \$3,559.50; Program E (Building Permit Fee Grant) up to a maximum of \$750; Program F (Tax Increment Grant), and Program G (CIP Municipal Loan Program) up to a maximum of \$10,000, as submitted by C. Wohlgemuth & C. Wohlgemuth for the property situated at 43 Main Street South, Maxville.

**Carried**

**Action – KS**

**b) Key Information Report – Geese Management Program**

The Director of Community Services updated Council on the ongoing very successful geese management program in Mill Pond.

**c) Key Information Report – Economic Development Activities – April 2017**

The Director of Community Services updated Council on the workload and activities in the economic development area.

**8. FINANCE DEPARTMENT – Johanna Levac, Treasurer**

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

Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager

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

**Resolution No. 8**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

THAT, the Council of the Township of North Glengarry enacts a by-law pursuant to the Drainage Act, RSO 1990 as follows;

1. The report dated February 2017 with revised drainage area and assessment schedule dated April 2017 attached is adopted, and the drainage works as therein indicated and set forth is authorized and shall be completed in accordance therewith.

2. That the Corporation of the Township of North Glengarry may borrow on the credit of the Corporation the amount of \$542,985.09 being the amount necessary for the construction of the drainage works.

3. That the by-law 21-2017 may be cited as the CHENIER-JEAUROND MUNICIPAL DRAIN and be read a first and second, in Open Council this 23<sup>rd</sup> day of May, 2017.

**Carried**

**Action - RM**

**11. CORRESPONDENCE**

- a) Art, Culture & Heritage Advisory Minutes – March 22, 2017
- b) Recreation Advisory Committee Minutes – March 28, 2017
- c) Glengarry Sports Palace Minutes – March 28, 2017
- d) Public Works Advisory Committee Minutes – April 18, 2017

**12. NEW BUSINESS**

**13. NOTICE OF MOTION** - Next Meeting of Council, June 12, 2017.

**14. QUESTION PERIOD**

**15. CLOSED SESSION BUSINESS**

**Resolution No. 9**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at 8:27 p.m., in order to address,

Taxation Discrepancies corrections (as this matter deal 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*);

**Carried**

**Resolution No. 10**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

That we return to the Regular Meeting of Council at 8:43 p.m.

**Carried**

**16. CONFIRMING BY-LAW**

- a) **By-law No. 25-2017**

**Resolution No. 11**

**Moved by:** Carma Williams

**Seconded by:** Michel Depratto

That the Council of the Township of North Glengarry receive By-law 25-2017; and

That Council adopt by-law 25-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 25-2017 be read a first, second, third time and enacted in Open Council this 23<sup>rd</sup> day of May, 2017.

**Carried**

## 17. ADJOURNMENT

### Resolution No. 12

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

There being no further business to discuss, the meeting was adjourned at 8:44 p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

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**Mayor / Deputy Mayor**



# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## SPECIAL MEETING OF COUNCIL

**Monday June 5, 2017 at 2:00 p.m. – Gary Shepherd Hall  
102 Derby Street West, Alexandria, On K0C 1A0**

A Special meeting of the Municipal Council was held on June 5, 2017 at 2:00 p.m., with Mayor Chris McDonnell presiding.

**PRESENT:** Deputy Mayor - Jamie MacDonald  
Councillor at Large – Jacques Massie  
Councillor (Lochiel Ward) – Brian Caddell  
Councillor (Kenyon Ward) – Jeff Manley  
Councillor (Alexandria Ward) – Michel Depratto  
Councillor (Maxville Ward) – Carma Williams

**ALSO PRESENT:** CAO – Daniel Gagnon  
Director of Public Works – Ryan Morton  
EVB Engineering - Marco Vincelli

1. DECLARATIONS OF CONFLICTS OF INTEREST
2. ACCEPT THE AGENDA

### Resolution No. 1

**Moved by:** Jacques Massie

**Seconded by:** Brian Caddell

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Monday June 5, 2017 as amended

**Carried**

3. ADOPTION OF PREVIOUS MINUTES
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk

### a) Recruitment of a Deputy Chief Building Official

### Resolution No. 2

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

That the CAO/Clerk's report re. the position of Deputy CBO be received and that

Council approve the creation of the position of Deputy CBO as a management non-bargaining unit position at a salary range of \$67,203 to 77,151 and that

The CAO be directed to post and recruit for this vacancy and soon as possible and that The Mayor and CAO be authorized to execute any documents needed to implement this direction.

**Carried**



7. **COMMUNITY SERVICES DEPARTMENT** - Anne Leduc, Director Community Services
8. **TREASURY DEPARTMENT** – Johanna Levac, Treasurer
9. **PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT** -  
Gerry Murphy Chief Building Official/Senior By-law Enforcement Officer/Planning Manager
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, June 12, 2017.
15. **QUESTION PERIOD**
16. **CLOSED SESSION BUSINESS**

**Resolution No. 3**

**Moved by:** Brian Caddell

**Seconded by:** Jacques Massie

Proceed "In Camera" Session,

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at 2:08 p.m., in order to address,

Verbal Update on the Corporate Organization Review (as this matter deal 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*);

Human Resource Levels in the PWs dept (as this matter deal 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*);

Financial Capital Planning for Water Infrastructure. (as this matter deal with a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act they may be discussed in closed session under sections 239 (3.1) Educational or training sessions

**Carried**

**Resolution No. 4**

**Moved by:** Michel Depratto

**Seconded by:** Jamie MacDonald

That we return to the Special Meeting of Council at 4:12 p.m.

**Carried**

17. **CONFIRMING BY-LAW**

## **18. ADJOURNMENT**

### **Resolution No. 5**

**Moved by:** Jamie MacDonald

**Seconded by:** Michel Depratto

There being no further business to discuss, the meeting was adjourned at 4:13 p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

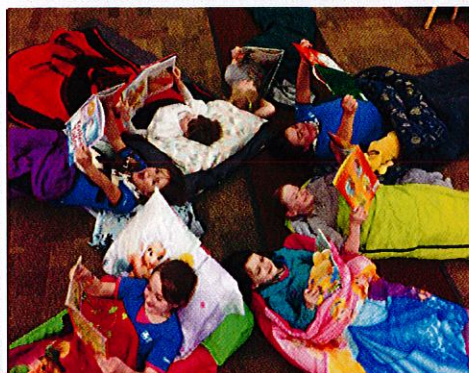
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**Mayor / Deputy Mayor**

## **Section 4**

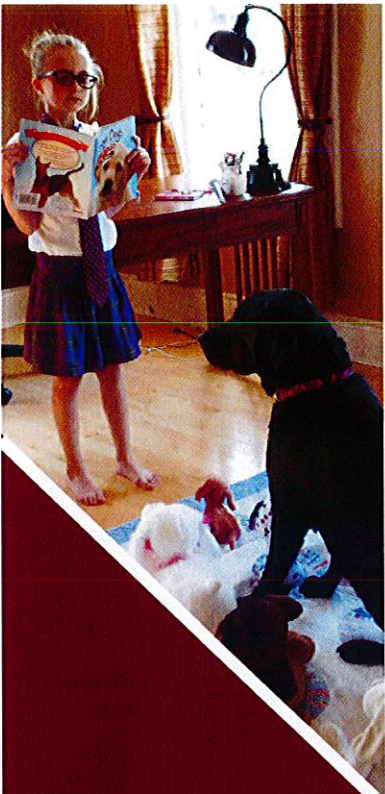
# **DELEGATION**





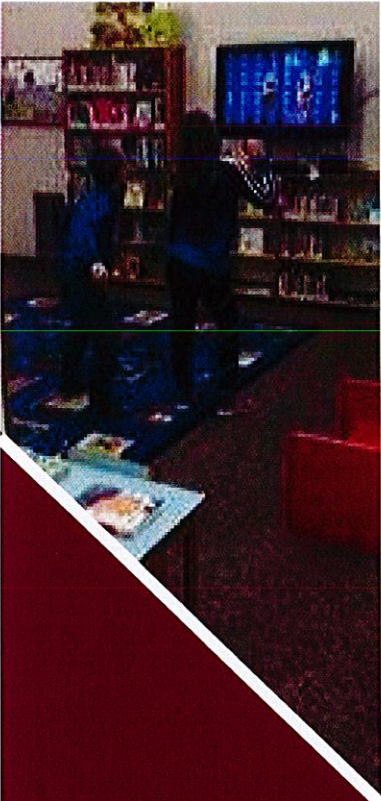
# SD&G County Library Update





## Presentation Outline

- 📖 Reallocation of hours in North Glengarry
- 📖 Mobile Internet “hotspot” lending
- 📖 Other Summer program highlights



# Reallocation of Hours

📖 Maxville Branch – additional hour on Saturdays

📖 Changes in hours built on enhancing our Library system through

- Longer hours of operation at key times
- More equitable distribution of hours
- Opportunity to increase value added programs
- Longer shifts to help increase staff efficiency and productivity
- Usage information
- Knowledge of staff



# Mobile Internet “Hotspot” Lending

- 📖 15 “hotspots” – Novatel Wireless MiFi 6630
- 📖 Flex data plan
- 📖 Ten-day loan period ; regular overdue fees/fines
- 📖 Available for loan early July 2017
- 📖 Three-year project





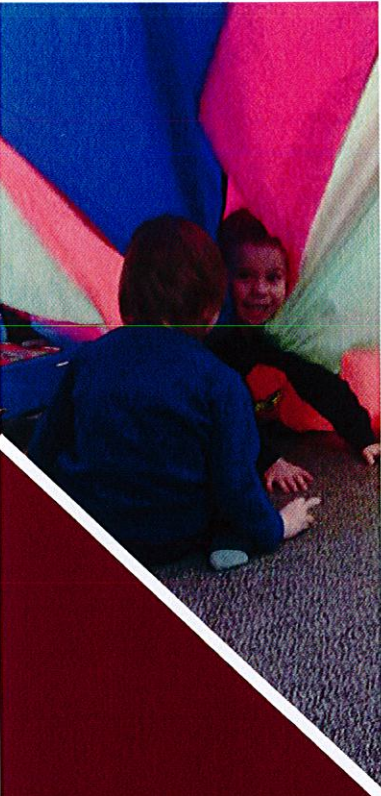
## Other Summer Programs to Watch For

📖 Summer Reading Club

📖 Pop Up Events

📖 SDG Reads is back!

📖 Branch programs – Navigator Program Guide

A photograph of two children sitting inside a colorful tent. The tent's interior is lined with bright blue, pink, and green fabric. One child, seen from the back, wears a blue shirt. The other child, facing the camera, is smiling and wearing a red and black outfit. They are sitting on a grey carpeted floor.

**Questions?**

**Thank you.**



## **Section 5**

# **COMMITTEE RECOMMENDATIONS**

# **Section 6**

## **CAO/CLERK'S DEPARTMENT**

**Daniel Gagnon**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

That Council of the Township of North Glengarry hereby adopt by-law 26-2017 being a by-law to dedicate certain lands for road widening purposes and that by-law 26-2017 be read a first, second and third time and enacted in Open Council this 12<sup>th</sup> day of June 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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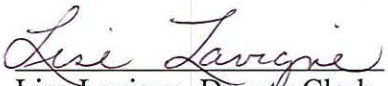
**Section 6 Item a**



6(a)

## TOWNSHIP OF NORTH GLENGARRY

### STAFF REPORT

**Date:** June 12, 2017  
**To:** Mayor and Council Members  
**From:**   
Lise Lavigne, Deputy Clerk

  
Daniel Gagnon, CAO/Clerk

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#### **Re: Road Widening By-law**

**Discussion:** The Township of North Glengarry has received a request from the law office of Tolhurst Law Office, who is representing a client whose lands were subject to a road widening. The lands taken are described as being Part of South Half of Lot 15, Con 9 Lochiel, Township of North Glengarry, County of Glengarry; and was dedicated to the Township for road widening purposes.

**Recommendation:** That Council hereby adopt by-law No. 26-2017 being a by-law to dedicate certain lands for road widening purposes and that by-law No. 26-2017 be read a first, second and third time and enacted in Open Council this 12<sup>th</sup> day of June 2017.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NUMBER 26-2017

A BY-LAW TO CONFIRM THE ACQUISITION OF CERTAIN LANDS AND TO DEDICATE THE SAME AS PART OF THE PUBLIC HIGHWAYS TO BE KNOWN AS SEVEN HILLS ROAD

REF.: a) *The Municipal Act 2001, S.O. 2001, c. 25 Section 31 and amendments thereto;*  
b) *The Public Transportation and Highway Improvement Act, R.S.O. 1990, Chapter P. 50, Section 44, Subsection 4 and amendments thereto;*

**WHEREAS** the Corporation deems it expedient to acquire those parts of PIN 67162-0058 being Part of South Half of Lot 15, Con 9 Lochiel, Township of North Glengarry, designated as Part 2 on Plan 14R6349 for the purpose of future widening of Seven Hills Road.

**AND WHEREAS** the Corporation of the Township of North Glengarry deems it expedient that the acquisition be confirmed and that the said lands be assumed and dedicated as part of the public highway.

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

- 1) That the acquisition by The Corporation of the Township of North Glengarry of those parts of PIN 67162-0058 being Part of South Half of Lot 15. Con 9 Lochiel, Township of North Glengarry, designated as Part 2 on Plan 14R6349 for the purpose of future widening of Seven Hills Road is hereby authorized and confirmed.
- 2) That the said lands acquired, more particularly described in paragraph (1) of this By-Law be and are hereby dedicated as parts of the public highway to be known as Seven Hills Road.
- 3) That the Mayor and Clerk of the Corporation of the Township of North Glengarry be and they are hereby authorized to execute all documents and take whatever steps Council for the said Corporation may advise and as may be required to give effect to these presents.

**READ** A First, Second and Third Time and duly enacted this 12<sup>th</sup> day of June 2017.

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CAO/Clerk / Deputy Clerk

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Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 26-2017, duly adopted by the Council of the Township of North Glengarry on the 12<sup>th</sup> day of June, 2017.

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

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



*Etude Legale Tolhurst Law Office*

93 rue Main St E, Box 730  
Vankleek Hill (Ontario) K0B 1R0  
Tel: 613-678-3345 | Fax: 613-678-3251

Robert E. Tolhurst, B. Sc., LL.B.  
Barrister & Solicitor/Avocat & Notaire  
rtolhurst@bellnet.ca

Alexandra Nantel-Soucy, LL.B., J.D.  
Barrister & Solicitor/Avocate & Notaire  
alexandra.tolhurstlaw@gmail.com

May 24, 2017

Township of North Glengarry  
P. O. Box 700  
90 Main Street South  
Alexandria, Ontario  
K0C 1A0

By fax: 613-525-1649

Re: Land Division file B-101/16  
Our File: T-15705

---

We represent Donald, Ginette and Ian Crooks in completing the Transfer with Land Division Consent of part of the South Half of Lot 15, Concession 9 Lochiel.

Mr. Jason surveyed the travelled road, Seven Hills Road, which is not currently recognized by Teranet in this lot. We propose to transfer to the Township title of part of Seven Hills Road which is included in the PIN of my clients, and which is now surveyed as Part 2, Plan 14R-6349.

Enclosed please find the draft Transfer with Acknowledgement and Direction to be signed on behalf of the Township. We agree to register this on title and also register a By-law of the Municipality to authorize the purchase and to dedicate the lands as part of the public highway. Also enclosed is a copy of Plan 14R-6349.

Please provide us with the Acknowledgement and Direction as signed at your earliest convenience.

Yours very truly,

ROBERT E. TOLHURST  
RET/vm  
Encl.



**This will confirm that:**

- I/We have reviewed the information set out in this Acknowledgement and Direction and in the documents described below (the "Documents"), and that this information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver, and/or register electronically, on my/our behalf the Documents in the form attached.
- You are hereby authorized and directed to enter into an escrow closing arrangement substantially in the form attached hereto being a copy of the version of the Document Registration Agreement, which appears on the website of the Law Society of Upper Canada as of the date of the Agreement of Purchase and sale herein. I/We hereby acknowledge the said Agreement has been reviewed by me/us and that I/We shall be bound by its terms;
- The effect of the Documents has been fully explained to me/us, and I/we understand that I/we are parties to and bound by the terms and provisions of the Documents to the same extent as if I/we had signed them; and
- I/we are in fact the parties named in the Documents and I/we have not misrepresented our identities to you.
- I, \_\_\_\_\_, am the spouse of \_\_\_\_\_, the (Transferor/Chargor), and hereby consent to the transaction described in the Acknowledgment and Direction. I authorize you to indicate my consent on all the Documents for which it is required.

**DESCRIPTION OF ELECTRONIC DOCUMENTS**

The Document(s) described in the Acknowledgement and Direction are the document(s) selected below which are attached hereto as "Document in Preparation" and are:

- ☒ A Transfer of the land described above.
- ☐ A Charge of the land described above.
- ☐ Other documents set out in Schedule "B" attached hereto.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 17

**WITNESS**

(As to all signatures, if required)

\_\_\_\_\_  
CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Consideration \$ 0.00

### **Transferor(s)**

The transferor(s) hereby transfers the land to the transferee(s).

**Name** CROOKS, DONALD  
Acting as an individual  
**Address for Service** 21535 Seven Hills Road  
Vankleek Hill, On.  
K0B 1R0

I am at least 18 years of age.

Ginette Crooks and I are spouses of one another and are both parties to this document

This document is not authorized under Power of Attorney by this party.

**Name** CROOKS, GINETTE  
Acting as an individual  
**Address for Service** 21535 Seven Hills Road  
Vankleek Hill, On.  
K0B 1R0

I am at least 18 years of age.

Donald Crooks and I are spouses of one another and are both parties to this document.

This document is not authorized under Power of Attorney by this party.

**Name** CROOKS, IAN  
Acting as an individual  
**Address for Service** 21860 Laggan-Gleneig Road  
Dalkeith, On.  
K0B 1E0

I am at least 18 years of age.

The property is not ordinarily occupied by me and my spouse, who is not separated from me, as our family residence.

This document is not authorized under Power of Attorney by this party.

### **Transferee(s)**

**Capacity**

**Share**

**Name** CORPORATION OF THE TOWNSHIP OF NORTH  
GLENGARRY  
Acting as a company  
**Address for Service** 90 Main Street  
Alexandria, ON  
K0C 1A0

- ☐ (d) The authorized agent or solicitor acting in this transaction for \_\_\_\_\_ described in paragraph(s) ( ) above.
- ☒ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY described in paragraph(s) (c) above.
- ☐ (f) A transferee described in paragraph ( ) and am making these statements on my own behalf and on behalf of \_\_\_\_\_ who is my spouse described in paragraph ( ) and as such, I have personal knowledge of the facts herein deposed to.

**3. The total consideration for this transaction is allocated as follows:**

|                                                                                                       |      |
|-------------------------------------------------------------------------------------------------------|------|
| (a) Monies paid or to be paid in cash                                                                 | 0.00 |
| (b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)         | 0.00 |
| (ii) Given Back to Vendor                                                                             | 0.00 |
| (c) Property transferred in exchange (detail below)                                                   | 0.00 |
| (d) Fair market value of the land(s)                                                                  | 0.00 |
| (e) Liens, legacies, annuities and maintenance charges to which transfer is subject                   | 0.00 |
| (f) Other valuable consideration subject to land transfer tax (detail below)                          | 0.00 |
| (g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f)) | 0.00 |
| (h) VALUE OF ALL CHATTELS - items of tangible personal property                                       | 0.00 |
| (i) Other considerations for transaction not included in (g) or (h) above                             | 0.00 |
| (j) Total consideration                                                                               | 0.00 |

**PROPERTY Information Record**

A. Nature of Instrument: Transfer  
LRO 14 Registration No. Date:

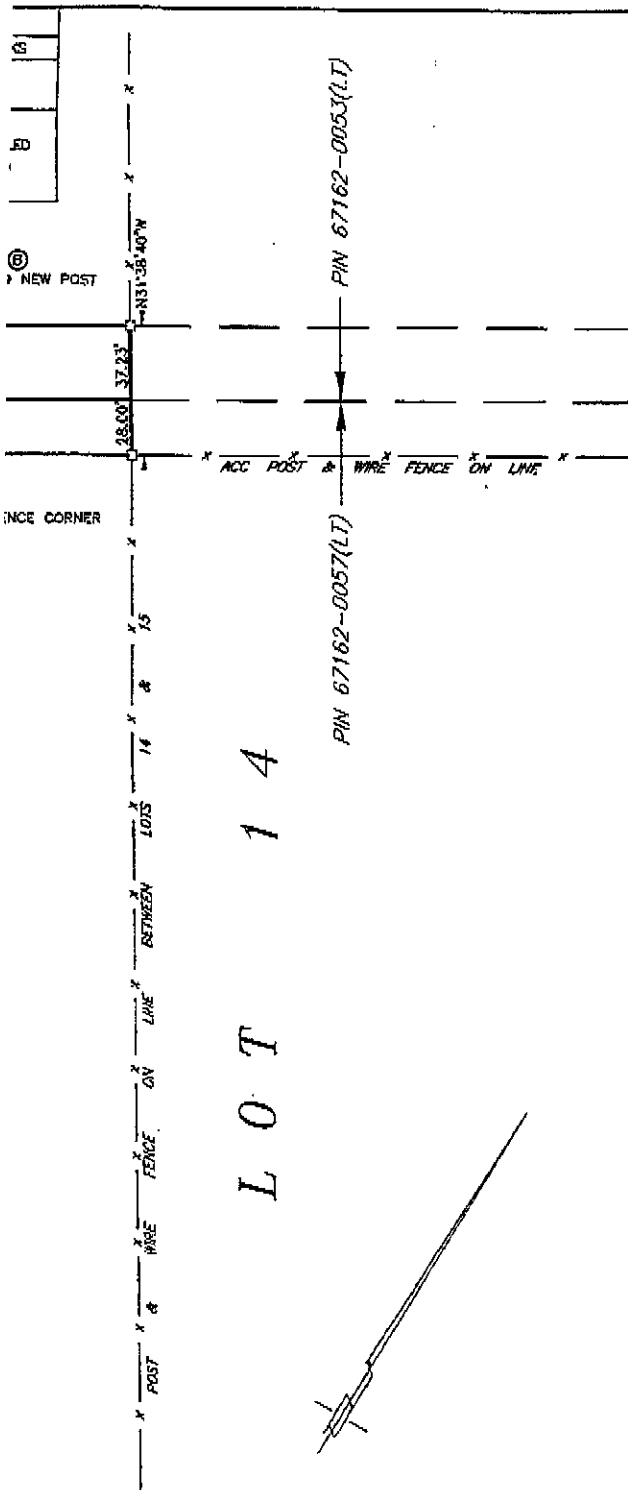
B. Property(s): PIN 67162 - 0058 Address SEVEN HILLS RD Assessment 0111016 - 01939000  
VANKLEEK HILL Roll No

C. Address for Service: 90 Main Street  
Alexandria, ON  
K0C 1A0

D. (i) Last Conveyance(s): PIN 67162 - 0058 Registration No.

(ii) Legal Description for Property Conveyed : Same as in last conveyance? Yes ☐ No ☒ Not known ☐





I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 14R-60349

RECEIVED AND DEPOSITED

May 6, 2017

May 8, 2017

RON M. JASON, O.L.S.

Brigitte Clermont

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF GLENGARRY (No. 14)

# PLAN OF SURVEY OF PART OF SOUTH 1/2 & NORTH 1/2 OF LOT 15 CONCESSION 9

GEOGRAPHIC TOWNSHIP OF LOCHIEL  
TOWNSHIP OF SOUTH GLENGARRY  
COUNTY OF GLENGARRY  
RON M. JASON O.L.S.

SCALE : 1 INCH=60 FEET

0 20 40 60 80 100 120 140 160 180 200 FEET

## NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9996007.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/10.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS, AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W) NAD83 (CSRS) (1997).

BEARING COMPARISONS SHOWN ARE WITH ASTRONOMIC BEARINGS ON UNDERLYING PLANS.

## LEGEND

|      |                                 |
|------|---------------------------------|
| □    | DENOTES PLANTED MONUMENT        |
| ■    | DENOTES FOUND MONUMENT          |
| SIB  | DENOTES STANDARD IRON BAR       |
| SSIB | DENOTES SHORT STANDARD IRON BAR |
| IB   | DENOTES IRON BAR                |
| CM   | DENOTES CONCRETE MONUMENT       |
| CC   | DENOTES CUT CROSS               |
| IP   | DENOTES IRON PIPE               |
| R    | DENOTES ROUND                   |
| WT   | DENOTES WITNESS                 |
| ACC  | DENOTES ACCEPTED                |
| MEAS | DENOTES MEASURED                |
| INST | DENOTES INSTRUMENT              |
| x-x  | DENOTES FENCE                   |
| P1   | DENOTES PLAN 14R-6113           |

## SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 14th. DAY OF DECEMBER, 2016.

May 6, 2017

RON M. JASON  
ONTARIO LAND SURVEYOR

Ron M. Jason Surveying Ltd.

ONTARIO & CANADA LAND SURVEYORS  
PRESCOTT - ALEXANDRIA

REF: 16-10-1090

**MPERIAL**  
 ID COORDINATES SHOWN ON THIS  
 1 FEET AND CAN BE CONVERTED  
 S BY MULTIPLYING BY 0.3048.

| SCHEDULE |             |            |                                     |          |                   |
|----------|-------------|------------|-------------------------------------|----------|-------------------|
| PART     | PART LOT    | CONCESSION | PIN                                 | AREA     | REMARKS           |
| 1        | S 1/2<br>15 | 9          | BEING PART OF<br>PIN 67162-0058(LT) | 2.04 Ac. | TRAVELLED<br>ROAD |
| 2        |             |            |                                     | 0.88 Ac. |                   |
| 3        | N 1/2<br>15 |            | BEING PART OF<br>PIN 67162-0058(LT) | 1.07 Ac. |                   |

T 15

BACKSLOPE OF DITCH ON LINE  
 N59°30'20"E 769.12'

18(WIT) • NEW POST

PART 3

\* SOUTH 1/2 OF LOT 15

PART 2

ACC LIMIT OF ROAD IMPROVEMENT ON LINE  
 N59°48'10"E 806.67'

18 • FENCE CORNER

PIN 67162-0053(T)

PIN 67162-0057(LT)

T 15

LOT 14

LOT 15

9

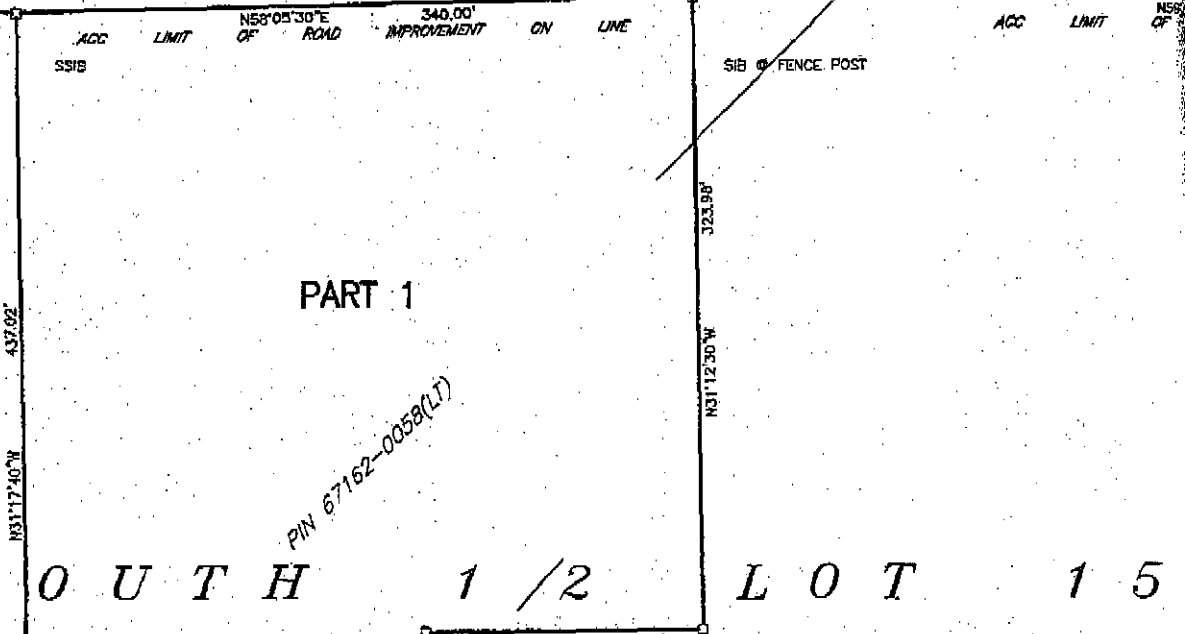
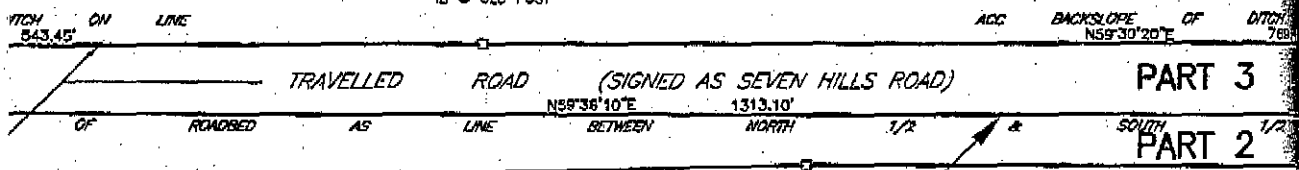
PIN 67162-0059(LT)

COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS) (2010)

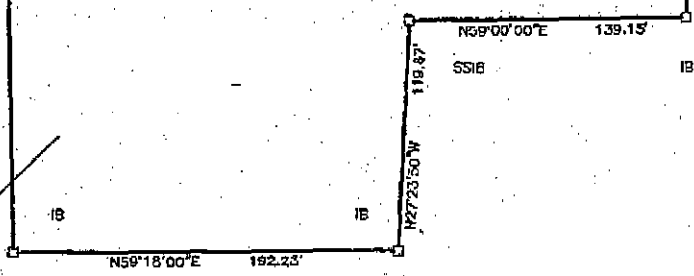
| STATION | NORTHING     | EASTING     |
|---------|--------------|-------------|
| A       | 16520785.788 | 1732588.848 |
| B       | 16521454.168 | 1733718.487 |

**IMPERIAL**  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

**NORTH 1/2 LOT 15**

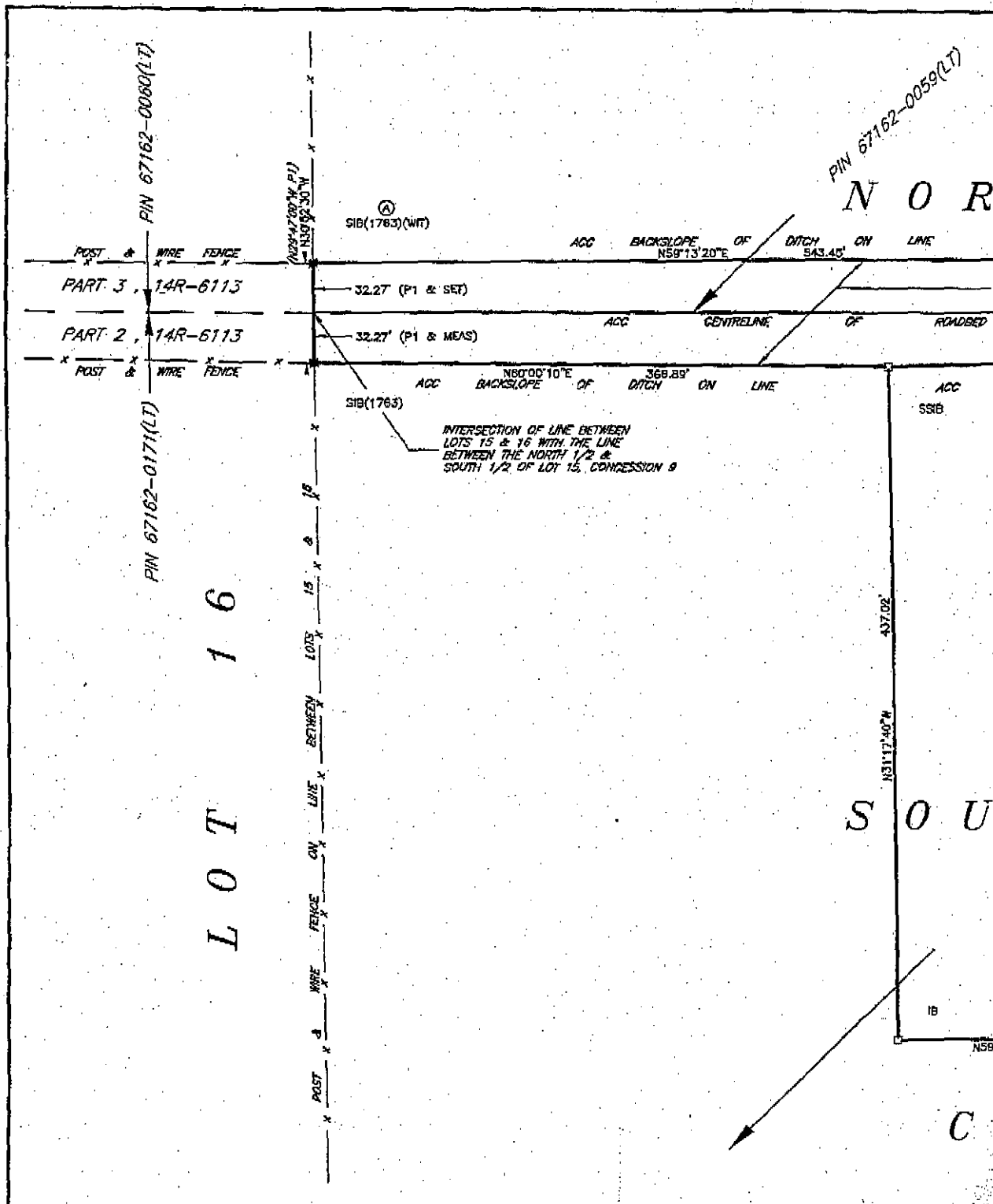


**SOUTH 1/2 LOT 15**



**CONCESSION 9**







*Etude Légale Tolhurst Law Office*

93 rue Main St E, Box 730  
Vankleek Hill (Ontario) K0B 1R0  
Tel: 613 678-3345 | Fax: 613 678-3251

**Robert E. Tolhurst, B. Sc., LL.B.**  
Barrister & Solicitor/Avocat & Notaire  
rtolhurst@bellnet.ca

**Alexandra Nantel-Soucy, LL.B., J.D.**  
Barrister & Solicitor/Avocate & Notaire  
alexandra.tolhurstlaw@gmail.com

June 5, 2017

**BY FAX: 613-525-1649**

Township of North Glengarry  
P.O. Box 700  
Alexandria, Ontario  
K0C 1A0

Re: Land Division file B-101/16-Donald Crooks  
My File No.: T15705

---

Further to our letter of May 24, 2017, would you be good enough to provide us with the signed Acknowledgement and Direction as well as By-Law in order to transfer Part 2 on Plan 14R6349 to the Township of North Glengarry.

Thank you for your co-operation in this matter.

Yours very truly,

ROBERT E. TOLHURST

RET:ff  
Encl.

# **Section 7**

**COMMUNITY SERVICES**

**DEPARTMENT**

**Anne Leduc**

## TOWNSHIP OF NORTH GLENGARRY

### KEY INFORMATION REPORT

**Date:** June 12, 2017  
**To:** Council  
**From:** Tara Kirkpatrick – Economic Development and Communications Officer

### Re: May Economic Development Activities

#### CIP & Other Funding Opportunities

- May 9, 2017: Met with Ibrahim (Abe) Yazbeck, who owns Roma's Pizza, in Alexandria, to discuss the CIP program.
- May 9, 2017: Met with Cameron Williams, the new owner of 58 Main Street South, Alexandria, where Roma's is housed. He is supportive of Roma's CIP application and hopes to apply later this year.
- Visited with various businesses on Main Street, Alexandria, to discuss the CIP Program.
- Attended a meeting with Anne Leduc to assist a local business owner currently going through the CIP process and to address a specific problem he had with his application.
- Attended a meeting with Glengarry Highland Games representatives to discuss possible funding at the federal level, based on information obtained at the Glengarry-Prescott Russell Day event. Passed on the information to the Games coordinators to pursue.

#### Committee Meetings, Conferences & Networking Opportunities

- Attended committee meetings
  - May 1, 2017: Community Improvement Plan Approvals Committee
  - May 29, 2017: Arts, Culture & Heritage Advisory Committee Meeting
- May 9, 2017: Participated in training co-hosted by Code Heroes and the United Counties of SD&G titled "Grow Your Local Food Sales: Digital Marketing 101". Event was held at the Avonmore Branch, SD&G Public Library.
- May 9, 2017: Teleconference with IBIS World relating to Canadian Industry Reports on economic development data and statistics.
- May 11, 2017: In-house training on i-Create, the web platform used for refresh of the Township of North Glengarry's website.
- May 30, 2017: Attended the GIAG employers breakfast.
- May 30, 2017: Attended the 30th anniversary celebration of Cornwall & The Counties Community Futures Development Corporation (CFDC).
- Prepared a May 24 event for two visiting student doctors which was coordinated with the Glengarry Memorial Hospital. As a result of this event, hospital administrators proposed the creation of a health committee.



### **Information requests from the General Public**

- Was asked to review community resources with a client who was provided with the phone numbers for various local support agencies.
- Communicated with a new resident who just accepted an IT position in the region. This gentleman had specific questions relating to inter-connectivity and speed in the region. He was provided with information relating to the work being done by the Eastern Ontario Warden's Caucus to increase bandwidth and kept his name on file, as he is interested in joining any local committees advocating for improved access to high-speed internet. He was also referred to the Alexandria Chamber of Commerce.

### **Varia**

- Social media updates (job postings, event postings, etc.). During the month of May, saw significant improvements in the audience and reach of the North Glengarry Facebook Page.
- Coordinated, prepared and redesigned the "What's New in North Glengarry," ad which appeared in *The Glengarry News* on May 30.
- Planned for the proposed *First Impressions Community Exchange* (FICE) program, slated to take place during early Summer 2017.
- Collected quotes, ordered local food/supplies in preparation for the "2017 Glengarry-Prescott Russell Day." The May 16, 2017 event is held every two years to promote the regions culinary and agro-tourism highlights. It is jointly organized by the Township of North Glengarry and the United Counties of Prescott and Russell. This year's event was held on Parliament Hill, in Ottawa and attracted approximately 300 people.
- Helped to prepare the posters, advertisements, information boards, etc, for the Public Consultations on the proposed park enhancements at King George Park, Island Park and Mill Square. Attended the two consultations, held on May 16 in Maxville and on May 17, in Alexandria.
- Prepared various press releases and advertisements for the Public Works Dept. and the Fire Dept. Among them was a press release for the Water Works Dept. titled "North Glengarry Water Works Department: Water mains and why we need to flush them?".
- Helped with the arrangements for the Maxville Water announcements and consultations, including setting up for the press conference, preparing mailings and posters for residents.

### **Business Retention and Expansion**

- May 31, 2017: Conducted business visitations with Terry Besner, Economic Development Officer for the Counties of Stormont, Dundas & Glengarry.
- Consulted with a local business owner regarding a dock permit. Put him in touch with planning and by-law departments. Also coordinated with him regarding the possible expansion of his business space.

### **COMMENTS**

This report is presented for information purposes only.

**TOWNSHIP OF NORTH GLENGARRY****KEY INFORMATION REPORT**

**Date:** June 12, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services

---

**Re: Hiring of Heritage Coordinators****BACKGROUND:**

The North Glengarry Community Improvement Plan (CIP) was adopted by By-Law 05-2016 on February 8, 2016, and came into force on March 1, 2016. We are in our second year of Phase One – Urban Village Areas (Alexandria and Maxville) and will be moving into Phase Two – Commercial Zones in Rural Hamlets as of January 1<sup>st</sup>, 2018. The third phase of the program which will roll out in January 2019 will widen the scope of the CIP to the Commercial Fringe Areas, Industrial Zones, and Identified Buildings of Significant Heritage Interest.

The municipality is maintaining a Heritage Registry and this instrument is of great important to both Phase II and Phase III. Over various periods of time, information has been added to the Registry through an inventory that document buildings in the downtown core of Alexandria and Maxville, ecclesiastical buildings, as well as stone and log buildings.

The Economic Development budget contains funds to hire a Heritage Coordinator whose role would be to work on Heritage projects, including in large part the Heritage Registry. Four individuals were interviewed on May 24<sup>th</sup> and the two preferred candidates were interviewed for a second time on May 31<sup>st</sup> by the hiring committee (consisting of Councillors Carma Williams and Jeff Manley, Ms. Kerri Strotmann and Ms. Anne Leduc). When reviewing the scope of the project, the territory to be covered and the quality of the candidates, a decision was made to hire both candidates.

On June 5<sup>th</sup>, 2017, Ms. Danielle Myronick and Mr. Andre Markus started in their capacity as Heritage Coordinators. Both come to us from Carleton University through the Co-op Placement Program. Danielle is in the Architectural Studies and Design stream and Andre is in the Engineering, Architectural Conservation and Sustainability, Structural stream. They will be working on Heritage projects for 12 weeks ending August 25<sup>th</sup>, 2017.



The hiring of two Heritage Coordinators will allow the municipality to establish a wide-ranging inventory of buildings along the main streets of the hamlets. This inventory will be of great assistance in two ways:

1. The Community Improvement Plan Advisory Committee (CIPAC) will use this inventory during the review and evaluation of applications coming from the hamlets as part of the CIP's roll-out into Phase Two.
2. A comprehensive data base of buildings in the core areas of Alexandria and Maxville, and the CIP hamlets is necessary to identify buildings having potential heritage significance. The buildings that are designated as being of important heritage significance are eligible for funding under Phase Three of the CIP.

#### **FINANCIAL IMPACT:**

Approximate total salaries for the two Heritage Coordinators are \$14,200. The Township will receive \$10,200 through two programs, the Young Canada Works program and the Cooperative Education Tax Credit. An amount of \$2,800 was initially budgeted for the Township's portion of the salary but we expect to offset the \$1,200 overage through other savings in the Economic Development/Community Services budget.

#### **DOCUMENTATION**

N/A

#### **COMMENTS:**

This report is for information purposes only.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT the Council of the Township of North Glengarry receives the Staff Report on the TD Friends of the Environment Foundation Project Funding; and

THAT the Council of the Township of North Glengarry approves the submission of a grant application to the Tree Planting and Urban Greening Projects category of the TD Friends of the Environment Foundation Project Funding for the King George Park.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

\_\_\_\_\_

\_\_\_\_\_

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**Section 7 Item c**



**TOWNSHIP OF NORTH GLENGARRY****STAFF REPORT**

**Date:** June 12, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



**Approved: Daniel Gagnon, CAO/Clerk**

---

**Re: TD Friends of the Environment Foundation Project Funding****BACKGROUND:**

The Friends of the King George Park have approached the municipality to investigate the possibility of applying for funding under The TD Friends of the Environment Foundation Project (TD FEF). The segment that is of interest is the Tree Planting and Urban Greening Projects which funds projects where the focus is on engaging the community as volunteers and on planting native species. TD FEF grants are usually between \$2,000 and \$8,000.

The organizations eligible to receive funding are:

- Registered Canadian charities with a Charitable Registration Number (CRN);
- Educational institutions (primary/secondary/post-secondary);
- Municipalities; and
- Aboriginal groups.

The Township has embarked on a Master Plan for the King George Park and during the public consultation, tree planting and greening was highlighted as the first step towards the beautification of the park. The TD FEF aligns perfectly with the suggested implementations for the King George Park. The Master Plan consultants, MMM Group/WSP, are committed to presenting a list of native species for the park as well as a suggested number of plantings by mid-June. This information will be used to determine the level of funding that will be requested from TD FEF.

Applications must be submitted by July 15, 2017 and accompanied by a resolution from Council. Applicants will be notified in October 2017.

**FINANCIAL IMPACT**

A successful grant application could positively impact the municipality by offsetting tree planting investments in the King George Park.

**RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report on the TD Friends of the Environment Foundation Project Funding; and

THAT the Council of the Township of North Glengarry approves the submission of a grant application to the Tree Planting and Urban Greening Projects category of the TD Friends of the Environment Foundation Project Funding for the King George Park.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Island Park on July 1<sup>st</sup> and July 2<sup>nd</sup>, 2017.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

\_\_\_\_\_

\_\_\_\_\_

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**Section 7 Item d**

7(d)

## TOWNSHIP OF NORTH GLENGARRY

### STAFF REPORT

**Date:** June 12, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



**Approved: Daniel Gagnon, CAO/Clerk**

---

### **Re: Request for an exemption to By-law No 33-2016 (Chip Stands)**

#### **BACKGROUND:**

There are two back to back activities of importance scheduled to take place on July 1<sup>st</sup> and 2<sup>nd</sup>, 2017, in Alexandria. The first is Canada Day during which several community agencies organize activities for the community and the second is the Eazy Cruizers Car Club's Annual Car Show. The services of food trucks are traditionally retained for each of these one day events.

An exemption from By-law No. 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses, is requested to allow the food trucks to be located in the municipally-owned Island Park on July 1<sup>st</sup> and on July 2<sup>nd</sup>, 2017, in order to not contravene section 5 of the By-law. This section reads as follows: The owner or operator of any vehicle or Chip Stand licensed under this by-law may not stop in any one spot or on the public streets of the municipality, or in other public places for more than the time necessary to make a sale of sales, and shall not stop for the sale of products to which this by-law relates, at a distance less than 500 feet from any eating establishment, refreshment house or public park in which there is a food concession or refreshment house in operation.

Notwithstanding this exception, the food trucks are required to remain compliant with all other sections of the Chip Stand By-law including certification from the Eastern Ontario Health Unit.

#### **FINANCIAL IMPACT**

None



**RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Island Park on July 1<sup>st</sup> and July 2<sup>nd</sup>, 2017.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Mill Square on September 16<sup>th</sup>, 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 7 Item e**

**TOWNSHIP OF NORTH GLENGARRY****STAFF REPORT**

**Date:** June 12, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Community Services



**Approved: Daniel Gagnon, CAO/Clerk**

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**Re: Request for an exemption to By-law No 33-2016 (Chip Stands)****BACKGROUND:**

The Glengarry Artist Collective will be hosting a one day event in Mill Square on September 16<sup>th</sup>, 2017. They are proposing to engage the services of food trucks as part of their event.

An exemption from By-law No. 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses, is requested to allow the food trucks to be located in the municipally-owned Mill Square on September 16<sup>th</sup>, 2017, in order to not contravene section 5 of the By-law. This section reads as follows: The owner or operator of any vehicle or Chip Stand licensed under this by-law may not stop in any one spot or on the public streets of the municipality, or in other public places for more than the time necessary to make a sale of sales, and shall not stop for the sale of products to which this by-law relates, at a distance less than 500 feet from any eating establishment, refreshment house or public park in which there is a food concession or refreshment house in operation.

Notwithstanding this exception, the food trucks are required to remain compliant with all other sections of the Chip Stand By-law including certification from the Eastern Ontario Health Unit.

**FINANCIAL IMPACT**

None

## **RECOMMENDATION:**

THAT the Council of the Township of North Glengarry receives the Staff Report requesting an exemption to being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses By-law No. No 33-2016, being a By-law for licensing, regulating and governing vehicles and Chip Stands from which refreshments are sold for consumption by the public and for revoking any licenses; and

THAT the Council of the Township of North Glengarry authorizes an exception to Section 5 of By-law No 33-2016 to allow food trucks to be located in Mill Square on September 16<sup>th</sup>, 2017.



## **Section 8**

# **TREASURY DEPARTMENT**

**Johanna Levac**

## **Section 9**

# **PLANNING/BUILDING BY-LAW ENFORCEMENT DEPARTMENT**

**Gerry Murphy**



## **Section 10**

# **FIRE DEPARTMENT**

**Patrick Gauthier**

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

**BY-LAW # 24-2017**

**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;

"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;

"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**

- 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.
- 2.1A** The North Glengarry Fire Service Division 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.
- 2.2** No person shall set or permit to be set, a fire when the wind velocity is greater than 15 kilometers an hour.
- 2.3** All Open Air Fires must be monitored at all times by a Supervisor;
- 2.4** No person shall burn during dry periods as designated by the Fire Chief or the Ministry of Natural Resources.
- 2.5** No person shall burn noxious materials at any time.
- 2.6** The burning of buildings or machinery is prohibited.
- 2.7** This bylaw does not apply to barbeques used for the purpose of cooking food.
- 2.8** No person shall burn on any road allowance, unopened road allowance or in a location that would interfere with traffic.
- 2.9** All Open Air Fires must be completely extinguished before vacating the location of the Open Air Fire.
- 2.10** No person shall permit a fire to have an Adverse Effect.
- 2.11** No person shall burn household garbage.
- 2.12** Commercial, industrial or wrecking yard zoned properties are not permitted to have an open air fire.
- 2.13** No person shall burn grass or Grass Cuttings.

## **Part 3 OPEN AIR FIRE PERMITS**

- 3.1** 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. The permit holder is responsible to ensure that the conditions outlined in this bylaw are adhered to at all times.
- 3.2** Every person shall meet all conditions of the permit.
- 3.3** No permit shall be issued for any period of time exceeding one (1) calendar year.
- 3.4** An application for a Permit shall be completed as may be amended by the Corporation of the Township of North Glengarry, accompanied by the appropriate fees as set out in Schedule "C".
- 3.5** 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.
- 3.6** No permit holder shall:
  - a) fail or refuse to produce the permit upon demand;
  - b) fail to supervise a fire continuously;
  - c) fail to comply with any conditions of the fire permit;
  - d) burn any material other than those permitted in this bylaw.
- 3.7** The Fire Chief may refuse, revoke or suspend a permit at any time in his or her sole discretion.

**Part 4**  
**FARM AND AGRICULTURAL OPERATIONS**

- 4.1** An Open Air Fire on any Farm property shall only be carried out in accordance with the following provisions:
- 4.2** a) Where the Municipal Law Enforcement Officer, the Fire chief or designate considers it safe to do so, may issue a permit to the Owner of a Farm or Agricultural Operation for an Open Air Fire for cut and piled dry brush, grass and other organic materials resulting from the clearing of land and for the destruction of agricultural waste/vegetation material originating from the Farm on that property and is a Normal Farm Practice, provided that:
- b) Every person who starts a fire under the provision of this subsection shall ensure such Open Air Fire is supervised until it is completely extinguished and shall provide sufficient personnel, appliances and equipment to prevent the fire from becoming dangerous to life or property.
- 4.3** Such burning shall not be carried out within 75 meters from any buildings, structures, standing timber or any other flammable or combustible material.
- 4.4** No pile of burning material shall exceed 6 meters in diameter or 6 meters in height.
- 4.5** Minimum distances between burn piles shall be 15 meters or greater.
- 4.6** Windrows are not permitted for burning purposes.
- 4.7** A fire shall not be started within 200 meters of any residence not owned by the applicant.

**Part 5**  
**OPEN AIR FIRE (BRUSH FIRE)**

- 5.1** No person shall set, or permit to be set a fire in the open air without first obtaining a fire permit as provided in this bylaw.
- 5.2** Every person shall ensure that the fire is at a minimum of 50 meters from the nearest dwelling and 5 meters from the property line.
- 5.3** Every person shall ensure that the fire is at a minimum of 15 meters from a forest, woodland or building.
- 5.4** No person shall set, or permit to be set, a fire in the open air between one half hour before sunset and one half hour after sunrise.
- 5.5** No person shall burn materials other than brush.
- 5.6** No pile of burning material shall exceed 2 meters square and 2 meters in height.
- 5.7** No more than one burn pile is permitted.

**Part 6**  
**RECREATIONAL FIRES**

- 6.1** Every person who has a Recreational Fire must comply with all of the following requirements;
- a) it is for the purpose of cooking, warmth or personal enjoyment;
- b) it has a flame base of less than 1 square meter;
- c) it is located not less than 5 meters from any structure, building, property line, tree, hedge, fence, roadway, deck, overhead wire or any other combustible material;
- d) it does not create a nuisance to other properties;
- e) if an appliance is used it must be located on a non-combustible surface;
- f) any openings in an outdoor fireplace are completely covered by a spark guard with openings no larger than 12 mm in diameter; and
- g) only dry clean wood or charcoal shall be burned.



**Part 7**  
**ADMINISTRATION AND ENFORCEMENT**

- 7.1** 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.]
- 7.2** 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 8**  
**ORDERS**

- 8.1** 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.
- 8.2** 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 9**  
**ENFORCEMENT**

**9.1 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.

**9.2 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.

**9.3 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.

**9.4 Remedial Costs and Recovery**

(1) The Corporation of the Township of North Glengarry may recover the remedial action costs incurred under this Part by action, or by adding such costs to the tax roll and collecting them 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.

(2) Prior to recovering remedial costs under subsection (1), the Corporation of the Township of North Glengarry may invoice the owner requesting payment of the remedial costs.

## **Part 10**

### **CONTRAVENTION OF BY-LAW – OFFENCES AND PENALTY**

#### **10.1 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.

#### **10.2 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 11**

### **VALIDITY**

- 11.1** 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.
- 11.2** 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 12**

### **REPEAL OF EXISTING BYLAWS**

- 12.1** Upon this bylaw coming into force, bylaw # 02-2016 shall be repealed.
- 12.2** This bylaw shall come into force and take effect upon approval of the set fine amounts by the Regional Senior Justice.

READ a first, second, third time and enacted in Open Council, this 12th day of June 2017.

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

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

I hereby certify this to be a true copy of by-law No. 24-2017, and that such by-law is in full force and effect.

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

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

## SCHEDULE "B"

### Township of North Glengarry Part 1 Provincial Offences Act Bylaw 24-2017: Open Air Burning By-Law

| Item | Column 1<br>Short Form Wording                                                                                                    | Column 2<br>Provision<br>creating or<br>defining offence | Column 3<br>Set Fines |
|------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------|
| 1.   | Burning or permit to set a fire within the settlement area                                                                        | 2.1                                                      | 250.00                |
| 2.   | Burning or permit to burn with wind velocity greater than 15km/h                                                                  | 2.2                                                      | 250.00                |
| 3.   | Burning or permit to burn during a dry period                                                                                     | 2.3                                                      | 400.00                |
| 4.   | Burning or permit to burn petroleum products, plastics, rubber or any other material that causes excessive smoke or noxious fumes | 2.4                                                      | 400.00                |
| 5.   | Burning or permit to burn buildings or machinery                                                                                  | 2.6                                                      | 400.00                |
| 6.   | Burning or permit to burn on any type of road allowance or where it interferes with traffic                                       | 2.8                                                      | 400.00                |
| 7.   | Leaving a fire without fully extinguishing it                                                                                     | 2.9                                                      | 250.00                |
| 8.   | Permit a fire to have an adverse affect                                                                                           | 2.10                                                     | 350.00                |
| 9.   | Burning or permit to burn household garbage                                                                                       | 2.11                                                     | 350.00                |
| 10.  | Having an open air fire in an commercial, industrial or wrecking yard zoned properties                                            | 2.12                                                     | 500.00                |
| 11.  | Failing to comply with the conditions of the permit                                                                               | 3.5                                                      | 300.00                |
| 12.  | Fail or refuse to produce permit                                                                                                  | 3.9(a)                                                   | 150.00                |
| 13.  | Fail to supervise fire continuously                                                                                               | 3.9(b)                                                   | 150.00                |
| 14.  | Fail to comply with the conditions on the permit                                                                                  | 3.9(c)                                                   | 150.00                |
| 15.  | Burning or permit to burn other material than those for which a permit was issued                                                 | 3.9(d)                                                   | 150.00                |
| 16.  | Burning or permit to burn without a permit                                                                                        | 4.1                                                      | 450.00                |
| 17.  | Burning or permit to burn within 75 meters of any building, structures, standing timber or any flammable or combustible material  | 4.3                                                      | 350.00                |
| 18.  | Burning or permit to burn a pile exceeding 10 meters in diameter or in height                                                     | 4.4                                                      | 400.00                |
| 19.  | Failing to have 9 meters between burn piles                                                                                       | 4.5                                                      | 400.00                |
| 20.  | Burning or permit to burn windrows                                                                                                | 4.6                                                      | 400.00                |
| 21.  | Burning or permit to burn a fire within 200 meters adjacent to a residence                                                        | 4.7                                                      | 400.00                |
| 22.  | Burning or permit to burn without a permit                                                                                        | 5.1                                                      | 300.00                |



|     |                                                                                             |         |          |
|-----|---------------------------------------------------------------------------------------------|---------|----------|
| 23. | Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line | 5.2     | 300.00   |
| 24. | Burning or permit to burn within 15 meters from a forest, woodland or building              | 5.3     | 300.00   |
| 25. | Burning or permit to burn during prohibited hours                                           | 5.4     | 300.00   |
| 26. | Burning or permit to burn other materials than brush                                        | 5.5     | 300.00   |
| 27. | Burning or permit to burn a pile exceeding 2 meter square                                   | 5.6     | 300.00   |
| 28. | Failing to have 5 meters between piles.                                                     | 5.7     | 300.00   |
| 29. | Burning or permit to burn during prohibited hours                                           | 6.2     | 300.00   |
| 30. | Burning or permit to burn other than brush, leaves or grass cuttings                        | 6.3     | 300.00   |
| 31. | Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line | 6.4     | 300.00   |
| 32. | Failing to comply with the conditions for recreational open air burning                     | 7.2     | 250.00   |
| 33. | Obstruct an officer                                                                         | 10.1(a) | \$500.00 |
| 34. | Fail to comply with an order to extinguish                                                  | 10.1(b) | \$500.00 |
| 35. | Fail to identify upon request                                                               | 10.1(c) | \$500.00 |
| 36. | Give false or incorrect information                                                         | 10.1(d) | \$250.00 |

Note: the general penalty provision for the offences listed above is section 11.1 of bylaw 24-2017, 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**

| <b>PERMIT</b>                                         | <b>FEES</b> |
|-------------------------------------------------------|-------------|
| Open Air Burn Permit – Recreation Fire                | NIL         |
| Open Air Burn Permit – Brush Fire                     | \$ 25       |
| Open Air Burn Permit – Farm or Agricultural Operation | \$ 150      |
|                                                       |             |

**SCHEDULE "D"**  
**Costs for Emergency Response**

Cost for emergency fire department response to a fire is the following:

- a) First hour per piece of equipment or responding vehicle:      \$ 300.00
- b) Each additional half hour or part thereof:                      \$ 120.00

# **Section 11**

**PUBLIC WORKS**

**DEPARTMENT**

**Ryan Morton**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to prepare a job description and posting for the position of Project Manager for the Maxville Water Project,

AND FURTHER, that the position be designated a contract position for a period of 2 years,

AND FURTHER, that the position be pointed using the Township's pointing system to determine the rates of pay for the positions required.

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 11 Item a**

## TOWNSHIP OF NORTH GLENGARRY

### STAFF REPORT

**Date:** June 7<sup>th</sup>, 2017

**To:** Council

**From:** Ryan C. Morton MPM, CIPM  
Director of Public Works

Daniel Gagnon, CAO/Clerk

---

**Re: Maxville Water Project – HR Requirements**

**Discussion:**

This report is being provided to Council in order to approve specific positions required to carry out the Maxville Water Project.

The Township has decided to project manage this project in-house with some assistance from consulting firms on an as-needed basis. The financial details are indicated further in the report and are based on a rough estimate of timelines. Actual timelines may vary, but they are used for comparison purposes only. The following outlines the scope of work to be carried out and the human resources required from a project manager and various inspectors.

One of the goals of the project is to have a dedicated project manager that is available to the residents affected by this project at any time. The intention is to set up a dedicated office in Maxville for the project manager to work.

Project Manager

The Project Manager's primary function is to ensure that the contract for the work is being carried out as stipulated within the contract through corresponding documentation. Other functions are as follows;

- Dedicated project liaison for the public.
- Coordination of Township inspectors.

- Organizing the construction meetings, following up on action items.
- Communicating project details, issues and milestones to various staff and Township officials.
- Required to complete daily reports based on inspector's reports.
  - Also required to complete various weekly and monthly reports.
- Ensure quantities are accurate for billing purposes.
- Ensure all required standards and guidelines are being met and providing evidence as such.
- Ensuring accountability with the contractor(s) and various staff throughout the process.
- Issuing Contemplated Change Orders (CCO's) and Change Orders (CO's).

The project manager will report directly to the Director of Public Works, while communicating on behalf of the department to the community and members of Council. In addition, the Project Manager will have the support of an engineering consultant on an as-needed basis.

#### Inspectors x 2

In addition to the Project Manager, there will be a requirement for a minimum of 2 inspectors at any time. The inspector's primary function is to be on site at the area where the construction is taking place at all times. Their focus is on the hour to hour/day to day work being done and ensuring that the work is being carried out in an appropriate fashion. Other functions are as follows;

- Dedicated for each construction element.
- Take photos, document issues, take part in construction meetings.
- Participate in health and safety meetings.
- Ensure various construction practices are being carried out such as compaction, arranging for testing etc.
- Liaise with Project Manager on various issues.
- Implement direction through the chain of command.
- Submit daily reports, weekly reports etc.
- Act as the Township's representative on site at all times and act in the best interest of the Township.

The inspectors will report directly to the project manager and will be extensively involved in all aspects of the project.

**Financial:**

The following is an estimated cost based on approximately 2 year construction period.

Project Manager: 2 year contract position, 40 hours/week – extended as required.

Internal Cost: Approximately \$166,400 - **Recommended**

Periodic Consultant Assistance: Estimated \$59,200 (will vary depending on issues encountered).

External Cost: Approximately \$499,200

Inspectors: 2 contract positions, various periods in length.

Internal Cost: Approximately \$251,000 - **Recommended**

External Cost: Approximately \$803,200

All costs will be covered by the grants obtained by the Township from the Provincial and Federal Governments.

Staff is recommending to post the project management position for a period of 2 weeks as the work to be completed by this person needs to start as soon as possible. The inspection positions can be posted at a later date.

**Recommendation:**

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to prepare a job description and posting for the position of Project Manager for the Maxville Water Project,

AND FURTHER, that the position be designated a contract position for a period of 2 years,

AND FURTHER, that the position be pointed using the Township's pointing system to determine the rates of pay for the positions required.

**Consultations:**

Dan Gagnon, CAO  
Anne Levac, Treasurer

**Attachments:**

N/A



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT the Council of the Township of North Glengarry pass a resolution authorizing the finance department to transfer \$25,575 to the landfill reserve to cover the cost for the 2016 free landfill pass program.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 11 Item b**

11 (6)

## TOWNSHIP OF NORTH GLENGARRY

### STAFF REPORT

**Date:** June 12th, 2017

**To:** Council

**From:** Ryan C. Morton MPM, CIPM  
Director of Public Works

  
Daniel Gagnon, CAO/Clerk

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#### Re: Free Landfill Costs - 2016

##### Discussion:

This report is being provided to Council in order to authorize a transfer to reserves to pay for the 2016 free landfill program.

Throughout 2016, residents were permitted 2 free loads to the landfill with a total volume of 2m<sup>3</sup> (compacted)/load. These were documented and recorded as the space consumed in the landfill must be paid for with a transfer to reserves to cover the longer term closure, operating and maintenance costs.

The following is a breakdown of the free loads accepted.

| Month     | Free Load [m <sup>3</sup> ] |
|-----------|-----------------------------|
| January   | 29                          |
| February  | 26                          |
| March     | 70                          |
| April     | 153                         |
| May       | 155                         |
| June      | 121                         |
| July      | 132                         |
| August    | 138                         |
| September | 120                         |
| October   | 85                          |
| November  | 38                          |
| December  | 36                          |
| TOTAL     | 1103                        |

**Financial:**

Based on the landfill rate of \$25/compacted m3, the total cost for 2016 is as follows;

$$1103\text{m}^3 \times \$25 = \$27,575$$

This amount was included in the 2017 operating budget.

**STAFF Recommendation:**

THAT the Council of the Township of North Glengarry pass a resolution authorizing the finance department to transfer \$25,575 to the landfill reserve to cover the cost for the 2016 free landfill pass program.

**Consultations:**

Dan Gagnon, CAO

Annie Levac, Treasurer

Dean McDonald, Environmental Services Manager

**Attachments:**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to issue a Request for Proposals for the Alexandria Lagoon Upgrade Design Services;

AND FURTHER, that staff are directed to incorporate the evaluation criteria and points allocation outlined in this report;

AND FURTHER, that the evaluation of the RFP's shall be completed by an evaluation team consisting of at least the CAO/Clerk, Director of Public Works and the Environmental Services Manager using the consensus approach;

AND FURTHER, that the Public Works Department is authorized to issue this RFP by invitation to 5 pre-selected engineering firms.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 11 Item c**



**TOWNSHIP OF NORTH GLENGARRY****STAFF REPORT**

**Date:** June 12<sup>th</sup>, 2017

**To:** Council

**From:** Ryan C. Morton MPM, CIPM  
Director of Public Works

  
Daniel Gagnon, CAO/Clerk

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**Re: Lagoon Detailed Design - RFP Evaluation Matrix and Invitations**

**Discussion:**

This report is being provided to Council in order to obtain approval on the evaluation criteria for the lagoon RFP as well as authorization to issue by invitation.

Based on the Environmental Assessment recently completed on the Alexandria Lagoon upgrades, the preferred solution was for the installation of a Submerged Attached Growth Reactor (SAGR) system, tertiary treatment for the reduction of total phosphorus and UV disinfection.

In order to move forward, the Township included the detailed design for this project in the 2017 capital budget. To complete the detailed design, staff needs to issue an RFP for engineering services. Staff is proposing evaluation criteria which will be the basis for awarding the contract for engineering services.

It is important for Council to understand that with this selection process, the award will be based on the criteria alone and not based solely on the lowest bid. There will be 2 separate envelopes required from the bidders. One is for the proposal itself and the other is the financial submission. This being the case, it is important for Council to review and approve the criteria and weighting in advance. Staff is proposing the following criteria and value allocation;

**1) Proposal Clarity and Conformance (10 points)**

*Prepare your proposal in conformance with the proposal requirements. The proposal should include sections that share the same titles as criteria 2 to 5 below. Cross-references, where necessary, should be clear. The text of the proposal should use proper grammar and should directly address the evaluation criteria. Ensure that the level of effort table provided for Criterion 6 is expressed in hours, not days, and that it does not contain any mathematical errors or inconsistencies.*

**2) Understanding of Major Issues and Objectives (10 points)**

*Describe your understanding of the assignment, including overall scope and objectives, noting any specific issues that may require extraordinary attention. NOTE: Responses that incorporate large blocks of text that have been copied directly from the RFP, or its supporting documents, will not be regarded as demonstrating an understanding of the requirements.*

**3) Experience, Qualifications and Availability of Team Members (25 points)**

*Provide a brief corporate profile. Identify the Project Principal, Project Manager and key technical team members of the project team to be employed, including those from sub-consultant firms. Indicate the years of experience and working location in Ontario of the Proponent's Project Manager and key personnel. The role(s) of each team member should be clearly stated, along with their individual capabilities, qualifications, and experience, as these qualities relate to the stated role. Indicate team member experience in the design of lagoon systems and small to medium size wastewater treatment plants. The projected availability of primary team members, as a percentage of total availability is to be provided.*

**4) Approach and Methodology (25 points)**

*Describe a clear work plan and schedule, using a Gantt chart and associated effort table, including a breakdown of the major tasks, dependencies, and the level of effort (in hours) of the individual team members, including sub-consultants, in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.*

*NOTE: Although the level of effort allocations is often included within the sealed financial proposal, the Township requests that a copy, **without any financial information** such as hourly or per diem rates, be included in your service proposal, so that the*

*level of effort can be clearly determined and may be evaluated at this stage.*

#### **Service Proposal Grade Requirement**

*Only proposals that meet or exceed the technical score of 64 out of 85 on evaluation criteria numbered 1 to 5 inclusive at this stage of the evaluation will be considered further. **Proposals that do not meet the minimum technical score required will be deemed insufficient, and the financial proposal will remain unopened.***

#### **Financial Proposal (15 points)**

##### **Grading**

*The proponent(s) with the lowest total fixed price (excluding HST) will receive 15 points. Other proponents will receive pro-rated points according to the following formula:*

$$\text{Proponent Grade} = \frac{[\text{Lowest Total Fixed Price} / \text{Proponents Total Fixed Price}]}{1} \times 15 \text{ points}$$

#### **EVALUATION**

Council at this time may make amendments to the suggested pointing, with the understanding that where points are added or deducted, they must still add up to 100 total points. Staff have weighted the evaluation criteria with emphasis on quality, rather than cost effectiveness given the importance of this project to the Township's future.

Council will also be approving that staff shall assemble an evaluation team consisting of at least the CAO/Clerk, Director of Public Works and the Environmental Services Manager. The evaluation team will use the consensus approach to scoring the proposals.

#### **RFP ISSUANCE**

Instead of pre-qualifying the proponents, staff would like to issue the RFP by invitation to 5 reputable firms that the Township is familiar with and have worked with in the past in varying degrees. The reason for this is to eliminate being inundated with the task of evaluating 10, 15 or possibly 20 proposals which would take months.

By recognizing the pre-selected firms, the Township will ensure high quality proposals with competitive financials due to the potential for securing the assignment.

**Financial:**

Budget: \$750,000

- CWWF Funding - \$316,419
- Township Portion - \$433,581
  - The Township portion will be either funded through rates or financed. This determination will be made after the selection of the proponent in the RFP process and based on the actual financial proposal selected.

**Recommendation:**

THAT, the Council of the Township of North Glengarry authorizes the Director of Public Works to issue a Request for Proposals for the Alexandria Lagoon Upgrade Design Services;

AND FURTHER, that staff are directed to incorporate the evaluation criteria and points allocation outlined in this report;

AND FURTHER, that the evaluation of the RFP's shall be completed by an evaluation team consisting of at least the CAO/Clerk, Director of Public Works and the Environmental Services Manager using the consensus approach;

AND FURTHER, that the Public Works Department is authorized to issue this RFP by invitation to 5 pre-selected engineering firms.

**Consultations:**

Dan Gagnon, CAO  
Dean McDonald, Environmental Services Manager  
Annie Levac, Treasurer

**Attachments:**



## **Section 12**

# **CORRESPONDENCE**

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

**THE COMMITTEE OF ADJUSTMENT MEETING**

Monday October 24<sup>th</sup>, 2016  
Council Chambers  
Centre Sandfield Centre  
102 Derby Street West, Alexandria, ON

A Committee of Adjustment Meeting was held in the Council Chamber on Monday October 24<sup>th</sup>, 2016 at 6:00 p.m.

**PRESENT:** Mayor – Chris McDonell  
Deputy Mayor – Jamie MacDonald  
Councillor (Lochiel Ward) – Brian Caddell  
Councillor (Maxville Ward) – Carma Williams  
Councillor (At Large) – Jacques Massie  
Councillor (Kenyon Ward) – Jeff Manley  
Councillor (Alexandria Ward) – Michel Depratto  
CAO/Clerk – Daniel Gagnon  
CBO/By-Law Enforcement/Planning Manager – Gerry Murphy

**1. COMMITTEE OF ADJUSTMENT MEETING CALLED TO ORDER**

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

**2. ACCEPT THE AGENDA**

**Resolution No. 1**

**Moved by:** Michel Depratto

**Seconded by:** Jamie MacDonald

That the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of Monday, October 24<sup>th</sup>, 2016.

**Carried**

**3. ACCEPT THE MINUTES**

**Resolution No. 2**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

That the Council of the Township of North Glengarry accepts the minutes of the Committee of Adjustment Hearing of Monday, September 12<sup>th</sup> 2016.

**Carried**

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

**4. MINOR VARIANCES**

**a) No. MV-09-2016**

**Owner:** 9161-8231 Quebec Inc.

**Location:** 21672 Glen Robertson Rd Glen Robertson

**Resolution No. 3**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-09-2016 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**b) No. MV-10-2016**

**Owner: Serge Valade**

**Location: 19074 Kenyon Conc Rd 1 Apple Hill**

**Resolution No. 4**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-10-2016 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**7. NOTICE OF MOTION**

**8. ADJOURNMENT**

**Resolution No. 6**

**Moved by:** Michel Depratto

**Seconded by:** Jamie MacDonald

There being no further business to discuss, the meeting was adjourned at 6:18p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

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**Mayor – Chris McDonell**

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

**THE COMMITTEE OF ADJUSTMENT MEETING**

Tuesday February 21<sup>st</sup>, 2017  
Council Chambers  
Centre Sandfield Centre  
102 Derby Street West, Alexandria, ON

A Committee of Adjustment Meeting was held in the Council Chamber on Tuesday February 21<sup>st</sup>, 2017 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 – Daniel Gagnon  
CBO/By-Law Enforcement/Planning Manager – Gerry Murphy

**REGRETS:** Councillor (At Large) – Jacques Massie

**1. COMMITTEE OF ADJUSTMENT 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 Committee of Adjustment Hearing agenda of Tuesday, February 21<sup>st</sup>, 2017.

**Carried**

**3. ACCEPT THE MINUTES**

**Resolution No. 2**

**Moved by:** Michel Depratto

**Seconded by:** Carma Williams

That the Council of the Township of North Glengarry accepts the minutes of the Committee of Adjustment Hearing of Monday, October 24<sup>th</sup> 2016.

**Carried**

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

**4. MINOR VARIANCE**

**a) No. MV-01-2017**

**Owner:** Roger & Kim Penner

**Location:** 18636 Kenyon Conc Rd 8 Alexandria

**Resolution No. 3**

**Moved by:** Jeff Manley

**Seconded by:** Brian Caddell



It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-01-2017 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**7. NOTICE OF MOTION**

**8. ADJOURNMENT**

**Resolution No. 4**

**Moved by:** Brian Caddell

**Seconded by:** Jeff Manley

There being no further business to discuss, the meeting was adjourned at 6:40p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

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**Mayor – Chris McDonell**

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**THE COMMITTEE OF ADJUSTMENT MEETING**

Monday March 27<sup>th</sup>, 2017  
 Council Chambers  
 Centre Sandfield Centre  
 102 Derby Street West, Alexandria, ON

A Committee of Adjustment Meeting was held in the Council Chamber on Monday March 27<sup>th</sup>, 2017 at 6:30 p.m.

**PRESENT:** Mayor – Chris McDonell  
 Deputy Mayor – Jamie MacDonald  
 Councillor (Maxville Ward) – Carma Williams  
 Councillor (At Large) – Jacques Massie  
 Councillor (Kenyon Ward) – Jeff Manley  
 Councillor (Alexandria Ward) – Michel Depratto  
 CAO/Clerk – Daniel Gagnon  
 CBO/By-Law Enforcement/Planning Manager – Gerry Murphy

**REGRETS:** Councillor (Lochiel Ward) – Brian Caddell

**1. COMMITTEE OF ADJUSTMENT 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:** Jacques Massie

That the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of Monday, March 27<sup>th</sup>, 2017.

**Carried**

**3. ACCEPT THE MINUTES**

**Resolution No. 2**

**Moved by:** Jeff Manley

**Seconded by:** Jamie MacDonald

That the Council of the Township of North Glengarry accepts the minutes of the Committee of Adjustment Hearing of Tuesday, February 21<sup>st</sup> 2017.

**Carried**

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

**4. MINOR VARIANCES**

**a) No. MV-02-2017**

**Owner:** Sotirios Ladas

**Location:** 44 Main St. N Alexandria

**Resolution No. 3**

**Moved by:** Michel Depratto

**Seconded by:** Jacques Massie

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-02-2017 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**b) No. MV-03-2017**

**Owner: Rene-Pierre Gagnon**

**Location: 21998 Emma Lane Glen Robertson**

**Resolution No. 4**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-03-2017 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**c) No. MV-04-2017**

**Owner: Ronald Brunet**

**Location: 19571 Conc 4 Alexandria**

**Resolution No. 5**

**Moved by:** Jacques Massie

**Seconded by:** Michel Depratto

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-04-2017 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**d) No. MV-05-2017**

**Owner: Kathleen Belair**

**Location: 3370 Chisholm St. Glen Robertson**

**Resolution No. 6**

**Moved by:** Jamie MacDonald

**Seconded by:** Jeff Manley

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-05-2017 as per the conditions recommended by the planning manager.

The clerk asked three times for comments from the public in attendance. No comments were made.

**Carried**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**7. NOTICE OF MOTION**

**8. ADJOURNMENT**

**Resolution No. 7**

**Moved by:** Jeff Manley

**Seconded by:** Jamie MacDonald

There being no further business to discuss, the meeting was adjourned at 6:46p.m.

**Carried**

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**Daniel Gagnon – CAO/Clerk**

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**Mayor – Chris McDonell**





12(d)

## MINUTES OF THE APRIL 26, 2017 MEETING OF THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

A meeting of the Arts, Culture, and Heritage Advisory Committee held on Wednesday, April 26, 2017, at 5:00 p.m. at the North Glengarry Township Office, 90 Main Street S., Alexandria.

**PRESENT:** Carma Williams, Chairperson  
Jeff Manley, Councillor (departed at 6:58 p.m.)  
Karen Davison Wood, Member at Large  
Dane Lanken, Member at Large  
Nicole Nadeau, Member at Large  
Kerri Strotmann, EDO, Recording Secretary

**GUEST:** Tara Kirkpatrick, EDO

**REGRETS:** Nathalie-Anne Bussière, Member at Large  
Daniel Gagnon, CAO  
Nicole Geoffrion, Member at Large

### 1. CALL TO ORDER

The meeting was called to order at 5:15p.m.

### 2. ACCEPT AGENDA

**Moved by:** Nicole Nadeau

**Seconded by:** Jeff Manley

That the Agenda of the Arts, Culture and Heritage Advisory Committee meeting of April 26, 2017 be accepted with the following addition:

- Item h) : Congregationalist Church (St-Elmo)

**Carried.**

### 3. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared.

#### **4. RATIFY THE MINUTES OF MARCH 22, 2017**

**Moved by:** Karen Davison Wood

**Seconded by:** Dane Lanken

That the minutes of the March 22, 2017, Arts, Culture, and Heritage Advisory Committee meeting be accepted as presented.

**Carried.**

#### **5. AGENDA ITEMS**

**a. 200<sup>th</sup> Anniversary of the foundation of Alexandria - Update**

Michelle Daprato submitted an email update confirming that she has formed a committee of seven (7) and is still looking for additional committee members. She would appreciate receiving the names of any interested individuals. An informal committee meeting will be held at the end of May and Michelle will request the preparation of a press release at that time.

Karen confirmed that she met with Michelle who expressed concern with funding. It was recommended that Michelle prepare a report to Council in 2017 to obtain a budget from the municipality in the 2018 fiscal year that can be put in a reserve.

Jeff spoke to Michelle and recommended that all meetings be followed by formal minutes for accountability purposes. He will provide Michelle with a post-mortem of the Maxville 125 event to help guide her committee in the planning stages.

**b. Community Grant Program - Update**

Further to Council's adoption of Resolution #6 on March 13, 2017, approving the modifications to the 2018 Community Grant policy and forms, a translation of the document was undertaken. Copies of both the French and English versions were circulated to the committee. Kerri confirmed that the policy and forms will be made available to the public as of September 1, 2017, and that a public information session will be held in September to assist community groups with the application process.

**c. CIP Approvals Committee (CIPAC) Update**

Kerri provided a brief update to the committee on the project that was reviewed at the April 3, 2017, meeting of the CIP Approvals Committee (CIPAC) and presented to Council on April 10, 2017, for the property situated at 43 Main Street South, Maxville.

**d. North Glengarry Heritage Tour – Update**

- Kerri presented the committee with the final version of the Glengarry Routes heritage tour. A sample of a “Z-Fold” brochure was circulated to the committee as an example of the print format of the map.

It was suggested that Allan MacDonell (South Glengarry) verify the Gaelic. Dane has offered to contact Mr. MacDonell.

Concern was expressed with the Apple Hill content, as it does not indicate that a turn is required toward the King Edward Hotel. Carma will rework the content.

The committee recommended that the French translation of the tour be made available at the same time as the launch of Glengarry Routes, even if it is not in the same format. Kerri will look work on obtaining estimates and a timeframe for the translation work.

- Maxville & Alexandria Walking Tour updates

Dane prepared a new version of the Alexandria walking tour which was distributed to the committee. A request was made to send a PDF copy to the entire committee for feedback. All comments are to be emailed to both Dane and Kerri by Wednesday May 3, 2017. A translation will be undertaken following final approval.

Carma and Nathalie-Anne have received permission to modify the Maxville walking tour and will work on this project in the coming days.

Both walking tours will designed and printed “in-house” and made available on the Glengarry Routes website and in various public buildings and businesses at the launch of the Glengarry Routes heritage tour.

**e. North Glengarry Heritage Register**

**i. Listing Criteria**

At the January 25, 2017 meeting, the committee approved the listing criteria that has been set forth in the heritage brochure, based on the Ministry’s guidelines.

**ii. Listing of buildings**

The verification of the LACAC identified stone and log buildings and churches will be undertaken shortly to validate that the structures still exist. The estimated time to complete the verification is two-days with two people.

**iii. Heritage Listing Pamphlet**

A translation of the heritage listing brochure will be undertaken shortly.

**iv. Plaque Program with ACH Budget**

This item is deferred to a subsequent meeting.

**v. Grant application “Young Canada Works”**

Anne Leduc, Director of Recreation & Community Services, confirmed that the application for a summer student to take on the position of Heritage Coordinator for the North Glengarry Heritage register has been approved. A copy of the job description has already been published and the heritage coordinator is expected to commence on May 22, 2017.

Kerri and Carma will speak to Anne Leduc about the role and responsibilities of the Heritage Coordinator. The committee suggested that the hamlets be prioritized given that the CIP will be extended to include all the hamlets in 2018 and there is currently no available inventory of the buildings.

**f. The Grotto Update**

Jeff and Nicole confirmed that the Grotto committee will be holding the unveiling event on Sunday June 25, 2017, at 2:00 p.m. At this event, the commemorative panel will be unveiled and an ecumenical service held (United, French Catholic, and Presbyterian churches).

Copies of the revised bilingual content, photos and captions were distributed to the committee for review and the draft design was displayed for comments regarding the aesthetics. Any corrections are to be forwarded to Kerri by email, no later than Friday April 28, 2017.

In order to realize this project the committee must approve an upset amount to cover the costs of the graphic design work and the fabrication of the sign using the same company as the approved Mill Square interpretive panel for a consistent aesthetic and quality.



**Moved by:** Karen Davison Wood

**Seconded by:** Nicole Nadeau

That the Arts Culture and Heritage Advisory Committee (ACH) approve an upset amount of \$4,500 from the ACH reserve for the design, translation and fabrication of the Grotto commemorative panel and recommends that *Fontasy Sign & Display* be retained for the production and installation of the Grotto interpretive panel on the site of the monument, due to the superior quality of the infused resin “Sun Glaze” enamel on aluminium with a 1.75” thick frame around a moulded-metal sign, the inclusion of rounded corners, three powder-coated metal posts, installation with a special patented ground key, which is guaranteed not to shift with frost heave, the company’s 20-year experience in producing outdoor panels, and the 10-year guarantee provided.

**Carried.**

**g. Interpretive Panel for Mill Square (Canada 150 Grant)**

**i. Official unveiling**

Kerri presented the committee with the final version of the Mill Square interpretive panel, which will be sent for manufacturing the week of May 1, 2017.

The committee recommended that an official unveiling of the sign take place on Thursday June 22, 2017 at 7:00p.m. (tentative). Tara Kirkpatrick was asked to look into obtaining an alcohol permit for this event and Nicole will request a quote from the band. It was also recommended that refreshments be provided by the three local Mill Square restaurants (Christine’s, The North Glengarry, The Quirky Carrot) and music by the Trevorclefs. Formal invitations should be sent to the local business owners and heritage groups, the local MP and MPP, as well as South Glengarry Council. Kerri will work on the content of the invitation, which will be signed by the Mayor.

Jeff Manley departed at 6:58 p.m.

**h. Congregationalist Church (St-Elmo)**

Carma provided the committee with a summary of her telephone discussion with the National Presbyterian Church in Toronto. The Church was not yet aware of this dossier, but did confirm that once the buildings revert to them, they will likely be put on the market for sale.

Karen will prepare a letter on behalf of the Arts, Culture & Heritage Advisory Committee, to the local Presbyterian Church, with a copy to the Pioneer Museum, expressing concern about the future of these buildings and how their conservation should be a collaboration between the Presbyterian church, the municipality and the Pioneer Museum, given their historical and heritage significance to the community.

## **6. NEW BUSINESS**

- I. Letter of resignation and recruitment of a new member of the Arts Culture & Heritage Committee

The committee reluctantly received the letter of resignation submitted by Nicole Geoffrion and spoke of her unwavering support of the committee and her invaluable contribution over the past six years. Carma will prepare a formal letter thanking her for her dedication to the ACH.

Carma explained the required process for finding a new committee members, including placing an advertisement in the local newspaper requesting CVs and letters of interest. It was agreed that as long as quorum can be achieved until the last meeting in June, the formal recruitment process will not begin until August.

## **7. CORRESPONDENCE**

The following correspondence was distributed to the committee.

- CHO news – Spring 2017
- Invitation to the Volunteer Appreciation Evening from the Centre Culturel

## **8. NEXT MEETING**

The next meeting of the Arts Culture and Heritage Advisory Committee will take place on Wednesday May 24, 2017 at 5:00pm. The committee noted that the June meeting date may have to be changed. Wednesday June 14<sup>th</sup> was proposed. Kerri will send an email to the committee to confirm.

## **9. ADJOURNMENT**

The meeting was adjourned at 7:22p.m.

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Recording Secretary – Kerri Strotmann

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Chair – Carma Williams

## **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:** June 12, 2017

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

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

**Proceed "In Camera" Session,**

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at \_\_\_\_\_, in order to address,

Taxation Discrepancies corrections (as this matter deal 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*);

Human resource update: Treasury and Building / Planning Dept (as this matter deal 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*);

Update on two municipal land issues (as this matter deal 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*);

And adopt the minutes of the Municipal Council "In Camera" session meeting of April 24, 2017, May 1, 2017, May 23, 2017 and June 5, 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 16 Item a**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting April 24, 2017, May 1, 2017, May 23, 2017 and June 5, 2017 be adopted as printed.

**Carried**

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**Defeated**

\_\_\_\_\_

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 16 Item b**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

That we return to the Regular Meeting of Council at \_\_\_\_\_.

**Carried**

\_\_\_\_\_

**Defeated**

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**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 16 Item c**

## **Section 17**

**CONFIRMING BY-LAW**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

That the Council of the Township of North Glengarry receive By-law 28-2017; and

That Council adopt by-law 28-2017 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 28-2017 be read a first, second, third time and enacted in Open Council this 12 day of June, 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 17 Item a**

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW 28-2017 FOR THE YEAR 2017

### 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 June 12, 2017 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 12<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
**Daniel Gagnon - CAO/Clerk**

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

I, hereby certify that the forgoing is a true copy of By-Law No. 28-2017, duly adopted by the Council of the Township of North Glengarry on the 12<sup>th</sup> day of June, 2017.

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

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



## **Section 18**

**ADJOURN**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** June 12, 2017

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

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

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 18**